

**Board of Selectmen  
Work Session Meeting Minutes  
May 16, 2023**

Present: James Bailey - Chairman; Iris Campbell - Selectwoman; Laura Buono - Town Administrator

In Attendance: Chris Parsons – Police Chief; Robyn Payson – Planning Director; Ernie Butler – Road Agent.

**PARKING REGULATIONS:**

The marked-up parking regulations were reviewed and discussed by the group in order to finalize the draft that had been worked on last Fall. Previously, the Board of Selectmen had put a system in place for the purpose of snow removal this past winter but after reviewing how the season went, it was determined that a different approach for the parking areas would be necessary. In the past, selling parking permits had been discussed and this suggestion was put back on the table. Based on the need to manage the parking lots, especially in the winter and overnight, it was decided that parking permits would be added back into the regulations. A determined number of permits will be sold to individuals for overnight parking only, and with those permits, a list of rules/regulations as to when cars need to be moved for snow removal as well as what hours will be limited time parking. Purchasing a permit will not give individuals long-term parking privileges, it is simply for overnight parking. Robyn Payson will update the regulations and circulate the finalized marked copy to the group. The Board will hold a public hearing within the next couple of months for the purpose of implementing the final version.

**OTHER BUSINESS:**

Committee Appointments – With a motion by Chairman Bailey and seconded by Selectwoman Campbell and a vote in the affirmative, the following individuals were re-appointed to three-year terms until 2026 on the listed committees.

Richard Head – Conservation Commission

Terry Yeaton – Conservation Commission

John Segedy – Conservation Commission (alternate)

Riche' Colcombe – Economic Development Commission

2 Bridge Street – The town-owned property located at 2 Bridge Street had been placed out for sale through a three-week sealed bid process with the due date being Friday, May 12<sup>th</sup>. Bidders were requested to include:

- Bid amount for the purchase of the property;
- A complete written plan for renovation of the property;
- A best estimate timeline for start and completion of project;
- Funding source for project;
- List of successful projects completed.

Ms. Buono reported that only one bid had been received for the property from TrodCo Management. The Board briefly reviewed the material that was included and will take it up at their next regular Selectmen's Meeting.

Police Station Paving – Ms. Buono said that the Road Agent obtained two quotes for the reclamation and paving of the parking lot at the police station. One quote was from Advanced Excavating & Paving in the amount of \$60,100 and the other from Bow Paving, in the amount of \$59,800. Chief Parsons noted that Bow Paving included curbing in their price whereas Advanced did not. He said they definitely want the curbing to be put back. With that in mind, Chairman Bailey moved to award the contract to Bow Paving for the amount of \$59,800. Selectwoman Campbell seconded the motion. A vote was taken. Motion passed unanimously.

Security Cameras – Ms. Buono updated the Board on the security cameras that have been ordered through Mirador Systems LLC for Kemp Park, Manahan Park, and the Bible Hill Communications Tower. She said these units are backed up on the cloud and are actually rented units with the exception of the one for Manahan Park since that is a panoramic camera. She said the annual fees are minimal for the units with Kemp Park being \$764; Bible Hill being \$258 and the cloud storage annual fee for Manahan being \$432.

#### **ADJOURNMENT:**

Chairman Bailey moved to adjourn at 3:10 p.m. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator

Approved by:  
Hillsborough Board of Selectmen

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

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James C. Bailey, III, Chairman

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Iris Campbell, Selectwoman

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Richard Pelletier, Selectman