

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 01/08/2013

Board of Selectmen
Meeting Minutes

January 8, 2013

Present: Selectmen Russell Galpin, Steven Venezia and David Fullerton, John Segedy, Virginia Burton, 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.

Mr. Segedy suggested the Board cut back the overtime budget for the planning director from \$3,000 to \$1,000 because duties have been reassigned to the planning department. He said this must mean the planning director has the time to do these tasks during regular working hours. He said at the last Planning Board meeting Mr. Fullerton had asked how much time the Black development was going to require of the planning director. He said Mr. Fullerton was told approximately 25 per week. He said some of the reviewing for the project would be done by the planning director with an independent engineer hired by the town and paid for by the developer to do third party review. He said this project should not be used to justify increasing the planning director's hours.

Mr. Galpin said the town would be hiring an engineer because the building inspector is not certified for commercial buildings.

Mr. Segedy said the project does need to be properly reviewed.

Mr. Galpin said he received an email from Herman Wiegelman along with a copy of the criteria included in the advertisement for a planning director for the Town of Rindge. He sent him a response which said some of the listed items are being done by Kelly Dearborn-Luce.

Mr. Venezia said he had received the same email.

Mr. Fullerton said he was looking at what the Town of Tilton has done as a model for Hillsborough. He wants to be sure the town has the resources available to handle any project which may come along this year. He added there must be grant money out there.

Mr. Galpin said the easiest way to obtain grant money is to hire a grant writer, whose fees are contingent upon the awarding of the grant. He said this is necessary because most grants require specific language in order to fulfill the application requirements.

Mr. Venezia said Mrs. Buono has the authorization to assess the need for extra planning director hours and to authorize them.

Mrs. Buono said the planning director, was busy the end of last week and the beginning of this week, but her total hours for the year will probably level off.

Mr. Galpin said the first planning director was full time because there was a lot of catching up to do including organizing our town codes. He said the last planning director, by the end of his tenure was doing 25% of the town administrator's job.

Mrs. Buono said she is trying to organize a department head meeting for Thursday to go over the Black project.

Mr. Segedy said once you give an employee hours and benefits it is hard to take them away.

Mr. Venezia said the time may be needed now for this project but when it is over there may not be another one for a while.

Mr. Venezia made a motion to approve the minutes of the December 18, 2012 meeting. Mr. Galpin seconded the motion. The Board voted all in favor.

Mrs. Campbell told the Board about a telephone call she had received from Tracy Houghton regarding the maintenance of the town clock. She said Ms. Houghton had informed Mr. Stetser in June of her intent not to maintain the clock any longer. She said Ms. Houghton has found someone who is willing to do the job and has been training him. She asked Ms. Houghton to email her with the information originally emailed to Mr. Stetser along with the information on the gentleman who is now maintaining the clock.

Mr. Galpin made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 4403 - 4463 a/k/a Voucher #1 and #2 in the amount of \$114,860.57 (includes 121 direct deposits stubs) and Accounts Payable check numbers 233 and 6436 - 6518 a/k/a Vouchers #26 and #1 in the amount of \$938,570.84. A/P checks include payment to the Hillsboro-Deering School District in the amount of \$647,329.85. Mr. Venezia seconded the motion. The Board voted all in favor.

Mr. Galpin made a motion to approve the consent Agenda for January 8, 2013 - Tax Abatement - Veteran & Disabled Exemption (Seymour) in the amount of \$2,213.03. Mr. Venezia seconded the motion. The Board voted all in favor.

Mrs. Buono said U.S. Cellular want to add antennas to the Town owned tower located on Bible Hill Road.

Mr. Galpin made a motion to approve the additional antennas on the Town owned tower located on Bible Hill Road. Mr. Venezia seconded the motion. The Board voted all in favor.

Mrs. Buono distributed drafts of a new purchasing policy, Police Chief's employment contract and the beginning of the 2013 town meeting warrant articles for the Board to review. She will be working on the Fire Chief's contract in the same manner as the Police Chief's.

Mrs. Buono asked the Board if they would like to move the budget hearing due to the possibility of petition articles coming in by February 5.

Mr. Venezia suggested moving the date to Tuesday, February 12.

Mr. Fullerton and Mr. Galpin agreed.

Mr. Venezia asked about the increase in the town officers payroll budget line.

Mrs. Campbell explained it was due to an increase from \$250 per year to \$500 previously approved for the person who maintains the town clock.

The Board reduced the overtime budget for the town office by \$2,500, professional publications by \$500 and professional dues by \$500 and reduced elections and registrations by \$2,200. The Board removed the Manahan Park budget from the parks and recreation budget as this will be a warrant article this year.

Mr. Fullerton wants the police budget reduced to \$1.5 million and to allow the Police Chief to make the decision where the cuts should be made.

Mr. Venezia suggested reducing the dispatch budget by \$5,000.

The Board agreed.

The Board reduced the town's legal budget by \$20,000.

The Board asked Mrs. Buono to see if the Smith Building budget for improvements could be cut by \$5,000 due to the fact there will be two warrant article, one for masonry work and one for painting the building's trim work.

The Board received the expense and revenue reports for November 2012.

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

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Iris Campbell
Selectmen's Secretary

Approved by:

Dated: January 8, 2013

Russell S. Galpin, Chairman

Steven J. Venezia

David N. Fullerton
Board of Selectmen