

**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 10/23/2012**

Board of Selectmen  
 Meeting Minutes  
 October 23, 2012

Present: Selectmen Russell Galpin and David Fullerton, Michael Pon, Lauralee LoMonaco, Joyce Bosse, Leigh Bosse, Alan Urquhart and Selectmen's Secretary Iris Campbell.

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

Mr. Galpin asked if anyone wanted to address the board during the open session and seeing none the Board moved to signing items.

The Board signed the following items:

- a. Selectmen's Meeting Minutes - 10/09/12
- b. Selectmen's Meeting Minutes - 10/22/12
- c. Expense Voucher - #21
- d. Payroll Voucher - #42 & #43
- e. 1985 Chevrolet Truck Title & Bill of Sale - Mr. Venezia made a motion to authorize Mr. Galpin to sign the title and bill of sale on behalf of the Board. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mr. Venezia made a motion to hire Laura Buono as Town Administrator conditional upon a back ground check and the successful negotiation of a contract. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mr. Pon asked when Ms. Buono would be starting.

Mr. Galpin said around the first of December.

Mr. Pon asked if the Planning Director would be starting sooner.

Mr. Galpin said that is a possibility.

The Board reviewed the following correspondence and new business:

- a. Revised Personnel Policy
- b. Copy of submitted MS-1 - Sent 10/15/12
- c. Hillsborough County 2012 budget request
- d. A letter from N.H. Department of Safety - RE: Announcement of FFY 2012 Competitive Local Grant Application Period - Homeland Security Grant
- e. A letter from LGC - RE: Money being returned to Towns - Mrs. Campbell said the town will be receiving about \$19,000 back on our health insurance and \$1,000 on our dental insurance.

Selectmen's Meeting Minutes 10/23/12

6:10 p.m. Peter Brigham entered the meeting at this time.

- f. A letter from Attorney Douglas Hatfield - RE: Discontinuation of a road off of Bear Hill Road - Board will speak to William Goss when he comes in later in the meeting.

6:15 p.m. Peter Bringham came in to present the proposed 2013 budget for the senior van, 61-63 West Main Street building, CAT and Youth Services. He started with an explanation of the senior van.

Mr. Galpin asked if other entities who use the van pay for their own gas.

Mr. Bringham answered yes.

Mr. Bringham moved onto the proposed budget for 61-63 West Main Street. He has included, in the budget, money for the installation a fire escape for the second floor in order to utilize the space to expand the teen center.

6:20 p.m. Kevin Belanger and William Bannister entered the meeting at this time.

Mr. Bringham went onto to say that 63 West Main Street uses fuel oil for heating.

6:23 p.m. Diane Ek entered the meeting at this time.

Mr. Bringham presented the proposed budget for CAT. He explained this is \$3,000 for the continued substance prevention programs.

Mr. Fullerton said there is no longer a DARE program here.

Mr. Venezia asked if this couldn't be done by the youth services program.

Mr. Bringham said, youth services, has diversion and challenge programs which deal with the issue after something happens.

Mr. Bringham presented the proposed youth services budget. He said as of April 1, 2012 he has been charging the participants in the diversion program and has collected \$6,300 to date. He said if a participant can't afford to pay they work the cost off by doing community service.

6:30 p.m. William Goss entered the meeting at this time.

Mr. Venezia asked why the payroll was under in 2011 and will be again in 2012.

Mr. Bringham said it is hard to estimate how many times he would need extra help at the teen center.

Mr. Venezia said his goal this year is to decrease the budget or at least keep it flat.

6:37 p.m. Diane Ek came to the Board discuss the upcoming tax deeding of her property.

As the Board was familiar with Mrs. Ek's situation, no discussion was held.

Mr. Venezia made a motion to grant Mrs. Ek a six-month extension. Mr. Galpin seconded the motion. The Board voted all in favor.

6:39 p.m. Joyce and Leigh Bosse came to the Board to discuss the upcoming tax deeding of their property.

Mr. Galpin made a motion to enter a non-pubic 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.

6:40 p.m. The Board entered a non-public session with Mr. and Mrs. Bosse.

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.

6:46 p.m. The Board returned to a public session.

Mr. Venezia made a motion to seal the minutes because not to do so would affect adversely the reputation of any person other than a member of the Board. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Venezia made a 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. motion that the Bosses would have to pay the 2009 and 2010 taxes due on their West Main Street and Dascomb Street properties by the end of the year. Mr. Galpin seconded the motion. The Board voted all in favor.

