

Town of Hillsborough P.O. Box 7, 27 School Street, Hillsborough, NH 03244
Phone: (603) 464-3877 Fax: (603) 464-4270



Board of Selectmen Minutes 01/31/2012

Board of Selectmen's
Meeting Minutes
January 31, 2012

Present: Selectmen Russell Galpin, Lou Ann Rousseau and Steven Venezia, Town Administrator John Stetser, Leigh Bosse, Michael Pon, Michael Minichiello, David Fullerton, Kelly Dearborn-Luce, James Card, Luke Levesque, Chief David Roarick, Dana Brien, William Dumais, Wendy Brien-Baker, William Goss and Selectmen's Secretary Iris Campbell.

Mr. Galpin called the meeting to order at 6:00 p.m.

Mrs. Brien-Baker asked how the new employee contracts would affect the non-union employees. We didn't want to wait until after the budget hearing.

6:02 p.m. Lauralee LoMonaco, Robert Beard, Peter Brigham and William Luce entered the meeting at this time.

Mr. Galpin said the Board of Selectmen have not discussed this because the contracts have not been signed. This is not to say this subject has not been on our minds but we have not discussed how we are going to handle the non-union employees.

Mrs. Rousseau said they were trying to get through the contract process first as it was suggested to us then after we sign it that would be our next thing.

Mr. Levesque said those decisions make a difference in the department budgets. We're two weeks away from the budget hearing. When can we expect to find out what is going on?

Mrs. Rousseau said we were told to get through this portion tonight and the signing then have that discussion which I would assume would be at our next meeting.

Mr. Galpin said nothing that is in the contracts is in the budget at this time. The financial portion of the contract has to be approved by town meeting. This doesn't mean we should not be considering the non-union employees.

Mr. Venezia said one of the questions is how the union contracts would affect the non-union employees. He said until the contracts are voted on at town meeting we don't have a union contract. He said if they are voted down at town meeting we would be back to square one with negotiations

Chief Roarick said he had cut his budget but did have a COLA for the non-union employees.

Mrs. LoMonaco said if the contracts pass at town meeting there would be no money in the budget to address the non-union employee and we would have to wait until next year. Some departments haven't received a raise since 2007.

Chief Roarick said the non-union employees have been paying toward their health insurance and the union employees have not.

Mr. Goss asked if the Board would be signing the contracts.

Mr. Galpin said we have the option of agreeing and sign the contracts but they still will need town meeting approval.

Mrs. Brien-Baker said if the contracts are voted down at town meeting then the parties would renegotiate and a special town meeting would be held. She added the non-union employees will get nothing if the Board doesn't put anything in the budget now.

Mr. Galpin said we have to seriously sit down and decide.

Mr. Venezia said we have been thinking of putting something in the budget but we need to discuss it.

Mr. Fullerton said the Board should avoid a special town meeting because people don't show up and it costs money.

Mr. Galpin said this Board is hoping it won't have to schedule a special town meeting. He said the Board needs to consider whether to meet next Tuesday to work on this. He thinks they need to.

Mrs. Rousseau said we know what we have to do but couldn't do anything until the contracts have been accepted.

Mr. Galpin moved to the awarding of the Youth Services Volunteer of the Year Award.

Mr. Brigham introduced Jonathan Gerade as this year's recipient. He has accrued 92 hours of community service which is 32 hours more than you need to graduate and he did it all in one year.

Mr. Galpin read the proclamation: Let it hereby be known to all the citizens of the Town of Hillsborough that we the Board of Selectmen recognize Jonathan Gerade as the Youth Services Youth volunteer of the year this 31st day of January 2012. This honor is bestowed upon Jonathan Gerade in recognition for his dedication to performing community service and for his following achievements: Whereas, Jonathan consistently attended weekly community service projects sponsored by the Office Youth Services accruing a total of 92 hours of community service. Whereas, Jonathan participated in over 30 separate community service events during 2011. Whereas, Jonathan always displayed a positive attitude, had a good work ethic and was genuinely committed to helping others. Whereas, Jonathan was always friendly, trustworthy, well behaved and served as a positive role model for other teens. Now, therefore, on behalf of the board of Selectmen and the citizens of the town of Hillsborough, we wish to commend Jonathan for his exemplary service to his community. Given under the hands and seal of the town of Hillsborough, New Hampshire this thirty-first day of January in the year of our lord two thousand twelve.

