

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 10/30/2012

Board of Selectmen
Meeting Minutes
October 30, 2012

Present: Selectmen Russell Galpin, Steven Venezia, David Fullerton, Kelly Dearborn-Luce, Lauralee LoMonaco, Dana Brien, Michael Pon, Virginia Burton, and Office Assistant Pamela McMahon.

Mr. Galpin called the meeting to order at 6:05 p.m.

6:06 p.m. Mr. Galpin asked if there was anyone who wished to speak during the open session.

Ms. Burton stated regarding the water increase, that she is not on town water in Hillsborough, but feels it's unfair that the remaining people have to take up the slack for the vacant houses.

Steve stated that she should talk to the Water Department regarding the water increase.

6:10 p.m. Welfare Department Budget - Dana Brien

Mrs. Brien stated that there is an error on her actual usage for 2012. The \$210 in advertising should have been in the senior trip account. She will look into that. Mrs. Brien said fuel should be back to normal if fuel assistance comes in on time or at all.

Mr. Venezia stated in 2011 heating fuels were over \$10,000. Mrs. Brien said you can't cut fuel off the welfare budget. If clients qualify, they have to receive it.

Mrs. Brien said Meals on Wheels has requested \$605 more this year.

Mr. Venezia said the Welfare Budget is down 5% and that is a good thing.

Mrs. Brien mentioned the senior trips have been so successful. For 2013 she is hoping to do a trip a month from January through October. She has used \$1,000 to date from their \$2,500.

Mr. Venezia mentioned the money for senior services used to come out of a warrant article and he feels like it should again. He also stated aren't we trying to build senior services?

Mrs. Brien said she would like to see a \$2,000 warrant article or a line item in the budget.

6:20 p.m. Chief David Roarick and Kevin Belanger entered the meeting at this time.

Mrs. Brien said Election Day transportation via the senior van will be available for seniors from both Hillsborough and Deering who are unable to drive to the polls.

Mrs. Brien said she would like to see money set aside for a community building for both seniors and youth services. She said they have been offered a 35' x90' steel building, unassembled, for \$20,000.

Mr. Venezia said other agencies in town, like the EDC, etc. should be involved in this. He also said he would like to see more information regarding this at another time.

Mr. Fullerton said he thinks it will be a "hard sell" through a warrant article for a community building.

Mrs. Brien said funding could be through donations and fund-raising.

Mr. Galpin said he was surprised and pleased the budget came in \$7,500. less than last year.

6:25 p.m. Building Inspector/Code Enforcer/Health Officer Budget - Kelly Dearborn-Luce

Mr. Venezia mentioned Mrs. Dearborn-Luce never uses her legal budget. He asked her if she still wanted to maintain it, or half it, or cut it.

Mrs. Dearborn-Luce said she feels it is a good idea to have something allocated for legal in the event it is needed.

Contract expense was mentioned and Mrs. Dearborn-Luce said she had only used it one time before for a third party review regarding commercial plans for the library.

Health prevention was cut from \$5,600 to \$3,600 due to mosquito control not being done last year. Mrs. Dearborn-Luce said in the past we have used the amount for demolition, cleaning up properties, and dumpsters.

The Board reduced Mrs. Dearborn-Luce's budget by a total of \$4,050: contracts to \$750, legal by half, and health prevention by half, arriving at a new budget amount of \$66,316.

Mrs. Dearborn-Luce also mentioned building permits are up by 12 from this time last year. She also stated there are 66 abandoned foreclosures on the list; 27 are foreclosed, 32 are vacant (and 13 of those 32 need repairs), and 7 are land only.

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Adjustment Budget - Roger Racette

Mr. Galpin stated he was pleased the ZBA budget was lower than last year. He also mentioned legal went down and he wondered why?

Mr. Racette said the reason was a case which went to court last year.

There were no further questions on the ZBA budget.

6:41 p.m. As the Planning Board's representative was not present to discuss their budget, the Town Clerk/Tax Collector Budget presentation was moved up.

6:42 p.m. Town Clerk/Tax Collector Budget - Debbie McDonald

Mr. Venezia asked Mrs. McDonald if she was anticipating any purchases?

Mrs. McDonald said she had a demo coming at the end of November for a debit card machine.

