

**Town of Hillsborough P.O. Box 7, 27 School Street, Hillsborough, NH 03244**  
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## **Board of Selectmen Minutes 08/28/2012**

Board of Selectmen  
Meeting Minutes  
August 28, 2012

Present: Selectmen Russell Galpin, Steven Venezia, David Fullerton, Kelly Dearborn-Luce, Larry Baker, Michael Pon, Thomas French, Leigh Bosse, Iris Campbell, and Office Assistant Pamela McMahon.

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. French asked for the Selectmen's permission to be in charge of Round 5 of the DOT's project #21130 - Safe Routes to School, being that he is DOT certified, which is a requirement.

Mr. Venezia made a motion to proceed with Round 5 with Mr. French in charge. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mr. Venezia made a motion for Mr. Galpin to sign the contract in hand with DuBois & King RE: Construction Engineering for Safe Routes to School. Mr. Fullerton seconded the motion. The Board voted all in favor. Mr. Galpin then signed the contract, item D of items to be signed.

6:05 p.m. Robert Woolner and Virginia Burton entered the meeting at this time.

Mr. Woolner stated that he had written a letter to Representative Fredette regarding the School Street drainage problem. He asked Representative Fredette for permission to share it with the newspaper; but has not received an answer from him yet. Mr. Woolner stated that he has two problems: flooding from rain/drainage and the sidewalks.

Mr. Galpin passed photos around for all to see of the recent rain on School Street taken by William Goss of the Hillsborough Highway Department.

Mr. Woolner did give a compliment to the town on the curbing in front of the library.

Ms. Burton asked a question regarding the letters of new assessments that were recently mailed out to the town's property owners. She asked if her taxes would be doubled as a result of the new assessments. She was reassured that they would not be.

The Selectmen reviewed and signed the following items:

- a. Selectmen's Meeting Minutes - 08/14/12
- b. Expense Voucher - #17

## c. Payroll Vouchers - #34 &amp; #35

6:15 p.m. John Penny entered the meeting at this time.

Mr. Penny stated he is still concerned about the paving of School Street and the construction of the sidewalks as related to the drainage on his property. These are the same concerns as discussed at previous Selectmen's meetings. Mr. Penny said he has spoken with William Goss, Highway Foreman, about the height of the sidewalks. Mr. Goss spoke with the DOT previously and authorized the new sidewalk construction. It was stated that the DOT has 96 hours once notified of a public safety issue to find a solution to correct the problem; and the State has been made aware of the sidewalk situation.

Mr. Venezia stated that we do not have to accept the road if we are not satisfied with it upon completion. Mr. Venezia also asked Mrs. McMahon to draft a letter to the DOT outlining the issues that Mr. Penny has.

6:20 p.m. Peter Brigham entered the meeting at this time.

6:30 p.m. Mrs. Dearborn-Luce had an appointment with the Selectmen to discuss the town's ADA policy and 111 West Main Street. Regarding the ADA policy, Mrs. Dearborn-Luce said that we have to have a written policy if we don't meet all of their requirements. We then have to train our employees on the policy.

Mr. Venezia made a motion to accept the ADA policy that Mrs. Dearborn-Luce wrote. Mr. Galpin seconded the motion. The Board voted all in favor.

Regarding 111 West Main Street, Mrs. Dearborn-Luce informed the Selectmen that she has spoken with Atty. Donovan and the potential buyer in reference to the sale of this property. The price including the back taxes, water and sewer charges is a different amount than the buyers had previously discussed. It was also mentioned that Atty. Donovan cannot do the 90-day letter to the previous owners until we have a firm deal in hand. The pros and cons of a sealed bid versus an auction were discussed. The fact that it is a high profile property was also mentioned; and that there is a need to have the demo and clean-up done as soon as possible after the sale.

Mr. Venezia made a motion to sell the property at 111 West Main Street by sealed bid for not less than \$9,000.00 and that the sale meets zoning and demolition regulations and other state and town regulations as applicable. Mr. Galpin seconded the motion. The Board voted all in favor.

6:48 p.m. Jack Wells entered the meeting at this time.

6:49 p.m. Robert Hutchinson entered the meeting at this time.

The Selectmen reviewed and signed the following items:

- e. Liquor License Approval - Stone Arch Tavern
- f. Letter to the Cultural Heritage Commission
- g. Appointment Paper - Clarence Baker III - ZBA & Deborah DeScenza - Economic Development Committee
- h. Dana Crain Trust Fund Grant Application by Kemp Park Committee
- i. Notice of Intent to Cut Wood or Timber

6:52 p.m. Tammy McClure entered the meeting at this time.

The Selectmen reviewed item j. Payroll Change - Kenneth Stafford.

Mr. Venezia made a motion for Mr. Galpin to sign the payroll change. Mr. Fullerton seconded the motion. The Board voted all in favor.

The Selectmen reviewed and signed the remaining two items.

- k. Purchase Order #150 - R. B. Allen Company, Inc.
- l. NHDR Application for Reimbursement on Federal and State Forest Land

Mrs. Dearborn-Luce shared a policy with the Selectmen on Boards, Committees, and Commissions and asked if they would like to accept it.