6:47 p.m. Robyn Payson came in to meet with the Board.

Mr. Venezia made a motion to enter a non-public session under 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.

6:49 p.m. The Board entered a non-public session with Ms. Payson.

6:49 p.m. Kelly Dearborn-Luce entered the meeting at this time.

6:56 p.m. Christine Sanborn entered the meeting at this time.

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

7:11 p.m. The Board returned to a public session.

Mr. Venezia made a motion to seal the minutes because not to do so would affect adversely the reputation of any person other than a member of the Board. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Venezia made a motion to hire Robyn Payson as part-time Planning Director conditional upon a back ground check and the successful negotiation of a contract. Mr. Galpin seconded the motion. The Board voted all in favor.

7:13 p.m. Christine Sanborn came in to meet with the Board regarding the tax deeding of her property.

Mr. Venezia made a motion to enter a non-pubic 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. Fullerton seconded

the motion. The Board voted by roll call: Mr. Fullerton - yes, Mr. Venezia - yes and Mr. Galpin - yes.

7:14 p.m. The Board entered a non-public session with Mrs. Sanborn.

7:15 p.m. Thomas French 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.

7:33 p.m. The Board returned to a public session.

Mr. Venezia made a motion to seal the minutes because not to do so would affect adversely the reputation of any person other than a member of the Board. Mr. Fullerton seconded the motion. The Board voted all in favor. Mr. Venezia made a motion to grant Mrs. Sanborn a three-week extension. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mr. Venezia asked Mrs. Campbell to communicate with the Board after Mrs. Sanborn speaks to the tax collector.

7:35 p.m. Thomas French came in to speak with the Board regarding the Safe Routes to School project. He said the Town has been awarded the funds to complete the project and presented the Board with the paper work to accept the funds and the contract with the construction firm who had been awarded the bid.

Mr. Venezia made a motion to authorize Mr. Galpin to sign the grant acceptance paper work and construction contract on behalf of the Board. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mrs. LoMonaco said the school had asked if the town was going to applying for round six of the Safe Routes to School grant process which has to be done by the end of November.

Ms. Payson will be certified by then.

Mrs. Dearborn-Luce asked if the town could apply for an extension.

Mr. French said yes.

7:43 p.m. Mr. Goss expressed his opinion regarding the decision by the ELVD Commissioners to do digging on Patten Hill Road during November. He said because the road is dirt and the uncertainty of the weather he feels this is a bad idea. He said if it rains and water gets into the road and it freezes then in the spring we will have a very muddy road.

Mr. Galpin suggested inviting the ELVD chairman, Robert Hutchinson, to the next meeting. Mrs. Campbell was asked to call him and schedule the appointment.

Mrs. Dearborn-Luce said fill from the Hummingbird Road bridge project has been dumped on town owned land located on Beaver Glen Road.

The Board will talk to Mr. Hutchinson when he comes to the meeting on October 30.

Mr. Galpin asked Mr. Goss about the letter the Board had received from Attorney Hatfield regarding placing an article in the 2013 warrant to discontinue a road off of Bear Hill Road.

After looking at the map included with the request, Mr. Venezia said he will speak to Attorney Hatfield regarding the Board's concern with how this will affect the Henniker portion of the road.

7:56 p.m. Mr. Belanger introduced Mr. Bannister and asked for the Board's approval to hire him as a part-time dispatch to cover shifts.

Mr. Galpin made a motion to hire William Bannister as a part-time dispatcher. Mr. Venezia seconded the motion. The Board voted all in favor.

Mrs. Dearborn-Luce distributed a copy of the revised personnel policy to each Board member for their review. She will also forward a copy to Ms. Buono.

Mr. Venezia thanked Mrs. LoMonaco, Mrs. Dearborn-Luce and Mrs. Campbell for the extra work they have done over the past few months.

Mr. Galpin agreed and added his thoughts regarding a letter of appreciation and a gift certificate to a restaurant of their choice.

Mr. Venezia made a motion to give each one a \$250 bonus and a thank you letter. Mr. Galpin seconded the motion. The Board voted all in favor.

