

**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 07/10/2012**

Board of Selectmen  
Meeting Minutes  
July 10, 2012

Present: Selectmen Russell Galpin, Steven Venezia and David Fullerton, Peter Brigham, Kelly Dearborn-Luce, Michael Pon, Pamela McMahon and Selectmen's Secretary Iris Campbell.

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

Mr. Brigham came in to update the Board regarding the installation of a ramp at 63 W. Main Street in order to relocate SNHS to that building so the Teen Center could return to 8 Church Street. He said a 27-foot stick-built ramp would cost \$2,250 and a prefab metal ramp would cost \$5,751. He said the metal ramp could be moved to other locations if needed in the future.

Mr. Galpin asked if the stick-built ramp would be connected with lag bolts and be removable.

Mr. Brigham answered yes.

Mr. Fullerton asked where the money to purchase the ramp was coming from.

Mr. Brigham said \$8,000 had been budgeted for a new roof. He said he has since found out a new roof is not needed. He said if SNHS does relocate to 63 W. Main Street the bathroom will have to be upgraded for disability accessibility, which will cost about \$2,000.

6:14 p.m. Pamela Butler entered the meeting at this time.

Mr. Fullerton asked Mr. Brigham to come back to the next meeting for further discussion.

6:17 p.m. Virginia Burton entered the meeting at this time.

Mr. Galpin made a motion to enter a non-public session per RSA 91-A:3 II(b) - The hiring of any person as a public employee. Mr. Venezia seconded the motion. The Board voted by roll call: Mr. Fullerton - yes, Mr. Venezia - yes and Mr. Galpin - yes.

6:19 p.m. The Board entered a non-public session with Pamela McMahon.

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

6:36 p.m. The Board returned to a public session.

Mr. Venezia made a motion to seal the minutes because divulgence of the information would likely affect adversely the reputation of any person other than a member of the public body. Mr. Galpin seconded the motion. The Board voted all in favor.

6:37 p.m. Robert Fredette entered the meeting at this time.

Mr. Galpin made a motion to enter a non-public session per RSA 91-A:3 II(b) - The hiring of any person as a public employee. Mr. Venezia seconded the motion. The Board voted by roll call: Mr. Fullerton - yes, Mr. Venezia - yes and Mr. Galpin - yes.

6:39 p.m. The Board entered a non-public session with Pamela Butler.

6:44 p.m. Douglas Hatfield and Hudson Lemkau entered the meeting at this time.

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

6:50 p.m. The Board returned to a public session.

Mr. Venezia made a motion to seal the minutes because divulgence of the information would likely affect adversely the reputation of any person other than a member of the public body. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Venezia made a motion to enter a non-public session per RSA 91-A:3 II(b) - The hiring of any person as a public employee. Mr. Galpin seconded the motion. The Board voted by roll call: Mr. Fullerton - yes, Mr. Venezia - yes and Mr. Galpin - yes.

6:52 p.m. The Board entered a non-public session with Jeni Lauder.

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

7:03 p.m. Richard Baldwin and Stephen Heavner entered the meeting at this time.

7:08 p.m. The Board returned to a public session.

Mr. Venezia made a motion to seal the minutes because divulgence of the information would likely affect adversely the reputation of any person other than a member of the public body. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Venezia made a motion to enter a non-public session per RSA 91-A:3 II(b) - The hiring of any person as a public employee. Mr. Fullerton seconded the motion. The Board voted by roll call: Mr. Fullerton - yes, Mr. Venezia - yes and Mr. Galpin - yes.

7:09 p.m. The Board entered a non-public session.

7:10 p.m. Dennis Roberts, Jr. entered the meeting at this time.

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

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

Mr. Venezia made a motion to offer the office assistant's position to Pamela McMahon. Mr. Galpin seconded the motion. The Board voted Mr. Venezia and Mr. Galpin - yes and Mr. Fullerton - no.