Mr. Venezia made a motion to adopt the above-mentioned policy and for it to be included in our Town Personnel Policy, which is in the process of being written. Mr. Galpin seconded the motion. The Board voted all in favor.

7:00 p.m. Dennis Roberts, Jr. entered the meeting at this time.

Mr. Venezia addressed members of the search committees for the Town Administrator's and the Planning Director's positions. He thanked all of them for volunteering their time and effort in trying to find replacements for the two positions we lost. Job descriptions were distributed to the committee members. He mentioned that the committees should have structure so that they are productive. They should appoint a chairperson and someone to take meeting minutes. Mr. Galpin stressed the fact that the resumes and applications are not public until the choices of the committees are turned over to the Selectmen. Three names for each position were requested to be given to the Selectmen by their meeting on September 25, 2012. The Selectmen will then interview those people and make the final decision.

Mr. Venezia went on to say that the applicants chosen for the Town Administrator position should be self-motivated, have a human resource component in their background, including experience in evaluation of people.

Evaluations of employees were then discussed and the lack thereof in our town in the past. Going forward it was suggested that department heads be evaluated by the Town Administrator; and the department heads should evaluate their employees. 360 degree evaluations were also mentioned, where an employer evaluates an employee and then the employee evaluates the employer. It was also mentioned that the Planning Board should evaluate the Town Planner.

Mr. Roberts mentioned that the Town Administrator's position should include a marketing aspect and that he/she should be a facilitator also.

Mrs. McClure mentioned that she hadn't noticed anything regarding vision and strategic planning in the job description for the Town Administrator.

Roger Racette asked about salary ranges, i.e. should they send someone to the Selectmen who is looking for \$40,000.00 over the anticipated salary for the position?

Mr. Venezia stated that perhaps \$10,000.00 over should be more of a guideline.

Mr. Baker said he would be willing to look candidates up on google, facebook, and blogs for both positions.

Mr. Wells mentioned that the person in the position of Town Administrator should have a good working knowledge of grants. Mr. Wells also asked if the Town Planner part time position could potentially be full time if the need arises? Mr. Venezia said he was flexible to that.

The Board reviewed and acted on correspondence and new business:

- a. Attorney Michael Donovan - Confidential Communication - reviewed letter and Mr. Venezia made a motion to have Mr. Galpin sign the related form. Mr. Fullerton seconded the motion. The Board voted all in favor.
- b. Draft of Deering/Hillsborough Parks and Recreation Agreement - 3 year contract at flat rate of \$25,000.00 per year. Mr. Venezia noted a correction needed: January 1<sup>st</sup> change; not July as in the past. The Board signed two copies to be forwarded to Deering.
- c. NHDES - Approval of Hillsborough Water System; Drinking Water State Revolving Loan #1141010-03

d. NH Governor's Commission on Disability - Changes in NH Architectural Barrier Free Design Code section 300.00 (ABFDC)

e. NHDES - Emergency Authorization Verification - Jackman Hydro

The Board reviewed and acted on tabled items:

a. Payroll Change - David Roarick per contract

Mr. Venezia made a motion to waive the requirement for a 2012 evaluation and grant Mr. Roarick his raise. Mr. Fullerton seconded the motion. The Board voted all in favor.

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 7:53 p.m.

Respectfully submitted,

Pamela McMahon  
Office Assistant

Approved by:

Dated: September 11, 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**  
**August 28, 2012**

**APPOINTMENTS:**

- 6:00 p.m. - Open Session  
6:15 p.m. - John Penny RE: School Street Property  
6:30 p.m. - Kelly Dearborn-Luce RE: ADA Policy & 111 W. Main Street  
7:00 p.m. - Members of the Town Administrator's & Planning Director's Search Committees

**TO BE SIGNED:**

- a. Selectmen's Meeting Minutes - 08/14/12
- b. Expense Voucher - #17
- c. Payroll Vouchers - #34 & #35
  - d. Sign Contract with DuBois & King RE: Construction Engineering for Safe Routes to School
- e. Liquor License Approval - Stone Arch Tavern
- f. Letter to the Cultural Heritage Commission
  - g. Appointment Paper - Clarence Baker III - ZBA & Deborah DeScenza - Economic Development Committee
- h. Dana Crain Trust Fund Grant Application by Kemp Park Committee
- i. Notice of Intent to Cut Wood or Timber
- j. Payroll Change - Kenneth Stafford
- k. Purchase Order #150 - R. B. Allen Company, Inc.
- l. NHDRA Application for Reimbursement on Federal and State Forest Land

**CORRESPONDENCE & NEW BUSINESS:**

- a. Attorney Michael Donovan - Confidential Communication
- b. Draft of Deering/Hillsborough Parks and Recreation Agreement
- c. NHDES - Approval of Hillsborough Water System; Drinking Water State Revolving Loan #1141010-03
- d. NH Governor's Commission on Disability - Changes in NH Architectural Barrier Free Design Code section 300.00 (ABFDC)
- e. NHDES - Emergency Authorization Verification - Jackman Hydro

**TABLED ITEMS FROM THE LAST MEETING:**

- a. Payroll Change - David Roarick per contract