

Board of Selectmen
Meeting Minutes
January 14, 2020

Present: Jonathan M. Daley, Chairman; James C. Bailey, III, Selectman; John P. Stohrer, Selectman; Laura Buono, Town Administrator.

In Attendance: David Roarick, Taylor Burrows, Sandy Burrows, Penny Griffin, Deborah McDonald, Chris Sieg, Peter Mellen, David Lewis, Jared Fleming, Cole Melendy, Bill Goss, Sam Stark.

Chairman Daley opened the meeting at 6:00 p.m.

1. **OATH OF OFFICE – OFFICER TAYLOR BURROWS**

Deborah McDonald, Town Clerk, administered the Oath of Office to Police Officer Taylor Burrows. Officer Burrows has been working for the police department since 2017 as a dispatcher and was transferred to a patrol officer position in November 2019. Officer Burrows will be attending the police academy within the next couple of months.

2. **OPEN SESSION**

There was no public comment during Open Session.

3. **WATER & SEWER COMMISSIONERS RE: MUNICIPAL DRIVE**

The Water & Sewer Commissioners met with the Board of Selectmen and Bill Goss to discuss a proposal to run a redundant water main down Municipal Drive. Commissioner Peter Mellen said the Commissioners have discussed this in the past but since Mr. Goss is planning on repairing and paving Municipal Drive this year, they did some work with Underwood Engineers to pull numbers together in order to see if it's something they could financially do this year. Commissioner Mellen said currently, if there is a repair needed they have to shut down water for all users. If a line is put in from Bible Hill Road down Municipal Drive, it will create a connection so that they can make repairs without shutting the entire system down. Traffic flow while the construction is taking place was briefly discussed. Cole Melendy from Underwood Engineers reviewed the financial part of the project which could run about \$750,000 but could go \$60,000 - \$100,000 more if they have to keep the road open during construction since they would have to do some guardrail and road work to allow for the traffic flow. The Commissioners said they would be asking the Selectmen to budget some money for the project as well but that would not happen until 2021.

Bill Goss discussed the current condition of the road and said that although he would hate to put off the repair and paving of the road for another year but it doesn't make sense to do the work and then tear it up the following year. Mr. Goss said he can repair a couple of the bad sections simply by cutting them out and do an overlay of the road until the following year. In the end, the Commissioners were going to check on a couple more things as far as funding goes and let the Selectmen and Mr. Goss whether or not they will be able to do the project in 2021. If not, Mr. Goss will include Municipal Drive as part of his 2020 projects.

4. **MANIFEST MOTION**

Chairman Daley moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 15357 – 15479 a/k/a Vouchers 50,51,52,1,2&3 in the amount of \$554,422.80 (includes 387 direct deposit stubs) and Accounts Payable Check number 022237 - 022474 a/k/a Vouchers 49,50,51,52,1,2 in the amount of \$1,322,567.26. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

** A/P Checks include payments to HDSD in the amount of \$878,082.29.

5. **CONSENT AGENDA**

Chairman Daley moved to approve the Consent Agenda for January 14, 2020. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

- Intents to Cut – Map 4 Lot 52; Map 4 Lot 52-001

6. **APPROVAL OF MINUTES**

Chairman Daley moved to approve the budget minutes for December 10, 2019 as written amended. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

Chairman Daley moved to approve the minutes for December 18, 2019 as written. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed unanimously.

Chairman Daley moved to approve the minutes for December 31, 2019 as written. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed with a vote of 2 in favor and 1 (Selectman Stohrer) abstention.

7. **LONG-TERM PROJECTS**

Sidewalk Project – Ms. Buono informed the Board that our engineers checked with the State on the status of the project and were told that they are still in the process of reviewing the plans. They fell behind a little over the holidays. She said the Conservation Commission is still waiting for their approved driveway from NHDOT so that the curb cut can be placed on the plan.

8. **OTHER BUSINESS**

Town Report Quotes – Ms. Buono said that we have received three quotes for the 2019 Town Report. She said this year they are going to change the binding from wire binding to saddle stitch binding. The quotes are from RAM Printing in the amount of \$1,020.11; Brayshaw Printing in the amount of \$1,325.00; and Premiere Printing in the amount of \$1,478.20. Ms. Buono said that Brayshaw Printing has handled the Town Report for the last couple of years but RAM Printing has brought forward a much lower price and she is recommending the Selectmen award the project to them. Chairman Daley moved to award the printing of the 2019 Town Report to RAM Printing. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

Proposed 2020 Budget & Warrant Articles – Ms. Buono presented the Board with the completed copies of the Proposed 2020 Budget and Warrant Articles as they currently stand. She said there may be minor adjustments prior to the Public Hearing but for the most part the numbers are final. Currently the operating budget has a 4% increase (\$316,009) of which approximately \$90,000 is due to an extra weeks payroll for all departments this year. She also noted that with the other Warrant Articles for Capital Reserve Funds, Road Construction, and Police Body Cams the bottom line total increase is just under 5%. Ms. Buono anticipates with the statistical update that will be done, the Town's portion of

the tax rate will stay level of go down a bit even with this increase in the bottom line. She said she hasn't estimated revenues for 2020 yet but will have those done as well as the estimated tax rate for the Public Hearing.

