

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 12/18/2012

Board of Selectmen
Meeting Minutes

December 18, 2012

Present: Selectmen Russell Galpin, Steven Venezia and David Fullerton, Michael Pon, Dispatch Supervisor Kevin Belanger, Leigh Bosse, John Segedy, Shannon Noga, Adam Noga, Town Administrator Laura Buono and Selectmen's Secretary Iris Campbell.

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

Mr. Galpin asked if anyone wished to speak during the open session.

No one came forward.

Mr. Galpin made a motion to enter a non-public session per RSA 91-A:3 II(a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Mr. Venezia seconded the motion. The Board voted by roll call: Mr. Fullerton - yes, Mr. Venezia - yes and Mr. Galpin - yes.

6:02 p.m. The Board entered a non-public session with Mrs. Buono and Mr. Segedy.

6:10 p.m. Philip Daley, Tamara McClure and Patricia Mathison entered the meeting at this time.

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

6:20 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.

6:21 p.m. Head Librarian Mrs. McClure and Library Trustees Mr. Daley and Mrs. Mathison came in to speak to the Board regarding the creation of a Capital Reserve Fund for repairs and renovations to the Governor Smith House and the Community Building.

Mr. Venezia said the amount of money needed to maintain the two buildings could be substantial. He said a Capital Reserve Fund would be a good idea. He added it may help with obtaining grant money or matching funds for projects.

Mrs. Buono is a proponent of Capital Reserve Funds because they help to stop tax rate spikes.

Mr. Galpin doesn't agree. He feels a Capital Reserve Fund makes it easier to sell a project because the money is already there to expend.

Mrs. McClure said there were a lot of deferred repairs and projects which need to be done. She asked what amount the Board would suggest appropriating to begin a Capital Reserve Fund.

Mr. Galpin suggested in order to get an idea of an amount someone could research how much has been spent over the past several years on repairs?

Mr. Venezia said an idea of the amount needed could be obtained by soliciting estimates for possible future projects.

Mr. Fullerton would like to see numbers.

6:30 p.m. Town Office Caretaker Raymond Barker entered the meeting at this time.

Mrs. McClure said they will work on collecting data in the next few weeks.

6:31 p.m. Mr. Barker came in to present the Community Building 2013 proposed budget.

6:32 p.m. Police Chief David Roarick and Kathryn Flanders entered the meeting at this time.

Mr. Barker said the maintenance budget includes repairing the chimney and during the process shortening it because it doesn't need to be as tall as it is. He said the side sill needs to be examined for rot and clapboards need to be replaced on the front and side. He asked the Board to add \$1,900 to the maintenance project budget for the rental of a lift needed to replace the clapboards.

The Board accepted the proposed budget.

6:37 p.m. Mr. Belanger introduced and asked the Board to approve Kathryn Flanders as a new part-time dispatch employee. He said her training would begin next year.

Mr. Fullerton asked if the dispatcher answering the calls could give their name.

Mr. Belanger said they don't do that in order keep some degree of anonymity.

Mr. Venezia made a motion to hire Kathryn Flanders as a part-time dispatcher. Mr. Fullerton seconded the motion. The Board voted all in favor.

6:41 p.m. Chief Roarick came in to further review the police department's 2013 proposed budget.

Mr. Galpin asked why the telephone budget was up \$8,000.

Chief Roarick said it was the cost for the service contract on the telephone system. He said the contract includes 24/7 monitoring, service calls and updates.

Mr. Venezia said he was familiar with the system and there are a lot of things running in the back ground which needs to be monitored and updated.

Chief Roarick said the tazers are outdated and out of warranty and need to be replaced. He said they could be bought this year if there is enough money still available in budget.

Mr. Fullerton asked if the units could be shared.

Chief Roarick answered no. He explained each unit records all activity which is a tool when having to defend its use in court and sharing the unit may compromise the process.

Mr. Fullerton said he would like to see the budget decreased to \$1,510,000 and the cost of purchasing a new cruiser in the budget rather than as a warrant article.

Chief Roarick said the purchase of a cruiser was not in the budget last year and he felt in order to accurately compare the two budgets it should not be included in this year's budget. He said the increase in the town's contribution to the state retirement system and the wage increase approved by the Board were out of his control.

Mr. Fullerton said the Board is saying we should trust the department heads to create and cut their own budgets. He said the Board, however, is not letting the Planning Board run their budget.

Mr. Venezia said he has no problem telling a department head what their total budget should be.

Mr. Fullerton asked if the Chief could do without a new cruiser.

