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Board of Selectmen Minutes 01/10/2012

Board of Selectmen's
Meeting Minutes
January 10, 2012

Present: Selectmen Russell Galpin, Lou Ann Rousseau and Steven Venezia, Town Administrator John Stetser, Leigh Bosse, Emergency Management Director Scott Murdough, Fire Chief Kenneth Stafford and Selectmen's Secretary Iris Campbell.

Mr. Galpin called the meeting to order at 5:29 p.m.

Mr. Galpin said the budgets for emergency management and the fire department are being looked at again for areas to cut. He specifically questioned the budget for the supplies for the new emergency management trailer and asked if the purchases could be spread out over a couple of years.

Mr. Venezia agreed.

Chief Stafford said emergency management, in the past, was lead by a private citizen or a selectman. Now that Mr. Murdough is a department head, he is looking forward to improving the department.

Mrs. Rousseau asked if there were any areas which could be adjusted.

Mr. Venezia would like the town to run like a business by planning ahead.

Mr. Murdough said he could cut \$5,000 out of the equipment purchase budget. This would allow for the purchase of equipment for the new trailer to be done over a two-year period.
He also asked why he had not been informed that \$800 had been added to his budget for the funding of Code Red.

Chief Stafford also questioned that addition to his budget.

Mr. Stetser said the cost had been divided out to all the departments who would most likely use the service.

Mrs. Rousseau suggested asking Police Chief Roarick about the service during the department head meeting.

Mr. Venezia asked for Code Red training be added to the action list.

5:50 p.m. Transfer Station Manager Luke Levesque entered the meeting at this time.

Chief Stafford said the fire department had been considering a \$22,000 warrant article request to join the Capital Area Fire Dispatch, but have decided not to do it this year.

5:52 p.m. Park Board Chairman James Bailey entered the meeting at this time.

Chief Stafford went over the fire department budget and suggested areas to cut, including \$10,000 out the payroll budget.

5:55 p.m. General Assistance Director Dana Brien entered the meeting at this time.

5:57 p.m. Police Chief David Roarick entered the meeting at this time.

5:58 p.m. Youth Services Director Peter Brigham entered the meeting at this time.

After a short discussion the Board agreed to cut the fire department payroll budget by \$10,000.

6:01 p.m. Highway Foreman William Goss entered the meeting at this time.

Mr. Galpin asked the department heads to keep their comments brief, as the Board had a full schedule tonight.

6:02 p.m. Michael Pon entered the meeting at this time.

6:03 p.m. The Department Head meeting started.

Chief Stafford said the Rescue Squad will be 50 years old in 2012 and the Fire Department was 180 years old in 2011.
He showed the Board a phone video of the new CPR equipment in use.

6:05 p.m. Planning Director Shane O'Keefe entered the meeting at this time.

Mr. Murdough had nothing to report.

Mr. Goss said the department is doing brush cutting and waiting for snow.

Mrs. Rousseau reminded the department heads that their reports are due to Mrs. Brien-Baker by the end of January and the Town report has to be to the printer by February 13.

Mr. Levesque said Saturday, May 12 will be Household Hazardous Waste Day.
He said the rate for municipal solid waste at the Coop has not gone up this year.

He said the Town should start looking for any other place to take our solid waste as the Coop will be going to single stream recycling and getting out of the solid waste business.

Mr. Venezia asked for this to be placed on the action list.

Mr. Brigham said he will be establishing a fee schedule for the diversion service provided to children from other towns who are arrested in Hillsborough and those arrested in other towns.
He has three staff members who are trained advocates to work with the school to help the parents of children who are struggling academically.
He said Youth Service will be recognized at this year's Chamber of Commerce Annual Banquet

Mr. Bailey said a meeting still has to be scheduled with the Trustees of Trust Funds regarding the Manahan Trust.

Mr. Venezia said the Douglas Hatfield told him the money for the pavilion has been distributed.

Mr. Bailey agreed but the reimbursement of telephone and electricity is still in question.

Mr. Venezia asked for this to be placed on the action list.