Mr. Venezia questioned why she had no printing costs. Mrs. McDonald said she should have had printing costs for her bills and will check into it.

Mrs. McDonald explained the \$2,000 increase in her budget was due partially to restoring records (births, deaths, and marriages) this coming year and some increases in payroll and benefits.

Mrs. Burton asked Mrs. McDonald if she was paid overtime for Tuesday nights and Saturdays? Mrs. McDonald answered she is salaried.

The Selectmen reviewed and signed the following items:

- a. Selectmen's Meeting Minutes - 10/23/12
- b. Payroll Voucher - #44
- c. Letters of Appreciation - 3

Mr. Venezia asked Mrs. McMahon to make sure a copy was filed in the applicable employees' personnel file.

- d. Transfer Station Contract with Town of Deering

The signing of this contract was tabled until Mrs. McMahon checks with Luke Levesque, of the Hillsborough Transfer Station, to make sure if we opt out of the Co-op at some point in time, do we have reprieve from this contract?

- e. Notice of Intent to Cut Wood or Timber

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Mr. Galpin mentioned that John Segedy was asking \$3,000 for their payroll but will probably only spend \$1,500 of that.

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Mr. Belanger said the main increase in the budget is payroll related, union contracts, and insurance.

Mr. Venezia asked Mr. Belanger what he could cut to take care of that?

Mr. Belanger stated he needs to outfit two new part-timers at a cost of approximately \$1,000. The \$12,200 computer expense is for a S.P.O.T.S. terminal and any other necessary computer repairs required during the year. Under equipment purchases, they need to buy a flat screen for mapping software. He also said the State of NH is leaning toward making dispatchers certified which involves the expense of training for the two new part-time employees this year and all of the full-time employees next year.

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Mr. Belanger also talked about the \$25.00 per day stipend they pay the employees for doing on-the-job training. He mentioned it is not a waste of money because their turnover rate is pretty rare. They have only had two people leave in over twenty years.

Mr. Belanger also said his payroll is controlled by the union and therefore, is what it is.

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Mr. Roarick stated the budget is basically contract services for shelter fees. Walter Crane, owner of the shelter we use - Spring Meadow Farms, has given us a contract amount for 2013 of \$4,700. Mr. Roarick also mentioned he does not track gasoline.

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Chief Roarick spoke on the building maintenance. He said the figures are not up-to-date from August 2012. He held off on a security system improvement project because it would cost \$25,000; and he only had \$30,000 in the budget. He said he might be able to do part of it this year.

Chief Roarick stated fuel oil was over budget this year.

Chief Roarick was asked by the Board what kinds of items are in his equipment budget? He responded items around the station - hose reels, etc. He also stated it pertains to the kitchenette in the dispatch center. It was taken from the fire station years ago and needs to have some updating and repairs.

Mr. Venezia asked Chief Roarick to take a look at the \$30,000 building budget and the equipment budget to see if it can be reduced at all.

Chief Roarick also mentioned in the middle of a recent rain storm, the roof leaked. It might have caused other damage in other places in the roof they are unaware of right now. He also mentioned the trim work needs to be replaced on the building and the building is fourteen years old.

Chief Roarick stated ammunition has a \$5,500 increase over last year. The department's tazers have a three-year warranty and ours were purchased six years ago. We bought two new ones this year and we have five to purchase next year. The total the department carries is fourteen.

Chief Roarick spoke regarding the computer systems and support. He said last year we had a lengthy discussion over leasing or purchasing a new server. It was going to cost \$30,000 over three years. Mrs. LoMonaco had said it is illegal to lease anything in the budget, if there is nothing to take back. Chief Roarick said he will be approaching the Selectmen with a purchase order to buy a new physical computer. He said it is a "super critical" piece of equipment and "needs to get done".

Chief Roarick talked about radio maintenance. All of the Motorola radios are no longer supported. They try to fix them if they can; but they can't always. A new radio costs approximately \$1,500.

Chief Roarick said training has increased by \$3,500. Officers are expected to be trained in more things than in the past to meet public demands. Extra certifications are

now required by the Federal government.

Chief Roarick addressed the \$8,000 telephone increase. He said our current system has no support agreement at all. He has a meeting scheduled with Jeff Sinclair of Red River on November 12 to discuss a support service contract.