Mr. Luce said Jonathan has been coming to the teen center very regularly and he is a great example for all the other students and will grow up to be a good young man.

Mr. Venezia asked Jonathan what grade he was in.

Mr. Gerade answered a sophomore.

Mr. Brigham said he was eligible for some scholarships which youth services gives to students who go beyond what is required for graduation. We have also been trying to talk him into going to Teen Institute this summer, which is a leadership training program. He also receives a check for \$100.00.

Mr. Galpin asked if the Library Trustees were here.

Mrs. Campbell answered that they had canceled.

Mr. Stetser said Mrs. McClure asked him to update the Board on the warrant article regarding the sprinkler system when we discuss the articles later. We will be changing some of the wording to reflect the Trustees' participation in the project.

Mrs. Dearborn-Luce asked about the personnel grievance we had been working on and whether it would be resolved before town meeting, because after town meeting there maybe a different Board.

Mr. Galpin agreed we do need to deal with this.

Mrs. Rousseau said now that the union contracts are basically done, we definitely need to address it and it should be this Board that deals with it because we have the most knowledge.

Mr. Venezia said in the course of the grievance involving Mr. Stetser we have some intermediate things in place regarding some training which we had talked about at the last meeting.

Mrs. Rousseau said she had found some.

Mrs. LoMonaco said the personnel policy states that a written response must be given within seven days.

Mrs. Rousseau agreed.

The Board signed the following items:

- a. Selectmen's Meeting Minutes 01/24/2012
- b. Expense Voucher #3
- c. Payroll Voucher #5
- d. CDBG Close Out Agreement
- e. A letter to the NH Liquor Commissioner RE: Beauford's Southern Barbeque
- f. Advanced Life Support Intercept Agreement - Mr. Venezia made a motion to authorize Mr. Galpin to sign the Advanced life Support Intercept Agreement with the Concord Fire Department. Mrs. Rousseau seconded the motion. The Board voted all in favor.

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

- h. Local 51 Union Agreement - Mr. Stetser presented three copies of the agreement.

Mr. Galpin made a motion to agree and approve the agreement between the Town and Local 51. Mrs. Rousseau seconded the motion. The Board voted all in favor.

The Board signed the agreement.

- g. Local 3912 Union Agreement - Mr. Stetser presented three copies of the agreement.

Mr. Galpin said the Board had already voted to accept the agreement between the Town and Local 3912.

The Board signed the agreement.

Mrs. Campbell asked if someone was going to explain the payroll aspects of the agreements to her. Mr. Stetser said he would.

- a. Review and discuss 2012 Warrant - Mr. Stetser handed out the proposed warrant article for the board to review.

Chief Roarick asked if the board would like him to explain the recent cuts he has made to his budget.

Mr. Venezia said yes.

Chief Roarick said Mr. Stetser had called to say the Board wanted him to trim his budget to 5%. He has trimmed it to 4.9%, by removing \$20,000 for a new cruiser and placing that into a warrant article for the Town to vote on. This leaves \$10,000 for the lease payment on the new cruiser.

Mr. Venezia asked if the cruiser is not purchased how does that effect the fleet.

Chief Roarick said it would be tight but we do have a one new cruiser.

Chief Roarick said he would not be filling the captain's vacancy, which would save \$19,000, but rather restructuring

the positions and by delaying until mid-April the hiring of a new patrol officer would save \$5,000. He is also looking into a lease purchase agreement for the new computer server. He removed \$1,000 from the gasoline budget because administrative license hearings by web cam from headquarters now instead of driving to Concord.

He said due to an increase we will be receiving \$1,000 more from the school for the SRO.

He also said this budget includes a COLA increase to the non-union employees.

Mr. Galpin and Mrs. Rousseau thanked him for his efforts.

Mr. Goss asked Chief Roarick if the raises included him.

Chief Roarick answered yes.

Mr. Goss asked how the Chief could do that and should he do it also.

Mr. Galpin said he could or he could rely on the Board to do it.

Mr. Venezia said you, as a department head, create a budget and you can include raises within that budget. If the Board asks you to cut that budget by X% then it is up to you to make the cuts. As department heads it is up to you to allocate the funds as you see fit.

Mr. Goss said so I can readjust my budget or leave it up to the Board.

