

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 06/26/2012

Board of Selectmen
Meeting Minutes

June 12, 2012

Present: Selectmen Russell Galpin, Steven Venezia and David Fullerton, Town Administrator John Stetser, Building Inspector Kelly Dearborn-Luce, Highway Foreman William Goss, Transfer Station Manager Luke Levesque, Larry Baker, Leigh Bosse, Police Chief David Roarick, Dispatch Supervisor Kevin Belanger, Youth Services Director Peter Brigham, Fire Chief Kenneth Stafford, Planning Director Shane O'Keefe, Virginia Burton, Welfare Officer Dana Brien, Emergency Management Director Scott Murdough, Michael Pon and Selectmen's Secretary Iris Campbell.

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

6:00 p.m. Department Head Meeting.

Mr. Goss said Old Driftway, Kemp Road, Child's Way and Windsor Terrace have been ground and ditching Lower Village Road to get it ready for shimming and overlaying.
He said the brakes went on the grader and have been fixed by our mechanic, saving the Town thousands of dollars.
He has been working with Mr. O'Keefe on the Dollar General sidewalk issue.
Met with James Coffey and the engineer working on the Emerald Lake inlet issue. He didn't agree with them as to where the sand, which has been deposited at the inlet, came from.
He said the Gould Pond Road bridge project is scheduled to start on July 23 and will start putting the bridge in on August 6.

6:04 p.m. Denise DeForest entered the meeting at this time.

Mrs. Dearborn-Luce said the trash at 111 W. Main Street has to be removed. Mr. Levesques has offered the use of the transfer station Bobcat if she pays for the rental claw attachment.
She is waiting for the removal of the Kemp house foundation.
She said the second floor renovation bids are in. After reviewing them with Mrs. Campbell, we are recommending Mamakating Electric and LJM Construction for the Board's approval.

Mr. Levesques said the hazardous waste day went well at the new location.
He asked, after making the corrections to the landfill requested by NHDES, had the Town every heard back from them.

Mr. Stetser said we did what they requested so he didn't expect to hear back from them.

Chief Roarick said three out of the six air conditioners at the police station are broken and need to be repaired because the building is a sealed building so air flow needs to be maintained. He said to repair them will cost \$7,000 compared to \$10,000-\$15,000 each to replace.
He has purchased a used message board which all the departments can utilize.
He is working with Mr. O'Keefe and the CNHRPC on a traffic study to help determine when certain streets should be patrolled.
He is working with Patricia Mathison, from the Greater Hillsboro Senior Services Committee, on an elderly check-in system.

He said the code red system had been used recently to ask neighbors of be on the look out for suspicious activity at Manahan Park, as the Park Board had reported recent vandalism at the park. They are also going to deploy a portable alarm system at the park.

He said Lieutenant Ian Donovan has applied for and received a DWI Enforcement Grant for \$7,000, a Sobriety Check Point Grant for one check point within the next two or three months for \$3,000, an ORVH Grant to patrol trails for \$1,000 and a Radio Grant to replace seven portable radios for \$23,000.

6:20 p.m. Robert Hutchinson entered the meeting at this time.

Mr. Belanger said the search for a part-time dispatcher is moving forward.

Mr. Brigham said the Board had directed him to move the teen center back to 8 Church Street, however, SNHS Fuel Assistance has not vacated the space.

After a short discussion Mr. Brigham suggested replacing one of the windows in the back of 63 W. Main Street with a door and a ramp.

Mr. Stetser will look into the possibility of a rear ramp.

Mr. Brigham has formed a Community Education Support Group for parents and children who have issues with the school. He has three staff members, who are trained special education advocates, and volunteers, who are trained, and is working with the school to put together a team to brain storm with parents and children.

Chief Stafford said the 2011 ambulance's turbo charger, which was still under warranty, went, has been repaired and is back in service. He added the second ambulance had an injector issue and will be back in service shortly.

He asked if the fire department could be exempt from the personnel policy stating that permanent part-timers scheduled to work 25 or more hours per week are entitled to benefits.

After a short discussion it was determined that his employees are not scheduled to work, they randomly cover shifts, therefore, they don't meet the definition of permanent part-time.

