

**Board of Selectmen
Meeting Minutes
September 13, 2023**

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

In Attendance: Keith Cobbett, Riche' Colcombe, Levi Smead, Ernie Butler.

Pledge of Allegiance was recited.

Meeting opened at 6:00 pm

1. OPEN SESSION

Levi Smead: Mr. Smead is interested in purchasing a piece of property that is owned by the Town. Ms. Buono said there are approximately three properties she would like the Board to consider selling by sealed bid, and the property Mr. Smead is talking about is one of them. The properties will be presented to the Board for review at their next meeting.

Riche' Colcombe: Ms. Colcombe voiced her concern regarding a property that has current tax liens, and which is owned by a part-time employee of the Town. She said she has a problem paying tax dollars in wages to someone who isn't up to date on taxes. Ms. Colcombe was told that the Board doesn't monitor the personal finances of employees.

2. TRUSTEES OF THE TRUST FUNDS

Trustee, Riche' Colcombe asked the Board to accept \$600 which is associated with a fund known as the Bob Lint Fund. After Board approval the money will be added to the Center Preservation Fund. Ms. Colcombe also learned that the Center Preservation Fund is classified as a capital reserve and will need to be reclassified as a trust fund.

The Trustees would like to close the smaller trust funds that are earning little interest, they cost more to maintain than what they are earning. The Charitable Trust will be the deciding factor if the small funds can be closed. If so, the money will be disbursed to the appropriate entity to be spent. For example, the Center Preservation Fund now has a balance of \$9,600. The trustees would close that fund and provide the money to the town for repairs at any of the buildings located at the Center.

Chairman Bailey made a motion to accept \$600 from the Hillsborough Area Service Corp. for the purpose of the Center Preservation Fund. Selectman Pelletier seconded the motion, the motion passed.

3. MEETING MINUTES

Chairman Bailey made a motion to accept the meeting minutes dated August 9, 2023. Selectwoman Campbell seconded the motion, the motion passed.

4. CONSENT AGENDA

Chairman Bailey made a motion to approve the Consent Agenda for September 13, 2023. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

- Yield Tax – Map 9 Lot 172 \$303.60
- Solar Energy Exemption – Map 11 F Lot 35
- Veterans' Tax Credit – Map 23 Lot 118
- Intent to Cut – Map 11 F Lot 217, Map 13 Lot 93
- Cemetery Deed – Twombly (Charles Cemetery)
- Sansoucy Associates Contract for PSNH Appeal

5. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 18742 – 18855 a/k/a Vouchers 33 & 37 in the amount of \$541,462.05 (includes 514 direct deposit stubs) and Accounts Payable Check numbers 030032 – 030241 a/k/a Voucher 26 - 29 in the amount of \$2,234,428.80. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

** A/P Checks include payment to HDSO in the amount of \$1,033,197.75

6. LEAF BLOWER

Road Agent, Ernie Butler is asking permission to purchase a Cyclone leaf blower that mounts on a truck for \$9,600 from the equipment capital reserve. The reserve has a current balance of \$35,600. Ernie's mechanic shopped around and feels this blower is the right choice, it has more control options and will be purchased locally.

Chairman Bailey made a motion to authorize Ernie Butler to purchase a Cyclone leaf blower for \$9,600 paid from the capital reserve fund. Selectman Pelletier seconded the motion, the motion passed.

Bear Hill Road Culvert: Selectwoman Campbell said someone approached her about a bad culvert on Bear Hill Road. Ernie Butler said he is waiting for the permits.

Myrtle Street: Selectman Pelletier asked when the speed limit signs will be posted on Myrtle Street. Ernie said he needs the Police Chief to establish the speed limit. Selectman Pelletier asked if the signs can be installed. Ernie will speak with the Police Chief and will order and install (2) signs.

7. WHITTEMORE AND PARK STREET SEWER PROJECT

ARPA Funds: Chairman Bailey made a motion to allocate the ARPA funds towards the water & sewer project for Whittemore and Park St. Selectwoman Campbell seconded the motion, the motion passed. Selectman Pelletier asked if the motion should specify the ARPA funds are for option 4. If option 4 is not designated, then the Board and the Commissioners need to meet and discuss the project again. Chairman Bailey said the Board doesn't know the complete cost yet for either option. The Board is approving the ARPA funding can be used. The Board would also like to see a cost for the Whittemore/Park without extending the sidewalk on Whittemore.

Selectman Pelletier made a motion to modify the last motion to include the ARPA funds are for option 4. Chairman Bailey seconded the motion, the motion passed.

8. PARKING REGULATIONS

Ms. Buono will be scheduling a public hearing for the Parking Regulations. Selectman Pelletier asked why there is no overnight parking allowed at the parking area at the fire station, he feels some signage would help for the area that can be used. Ms. Buono said it was felt that people do not pay attention to signs and there would be constant monitoring of that area.

