

**Town of Hillsborough
Board of Selectmen Meeting Minutes
May 25, 2022**

Present: James C. Bailey, Chairman; Meleny Nagy, Selectwoman; Iris Campbell, Selectwoman; Laura Buono, Town Administrator.

In Attendance: Penny Griffin, Peter Mellen, Dave Lewis, Riche' Colcombe.

Chairman Bailey called the meeting to order at 6:00 p.m.

1. OPEN SESSION

Riche' Colcombe – Ms. Colcombe spoke to the Board about the large budget surplus the School Board has been discussing of approximately \$2M. She said they have discussed purchasing various things with that money since the finance manager isn't recommending they return it to the taxpayers. Ms. Colcombe feels the school should at least reimburse the Town for the School Resource Officer since they had taken the expense out of the budget for the first time this past year. She requested that the Board send a letter to the School Board requesting reimbursement. The request was briefly discussed and the Board and it was decided that Ms. Buono will draft the request and arrange to have it sent to the School Board.

2. WATER & SEWER COMMISSIONERS RE: SEWER ASSET MANAGEMENT PLAN

Members of the Water & Sewer Commissioners met with the Board to review the Sewer Asset Management Plan which was recently completed by Underwood Engineers. Peter Mellen presented the majority of the information and said the engineers looked at the infrastructure and areas to focus on for replacement. Mr. Mellen also reviewed the long-term financial planning information included within the report which basically shows that they are not charging enough for the service and also not putting enough money away for future asset replacements. Between 2015-2019 there was \$100,000 each year placed into capital reserve funds for the system and in 2020 that was increased to \$125,000. Based on the infrastructure's age and cost of replacement, the engineers are stating that \$625,000/year should be placed within the funds over a 50-year period in order to keep up with present day costs. A chart which documents sewer flow and capacity from August 2019 through April 2022 was also reviewed. During the wet months, available capacity is lower due to water infiltrating the system through old infrastructure. As of April 2022 there is an available capacity of 73,000 gallons for 80% of the total capacity although in drier months that available capacity will probably increase to some extent. The Board and Commissioners discussed scheduling future road maintenance projects and sewer replacements as one project. The Commissioners also brought up accessibility fees versus hookup fees. Mr. Mellen explained that the benefit of accessibility fees is that commercial projects will be paying a fair portion toward the system maintenance versus the \$7,500 that is currently charged per hookup for their projects. Residential unit costs would change from the \$2,500 under an accessibility fee structure. Penny Griffin commented that a fee study would reflect where both the sewer rate fees and the accessibility fees should be considered. At the end of the discussion, it was decided that the Commissioners would move forward with a fee study and that a meeting will be scheduled

between the Selectboard, Commissioners, and Road Agent in order to get a plan in place for combined projects for the future.

3. OTHER BUSINESS

Kemp Park – Ms. Buono distributed copies of a proposal from Gale Associates for work to do a shoreland permit application for Kemp Park which will include the new gazebo as well as an after the fact notification for garage and parking area. The proposal which includes the application process and review and in the amount of \$6,900 was reviewed by the Board. Chairman Bailey moved to approve the proposal as presented. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed unanimously.

Police DOJ Grant - Ms. Buono said the Police Department has applied for and awarded a grant in the amount of \$49,045 for AED Units for the cruisers as well as a second UTV which are used mostly for searches, etc. in wooded areas. She requested that the Board vote to authorize the Police Chief to sign and execute the grant paperwork as needed. Chairman Bailey moved to authorize Chief Roarick to sign all the necessary documentation for the grant in the amount of \$49,045. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed unanimously.

Heritage Museum Painting – Ms. Buono explained that the painting of the Heritage Museum has been put out for bids twice and no proposal had been received. She said that Meleny Nagy has submitted a proposal in the amount of \$59,902 for the project. The proposal was reviewed. Chairman Bailey asked Ms. Nagy if lead paint were discovered, does this cost take that into consideration to which she replied no. Ms. Buono said she is not aware of there being an issue with lead paint since the building was refinished and painted in the past. She will inquire as to what had been done to the outside when the building was painted previously and look into whether or not the paint there is lead based. The Board will take this up again at the next meeting.

Boston Post Cane Presentation – Ms. Buono said that both Gil Shattuck and Hope Thomas have agreed to accept the award of the Boston Post Cane. She said it may be easier to do both presentations together at the Library and a Saturday date was discussed. It was decided to present them both a can on Saturday, June 18th at 11:00. Ms. Buono will contact both recipients and make the arrangements.

