

Board of Selectmen
Meeting Minutes
November 14, 2017

Present: James Bailey III, Chairman; David N. Fullerton, Selectman; Jon Daley, Selectman; Laura Buono, Town Administrator.

In Attendance: Joyce Bosse, Leigh Bosse, Michael Pon, Kenny Stafford, Jonathan Halle, Zachary Brock.

Chairman Bailey opened the meeting at 5:57 p.m.

1. **NONPUBLIC SESSION**

Selectman Bailey moved to go into nonpublic session at 5:58 p.m. under RSA 91A:3II (d) property acquisition. Motion was seconded by Selectman Daley. A roll call vote was taken. Chairman Bailey – yes; Selectman Fullerton – yes; Selectman Daley - yes. Motion passed unanimously.

In attendance: Chairman Bailey, Selectman Daley, Selectman Fullerton, Town Administrator Laura Buono, Leigh Bosse, Joyce Bosse.

Leigh and Joyce Bosse brought forward information on a property in the center of town that was recently placed on the market. The current owners have agreed to offer the Town rights of first refusal if the Selectmen are interested. The property was briefly discussed but no decision was made as to whether or not the Selectmen are interested in bringing the purchase of this property forward to the voters.

Selectman Bailey moved to come out of nonpublic session at 6:15 p.m. Motion was seconded by Selectman Daley. A roll call vote was taken. Chairman Bailey – yes; Selectman Fullerton – yes; Selectman Daley - yes. Motion passed unanimously.

2. **FIRE CHIEF KENNY STAFFORD RE: PROPOSED FIRE STATION EXPANSION**

Chief Kenny Stafford met with the Selectmen to bring forward drawings done by Warren Street Architects which reflect a proposed expansion of the Fire Station. Chief Stafford said that sooner or later they will have to change over to a fulltime department and with that additional space will be needed. He said out of the 22 communities that are part of the Capital Area Fire, Hillsborough is 4th in calls with the three communities in front of them being Concord, Hooksett and Hopkinton. Currently they have staff who stay overnight for shifts and in order to accommodate those shifts, two offices have been changed into sleeping quarters. Chief Stafford also noted that even if the expansion does not happen the station still needs some work on the heating system, electrical work and ventilation. He said the HVAC has been broken for 5 years and a portion of the roof leaks and needs repair. Chief Stafford went over the changes that he is proposing. The expansion will be in the back portion of the current station whereas the building will be expanded out and up. They will change the meeting room into a 1500 sq ft. community room however; the new plan will not allow the public access to the rest of the department as the current set up does. Chief Stafford said it's not safe or secure. There will also be a turnout gear room which will allow them to store gear as it should be stored in order to prolong the life of the material. The gear is currently stored in the bays with the trucks and other equipment. The expansion will also include a sprinkler system, new electrical as well as heating and cooling. The bay doors will be changed with energy efficient doors. The second floor will house the chief's office and sleeping quarters. The emergency management area and the Emergency Operations Center will be

upgraded as well. There will be an area to allow for a gym which will be able to be used by the police, fire and town personnel. Chief Stafford said that because there will be a second floor, an elevator will have to be installed to meet ADA.

The Selectmen discussed the plan that has an estimated price of almost \$3.4 million. Selectman Fullerton said the town is growing but he is concerned with having all their equipment in one location and mentioned the fire in the Henniker highway garage last year where they lost all their trucks. Selectman Daley said he believes having separate locations would be tough and Chief Stafford agreed. He said it would be hard to manage in our community since we are not like the large cities. In those locations they have fulltime personnel in each location. It wouldn't be feasible in Hillsborough. Jonathan Halle from Warren Street Architects was asked how much would have to be added to the price of the expansion if it wasn't done next year. Mr. Halle said they typically estimate 5% additional per year on the cost. Mr. Halle said the cost reflects \$1.5 million for renovations to the existing building and \$1.5 million to add on the new section. He said on a home with a \$200,000 valuation, the cost of this project would only be \$115 per year. Chairman Bailey said this plan will bring them up to speed with sleeping quarters and upgrades that he feels are needed. He also said in the future they may want to build an outbuilding as well. This expansion will accommodate the department for 20-15 years and there is currently room for another engine if needed. Selectman Daley asked Mr. Halle what they need if we decide to go forward with this in March. Mr. Halle said they need to get out and sell the idea and be upfront with the condition of the building right now. The Selectmen will digest the information and visit it again during the fire department budget discussion.

3. **MANIFEST MOTION**

Chairman Bailey moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 12572 - 12620 a/k/a Vouchers 44A, 45, 46 in the amount of \$170,148.58 (includes 126 direct deposit stubs) and Accounts Payable Check numbers 17600 - 17658 a/k/a Voucher 43 in the amount of \$890,102.44. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

** A/P Checks include payment to HDSD in the amount of \$771,200.75

4. **CONSENT AGENDA**

Chairman Bailey moved to approve the consent agenda for November 14, 2017. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- Oath of Office – Ethan Vaillancourt
- 2017 Second Issue Tax Warrant in the amount of \$8,247,730.32
- Abatements (Boucher, Hamblett & Steiner) totaling \$91.64
- Pole License – Washington Road
- Intent to Cut – Map 9 Lot 170

5. **OTHER BUSINESS**

Manahan Boat Ramp – Chairman Bailey said they received the permit from the Department of Environmental Services for the boat ramp at Manahan Park. He said Mike Bean & Associates could begin as early as the end of this week with a completion date of December 1st. Chairman Bailey will coordinate the project.

Trustees of Trust Funds – Selectman Daley said he spoke with Doug Hatfield with regard to the Manahan Trust Fund and the Trustee's decision to place any unused income into the principal of the fund. According to Mr. Hatfield, the Trustees wouldn't actually be adding it to the principal since the

principal wouldn't be able to be used. The Trustees would be able to approve the use of income older than three years old. Chairman Bailey said the interest is what gets spent which was briefly discussed. Chairman Bailey said they need to work on pricing for the items on the Manahan Park Plan in order to give them to the Trustees.

6. APPROVAL OF MINUTES

Chairman Bailey moved to approve the minutes of October 31, 2017 as amended (change the word "principle" to "principal" in the Trustees of Trust Funds discussion. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

7. ADJOURNMENT

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

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Board of Selectmen

Date: _____

James C. Bailey III, Chairman

David N. Fullerton, Selectman

Jonathan M. Daley, Selectman