9. SCHEDULED WORK HOURS/HOLIDAY TIME

Ms. Buono said that for many years, based on a formula that was decided upon prior to her coming to Hillsborough, employees were paid holiday hours based on the total amount of straight hours they are scheduled to work each week, divided by five days. So someone who works 40 hours a week is paid 8 hours for holidays. She said there are some departments who have 10-hour days versus 8-hour days and work their 40 hours in four days. Those employees are required to take 2 hours of earned time whenever there is a holiday since they only receive 8 hours for those days. Ms. Buono said the plan was to correct this in the next union contract, but our Attorney recommended it simply be a motion by the Selectmen to change the way those days are paid since it potentially affects more than just union employees. This will affect the Highway Department in the summer and the Police Department year-round. Chairman Bailey made a motion that employees are to be paid for their normal scheduled working hours on days that are holidays. Selectwoman Campbell seconded the motion, the motion passed.

10. TOWN WEBSITE

Ms. Buono said she sent an email to the Board with information John Guilfoil Public Relations LLC, who offers many services with one being website design and hosting. She said although he has handled several websites outside of NH and various other public relation services within NH, he hasn't designed a NH website. Because of that, he offered an extremely cut rate of \$5,000 to design the first NH website. She said because there has been so much talk about our site, she feels this would be a good investment especially since the annual hosting fee is about half the price of what we pay CivicPlus for their lowest platform and the cost for CivicPlus will undoubtedly be going up since they are moving everyone to a new platform by year-end. Chairman Bailey made a motion to switch the towns web hosting to John Guilfoil Public Relations. Selectman Pelletier seconded the motion, the motion passed.

Ms. Buono said there is one person who came forward who wants to be part of the website focus group so far.

11. HEATING FUEL AND DIESEL BIDS

Ms. Buono said that Ciardelli and Irving both submitted pricing for the 2023/2024 heating season. She explained that the pricing structure from both is a little different in that Irving gives a cost per gallon for fixed heating oil of \$3.556/gallon for example but there are additional fees which add on about .02/gallon and a penalty that we would have to pay if we overestimated the gallons we will use for the heating season. They will charge us \$1.50/gallon of unused oil but if we use more than we estimate, they will charge us at the current market rate versus continue to use the contract rate if lower. Ms. Buono said that Ciradelli simply charges the amount per gallon they quote, for as many gallons we need whether it's over or under what we estimate. They quoted \$3.799 for oil

which even though it is higher, Ms. Buono recommended placing all the services with Ciardelli. She said our diesel and propane were placed with Ciardelli last year due to the pricing for propane, and the unpredictable service from Irving for our diesel since the highway department ran out of diesel a few times over the course of using Irving for a couple of years. She said that last heating season, the Police Department ran out of oil once, and came close to running out a second time under Irving as well.

Chairman Bailey made a motion to award Ciardelli Fuel the propane, diesel, and off-road heating fuel for 2023/2024 season. Selectman Pelletier seconded the motion, the motion passed.

12. OTHER BUSINESS

Transfer Station: Selectwoman Campbell asked if the pole at the Transfer Station was removed. Ernie Butler said TDS said there are connections on the pole that need to be removed and that those will need to be scheduled. He said he was told that about a month ago so he will make another call to follow up on it.

Decorative Streetlight: Selectwoman Campbell said the streetlight to the left of the new one that was installed is not working.

Standard Power: Selectman Pellitier said there has been one meeting with Standard Power. A second meeting was scheduled, and the representative did not show up. There's another meeting scheduled for September 15th. Between now and November there will be (2) public hearings.

2nd NH Turnpike: Ms. Buono said there was apparently an individual who has told some of his neighbors that he is going to pay to have streetlights placed on existing poles that run the length of 2nd NH Turnpike. She said one of those concerned neighbors came in to see her about this, so she contacted the Town's representative at Eversource and was told that nothing has been submitted to them. Furthermore, if anyone wants to place lights on poles that are not to light their own property, they advise them they have to go through the municipality since Eversource would not allow that.

13. NONPUBLIC SESSION

Chairman Bailey moved to go into nonpublic session at 7:10 pm under RSA 91A:3II (b) Hiring. Motion was seconded by Selectman Pelletier. A roll call vote was taken. Chairman Bailey – yes; Selectwoman Campbell -yes; Selectman Pelletier – yes. Motion passed unanimously.

In Attendance: Chairman Bailey, Selectwoman Campbell, Selectman Pelletier, Laura Buono, Town Administrator.

Ms. Buono presented a request from Chief Parsons to hire Jackie Waldvogel to fill the open Diversion Coordinator position that was previously under the Youth Services Department. Ms. Buono went over Ms. Waldvogel's qualifications with the Board. Ms. Waldvogel is being hired at a rate to recognize her 20 years of experience in this region, and in exchange for waiving insurance and retirement benefits.

Chairman Bailey moved to come out of nonpublic session at 7:23 p.m. Motion was seconded by Selectman Pelletier. A roll call vote was taken. Chairman Bailey – yes; Selectwoman Campbell - yes, Selectman Pelletier – yes. Motion passed unanimously.

Chairman Bailey moved to hire Jackie Waldvogel as the Diversion Coordinator. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

14. ADJOURNMENT

Chairman Bailey moved to adjourn at 7:26 p.m. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman