

**Board of Selectmen  
Meeting Minutes  
January 25, 2023**

Present: James Bailey, Chairman; Iris Campbell, Selectwoman; Richard Pelletier, Selectman and Laura Buono, Town Administrator.

In Attendance: Tom McClure, Leigh Bosse, Bill Hutwelker, Donna Lane, Davin Mieme, Riche' Colcombe

Pledge of allegiance was completed.

**1. NONPUBLIC SESSION**

Chairman Bailey moved to go into nonpublic session at 6:02 p.m. under RSA 91A:3II (a) compensation. Motion was seconded by Selectman Pelletier. A roll call vote was taken. Chairman Bailey – yes; Selectwoman Campbell -yes. Motion passed unanimously.

In attendance: Chairman Bailey, Selectwoman Campbell, Town Administrator Laura Buono, Ernie Butler.

Ernie Butler talked to the Board about his annual compensation.

Chairman Bailey moved to come out of nonpublic session at 6:17 p.m. Motion was seconded by Selectwoman Campbell. A roll call vote was taken. Chairman Bailey – yes; Selectwoman Campbell -yes, Selectman Pelletier – yes. Motion passed unanimously.

**2. OPEN SESSION**

Chairman Bailey called for questions during open session. No questions were received from the audience.

**3. MINUTES**

Chairman Bailey made a motion to accept the meeting minutes from January 11, 2023. Selectwoman Campbell seconded the motion, the motion passed unanimously.

**4. MANIFEST**

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 18209 – 18237 a/k/a Vouchers 3 & 4 in the amount of \$199,505.49 (includes 219 direct deposit stubs) and Accounts Payable Check numbers 028703 - 028785 a/k/a Vouchers 4 & 5 in the amount of \$130,726.09. Selectman Pelletier seconded the motion, the motion passed unanimously.

## **5. CONSENT AGENDA**

Chairman Bailey made a motion to approve the Consent Agenda for January 25, 2023

- Solar System Exemption – Map 26 Lot 5
- Welfare Lien Discharge – Map 7 Lot 50
- Cartographic Associates, Inc. – 2023 Mapping Services Contract
- Welfare Lien – Map 7 Lot 18

Selectwoman Campbell seconded the motion, the motion passed unanimously.

## **6. OTHER BUSINESS**

2023 Budget - Ms. Buono asked the Board if they have any questions or changes regarding the 2023 budget. Selectman Pelletier said when he was a School Board member the Board would review the budget as a group and would make modifications at that time and asked if this Board would like to do the same. Chairman Bailey said when the Board was presented with the budgets and if any changes are needed it would be brought up at the time of the presentation followed by the Public Hearing. Selectman Pelletier said he didn't have any problems with the presented budget, but his question is "is the budget too high" compared to last year. Chairman Bailey said in the last 8 years that he has been involved; the goal has been a level budget. This year the budget is increasing by 3%, first time. Ms. Buono said the budget increase does not mean the town tax rate will increase by 3%, she feels the tax rate will be level again. Also, the 3% increase includes the warrant articles.

Summerfest Fireworks - Ms. Buono said she is waiting for the financials from the Summerfest Committee and advised the Board that they are asking for an additional \$3,000 for the fireworks. The Board will review the information once it's received and discuss it at the budget hearing.

School Resource Officer - Leigh Bosse asked if the police budget will decrease because the school is funding the School Resource Officer, he feels it should decrease. Ms. Buono said no, because they must raise and appropriate the whole amount and the payment received from the school is recorded as a revenue which offsets that portion of the salary in the budget. The full amount must be in the operating budget. Leigh Bosse said he stands corrected.

Ambulance Purchase - Ms. Buono said the town is due to purchase an ambulance in 2024 which the capital reserve has been funded for that purpose. Delivery of the ambulance is about 24 months out from the order date and the Fire Chief would like to order the ambulance this year. The Board agreed to have the Fire Chief order the ambulance now so it will be delivered by the end of 2024.

45 School Street - Ms. Buono talked to the Board about 45 School St., property owned by John Penny. She said the Town is scheduled to be in court with Mr. Penny on Monday since he has neglected to take any steps to repair the barn on the property which is dilapidated, and hasn't cleaned up the junk. Mr. Penny hired an attorney in the eleventh hour and told his attorney that he has not heard from the town since 2017 which isn't the case. Ms. Buono said Mr. Penny doesn't receive mail because although he lists 45 School Street as his address on everything, he does not have a mailbox or PO Box. Ms. Buono said the Town has had to spend quite a bit of money for legal fees so far and Mr. Penny has not lived up to anything that he has agreed to. Ms. Buono said Mr. Penny won't answer phone calls, he won't let the Building Inspector on his property and won't answer the door and it's unfortunate he is wasting the taxpayers money by playing games. Ms. Buono will report back to the Board after the court date.

Museum Roof - Chairman Bailey asked if there is enough money available to paint the roofs at the museum. Chairman Bailey said he will obtain some costs for the material because he was told the material will increase in the spring. There is also a section of the tower that needs to be resided and painted, it looks like it hasn't been painted for 20 years or longer.

Sidewalk Project - Selectwoman Campbell asked if the sidewalk project is on schedule. Ms. Buono said it is, she has a meeting tomorrow. Some decisions need to be made regarding rights-of-ways along the route.

## **7. CDBG APPLICATION PUBLIC HEARING**

**Chairman Bailey opened the Public Hearing on the Proposed Hillsborough Heights CDBG Application at 6:30 pm. Donna Lane will be presenting the facts.**

Donna read the following into the record and also informed the audience that there is informational documents available as well.