The Board reviewed the following correspondence and new business:

- g. Notice of CRSW/RRC Meeting on October 25
- h. A letter from M. A. Bean Associates, LLC. - RE: Soliciting their bridge repair/replacement solution services.
- i. A letter from Xfinity - RE: Television cable changes

TABLED ITEMS FROM THE LAST MEETING:

- a. Town of Deering RE: Parks & Recreation Agreement - Mr. Venezia made a motion to approve the agreement as revised. Mr. Fullerton seconded the motion. The Board voted all in favor.
- b. Economic Development Commission RE: Request for Inclusion in 2013 Budget - Mr. Fullerton hasn't been able to speak to Dennis Roberts because he has been unavailable so he requested this item be tabled until the next meeting.

8:15 p.m. Mrs. LoMonaco and Mrs. Campbell presented the following 2013 proposed budgets: assessing, cemetery, insurance, legal, mental health, patriotic purposes, and street lighting.

Assessing had already been set by the previous approval of David Marazoff's 2013 assessing proposal and Mr. Sansoucy's agreement to a five-year payment plan.

The Cemetery's 2013 proposed budget is the same as last year.

Insurance is dictated by the rates set by the LGC.

The Legal proposed budget is the same as last year.

Mental Health, which is for a contribution to Riverbend/Contoocook Valley Counseling, is the same as last year.

The Patriotic Purposes 2013 proposed budget is the same as last year.

Mr. Fullerton expressed his dismay that Hillsborough doesn't have a Memorial Day Parade as do the surrounding towns.

The Street Lighting budget includes \$1,500 for a new light sensor to be installed on the downtown street lights, as discussed earlier in the year.

Mrs. Campbell said the Board had discussed at the last meeting longevity for the non-union employees but she didn't know if the Board had reached a decision?

Mr. Fullerton made a motion to approve the payment of \$400 to all non-union employees in the same manner as the town's employees union members. Mr. Venezia seconded the motion. The Board voted all in favor.

Mrs. LoMonaco asked how many hours per week Ms. Payson would be working.

Mr. Venezia answered 24 hours per week.

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

The meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Iris Campbell  
Selectmen's Secretary

Approved by:

Dated: October 30, 2012

---

Russell S. Galpin, Chairman

---

Steven J. Venezia

---

David N. Fullerton  
Board of Selectmen

### SELECTMEN'S MEETING AGENDA October 23, 2012

#### APPOINTMENTS:

6:00 p.m. - Open Session	
6:15 p.m. - Peter Brigham - Youth Services, CAT, Senior Van & 63 W. Main St. 2013	Budgets
6:30 p.m. - Diane Ek RE: Tax Deeding	
6:45 p.m. - Leigh & Joyce Bosse RE: Tax Deeding	
7:00 p.m. - Christine Sanborn RE: Tax Deeding	
7:15 p.m. - Robyn Payson RE: Part-Time Planning Director	
7:30 p.m. - Thomas French RE: Safe Route to School	
7:45 p.m. - William Goss RE: Road Digging	
8:00 p.m. - Assessing, Cemetery, Insurance, Legal, Mental Health, Patriotic Purposes, Budgets	Street Lighting

#### TO BE SIGNED:

- a. Selectmen's Meeting Minutes - 10/09/12
- b. Selectmen's Meeting Minutes - 10/22/12
- c. Expense Voucher - #21
- d. Payroll Voucher - #42 & #43
- e. 1985 Chevrolet Truck Title & Bill of Sale

#### CORRESPONDENCE & NEW BUSINESS:

- |  |                    |
|--|--------------------|
| a. Revised Personnel Policy  |                    |
| b. Copy of submitted MS-1 - Sent 10/15/12  |                    |
| c. Hillsborough County 2012 budget request   |                    |
| d. Letter from N.H. Department of Safety - RE: Announcement of FFY 2012 Grant Application Period - Homeland Security Grant | Competitive Local  |
| e. Letter from LGC - RE: Money being returned to Towns   |                    |
| f. Letter from Attorney Douglas Hatfield - RE: Discontinuation of a road off of  | Bear Hill Road.    |
| g. Notice of CRSW/RRC Meeting on October 25  |                    |
| h. Letter from M. A. Bean Associates, LLC. - RE: Soliciting their bridge solution services.                                | repair/replacement |
| i. Letter from Xfinity - RE: Television cable changes  |                    |

#### TABLED ITEMS FROM THE LAST MEETING:

- a. Town of Deering RE: Parks & Recreation Agreement

b. Economic Development Commission RE: Request for Inclusion in 2012

Budget