

**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 07/24/2012**

Board of Selectmen  
Meeting Minutes  
July 24, 2012

Present: Selectmen Russell Galpin and David Fullerton, Kelly Dearborn-Luce, Michael Pon, Pamela McMahon, Larry Baker, Michael Reopel, Robert Hassett, John Segedy, Rachel Hawkinson and Selectmen's Secretary Iris Campbell.

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

6:00 p.m. Mr. Galpin asked if there was anyone who wished to speak during the open session.

Mr. Reopel, Chair of the Hillsborough Historic Society, asked if he could address the Board at this time regarding the lease between the Town and the State of New Hampshire pertaining to Franklin Pierce Homestead. He said the State wants to enter into a memorandum agreement instead of a lease when the lease expires in February of 2013. This would mean the State would assume all maintenance and operational costs.

He asked if the money presently appropriated for the Franklin Pierce Homestead could be used to pay for the cost of electricity for the cold storage of the Manahan Collection and more of the maintenance at the Heritage Museum.

Mr. Galpin said the change could be made during the 2013 budget process.

6:15 p.m. Mrs. Dearborn-Luce reported that SNHS would not need a ramp at 63 W. Main Street in order to occupy the building.

She said due to the renovations being done at 27 School Street the building needs to have a safety bumper, which would keep cars from hitting the building. She suggested a wooden rail which would go with the building better than concrete poles.

She said Chief Roarick has requested the installation of cameras during the renovation process because the town office has very little security other than panic buttons. She said Chief Roarick already has the cameras but the hub, wiring and installation will cost approximately \$6,000.

She said the sensors on the downtown lights are already shielded as much as they can be. She has spoken to Carl Goodman of Mamakating Electric, he suggested one sensor for all the lights which work better than individual sensors.

Mr. Galpin said this could be considered during the 2013 budget process.

Mrs. Dearborn-Luce distributed copies of a proposed contract with Thomas French for services in connection with the Safe Routes to School Project.

Mr. French is certified in accordance with the NHDOT requirements to administer the funds for this project.

6:25 p.m. Steven Venezia entered the meeting at this time.

Mr. Fullerton asked that page one, #2 of the Standard Terms and Conditions regarding the number of days to dispute an invoice be changed from 10 to 20.

Mr. Fullerton made a motion to change the number of days to dispute an invoice from 10 to 20. Mr. Venezia seconded the motion. The Board voted all in favor.

Mr. Venezia made a motion to hire Thomas French as an interim consultant for the Safe Routes to School Project #15780 and #15004. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Venezia made a motion to authorize Russell Galpin to sign the contract with Thomas French. Mr. Fullerton seconded the motion. The Board voted all in favor.

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.

6:34 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.

6:42 p.m. The Board returned to a public session.

Mr. Venezia made a motion to hire Pamela McMahon as the new town office assistant at \$16.74 per hour. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Galpin told Mr. Venezia about Mr. Reopel's discussion regarding the Franklin Pierce Homestead.

The Board reviewed the following item which had been tabled from the last meeting:

c. Mr. LaFlamme, Sr.'s asked if the town would accept his property as a gift.

Mrs. Dearborn-Luce has been out to view the properties. She said neither property is wet but the one on Dawn Street does have a slope and boulders.

Mr. Galpin suggested asking the Conservation Commission if they would be interested in the property.

This item was tabled until the next meeting.

Mr. Galpin made a motion to install the camera system as suggested by Chief Roarick. Mr. Venezia seconded the motion. The Board voted all in favor.

The Board reviewed and signed the following items:

- a. Selectmen's Meeting Minutes - 07/10/12
- b. Expense Voucher - #15
- c. Payroll Voucher - #29, #29A & #30
- d. Abatement #7B-2012

Mr. Galpin said the invoice from Orr & Reno has been received and the cost for the recent investigation was \$38,623.50 and Attorney Michael Donovan has invoiced approximately \$8,000.

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

7:00 p.m. The Selectmen's meeting was adjourned.

7:21 p.m. Mr. Galpin reconvened the Selectmen's meeting.

Mr. Galpin made a motion to enter a non-public session per 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.

7:22 p.m. The Board entered a non-public session with Maureen Miller.

7:23 p.m. James Coffey 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.

7:35 p.m. The Board returned to a public session.

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

Mr. Galpin said no action would be taken regarding this matter tonight.

7:37 p.m. Mr. Coffey presented the Board with a copy of the Gould Pond Road Easement from ELVD to the Town. He said ELVD will be holding a public hearing to discuss and approve the easement. He said the Town should have the Planning Board and the Conservation Commission review the easement then hold a public hearing to discuss and approve it. He said in the mean time the ELVD Commissioners give the Town permission to use their property for the present Gould Pond Road bridge project.

7:45 p.m. Lauralee LoMonaco entered the meeting at this time to discuss with the Board the refinancing of the 1996 bond. The NHMBB is offering to lower the interest rate which will save the Town approximately \$137,000 over the remaining life of the bond. She said due to the deadline dates set by the bond bank a public hearing has to be held on Friday, August 3 and advertised in this week's local papers.