Mrs. Brien said she has been busy. Her 2011 fuel budget is over because the lateness of the federal government in releasing the fuel assistance money.
She will have a budgeting booth at tomorrow night's Healthy Families Fair at the Elementary School.

Chief Roarick said all the dispatchers are now level one certified.
He said the camera surveillance equipment at the police station needs to be replaced with newer, updated equipment.
He said the Code Red system is on line and any department head who would like to receive training on it should contact him or if not they only need to contact a dispatch if they need to use the system for any notification.

He said there has been a rise in computer crimes but the State funding for their computer forensic staff has been cut. They are down to one person and are now two years behind. So we are looking for other places to have the work done.

Mr. O'Keefe reported on the following:

1. Closing out the Farmsteads of New England CDBG grant (\$368,500) tonight - have been waiting on the 2010 single audit.
2. Public info meeting tonight on Safe Routes to School sidewalk and crosswalk improvements. (Brown/Walnut/Church) scheduled for bid later this winter and construction this summer.
3. Also on SRTS, improvements to intersection of Bridge (149), West Mill St., and Bear Hill Rd., was approved at \$54,280.
4. Also on SRTS, we're putting together another grant for a revised travel plan to get some engineering funds for School Street. Stand a good chance on this.
5. Planning Board:
 - a. Dollar General approved with sidewalk on Municipal Drive and crosswalk to VIP Auto.
 - b. Site Plan Review Regulation changes
 - c. Zoning Ordinance changes - Zoning Task Force - January 18 hearings
6. Union negotiations - Local 3912.
7. ZBA - Buchanan appeal is scheduled for court hearing in Manchester next Wednesday, January 18 at 2:00 p.m.

Mr. Galpin said the changes regarding the ZBA are updating and organizing the codes.

Mr. Venezia asked if there was any new business news.

Mr. O'Keefe said he has received a call and will be meeting with someone next week.

He referenced the new emergency closing directive and questioned the section regarding working from home.

Mrs. Campbell said the New Hampshire Labor Board frowns on the practice because of workers compensation issues.

Mr. Venezia asked for the consideration of a policy on this issue be placed on the action list.

Mr. Galpin asked Mr. Brigham who would be charged for the diversion fees he is working on.

Mr. Brigham said the charges would be assessed to the parents of the individual.

6:46 p.m. The Department Head Meeting ended.

Mrs. Rousseau made a motion to enter a non public session under RSA 91-A:3II(a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Mr. Galpin seconded the motion. The Board voted by roll call: Mr. Venezia - yes, Mrs. Rousseau - yes and Mr. Galpin - yes.

6:40 p.m. The Board entered a non-public session with Mr. Stetser and Chief Roarick.

Mr. Galpin made a motion to return to a public session. Mr. Venezia seconded the motion. The Board voted by roll call: Mr. Venezia - yes, Mrs. Rousseau - yes and Mr. Galpin - yes.

7:25 p.m. the Board returned to a public session.

Mr. Galpin made a motion to seal the minutes. Mrs. Rousseau seconded the motion. The Board voted all in favor.

Mr. Galpin said the Board had made no decision and Chief Roarick will be handling the issue.

7:26 p.m. Mr. O'Keefe explained the Section 504 Accessibility Plan self-assessment which is needed to close out the CDBG grant for Farmsteads of New England. He also went over the Farmsteads of new England's grant closure paperwork.

Mr. Galpin made a motion to approve and execute the Town of Hillsborough's Section 504 self-evaluation plan for

handicap accessibility dated January 10, 2012. Mrs. Rousseau seconded the motion. The Board voted all in favor.

The Board signed the Section 504 Accessibility Plan.

Mr. Galpin made a motion to approve and execute the close-out certification and documentation for Community Development Finance Authority Grant No. 09-123-CDHS, related to the improvements to the Farmsteads of New England, Inc. Mr. Venezia seconded the motion. The Board voted all in favor.

The Board signed the close-out certification for the CDBG grant for Farmsteads of new England, Inc.

7:32 p.m. The public Safe Routes to School informational meeting began.

