

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 12/11/2012

Board of Selectmen
Meeting Minutes
December 11, 2012

Present: Selectmen Russell Galpin, Steven Venezia and David Fullerton, Michael Pon, Transfer Station Manager Luke Levesque, Virginia Burton, Code Enforcer Kelly Dearborn-Luce, Highway Foreman William Goss, Police Chief David Roarick, Park Board chairman James Bailey, Welfare Director Dana Brien, Town Administrator Laura Buono and Selectmen's Secretary Iris Campbell.

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

Mr. Galpin began the Department Head meeting.

Mr. Goss said the ELVD water project on Patten Hill Road has started. He reported the highway department has been out five times salting and sanding beginning in November. He said the department would like to keep one of the two ambulance boxes, which have been stored behind the highway barn, for storage and asked the Board if they wanted to auction the other one.

Mr. Galpin made a motion to keep one ambulance box for storage and sell the other by public bid. Mr. Venezia seconded the motion. The Board voted all in favor.

Mr. Goss will work with Mrs. Buono to create a public notice requesting sealed bids.

Mr. Goss said the Gould Pond Bridge project is finished. He has had dealers bring graders over for demonstrations. He suggested placing the obtaining of a new gravel pit on hold. He feels this is not the year to ask for one.

6:04 p.m. Dispatch Supervisor Kevin Belanger entered the meeting at this time.

Mr. Fullerton asked about clearing snow off of Grimes Field in order to create an ice-skating rink.

Mr. Goss said if Mr. Fullerton organizes it, the highway department will help.

Mr. Bailey said it is very hard to keep water on the field because if it gets warm the water drains away. Mr. Goss suggested trying to create the rink on the gravel parking lot to the left of the road leading to the back side of the field.

Mr. Bailey said it was worth a try.

Mrs. Dearborn-Luce said she has cut \$5,000 from the 2013 proposed budget for Code Enforcement/Building Inspection. She said building permits and code and health compliance cases are all up from last year. She will be doing ADA training with each town department. She said the EDC has been discussing abandoned buildings in the downtown. They have discussed two options: 1. enforcement of the RSA which authorizes the Selectmen to determine if an abandoned building is unsafe and order it razed; 2. availability of grants through Mr. Heavener's company. She said the EDC sees a

need for more downtown parking and some of the buildings are in bad shape.

Mr. Galpin said he is against taking anyone's property.

Mrs. Dearborn-Luce is working on arrangements to have the downtown property and business owners meet with the EDC.

Chief Roarick said Officer Christopher McGillicuddy has returned to full duty after being injured in a fall through a deck during a call, Sergeant Philibert is being deployed to Afghanistan in 2013 into 2014 and Sergeant Reopel is leaving to take a position in Antrim.

He said the security for entry into the police station is in need of replacement. He would like to buy the material this year which would amount to 70% of the total cost and do the installation in 2013.

He has looked at the 2013 proposed budget for the police department again. He said the major increase is in the town's contribution to the state retirement, which is going from 19.95% to 25.30% and the 2% COLA increase, the Board approved for non-union employees. He said by removing the request for a new cruiser from the budget to a warrant article, not hiring a replacement officer until May and other cuts he was able to trim the proposed budget by \$100,000.

Mr. Galpin said he would like to discuss the Police budget with Chief Roarick at a later meeting.

Chief Roarick said the Deering Fire/Rescue Explorers have asked if we would be willing to surplus the old cruiser to them for maybe \$10.

Mr. Fullerton would be in favor of this.

Chief Roarick will work with Mrs. Buono on this.

Mr. Levesque said vandals are back at the transfer station. He has spoken to the police regarding extra patrols; but there is only so much they can do.

Mr. Fullerton asked if the motion activated cameras people use to film wild life would work.

Chief Roarick said it probably would work. He added a surveillance system could cost as much as \$7,000 which could be connected to an alarm system.

Mrs. Brien said she will be about \$20,000 to \$30,000 under budget. She said fuel assistance has come through which is earlier than it did last year.

She said the newly organized Greater Hillsboro Senior Services is doing wonderful things. They have five people who have volunteered for the Volunteer Driver Program through Belknap and Merrimack County Cap.

She recently e-mailed the Chamber of Commerce members regarding advertising in the "Senior Moments" newsletter.

She said the "Hillsborough Area Community Guide" needs to either be reprinted or edited due to interest from groups who would like to be included in it. She will be exploring ways to obtain funding from the community.

Mr. Belanger said Mr. Bannister's training is going well. He said there is another candidate for a part-time position he will introduce to the Board at the next meeting.