Project Genesis – Ms. Buono brought forward a request from the Youth Services Director to have a fire pit on Fridays at PG for the seniors. Chelsea Mather is working with the Fire Chief to get a permit but needs the Boards approval before one can be issued. This will be only for the summer months. Selectwoman Nagy asked about high risk burning if its dry out and Ms. Buono said the FD typically states when burning isn't allowed but will pass that on to Ms. Mather. Chairman Bailey moved to approve a seasonal burn permit for Fridays throughout the summer at Project Genesis. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

Transfer Station Hours – Selectwoman Nagy said she was contacted by Adam Seville who asked about having the Transfer Station hours changed since he isn't able to get there during the days of the week and the times they are open. The schedule was briefly discussed and it was noted that the facility is open to the public 32 hours a week which includes one evening until 8 p.m. and all day on Saturdays. The Board didn't feel it was necessary to add additional hours or change the

hours that were offered to the residents.

Welcome to Hillsborough Signs – Selectwoman Nagy asked about adding plants under the “Welcome to Hillsborough” signs in order to dress them up a little. Chairman Bailey said the signs were put up by the Chamber of Commerce so they should probably be the ones to approach about it. It was mentioned that a request could be made to use some funds from the Dana Crane Fund for this project.

ATV Road Use Request – Ms. Buono said she was contacted by the Deering Town Administrator with regard to Brad Fyfe’s request that had been previously brought before the Board, to use a portion of roads in order to connect the CVATVR trail system to the Hillsborough rail trail. She said during the conversation it was suggested that both Selectboards meet to discuss the request at a work session and the date of Tuesday, June 7th @ 6:30 at the Deering Town Hall. The Board agreed to a work session meeting with the Deering Board on that date.

Locality Equipment Grant – Ms. Buono said she submitted a locality equipment grant for the purpose of reimbursing a portion of the 2021 police cruiser purchase as well as light package.

Splash Pad – Ms. Buono said she was contacted by a resident who asked about whether or not the Board has ever considered installing a splash pad. She said she told him that it has been brought up in the past but had not yet been planned. This was briefly discussed. Ms. Buono will bring the idea to the Parks Committee so that they can research some funding options which may be currently available.

Center Cemetery – Selectwoman Campbell, who is also a member of the Cemetery Trustees, said the Trustees bought a plaque for the Center Cemetery to advertise its historic designation. She said they went to Peterborough to look into purchasing a piece of granite to put the plaque on, but they didn’t have any available that would work but, our highway department had the perfect piece. The company in Peterborough will pick up the granite and incorporate the plaque and then set it at the cemetery and the cost will only be \$800.

Butler Park – Selectwoman Nagy asked about getting the water fountain in Butler Park working. Chairman Bailey said it’s been many years since that has worked and it has something to do with the water lines. Ms. Buono said she will get the status from Scott Yeaton.

4. MANIFEST MOTION

Chairman Bailey moved to authorize the Selectmen to sign check numbers 017562 – 017593 a/k/a Vouchers 20, 20A, 21 in the amount of \$195,500.94 (includes 214 direct deposit stubs) and Accounts Payable Check numbers 027188 -027264 a/k/a Vouchers 23 & 24 in the amount of \$352,627.11. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed unanimously.

5. CONSENT AGENDA

Chairman Bailey moved to approve the Consent Agenda for May 25, 2022. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

2021 Water Fee Abatement – Map 14 Lot 513 \$430.00

2021 Sewer Fee Abatement – Map 12 Lot 90-15 \$376.17

Intent to Cut – Map 1 Lot 27 – East Washington Road/Carr Road
Harvey Memorial Cemetery Deed – Bodanza Row 3 Lot A
Welfare Lien Discharge – Map 25 Lot 78 Marcoux; Map 25 Lot 91 Hazen

6. APPROVAL OF MEETING MINUTES

Chairman Bailey moved to approve the Selectmen's Minutes of May 11, 2022. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed unanimously.

1. LONG TERM PROJECTS

Woods Woolen Mill – Ms. Buono informed the Board that the office building at the site was taken down today as well and that the demolition and removal is almost complete. Chairman Bailey said he doesn't know if there is granite on the site but he would like to make sure if there is, it stays there. Ms. Buono said EPA is required to remove contaminated material so if there is granite there, it more than likely wouldn't fall under that mitigation effort.

Parking Regulations – Ms. Buono said now that the discussed changes have been made to the parking regulations, a meeting needs to be scheduled to have a final review and to discuss the information received from the parking app company. The date of June 14th at 3:00 was scheduled for this meeting.

Boat Dock – Ms. Buono brought up the boat dock and the status of the repairs. Chairman Bailey said we need to wait for the water to go down in the fall for the work to be done. Chairman Bailey will send the plans to Ms. Buono so that it can be placed out for proposals.

8. ADJOURNMENT

Chairman Bailey moved to adjourn at 8:35 p.m. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Selectboard

Date: _____

James C. Bailey III, Chairman

Meleny Nagy, Selectwoman

Iris Campbell, Selectwoman