Mr. O'Keefe explained the plan was to improve the sidewalks on Walnut Street, Church Street and Brown Street. He introduced Jeffrey Adler from Dubois & King who would explain the proposed plan.

Mr. Adler presented and reviewed the proposed plan. The plan is to rebuild, improve and bring the existing sidewalks up to code and to install crosswalks where needed. They will also be replacing the school zone speed limit signs with signs which include radar speed indicators. They propose to add one of the speed zone signs on School Street heading away from the school. They are hoping to receive NHDOT approval in February so construction can begin in May or June.

Gary Sparks asked about crosswalk signs.

Mr. Adler said there would be new signs on each side of the crosswalks.

Mr. O'Keefe said portable signs which go in the middle of the crosswalk are also part of the grant.

Mr. Sparks asked about striping along the sidewalk in front of the nursing home parking lot. He said people park on the sidewalk making walking hazardous.

Mr. O'Keefe said the town didn't receive the funding requested to do any other work on School Street.

Mr. Sparks asked if the Town could paint something there to discourage the parking.

James Jordan said people speed up Church Street and disregard the "Do Not Enter" sign at its intersection with Brown Street. Then continue speeding up Brown Street, in the wrong direction, into the school's parking lot.

8:05 p.m. The informational meeting ended.

The Board signed the following items:

- a. Selectmen's Meeting Minutes 1/3/2012
- b. Expense Voucher #26 & #1
- c. Payroll Voucher #1
- d. Petition and Pole Licenses (3)
- e. Plodzick & Sanderson Questionnaire - Mrs. Rousseau made a motion to have Mr. Galpin and Mr. Stetser complete the Plodzick & Sanderson questionnaire. Mr. Venezia seconded the motion. Mr. Venezia and Mrs. Rousseau voted yes. Mr. Galpin abstained.
Mr. Galpin asked if an RFQ was going out for auditors for the 2011 audit. Mrs. Campbell said now would be the time to do it.
- f. General Assessing Contract with Marazoff Assessing
- g. Statistical Update Contract with Marazoff Assessing

Mrs. Rousseau asked about the public hearing regarding the police's shooting range.

Mr. Galpin said nothing had been done on that.

Mr. Stetser said according the LGC, we don't need to hold a public hearing to correct a previous error.

Mr. Galpin asked if he could get something from them in writing.

Mrs. Rousseau asked about the presentation of the Boston Post cane to the oldest Hillsborough citizen.

Mr. Galpin said nothing has been done regarding that.

The Board reviewed and acted on the following correspondence and new business:

- a. A letter from Attorney Douglas Hatfield RE: Kemp Estate - Attorney Hatfield will monitor the issue.
 - b. A letter from White Birch Community Center RE: Annual Appeal - Mr. Venezia made a motion not to donate.
- Mrs. Rousseau seconded the motion. The Board voted all in favor.

Mr. Galpin said the Board had received a \$3,500 request to support the Summer Concert Series.

Mr. Venezia made a motion to include the request for \$3,500 to support the Summer Concert Series as a warrant article. Mrs. Rousseau seconded the motion. The Board voted all in favor.

Mr. Stetser handed out the proposals to do an energy audit on the fire station for the Board to consideration.

Mr. Stetser handed out copies of the Local 51 collective bargaining agreement for the Board to review.

Mr. Venezia said he was approached at the polls by someone asking about the abandoned jeep and the burned out building on West Main Street.

Mr. Stetser said he and Kelly Dearborn-Luce were going to talk to the jeep owner tomorrow.

Mr. Galpin said the issue regarding supervisors dating subordinates has not been addressed in the personnel policy, nor have the changes suggested by Wendy Brien-Baker been worked on.

Mrs. Rousseau said there needs to be a drug policy.

Mr. Venezia suggested forming a committee to review the policy for updates.

The Board agreed a committee should be formed and Mr. Brigham, Mr. O'Keefe and Mrs. Brien-Baker were suggested as possible members.

Mrs. Rousseau made a motion to adjourn the meeting. Mr. Venezia seconded the motion. The Board voted all in favor.

The meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Iris Campbell
Selectmen's Secretary