The Board asked Mrs. Campbell to inform Ms. McMahon and schedule her to meet with the Board at their next meeting. They asked Mrs. Campbell to invite her to attend the Harassment Seminar scheduled for the next day.

7:29 p.m. Trustees of Trust Funds, Mr. Hatfield, Mr. Lemkau and Mr. Baldwin, came in to discuss the Manahan Trust and the Dana Crain Fund. Mr. Hatfield said the Trustees and the Selectmen have to work together to distribute the funds from the Manahan Trust. He said the Trustees can give the Board an estimate every year of the

available funds. He said the funds can be used for Manahan Park improvements and other worthwhile projects as determined by both Boards.

Mr. Baldwin offered to create a form to be used for applying for funds.

Mr. Fullerton felt all the available money should only be used for Manahan Park.

Mr. Venezia said six people will be making the decision with everyone having one vote.

Mr. Hatfield went on to explain the provisions of the Dana Crain Fund. He said the income was to be divided 10% back into the fund, 45% to the rescue squad and 45% for the beautification of Hillsborough.

The Trustees and the Board agreed to include the Dana Crain Fund on the application form Mr. Baldwin will be creating. The form would then be available at the town office for the convenience of applicants.

Mrs. Campbell said the Park Board would receive an application every year along with the yearly budget worksheets.

7:46 p.m. Dennis Roberts, Jr. introduced Stephen Heavner to the Board.

Mr. Heavner is from the Capital Regional Development Council. We are a nonprofit regional development corporation doing small business lending. We work mainly with small towns who do not have an Economic Development Department and have been working with your EDC for the past three years for a cost of about \$10,000 per year.

Mr. Fullerton said the town is in a good position to attract new businesses because of the EDC.

Mr. Hatfield said the funding for the EDC should be in the budget rather than a warrant article.

Mr. Roberts said the EDC has been funded for the past three years and the members have a very positive attitude toward working together and attracting businesses to Hillsborough.

Mr. Galpin said he feels if the Town passes the same warrant article two or three times it belongs in the budget.

Mr. Roberts expressed his thoughts regarding the hiring of a new planner. He said his moto is to hire slow and fire fast. He said the Board needs to take its time to pick the right person. He said there needs to be a very good job description including skills and attitude. He spoke very highly of Mrs. Dearborn-Luce's attitude and willingness to help all applicants.

Mr. Venezia asked Mr. Roberts what the EDC's position was on the planner and administrator vacancies.

Mr. Roberts said his feeling is we need two people.

Mr. Heavner said the towns he has worked with usually have full-time administrators and planners.

Mr. Galpin said he has been advocating the combining of the two positions. He doesn't believe there is enough work for two full-time positions.

Mrs. Dearborn-Luce thanked Mr. Roberts for his praises.

Mr. Hatfield supported separating the positions. He said the right administrator should have enough to do.

The Board signed the following items:

- a. Selectmen's Meeting Minutes - 06/26/12 & 07/03/12 - Mr. Galpin pointed out the omission of the word "hours" after the number 25 on page 3, paragraph 10 of the July 3 minutes.
- b. Expense Voucher - #14

- c. Payroll Voucher - 27, 27A & 28
- d. Purchase Orders - 143 & 143-A
- e. Abatement - #7A-2012
- f. Appointment - Officer Danielle Normand
- g. Cemetery Deed - McFarlane
- h. Sign Permit - A Second Life

#### CORRESPONDENCE & NEW BUSINESS:

- a. Approve Sealed Meeting Minutes - 06/26/12 - Mr. Galpin made a motion to approve the sealed minutes of June 26, 2012 taken by Attorney Michael Donovan. Mr. Venezia seconded the motion. The Board voted all in favor.
- b. Central Square Lights Issue - Mr. Venezia said this issue can be addressed during the 2013 budget process.

Mr. Fullerton suggested looking in to placing shields over the sensors. He said this would allow only light coming from above to affect the sensors.

Mrs. Dearborn-Luce will ask Mamakating Electric about shields for the sensors.