Mr. Galpin made a motion to hold a public hearing on Friday, August 3 at 5:30 p.m. in accordance with RSA 33:3-d, to discuss the refinancing of a municipal bond. Mr. Venezia seconded the motion. The Board voted all in favor.

The Board reviewed and signed the following items:

- e. Economic Development Committee - 10 Appointments - The Board signed nine of the appointments. The appointment paper for Babette Haley was put on hold due to her resignation from the Chamber of Commerce.
- f. Schnizelfest - Approval to Close Central Street
- g. Pole License - 3 Copies
- h. Intent to Cut

The following tabled items from the last meeting were discussed:

- a. Decision on Town Administrator & Planning Director - Mr. Galpin suggested increasing Mrs. Dearborn-Luce's hours to allow her to also assist applications to the Planning Board, Conservation Commission

and Zoning Board of Adjustment.

Mr. Baker said hiring a Planning Director is better then contracting with one because they would have a vested interest in the town.

Mr. Venezia said the new Town Administrator should have experience in human resources.

After further discussion Mr. Venezia made a motion to increase Mrs. Dearborn-Luce's hours to 35 beginning July 30, to hire a full-time Town Administrator and a part-time Planning Director and to have the Board develop job descriptions for the next meeting so advertising can be done. Mr. Galpin seconded the motion. The Board voted all in favor.

The discussion turned to the creation of two search committees. The Board asked the local papers to include a request for volunteers in their next editions.

#### CORRESPONDENCE & NEW BUSINESS:

- a. State of New Hampshire - 2012-2013 Estimated Highway Block Grand Aid
- b. Attorney Michael Donovan - Memorandum RE: Confidential Letter from  
Attorney Emily Rice
- c. James Coffey - Right to Know RE: Stetser Separation Agreement
- d. Attorney Michael Donovan RE: Response to Mr. Coffey's Request
- e. Cross Country Appraisal RE: Settlement of dispute with David  
Marazoff
- f. Mackensen & Company, Inc. RE: "Trustee Times" a newsletter
- g. Hillsborough County RE: Department of Corrections-Community Service  
Program
- h. Hillsborough County RE: 2013 Budget
- i. Senator Jeanne Shaheen RE: Offer of Assistance
- j. Xfinity RE: Digital Network Enhancement
- k. Board of Tax and Land Appeals RE: Jon & Nancy Bryan
- l. N.H.D.O.T. RE: Street Light Shut-offs
- m. NHMBB Possible Refinancing of Bond - was discussed earlier in the meeting.
- n. NHDOT RE: Driveway Permit Wall Street

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 9:10 p.m.

Respectfully submitted,

Iris Campbell  
Selectmen's Secretary

Approved by:

Dated: August 14, 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 24, 2012

### APPOINTMENTS:

- 6:00 p.m. - Open Session
- 6:15 p.m. - Pamela McMahon
- 6:30 p.m. - Peter Brigham RE: Handicap Ramp at 63 W. Main Street
- 6:45 p.m. - Kelly Dearborn-Luce & Thomas French RE: Follow-up Items
- 7:00 p.m. - Discretionary Preservation Easement Hearing
- 7:30 p.m. - Maureen Miller RE: Property Tax Issue
- 7:45 p.m. - Jim Coffey RE: Easement Completion
- 8:00 p.m. - Michael Reopel RE: Franklin Pierce Homestead & Heritage Museum Budget Relief

### TO BE SIGNED:

- a. Selectmen's Meeting Minutes - 07/10/12
- b. Expense Voucher - #15
- c. Payroll Voucher - #29, #29A & #30
- d. Abatement #7B-2012
- e. Economic Development Committee - 10 Appointments
- f. Schnizelfest - Approval to Close Central Street
- g. Pole License - 3 Copies
- h. Intent to Cut

### TABLED ITEMS FROM THE LAST MEETING:

- a. Decision on Town Administrator & Planning Director
- b. Central Square Lighting Issue
- c. Peter LaFlamme, Sr. - Abatement Request

### CORRESPONDENCE & NEW BUSINESS:

- a. State of New Hampshire - 2012-2013 Estimated Highway Block Grant Aid
- b. Attorney Michael Donovan - Memorandum RE: Confidential Letter from Attorney Emily Rice
- c. James Coffey - Right to Know RE: Stetser Separation Agreement
- d. Attorney Michael Donovan RE: Response to Mr. Coffey's Request
- e. Cross Country Appraisal RE: Settlement of dispute with David Marazoff
- f. Mackensen & Company, Inc. RE: "Trustee Times" a newsletter
- g. Hillsborough County RE: Department of Corrections-Community Service Program
- h. Hillsborough County RE: 2013 Budget
- i. Senator Jeanne Shaheen RE: Offer of Assistance
- j. Xfinity RE: Digital Network Enhancement
- k. Board of Tax and Land Appeals RE: Jon & Nancy Bryan

- I. N.H.D.O.T. RE: Street Light Shut-offs
- m. NHMBB Possible Refinancing of Bond
- n. NHDOT RE: Driveway Permit Wall Street