Chief Stafford said the Hillsboro Firefighters Association has purchased a 1926 Maxim ladder truck. They are hoping to refurbish it into running condition so it can be featured in parades and events.

Mr. Murdough said when it is brought to town, hopefully at the end of this week, it will be on display for a short time in the fire station parking lot.

6:45 p.m. Alan Urquhart entered the meeting at this time.

Mr. O'Keefe said he is still working on the sidewalk issue at Dollar General. They have offered to give the town money toward the solution and letting the town deal with NHDOT.

6:46 p.m. Michael Minichiello entered the meeting at this time.

Mr. O'Keefe said Mr. Buker is okay with widening Municipal Drive and Attorney Donovan is working on an amendment to the 1998 agreement. We will be replacing the present fence with a guardrail.

He is still working on finishing the Safe Routes to School project and the funding for the Bridge and W. Mill Streets sidewalk project.

Mrs. Brien said the Senior Forum went very well with sixty people in attendance, with a lot of good ideas and enthusiasm coming from it.

6:53 p.m. James Card, Robert Beard and Paris Wells entered the meeting at this time.

Mrs. Brien said a senior newsletter will be going out in the mail on Friday.

She said PSNH's winter moratorium on shut offs is over so she is working with clients to establish payment

plans.
She added landlord evictions have also increased.

Mr. Goss said he is still working on obtaining a new gravel pit or at least the material from one.

7:00 p.m. Open Session.

Mr. Venezia wanted to address one thing regarding the request the Board received last week for an increase in wages by one of our union employees. He did a little bit of looking into it and he doesn't have a legal opinion, nor is he an employment law attorney, but his understanding is if an individual comes forward to negotiate it is called direct dealing. The Board is not allowed to do that. He could be corrected if that is the case and there is a different procedure in this particular instance. When there is a collective bargaining unit, it is just that, you have to bargain collectively with the unit. We can't bargain individually. He expressed more of a personal opinion last week on whether or not it should be done and how we should handle it.

Mr. Hutchinson said the ELVD Commissioners are willing to give the Town a permanent easement for the Gould Pond Road bridge which will be recorded at the registry.

Mr. Stetser said it is already in the hands of the attorney. He will check with him in the morning.

Mr. Baker asked if the Board had thought any more about posting the meeting recordings on the town's web site.

Mr. Galpin said he would need more time to consider it.

Mr. Baker said the Planning Board would be recording their meetings and posting them on the web site.

The Board approved Mr. Baker's request to look into how the posting would be done.

Mr. Wells wanted to publicly thank the Park Board employees, Robert Beard and Teresa Hilliard, for their work maintaining Butler Park and the Landry Garden.

Mr. Galpin made a motion to enter a non-public session under RSA 91-A:3 II (c) - Matter that, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Mr. Venezia seconded the motion. The Board voted by roll call: Mr. Fullerton - yes, Mr. Venezia - yes and Mr. Galpin - yes.

7:10 p.m. The Board entered a non-public session with Mr. Minichiello, Mr. Card,

Mr. Beard and Mr. Stetser.

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

7:23 p.m. the Board returned to a public session.

Mr. Galpin made a motion to check with town counsel to get advice on the request as presented to us. Mr. Fullerton seconded the motion.

Mr. Venezia wanted to go on record by saying he doesn't know if it is necessary to check with town counsel. He thinks it's very black and white in the collective bargaining agreement what the story is.

The Board voted on the motion: Mr. Fullerton - yes, Mr. Venezia - no and Mr. Galpin - yes.

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

7:25 p.m. Chief Roarick came in to introduce a prospective new full-time officer, however, the person couldn't make the meeting tonight. He went on to tell the Board about Danielle Norman.

Mr. Galpin made a motion to hire Danielle Norman as a full-time police officer for the Town of Hillsborough. Mr. Venezia seconded the motion.

Mr. Fullerton said he would like to meet her personally before he approves her.

Mr. Galpin amended his motion to add: contingent upon the Board of Selectmen meeting the candidate and approving of the hire. Mr. Venezia seconded the amendment. The Board voted all in favor.