Mrs. Buono said she is reading and editing the updated personnel policy. She suggested giving a copy to the department heads for their input.

Mrs. Dearborn-Luce said the original idea was to have the Selectmen edit it first.

Mrs. Buono said it would be better to give it to the Board after everyone has had a chance to read and edit it.

Mr. Venezia agreed the Board should receive it last.

Mrs. Buono said because all department operating budgets have been approved the department heads should have the authorization to make all purchases. She will be suggesting changes in the purchase order policy.

Mr. Galpin is in favor of reviewing the purchase order policy.

6:47 p.m. Allan Kingsbury entered the meeting at this time.

Mrs. Buono said she will be placing received correspondence in a folder for the Board to review between meetings.

Mr. Venezia said he would rather receive the items via e-mail.

Mrs. Buono said the "To Be Signed" items of the agenda will now be known as "Manifest Motion" and "Consent Agenda."

She would also like to meet with the Board to set goals for the upcoming year.

The Board agreed to do this after the first of the year.

Mr. Goss said the sidewalk in front of Hatfield's Law Office is now a walking hazard due to the State changing the grade of School Street. He suggested the Town send a letter to Douglas Graham at NHDOT regarding the issue and asking for the State to correct it.

6:55 p.m. Mr. Galpin opened the open session.

Mrs. Burton voiced her concern regarding the recent death of a woman at the 1830 Motel and asked if she should be worried.

Chief Roarick answered no and said the police are still investigating the incident.

Mrs. Burton asked why the superintendent was allowed to leave and continue to be paid by the school. She said people who leave shouldn't continue being paid by us.

Mr. Galpin said he couldn't answer for the school. He said sometimes it is easier to pay someone then to chance a legal suit which could cost the town a lot more.

7:00 p.m. Mr. Bailey came in to present the 2013 proposed budget for the parks and recreation department. He said he has submitted the request form to the Trustee of Trust Funds for \$33,000 from the Manahan Trust.

Mrs. Buono suggested putting the Manahan budget in a warrant article.

Mr. Fullerton suggested Mrs. Buono speak to the Trustees to better understand the conditions of the trust.

Mr. Venezia said this would let the Board know if what we are doing makes sense.

Mr. Venezia said we are asking for the 2012 interest for 2013 expenditures.

Mr. Bailey said he has kept the 2013 budget request as close to zero as possible. He said the bathrooms at Grimes Field need to be torn down and replaced, and they are not ADA accessible.

Mr. Fullerton asked if a portable toilet could be placed at the Beard Brook beach.

Mr. Bailey said that could be done.

The Board approved and signed the Park Board's Manahan Trust request form.

Mrs. Dearborn-Luce said she was waiting for item "b" under "Correspondence and New Business." She said it was a petition submitted to discontinue the impact fees. She said the petition has to be submitted to the Board to refer

to the Planning Board.

The Board referred the petition to the Planning Board.

The Board signed the following items:

- a. Selectmen's Meeting Minutes - 11/27/12 - Mr. Venezia made a motion to approve the Selectmen's Meeting Minutes of 11/27/12. Mr. Galpin seconded the motion. The Board voted all in favor.
- b. & c. Manifest Motion - Mr. Galpin made a motion to authorize the selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4272-4337 a/k/a Voucher #49 & #50 in the amount of \$118,575.26 (includes 123 direct deposit stubs) and Accounts Payable check numbers 6037-6105 a/k/a voucher #24 & #24-A in the amount of \$1,349,309.05. A/P checks include payment to the Hillsboro-Deering School District in the amount of \$675,181.70 and to Hillsborough County in the amount of \$537,938.00. Mr. Venezia seconded the motion. The Board voted all in favor.
- d., e. & f. Mr. Galpin made a motion to approve the Consent Agenda for December 11, 2012. Tax Collector Abatements in the amount of \$3,701.72, Cemetery Deed - Row 3, Lot C (Avery) and Letter to State Liquor Commissioner re: Stone Arch Tavern, LLC. Mr. Venezia seconded the motion. The Board voted all in favor.

Mrs. Buono said the Town Hall held a staff meeting last week. She said she would be submitting an administrator's report at future meetings.

Mr. Venezia said he liked the new motions, administrator's report and the staff meetings.

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

- a. E-Mail from Tata & Howard RE: Construction Schedule Update for ELVD
- b. Petition RE: Impact Fees - this was reviewed and discussed earlier in the meeting.

Mrs. Buono said this would be the items which would be placed in a folder for the Board to review and scanned for e-mailing to Mr. Venezia.

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

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Iris Campbell
Selectmen's Secretary