The Board went back to reviewing the proposed warrant article Mr. Stetser had handed out

Mrs. Campbell asked if these were all the articles and where was the article regarding proposed renovations to the second floor of 27 School Street, she had submitted for consideration.

Mr. Stetser said he would send it over to Mrs. Brien-Baker tomorrow.

Mr. Venezia said we will table the articles until next week.

Mr. Galpin agreed saying it would give the Board a week to review them.

Mr. Stetser said the money articles total \$303,500 with the exception of water and sewer.

Mr. Galpin asked that the article regarding the sprinkler system for the Smith House be moved up.

- b. Petition Warrant Article for Town Meeting RE: Dredging of the Emerald Lake inlet - Mr. Stetser summarized the petition as a request for \$125,000 to dredge the inlet to Emerald Lake. They are requesting the Selectmen support the article.

Mr. Galpin said this is a state pond and Sand Brook flows into the lake.

Mr. Goss said he doesn't think it is totally the town's responsibility.

Mr. Galpin thinks the request is one year too soon and should wait until the Gould Pond Bridge is finished. He doesn't support it, not this way. I was under the impression, when they were here with their engineer, that they were willing to contribute toward the project.

Mrs. Rousseau read from the letter which accompanied the petition: Gould Pond is a great pond and not owned in any manner by the district. In fact, some of the shoreline of the pond is not within the geographical boundary of the District. It is our desire to see the Town of Hillsborough take the lead role in the cleanup of the inlet just as it has cleaned up problems in other neighborhoods. Two examples are the Kemp junkyard on River Street and the removal of a burned out house that was on a steep embankment overlooking the Contoocook River. There are also several other.

We are now asking that you apply similar attention to this problem in our neighborhood.

Mr. Pon asked for a copy of the petition.

Mr. Galpin said he could have one after the Supervisors of the Checklist verify the signatures.

Mr. Goss recounted a conversation he had with Robert Hutchinson regarding issues at the Hummingbird Bridge project.

- c. A letter from NHDRA RE: 2012 Ratio - Mr. Stetser said the Town's 2011 equalization ratio is 133%.
- d. A letter from Attorney Michael Donovan RE: Buchanan - the letter was to inform the Board that the Bench Trial regarding James A. Buchanan v. Town of Hillsborough has been rescheduled for Wednesday, February 15, 2012 at 10:00 a.m.
- e. A letter from LGC RE: John B. Andrews Scholarship Fund - this a scholarship available to the children of New Hampshire municipal, school, county and village district employees and officials who are high school seniors.
- f. A letter to Richard Pelletier, SAU 34 - this was a letter of apology from John Stetser to the supervisory unit for not informing them of Mr. Venezia's interest in participating in the recent search for a new superintendent.
- l. An email from James Coffey RE: School Impact Fees - Mr. Coffey was informing the Board that it is his opinion that the impact fee money the town gave the school in 2009 had not been applied correctly.

Mr. Galpin didn't understand the email.

Mr. Pon asked if it wasn't the school responsibility to attribute it in the correct manor.

Mr. Venezia said yes.

Mr. Pons asked what action the board should take.

Mrs. Rousseau asked why would we need to take action on this when it has nothing to do with the Selectmen.

Mr. Pon said wouldn't someone who is concerned about this have to address the school board and the SAU.

Mrs. Rousseau said wouldn't it be the Planning Board, since they initiated this, and the school board.

Mr. Venezia said it would have to be the school board because impact fees have to be applied in a very specific way.

Mrs. Campbell said maybe the Selectmen should be writing a letter to the school board, SAU or administrator asking if the money had been applied correctly. She said now that someone has pointed it out, the author thinks it should be looked into.

Mr. Pon asked why doesn't he.

Mrs. Rousseau said he isn't a resident of Hillsborough.

Mr. Pon said he is the administrator of ELVD.

Mr. Galpin said the impact fee is charged by the Town of Hillsborough and then sent to school

Mrs. Campbell said the money is collected and placed in a specific account and when the

school request the money or when we have accumulated enough money to make it worth our while we issue a check to them. They are supposed to apply it only to Hillsborough's portion of their tax rate. Apparently in this case it was applied to the school tax rate across the board. So other town's benefitted from our \$72,000. This was the first payment we had ever made and I don't recall who the business administrator was. The error should be corrected at some point and time.

