

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 11/27/2012

Board of Selectmen
Meeting Minutes
November 27, 2012

Present: Selectmen Russell Galpin, Steven Venezia and David Fullerton, Michael Pon, Lauralee LoMonaco, Transfer Station Manager Luke Levesque, Virginia Burton, Code Enforcer Kelly Dearborn-Luce, Fire Chief Kenneth Stafford, Planning Director Robyn Payson, Town Administrator Laura Buono and Selectmen's Secretary Iris Campbell.

Mr. Galpin called the meeting to order at 6:03 p.m.

Mr. Galpin asked if anyone wanted to address the board during the open session.

Mrs. Burton asked why the assessor would suggest to a property owner who has a three-bedroom home on a two-bedroom septic system to get rid of one bedroom when the town can't limit horses.

Mr. Galpin said the assessor can't tell a property owner to do get rid of a bedroom.

Mr. Venezia said the issue regarding the size of the septic system would be addressed if the property went up for sale.

Mr. Fullerton said he is not happy with the police department budget and distributed to the other member his suggestions of areas which could be cut.

Mr. Galpin said the Police Chief should be here if the Board were to discuss any cuts.

Mr. Venezia said he doesn't like to micro manage the department heads and likes to let them manage their budgets.

Mr. Fullerton said he was only trying to show the budget could be cut back to last year's amount. He suggested talking about it more at the end of the meeting.

Mr. Galpin introduced Laura Buono as the town's new administrator and Robyn Payson as the new Planning Director. He said he will be introducing Mrs. Buono to the department heads tomorrow and visiting the town departments.

6:10 p.m. Mrs. Payson presented the 2013 proposed Planning Department budget.

Mrs. Buono asked for guidance from the Board regarding the number of work hours to budget. She was wondering if they should budget for 40 hours per week with no full time benefits.

Mr. Fullerton hopes business interests in our town increases and suggested adding some hours to the budget.

Mr. Galpin said the Board had approved 30 hours for the next two weeks and up to 24 hours per week for 2013, to be revisited in 2014. He was willing to add \$1,000 to the payroll budget to cover needed extra hours.

Mr. Fullerton suggested maybe the added amount should be \$3,000.

Mr. Venezia said as long as the average hours worked each week for the year was not more than 24.

Mr. Galpin said the hours should stay at 24 and authorize Mrs. Buono to approve extra hours for projects if needed.

Mr. Venezia said Mrs. Payson should try to stay as close to the 24 hours per week average as possible.

Mr. Fullerton made a motion to increase the 2013 proposed payroll budget by \$3,000. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Venezia said the total planning department proposed budget has been significantly decreased.

6:27 p.m. Mr. Levesque presented the 2013 proposed transfer station budget. He said the 2006 budget was \$570,569 and the 2013 proposed budget is \$503,621.

Mr. Galpin saw no problem with the proposed budget.

Mr. Levesque said the only line item he was not sure about was for tipping fees.

The Board accepted the proposed budget.

6:30 p.m. Chief Stafford presented the 2013 proposed fire and rescue budgets.

Mr. Venezia asked why the equipment purchase budget line was down.

Chief Stafford said the tanker has been paid off.

Mr. Venezia said payroll is presently under the budgeted amount.

Chief Stafford said it will be close because he has a per diem person working during the day. He said by doing this it frees him to do chief duties. He mentioned the station propane generator will need to be replaced soon.

Mr. Fullerton asked if he had considered a generator which uses diesel fuel.

Chief Stafford answered there is no room for the storage tank.

Mr. Venezia asked about the increase in the proposed payroll.

Chief Stafford said it was because the stipends were started in July and now he has to budget for a full year.

Mr. Galpin said the overall increase over last year is approximately \$2,000.

Mr. Venezia suggested decreasing the payroll budget from \$163,200 to \$155,000.

Mr. Galpin and Mr. Fullerton agreed.

The Board accepted the proposed budget.

Chief Stafford said he will be asking the Board to include a warrant article for \$43,000, at Town Meeting, to allow the Fire Department to join the Capital Area Mutual Aid Fire compact. He said the advantages of belonging include being a part of a group for prices and access to grants, hazardous material team, training and dispatching.

6:52 p.m. Joyce Bosse entered the meeting at this time.

Mr. Galpin moved onto the fire station 2013 proposed budget.

Chief Stafford said the air-conditioning systems needs upgrading as do other parts of the building.

The Board accepted the proposed budget.

Chief Stafford presented the 2013 proposed budget for forest fire.

The Board accepted the proposed budget.

Chief Stafford presented the 2013 proposed emergency management budget.

The Board accepted the proposed budget.

7:15 p.m. Mr. Galpin noted the 2013 proposed budget for the Pierce Homestead and Old Fire Station have been combined.

Mrs. LoMonaco said the combination was due to the State taking over the maintenance of the Pierce Homestead.

The Board accepted the proposed budget.

Chief Stafford told the Board Firefighter Ronald Marziano is in a hospice facility and the department is beginning to plan a celebration of his life.

7:11 p.m. The Board reviewed the 2013 proposed budget for the Community Building.

Mr. Galpin asked Mrs. Buono to ask Raymond Barker to attend a future meeting because the Board had questions regarding the proposed budget.

Mr. Galpin noticed Mrs. Dearborn-Luce and asked if she was here to speak to the Board.

Mrs. Dearborn-Luce said she was here regarding the letter the Board had received from NHDOT regarding Mr. Penny's property on School Street.

The Board read the letter and it was accepted for filing.

Mrs. Dearborn-Luce asked if the Board had reviewed the updated Personnel Policy.

Mr. Venezia said they were giving Mrs. Buono time to review it.

The Board signed the following items:

- a. Selectmen's Meeting Minutes - 11/13/12
- b. Expense Voucher - #23
- c. Payroll Voucher - #47 & # 48
- d. Intent to Cut Timber
- e. Yield Tax Levy - 3

The Board also signed the MS-5

The Board reviewed and acted on the following correspondence and new business:

- a. A memo from Tamara McClure - RE: Smith House - Mr. Venezia made a motion to approve money for the replacement of the bricks around the recently repaired Smith House support. Mr. Galpin seconded the motion. The Board voted all in favor.
- b. A memo Tata & Howard - RE: November 1 Preconstruction Meeting on ELVD Water Main Improvement Project
- c. NHDOT - RE: Second Request for Town's Response regarding Bridge over Sand Brook #152/095 Bog Road
- d. NHDOT - RE: School Street/John Penny - was discussed earlier in the meeting.

- e. Tax Rate Setting - Mrs. Buono said the Board has to decide how much money they want to allocate for the overlay, which is used to pay granted abatements, and if the Board wants to apply any of the Town's fund balance to reduce the tax rate. She said the Town's fund balance is \$1.3 million which is 8% of the Town's over all budget. She added the State recommends Towns have a fund balance of between 8% and 17%.

After a short discussion Mr. Venezia made a motion to put \$50,000 in the overlay and to use none of the Town's fund balance. Mr. Galpin seconded the motion. The Board voted all in favor.

The Board will come in individually at a later date to sign the 2012 2nd Issue Property Tax Warrant.

The Board reviewed and acted on the following tabled items from the last meeting:

- a. Time Limit at Swap Shop at the Transfer Station - Mr. Fullerton said this matter has been taken care of by Mr. Levesque and doesn't need any further consideration tonight.

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

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Iris Campbell
Selectmen's Secretary

Approved by:

Dated: December 11, 2012

Russell S. Galpin, Chairman

Steven J. Venezia

David N. Fullerton
Board of Selectmen