Fire Cistern (Rex Gray Development) – Chairman Daley added this item to the agenda to clarify what had been discussed about the cistern in Mr. Gray's development that had taken place a few weeks ago. He said that Chief Stafford does care about the cistern in that neighborhood and that it is in working order and does get checked each year. During the discussion with Mr. Gray, he had stated that it wasn't being maintained by the Town.

February Meeting Schedule – Ms. Buono said that the first Selectmen's Meeting in March falls on the 11th which is the same day as the Primary. With that in mind she asked the Board if they would like to meet on the 4th instead. That date worked for the Selectmen and it was also decided that the Budget Public Hearing would be held that evening as well. It was mentioned that the Chamber of Commerce will be holding a "Meet the Candidates" breakfast meeting on February 4th as well.

HB 425 – Ms. Buono supplied the Board with HB 425 which if passed, would allow municipalities to print copies of deeds from their own computers at no cost. Currently, the charge is \$2.00 per page to print deeds. Ms. Buono also presented the Selectmen with a letter in support of HB 425 to send to the legislative committee. The Board was in support of the bill passing and signed to letter to be submitted.

Youth Services Director – Ms. Buono notified the Selectmen that Chelsea Szalanski, our Youth Services Director has been chosen to receive a Trendsetter 2020 award which is given out by The Keene Sentinel. Six people nominated Ms. Szalanski for her work in the region for Diversion, the Therapy Dog and Project Genesis. Ms. Buono said she is planning on attending the ceremony in support of Ms. Szalanski which will be held on March 26th and said if any of the Board members would like to attend she will be happy to get tickets for them.

Assessing Services Contract – Ms. Buono said she met with Dave Marazoff, our contracted assessor and he suggests doing a statistical update due to the difference between the Town's valuation and the current market. She said there have been quite a few sales that have take place in Hillsborough since our last revaluation in 2017 which has brought our ratio from 100% to 85%. The Department of Revenue likes municipalities to be as close to 100% as possible and have been sent the information by Mr. Marazoff. By doing the statistical update this year, it will push our revaluation to 2025 since it needs to be done every 5 years unless there is a statistical update within the 5 years since the last one was done. She said Mr. Marazoff is estimating that the Town's valuation will go up at least 15% based on the information he currently has which should decrease the tax rate since typically the higher the valuation, the lower the tax rate. Ms. Buono said she doesn't know where the School's proposed budget is falling and some of that will have to do with the new budget numbers both for the School and Town. The Board reviewed the standard assessing contract which is in line with last years as well as the contract for the statistical update. Chairman Daley moved to approve the General Assessing Contract with Marazoff Assessing. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously. Chairman Daley moved to approve the Statistical Update Contract with Marazoff Assessing. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

Grimes Retirement Letter – The Selectmen signed a retirement letter for Deedee Grimes who retired from the Fire Department Auxiliary after 30 years. Chairman Daley said there will be a presentation to Ms. Grimes at the February Fire Department dinner if any of the Selectmen would like to attend and present her with the letter.

Greater Hillsborough Senior Services- Ms. Buono supplied the Selectmen with copies of the 2019 financials from Bob Charron for GHSS. Ms. Buono said there is a discrepancy between the 2018 ending balances and the 2019 beginning balances for their general account as well as their bus fund which she has asked Mr. Charron about but based on this report, GHSS is ending 2019 with \$9,312 in their general account and \$7,315 in the bus account. They purchased a new bus in 2019 after receiving a large private donation. The Board reviewed the figures and agreed to fund the contribution to this group at the level amount of \$13,000 for 2020.

Phone Lines – Chairman Daley said he is still working on having the Water/Sewer Department, Fire Department, and Transfer Station phone lines transferred to his company however TDS denied the transfer based on some confusion with regard to the mailing and service addresses. He said he will continue to work with them to get it done. He also mentioned that Comcast could not run the new copper lines for the sewer department due to there being ice in the conduit.

Manifest Approval – Ms. Buono said the Town Treasurer Bob Charron would like to have one person appointed to sign off on manifests that are to be paid in between Selectmen meetings. She said there hasn't been any problems but he would hate for an auditor to question why he is signing checks prior to the Board's approval at their meetings since currently there is at least one payroll manifest done between meetings and at time a payable run. Selectman Bailey said he is in Hillsborough almost daily and he would be willing to come in and sign off when needed. Chairman Daley moved to appoint Selectman Bailey to sign manifests in between Selectmen meetings. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

Selectmen's Report- The Board reviewed the Selectmen's Report that Chairman Daley wrote for the Town Report and said they liked it. Chairman Daley will review it again and make a couple of changes and send it to Nancy Torres.

9. ADJOURNMENT

Chairman Daley moved to adjourn at 7:40 p.m. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Board of Selectmen

Date: _____

Jonathan M. Daley, Chairman

James C. Bailey III, Selectman

John P. Stohrer, Selectman