- c. Bay Point Realty Trust RE: Taxes due on a removed trailer - Mr. Venezia recused himself on this issue as he has a conflict of interest.

Mr. Galpin said there is no trailer to deed.

Mr. Fullerton made a motion to abate all the back taxes on the trailer which was located at 25 Old Henniker Road - Unit 5. Mr. Galpin seconded the motion. The Board voted Mr. Fullerton and Mr. Galpin - yes and Mr. Venezia - abstained.

- d. Granite Quill RE: Request per RSA 91-A:4 I-a - Mrs. Campbell received a recommended response from Attorney Donovan.

Mr. Venezia made a motion to authorize Mrs. Campbell to type the response as recommended by Attorney Donovan. Mr. Galpin seconded the motion. The Board voted all in favor.

- e. NHDOT RE: Bridge Inspection Cooledge Road over Beard Brook - The Board requested a copy be given to Highway Foreman William Goss.
- f. Peter LaFlamme RE: Autumn Road & Dawn Street Property - Mr. Venezia asked Mrs. Dearborn-Luce to visit the properties before the Board renders a decision.
- g. Mary Lou Kulbacki RE: Unused laptop - Mrs. Kulbacki was asking if the Supervisors of the Checklist could use the laptop previously used by Planning Director Matthew Taylor.

Mr. Fullerton made a motion to give the laptop to the Supervisors of the Checklist for their use. Mr. Venezia seconded the motion. The Board voted all in favor.

- h. Don Jutton RE: Offer of Interim Town Administrator services
- i. Robin Payson RE: Offer of Interim Planning Director services - Mr. Fullerton also suggested talking to the Town of Henniker's contracted planner, Mark Fourgere.

Mrs. Dearborn-Luce was asked to contact Mr. Fourgese to see if he would be available to assist the town.

Mr. Fullerton commented that two businesses came to Hillsborough because of Mrs. Dearborn-Luce's efforts. He suggested the town may be able to train from within.

- j. Town of Lempster RE: Tower Public hearing
- k. ELVD Newsletter
- l. NHDES RE: Rocky Point Road Compliant

- m. NHMA Memorandum RE: 2013-2014 Legislative Policy Process
- n. NHDPHS RE: Water Test Results for Manahan Park & Beard Brook
- o. NHDOT RE: Safe Routes to School Compliance Issues
- p. Antrim Wind Energy RE: Docket #2012-001 - The Board saw no need to continue printing any e-mails pertaining to this matter.

Mr. Galpin distributed the NHDOT schedule for the work they will be doing on School Street.

Mr. Venezia said at the next meeting the Board needs to decide where we are going in regards to the two vacant positions.

9:12 p.m. Mr. Fredette wanted to remind the Board that as the town's state representative he is here to work for them and to just call him.

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

The meeting was adjourned at 9:19 p.m.

Respectfully submitted,

Iris Campbell  
Selectmen's Secretary

Approved by:

Dated: July 10, 2012

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Russell S. Galpin, Chairman

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Steven J. Venezia

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David N. Fullerton  
Board of Selectmen

**SELECTMEN'S MEETING AGENDA**  
**July 10, 2012**

**APPOINTMENTS:**

6:00 p.m. - Open Session  
6:15 p.m.-7:00 p.m. - 3 Interviews - Non-Public Sessions - RSA 91-A:3 II (b)  
7:00 p.m. - Trustees of Trust Funds RE: Manahan Fund & Dana Crain Fund  
7:30 p.m. - Dennis Roberts & Stephen Heavner RE: Discuss EDC

**TO BE SIGNED:**

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- c. Payroll Voucher - 27 & 27A
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- f. Peter LaFlamme RE: Autumn Road & Dawn Street Property
- g. Mary Lou Kulbacki RE: Unused laptop

- h. Don Jutton RE: Interim Town Administrator services
- i. Robin Payson RE: Interim Planning Director services
- j. Town of Lempster RE: Tower Public hearing
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