Chief Roarick stated their payroll is union-driven. Most of his supervisors are maxed

out at their current rate of pay. He has added a new officer, Danielle Normand, this year. One other officer, Mark Philibert, has been deployed and will be gone most of the year. Chief Roarick also said when an officer has to go to court there is a minimum pay of four hours required and some travel time.

Chief Roarick talked about the K-9 and the great job Officer Nicholas Hodgen is doing keeping that portion of the budget cut in half through his fund-raising efforts.

Mr. Fullerton asked Chief Roarick where the police department get their tires? Chief Roarick replied a State bid through Goodyear.

Mr. Venezia told Chief Roarick to "cut the budget where you can"; he was speaking for himself, not the other Board

members.

Mr. Fullerton said he agreed with Mr. Venezia.

Mr. Galpin said that the 2013 police budget is \$94,000 higher and there are not enough lower budgets to offset it.

Chief Roarick said one third of the increase is the new cruiser and another third is for the tazers and server upgrade; but he will certainly take a look at it.

Mr. Venezia asked Chief Roarick to do better with payroll.

Mrs. Burton asked if we have ever compared our police budget to other surrounding towns?

Chief Roarick said it is difficult to do because of the outstanding drug problem we have in this town; and the difference in socio-economics between towns. Hillsborough is equivalent to a town of 8,000 people due to these conditions.

Mr. Pon suggested it might be a positive public relations point to publish the fact Hillsborough is equivalent to a town with a population of 8,000.

Chief Roarick said he welcomes people coming down and talking to him when they have questions.

Mr. Belanger mentioned the base radio on Bible Hill Road is not narrow-banded. It will cost \$7,900 to do it. Everything needs to be narrow-banded by January 1, 2013. Mr. Belanger and Mr. Goss, Highway Foreman, use this radio. Mr. Belanger said we really need to get going with this; and everyone agreed.

Chief Roarick said that the FTO stipends paid to union employees for training other employees is \$25.00 per day. He asked the Board to allow non-union employees to get the same stipend.

Mr. Venezia made a motion to adopt the stipend for non-union officers. Mr. Fullerton seconded the motion. The Board voted all in favor.

Chief Roarick asked if it was acceptable for the Aflac insurance representative to come and speak to the police department. He was scheduled to make a presentation at this Selectmen's meeting; but he had to cancel due to the storm and power outages. The Board said it was fine with them.

The Board reviewed and acted on correspondence and new business.

a. COLA for non-union employee beginning March instead of July (requested by Mr. Fullerton) - Mr. Fullerton said he would like to change the month back to

March for non-union employees, as it has been in past years. Mr. Galpin and Mr. Venezia said they would like to keep the date of all increases the same - July. No action - no motion.

b. DOT biennial bridge inspection reports for 19 municipally owned bridges and one Village District owned bridge in Town of Hillsborough. - Mr. Venezia asked

Mrs. McMahon to make sure Mr. Goss receives a copy of each of these nineteen bridge inspection reports and the Emerald Lake Village District receives a copy of their one.

c. Copy of Water and Sewer Department Press Release - Rate Changes

d. Xfinity letter re: emergency reporting procedures

e. Xfinity letter re: additional channels available

The Board reviewed and acted on tabled items:

- a. Economic Development Commission RE: Request for Inclusion in 2012 Budget.
The Board stated they are happy with \$10,000 and add it to the 2013 Budget.

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 8:16 p.m.

Respectfully submitted,

Pamela A. McMahon
Office Assistant

Approved by:

Dated: November 13, 2012

Russell S. Galpin, Chairman

Steven J. Venezia

David N. Fullerton
Board of Selectmen

SELECTMEN'S MEETING AGENDA
October 30, 2012

APPOINTMENTS:

6:00 p.m. - Open Session
6:15 p.m. - Welfare Budget
6:30 p.m. - Building Inspector Budget
6:45 p.m. - ZBA Budget
6:50 p.m. - Planning Board Budget
7:00 p.m. - Town Clerk/Tax Collector Budget
7:15 p.m. - PD, Dispatch, Animal Control, Police Station Budgets

TO BE SIGNED:

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- b. Payroll Voucher - #44
- c. Letters of Appreciation - 3
- d. Transfer Station Contract with Town of Deering
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CORRESPONDENCE & NEW BUSINESS:

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