7:35 p.m. Mr. Urquhart came in to talk to the Board about the Economic Development Committee. He said they are meeting once a month and are poised to increase business in town. He said their strategies and goals are on their web page.
They are trying to improve the Town's business base, visiting local businesses and marketing Hillsborough both demographically and geographically. He said Hillsborough does have several new businesses: optometrist, dog groomer/trainer, Enterprise and Dollar General.

Mr. Fullerton said the town has several summer events but it really needs winter activities also. He said he is working with Steve Livingston on trying to get snowmobilers to stop in Hillsborough.

Mr. Galpin asked if an answer had been received regarding the insurance on the rental vans for the Living History Event.

Mr. Stetser answered yes, there would be no cost because the rentals were for less than sixty days. He needs to contact the Town's insurer prior to the event.

Mr. Venezia made a motion to allow the Living History Event to use the Town's insurance for the three vans. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Galpin asked if the county prisoners were still available for town projects.

Mrs. Campbell had received an email from Mr. Gibson in which he clarified that his request was for the painting of the one room school house.

Mr. Stetser had left a message with the county, but has not received a response.

Mr. Galpin asked about the use of Mrs. Brien-Baker's voice on the town's answering system.

Mr. Baker said she had done the recording while employed by the town, on town time, therefore the recording belongs to the town.

Mr. Galpin asked if the negotiations regarding TDS Telecom's request for a cable franchise had started.

Mr. Stetser said he is still waiting to hear back from them.

Mr. Baker asked if the Town could negotiate for a community cable station.

Mr. Stetser said he would keep that in mind.

Mr. Galpin asked if the Board felt they needed to do an exit interview with Mrs. Brien-Baker.

Mr. Venezia didn't think one was needed as it has been a while since she left.

Mr. Galpin asked about a case, plaque and award letter for the Boston Post cane.

Mr. Venezia made a motion to authorize the expenditure of up to \$200.00 for the purchase of a shadow box and plaque for the Boston Post cane. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mr. Galpin said Mrs. Dearborn-Luce is working on standards for the occupying of camping trailers on vacant lots. He said the State statutes say they have to be removed by October 1, but that is not convenient for people who want to use them during hunting season. This is probably a project for the Planning Board.

Mr. Galpin asked about the insurance for Thomas McClure as the voluntary clerk of works on the library stair project and the need for contractor's insurance.

Mrs. Campbell has checked with the town's insurance carrier, the LGC, and he would be covered. She said contractor's insurance is usually for the contractor's equipment which will be left outside.

Mr. Venezia said the Board is trying to move forward as fast as possible with the investigation and we appear to be very close to getting a report.

Mr. Galpin said Attorney Donovan told him today that Attorney Rice is going on vacation as of Friday and is trying to finish the report before she leaves. He has said to anyone who has called him for information that it will be at least two weeks after the report is received, because the Board will need to read it and consult with town counsel before anything happens.

The Board signed the following items:

- a. Selectmen's Meeting Minutes - 5/29/12 - Mr. Venezia amended the minutes regarding page 3, paragraph 6 after the word saying removing "the" and adding "that he thought"
- b. Expense Voucher - #12
- c. Payroll Vouchers - #22, #23 & #24
- d. Lake Sunapee Bank - Modified Loan Agreement for Sewer Department
- e. Sign Permit - Sharon Lefave
- f. PSNH Pole License - 3 copies
- g. Abatement Requests - Granted - 15
Denied - 3
- h. Tax Abatement - 6A-2012
- i. Highway Safety Grant - left by the Chief Roarick which needed the signature of Mr. Galpin, the Board chair.

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

- a. A letter from the Deering Board of Selectmen - Mr. Galpin read the letter which

addressed the two Boards meeting to negotiate a new Parks and Recreation Agreement (see attached).

Mr. Galpin said the Boards should be able to work this out. He suggested considering a flat yearly fee.

Mr. Venezia said the letter doesn't really say anything.

Mr. Galpin said the transfer station agreement has expired and also needs to be negotiated. He suggested tabling the issue until next week.