Mr. Venezia said he would like to at least explore the issue as it has been brought to the Board's attention. Maybe it is just an issue of someone not knowing how it should have been applied.

Mr. Pon asked who would know if it was applied correctly.

Mrs. Campbell said the Department of Revenue.

Mr. Venezia said that since he has brought it to our attention we should at least explore it because if it turns out to be true we would look very foolish if we didn't give it some credence.

Mrs. Campbell read from the email: Checking with your DRA auditor I found that this amount had never been credited to Hillsborough during you tax rate setting. The ensuing two years were also checked. The money was simply taken as a general revenue by the school.

Mr. Venezia made a motion to have Mr. Stetser draft a letter to the SAU business administrator, Ernest Muserallo, to explain how the money was applied. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Venezia asked how members to the ZBA are appointed and how long are their terms.

Mr. Galpin said the members and their terms are listed in the front of the town report. He believes it is three years.

Mrs. Campbell explained that she notifies the chairman whose term is expiring and if that person wishes to continue than a written request need to be sent to me. I type a reappointment paper which the Board signs if they decide to reappoint that person.

Mr. Venezia said but until the end of their term they just serve on the board. I personally believe there is one person on the ZBA, who is unqualified to be there, doesn't know what they are talking about when he makes a decision.

Mr. Galpin said his term expires in 2013. The ZBA is a very important board and can be a very difficult board to serve on.

Mr. Venezia said it has to do with this person's understanding of why that person has come before the Board and they just don't get it. They just don't understand what they are doing, what they are there to do and it is a detriment to the people who go before the ZBA. It probably has an impact of the rest of the Board as well.

Mr. Galpin asked if the other Board members wanted to meet next week at the same time.

Mrs. Rousseau and Mr. Venezia said yes.

Mr. Galpin said to consider the non-union employment benefits and pay.

Mrs. Rousseau asked about who signed off on the ADA compliance for Farmsteads.

Mrs. Campbell suggested asking Shane O'Keefe as he was the one who submitted the close out paper work to the Board.

Mr. Galpin said it was part of the questionnaire for the closure of the grant.

Mrs. Rousseau said so it was not actually going to Farmsteads to do an ADA inspection. So I will have to look into that.

Mrs. Rousseau asked for an explanation on the enforcement authority section of the new site plan regulations. She asked why is it stating that enforcement would fall to the Board of Selectmen.

Mr. Galpin said that is only if there is no code enforcer.

Mrs. Rousseau so we would not be overriding the code enforcer.

Mr. Galpin said absolutely not. He would not try to override Mrs. Dearborn-Luce, she is too knowledgeable.

Mrs. Rousseau has contacted the LGC regarding classes and there is a Level 1 Step Up Leadership and Resolving Conflicts course. There are six classes and they are free. She gave Mr. Stetser all the contact information.

Mr. Galpin said the Economic Development Committee seemed a little upset about my suggestion of combining the positions of town administrator with planning director or town administrator with welfare administrator. After doing further research he has found that we would not save any money by doing either change. He said the present welfare administrator is very knowledgeable and has saved the town money.

Mrs. Rousseau said elderly service wasn't part of her original job description.

Mr. Galpin said she was given extra hours to work on that.

Mrs. Rousseau said that was not what she was originally hired to do.

Mr. Galpin asked if we put her back to part time because she was given the extra hours to handle senior citizen's issues.

Mrs. Rousseau asked if the people who are asking for elderly services and are upset with her why are they not involving her in their discussions.

Mr. Galpin said he didn't know. He said she is researching where they can meet.

Mrs. Rousseau said we do need the activities but Mrs. Brien needs to be involved.

Mr. Venezia asked about job descriptions.

Mrs. Rousseau said we need to work on that.

Mr. Goss said if he were to ask an employee to do some shoveling, can he refuse because his job title is a truck driver. He said with these new contracts job descriptions are needed.

Mr. Goss told the Board about a recent accident with one of the plow trucks. It collided with a car and sustained more than \$10,000 of damage.

He said we will be receiving a reimbursement from FEMA for the October 2011 snow storm.

He said he is burning through salt and sand because of the type of winter we are having.

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 7:55 p.m.

Respectfully submitted,

Iris Campbell
Selectmen's Secretary