Community Development Block Grant (CDBG) funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$350,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in CDBG Housing Grant Funds. Of the grant funds, up to \$25,000 will be retained by the town for administrative/labor compliance costs associated with the project, \$475,000 of the funds will be loaned by the Town of Hillsborough (the "Town") to Hillsborough Heights Limited Partnership (the "Owner"). The loan proceeds will be used by Owner to support the development project known as Hillsborough Heights located at 219 West Main Street, Hillsborough, NH which will toward acquisition, sitework/construction, or other eligible CDBG expenses (note: this wording has been added to from the public hearing notice) for approximately 42 units of new affordable housing. The loan from the Town to the Owner shall be for a term of no less than 30 years with an annual interest of zero percent (0%) and no payments due until the maturity date of the loan. The Owner shall enter into a promissory note where it agrees to pay the Town on the terms described above and shall provide the Town with a subordinate mortgage lien on the property securing the performance of the obligations in the Town's grant agreement.

This project conforms with Hillsborough's Housing and Community Development Plan's goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

**Chairman Bailey asked for public comment:**

- Tom McClure said the location is in a commercial zone, is that correct. Chairman Bailey said yes. Tom asked if there was a variance granted, with 42 units that could mean 84 cars, will there be traffic lights or widening of the road there? Chairman Bailey said not at this time. Tom asked why not, he feels there will be a traffic issue. If these are one-bedroom units will there be any stipulations by the town regarding fold out couches where now the living room becomes a bedroom and if there is two-bedroom units what is the impact cost for the number of children that will now attend the school. Tom doesn't feel the complex is going to generate a \$1,000,000 in revenue every year.

- Chairman Bailey explained that this hearing is for the Block Grant, these questions were already brought up at previous Zoning and Planning meetings. Also, it was felt that there would not be a big impact on the school, similar developments that have been completed have not seen an impact to the school system. The town is receiving \$25,000 through this grant as a result of these 42 units.
- Donna Lane said NH Housing is the primary funder for the project and there is an agreement that these units will be for affordable housing for 60 years, NH Housing oversees this. CDBG will go in, the buildings will be built and rented and then the CDBG is done. There will also be a lien on the property from CDBG that enforces the affordability.
- Tom asked about the \$25,000 the town will receive. Donna Lane said that money is for administering the grant, writing the grant, attorney fees, audit fees, advertising etc. The CDBG is designed to cost the town no money.
- Tom asked who writes the grant. Donna Lane said she is the grant writer.
- Riche' Colcombe understands CDBG grants are not typically paid back, why would we go into a loan with this one, what's the plan for the money when we do get it if we get the money back. Donna Lane explained CDBG is a grant to the town and the town gets it into the development one way or another. Sometimes it can be a grant, sometimes it will be a loan. In this case it will be loaned to the limited partnership that's being formed. Riche' said Antrim is doing one, and thirty years goes by, what happens then, can the town put the money in the towns general fund. Donna Lane said yes. Donna said the CDBG is giving \$475,000 for the project and the promise from the development is the housing will be affordable for an indicated number of years. If the developer decides to go high-end there is a lien on the property which will recoup the money.
- Riche' asked if the developer will receive a tax credit, RSA-79E. Ms. Buono said RSA-79E does not have anything to do with the CDBG. If the developer applied for 79E during the development and approved is completely different.
- Someone in the audience said the Planning Board put a stipulation in the approval restricting the units to work force housing.

### **Chairman Bailey closed the Public Hearing.**

### **Chairman Bailey opened the Public Hearing on the Housing and Community Development Plan.**

Donna Lane read the following:

The proposed Hillsborough's Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the Town's housing and community development objectives and actions. In addition, the Plan includes a CDBG Citizen Participation plan that details the CDBG requirements for public hearings.

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Preserve and promote the Town's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

**Chairman Bailey asked for public comments.**

- Leigh Bosse feels it's wrong to have a plan not available to the public prior to the public hearing. Selectwoman Campbell said the town does have a Community Development Plan the Board is just updating the plan.
- Riche' Colcombe asked who works on updating the plan. Ms. Buono said Donna Lane worked on the plan, the Board received copies to review. Donna Lane explained updating the current plan qualifies the town for CDBG. This plan was created from a CDBG template.

**Chairman Bailey closed the Public Hearing.**

**Chairman Bailey opened the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan**

Donna Lane explained this is another form that comes from Housing and Urban Development (HUD) and applicable to all CDBG projects. Donna Lane read the following:

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. No displacement is anticipated, this is new construction.

**Chairman Bailey asked for public comments:** No comments.

**Chairman Bailey closed the Public Hearing**

**VOTING**

Chairman Bailey vote to approve the submittal of the CDBG application **and** vote to authorize the Chairman, Board of Selectmen to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chairman, Board of Selectmen to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto. Selectman Pelletier seconded the motion, the motion passed unanimously.

Chairman Bailey made a motion to adopt the Housing and Community Development Plan. Selectman Pelletier seconded the motion, the motion passed unanimously.

Chairman Bailey made a motion to adopt the Antidisplacement and Relocation Assistance Plan. Selectwoman Campbell seconded the motion, the motion passed unanimously.

Chairman Bailey made a motion to adjourn at 7:15 pm. Seconded by Selectman Pelletier, motion passed unanimously.

A true record  
Mary Whalen  
Recording Secretary

Date: \_\_\_\_\_

Approved by:  
Hillsborough Selectboard

\_\_\_\_\_  
James C. Bailey, III, Chairman

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Iris Campbell, Selectwoman

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Richard Pelletier, Selectman