- b. Thomas Caisse RE: Complaint - Chief Roarick has already taken care of this matter.
- c. Loureiro Engineering - Spring 2012 Landfill Monitoring Report
- d. NHDRA RE: Asking if the Town will be using the PA-28 - Mr. Galpin made a motion to not use the PA-28 for 2012. Mr. Venezia seconded the motion. The Board voted all in favor.
- e. Hillsborough County RE: Meeting Dates
- f. Hillsborough County RE: 2013 Statement of Appropriations and Revenue

Mr. Stetser said he will be in Keene on Wednesday and Thursday for a Municipal Management Association Conference.

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

The meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Iris Campbell
Selectmen's Secretary

Approved by:

Dated: June 12, 2012

Russell S. Galpin, Chairman

Steven J. Venezia

David N. Fullerton
Board of Selectmen



TOWN OF DEERING
 762 Deering Center Road
 Deering, NH 03244

Russell S. Gulygin, Chairman
 Steven J. Veneria
 David M. Hallstrom
 Hillsborough Board of Selectmen
 7 School Street
 Hillsborough, NH 03244

June 6, 2012

Dear Board of Selectmen,

Thank you for accepting, without further formalities, the Town of Deering's 2012 Warrant Article No. 11 in the amount of \$ 26,606 for the continuance of recreational services provided by HYAA for the year 2012 as cited in your approved minutes dated March 20, 2012.

We understand that you are open to discussing with us, the Deering Board of Selectmen, the continuance of such services between our Towns, as indicated in your letter to us dated May 29, 2012.

As we are both already half way through the fiscal year, we hope that your own very busy experience as Board of Selectmen in a larger Town, places you in a position of understanding, if not forgiveness, for our shortcomings in not coming to you as yet face to face to discuss arrangements for year 2013.

Therefore, we are extending in good faith and hope, a new and fresh approach although it is a somewhat old fashioned one, the wish to begin a conversation together with you through correspondence.

Please let it be known to you that the Deering Board of Selectmen both acknowledge and commend the Town of Hillsboro's many years of generous support of the nonprofit group known as HYAA for their use of Hillsboro's Ormiston Field. *As, the Deering Board of Selectmen, representing the Town of Deering, agree that making a gesture, in kind, is the right thing to do.*

We also acknowledge that the HYAA program is the result of an outstanding and exemplary cooperative effort on the parts of both Deering and Hillsboro families intent on providing sports activities for middle school aged children when school budget cuts discontinued such opportunities for this group of children. *We, too, wish to continue along these same lines of intent and with the same spirit of cooperation and community, to support these families and the sports activities for this unique age group.*

We will understand your reply to our request be present in either your minutes or in another letter sent to our Board.

Thank you for your time and consideration,

Michelle Johnson
 Michelle Johnson, Chairman
 On behalf of the entire Board as agreed upon at the June 4, 2012 Deering Board of Selectmen meeting

Phone (603) 464-3248 Fax (603) 464-3804
www.deering.nh.us

SELECTMEN'S MEETING AGENDA
 June 12, 2012

APPOINTMENTS:

- 6:00 p.m. - Department Head Meeting
- 7:00 p.m. - Open Session
- 7:15 p.m. - Michael Minichiello, James Card, Robert Beard RE: Personnel Issue
- 7:30 p.m. - Chief David Roarick RE: New Hire
- 7:45 p.m. - Alan Urquhart RE: Economic Development Comm.

TO BE SIGNED:

- a. Selectmen's Meeting Minutes - 5/29/12
- b. Expense Voucher - #12
- c. Payroll Vouchers - #22, #23 & #24
- d. Lake Sunapee Bank - Modified Loan Agreement for Sewer Department
- e. Building Permit - Sharon Lefave
- f. PSNH Pole License - 3 copies
- g. Abatement Requests - Granted - 15

Denied - 3

h. Tax Abatement - 6A-2012

CORRESPONDENCE & NEW BUSINESS:

- a. Letter from the Deering Board of Selectmen
- b. Thomas Caisse RE: Complaint
- c. Loureiro Engineering - Spring 2012 Landfill Monitoring Report
- d. NHDRA RE: Asking if the Town will be using the PA-28
- e. Hillsborough County RE: Meeting Dates
- f. Hillsborough County RE: 2013 Statement of Appropriations and Revenue