Chief Roarick answered no. He said the repair costs will keep going up because a cruiser is only good for between 140,000 and 160,000 miles.

Mrs. Noga asked how many years a cruiser will last.

Chief Roarick answered six to eight years.

Mrs. Noga asked what the average cost is for a new cruiser.

Chief Roarick said approximately \$34,000 with equipment.

Mr. Venezia said the total town budget is up approximately \$130,000.

Mrs. Buono said the \$10,000 budgeted for leasing a cruiser should be cut because if the warrant article for a new cruiser is voted down that means no cruiser.

Mr. Venezia agreed the \$10,000 for leasing a cruiser should be cut.

Chief Roarick said he will be hiring, in 2013, a part-time officer to train and move to full-time status later in the year. He said it will save on overtime and benefits.

Chief Roarick said Officer Christopher McGillicuddy has been recognized by Police Standards and Training as an outstanding investigator in detecting drug violations.

The Board accepted the police department budget with the changes.

Mr. and Mrs. Noga introduced themselves as property owners and the owners of "Healthy Hounds Club" an animal grooming service run out of Echo Lane Kennels.

OTHER BUSINESS:

a. Selectmen's Meeting Minutes 12/11/12 - Mr. Venezia made a motion to approve the Selectmen's Meeting Minutes of December 11, 2012. Mr. Fullerton seconded the motion. The Board voted all in favor.

b. Manifest Motion - Mr. Galpin made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign payroll check numbers 4338-4372 a/k/a voucher #51 in the amount of \$58,731.23 (includes 75 direct deposit stubs). Mr. Venezia seconded the motion. The Board voted all in favor.

c. Consent Agenda - Mr. Galpin made a motion to approve the Consent Agenda for December 18, 2012: Tax Abatement for Map 23 Lot 150-1 in the amount of \$969.38; Lien Notice for Map 11B Lot 273 and Map 21 Lot 5; and Veterans Tax Credit for Map 25 Lot 14. Mr. Venezia seconded the motion. The Board voted all in favor.

Mrs. Buono said Mrs. Seymour had submitted a letter asking the Board to apply the veterans and disabled veterans credits to the seconded issue 2012 property tax bill. She said the total credit is for \$2,500.

Mr. Galpin made a motion to apply the veterans and disabled veterans credits to the seconded issue 2012 property tax bill. Mr. Venezia seconded the motion. The Board voted all in favor.

The Board reviewed the Administrator's Report for December 18, 2012:

Encumbrance – At the 2012 Town Meeting, voters passed Article 28 in the amount of \$35,000 for the purpose of removing approximately 2,500+/- cubic yards of material in the channel of the inlet of Gould Pond. Currently the Dredging Permit is being worked on and they are waiting to hear back from the Division of Historical Resources. Once they receive that information, the permit can be submitted (hopefully this week). Since the \$35,000 will not be spent until 2013, I would like to recommend that the Board encumber those funds so that as long as the auditor approves, they can be used for the intended purpose in 2013.

Budget Public Hearing Date – The last date to hold at least one is public hearing on the budget is February 15, 2013 which is a Friday. Would the Board like to set a date to hold the hearing so that we can begin to advertise it?

Manifest – Since this is the last meeting the Board will hold in December due to the holidays, how would you like to handle the accounts payable and payroll manifests that will be coming up? The Board can either schedule a meeting solely for the purpose of approving them or you can make a motion to allow me to approve the manifests after I review them.

Mr. Venezia made a motion to authorize Mrs. Buono to sign the next expense voucher and payroll as the Board is not scheduled to meet before the end of the year. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mrs. Buono asked if the Board wished to encumber into 2013 the \$35,000 approved at the 2012 town meeting for the dredging of the Emerald lake inlet. She said the auditor may not allow the encumbrance because there is no proof of the cost. She said the Board could do a warrant article to take the money out of the town's general fund which would not affect the tax rate.

Mr. Fullerton made a motion to encumber the \$35,000 previously approved for the dredging of the Emerald Lake inlet. Mr. Galpin seconded the motion. The Board voted: Mr. Fullerton - yes, Mr. Venezia - no and Mr. Galpin - no.

Mrs. Buono said there will now be a warrant article to appropriate the \$35,000 and take the money from the general fund, which will not affect taxes.

The Board agreed to hold the 2013 Budget Hearing on Tuesday, January 29.

Mr. Venezia said the new contracts for the Fire Chief and Police Chief need to be negotiated. He asked Mrs. Buono to work with the two chiefs on this.

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

The meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Iris Campbell
Selectmen's Secretary

