

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 01/29/2013

Town of Hillsborough
Board of Selectmen
Meeting Minutes
January 29, 2013

Present: Russell Galpin, Chairman; Steven Venezia, Selectman; David Fullerton, Selectman; Laura Buono, Town Administrator.

In Attendance: Bob Woolner; Joyce Bosse

Chairman Galpin opened the meeting at 6:00 p.m.

- **Open Session:**

Bob Woolner – Mr. Woolner, Chairman of the Library Trustees came to report that they did meet as a larger committee on Saturday to discuss items the building will need both short term and long term. The goal is to create a prioritized list by using the existing buildings report that Bruss Construction put together in 2009. Mr. Woolner said the report is an invaluable tool. The Committee discussed the carriage house and thought the needs of this building should be discussed as well and feels it would be a good idea to have an existing condition report done for this building. Tammy McClure contacted Bruss Construction with regard to an estimate to have the report compiled.

They gave an off the top of their head estimate of \$1,500 - \$1,800 but the Committee feels it would be money well spent. A report would help the Selectmen decide what needs to be done. Chairman Galpin feels it may be a good idea to have a report done but he is reluctant to have Bruss do it because of the relations they had on the Library.

Mr. Wooler said he is not asking the Selectmen to hire Bruss but noted that he didn't personally have bad relations with them. No matter who they hire, he feels a comparable report is a benefit. Mr. Wooler also discussed what the Library is asking for via warrant articles this year for work on the building and gave a brief overview of the projects.

Mr. Wooler changed the subject to sidewalks and said some of the sidewalks are not passable especially in the winter.

He said the sidewalks end at a certain point and would like to have the Selectmen think about additional sidewalks being added in town especially ones which connect the center of town with the stores either on Main Street or on the backside. Joyce Bosse said even where there is a sidewalk, they're not plowed and used the McDonalds intersection as an example. She said they are not connected to the town's main sidewalk system. A brief discussion took place with regard to the Planning Board requiring some of those buildings to put sidewalks in as part of their site plan.

Selectman Venezia said perhaps we should start a 10-year plan and budget to build a section per year so that the cost isn't absorbed all at once. Additional walkways would encourage people to walk on safe sidewalks. It was decided that at the very least, planning could begin in 2013.

- **OTHER BUSINESS**

Administrator's Report - The Town Administrator reported on the following items:

Library Funds – In 2011, the Board of Selectmen approved a request by the Library Trustees to forward any

remaining appropriation within their operating budget to the Library at the end of each year, until such request is withdrawn. Ms. Buono said that although she believes the Selectmen were advised that an approval by them is all that was needed for such a request, this is not the case. Any unspent appropriation lapses into the general fund unless it has been legally encumbered or legally placed into a nonlapsing fund created pursuant to statute (capital reserve fund or expendable trust fund). With that in mind, funds cannot simply be sent to the Library and placed into a savings account. If this is something that the Selectmen and Library Trustees would like to discuss in the future, a warrant article can be drafted which would allow unspent funds to be deposited into a legally created funds for a specific purpose (ex: building maintenance). After a brief discussion, Chairman Galpin moved to retain the money for 2012 within the Town's fund balance. Motion seconded by Selectman Venezia. A vote was taken. Motion passed unanimously. Ms. Buono will contact Tammy McClure and advise her of this action.

Hillsborough County Dept. of Corrections - Ms. Buono stated that she received a call from Gary Russell with the Town of Bennington who would like to find out if the Board of Selectmen are interested in supporting a public opinion warrant article with regard to petitioning the County Commissioners to bring back the Department of Corrections workforce program. The program was cut from the budget in 2012 and there are communities who would like to see the money saving program returned. Hillsborough has used the labor offered through this program in the past and outside of the expense to feed the laborers lunch, it is a free and valuable service. The consensus of the Board was to support this effort.

Personnel Policy – Department Heads have been given a copy of the proposed personnel policy and I have send out an email asking them to attend a meeting on Thursday, January 31st to review it and offer their comments and suggestions.

Economic Development – At their last meeting, the Economic Development Committee met with the Assessor to discuss property taxes in the downtown business area. As a result of that meeting, the Committee will be taking a look at a map of the area and with the assistance of the Assessor, bringing forward a proposal to the Board of Selectmen to adopt a condition factor for that area in order to encourage business growth. It is the hopes of the Committee that this proposal will be ready to discuss with the Selectmen within three months. Ms. Buono stated that after that meeting, it was discovered that there was a coding error on some of the businesses in question. Instead of being coded as “central business” they were coded “commercial”. These are being corrected and it is anticipated that the issue will be taken care of with the coding change.

Senior Committee – Ms. Buono reported that she attended a meeting of the Senior Committee to discuss the process in which the Town could appropriate funds for the purpose of senior activities. Based on that meeting, they have requested that the Selectmen place a warrant article on for \$5,000 and to also have it voted that the Committee is a recognized committee of the Town. The money would be listed within the operating budget and invoices would be paid in the same manner other invoices are paid. I will also be looking into whether or not they can legally raise funds under the umbrella of a “Friends of the Senior Committee” similar to “Friends of the Library” organizations. These are separate non-profit organizations but I’m not sure of the legalities involved. If it is allowed, this may be an avenue for them to also solicit donations to offset expenses.

Town Clock – An email resignation from Tracy Houghton was received with regard to her position of winding the town clock. She recommended that her father, Raymond Houghton be able to take it back over.

Transfer Station Vandalism – The police department have identified the individuals who are responsible for the vandalism at the transfer station and we have forwarded the expenses involved in the clean up and replacement of the door and fire extinguisher. Although not guaranteed, it is our expectation that the Town will be reimbursed for the expenses which total just under \$1,200.

Conservation Commission Resignation – A letter of resignation was received from Richard Head who currently serves on the Conservation Commission. Due to work obligations, Mr. Head will not be able to contribute the time necessary to fulfill his role on the Commission.

Assessing contract – The Board reviewed the annual assessing contract and briefly discussed the coding error that was made on some of the assessment cards in the downtown area. The Selectmen would like the Assessor in to discuss the issue.

March Meetings – Due to the fact that Town Meeting is on a normal Selectmen meeting night, the Selectmen decided that they will meet on March 19th.

Approval of Meeting Minutes – Selectman Fullerton moved to approve the meeting minutes of December 31, 2012. Seconded by Chairman Galpin. A vote was taken. Motion passed with a vote of 2 in favor and 1 abstention (Selectman Venezia). Selectman Venezia moved to approve the minutes of January 22, 2013 (both public and nonpublic) as amended. Seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

Manifest Motion – Chairman Galpin moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 4500 - 4564 a/k/a Vouchers #4 & #5 in the amount of \$111,612.98 (includes 124 direct deposit stubs) and Accounts Payable check numbers 6597 – 6604 (includes voided check #6597 & 6598) a/k/a Voucher #3 in the amount of \$ 36,734.26. Motion was seconded by Selectman Venezia. A vote was taken. Motion passed unanimously.

Consent Agenda – Chairman Galpin moved to approve the Consent Agenda for January 29, 2013. Seconded by Selectman Venezia. A vote was taken. Motion passed unanimously.

- Woodheating Energy Systems Exemption – Map 25 Lot 14
- Elderly Exemptions – Map 7 Lot 57 & Map 14 Lot 587
- Veteran Exemptions for Vaillancourt, Palmer, Drew and Anderson.

Police Cruiser – Ms. Buono advised the Selectmen that a housekeeping warrant article will need to be voted on at Town Meeting to ratify the lease/purchase of the police cruiser that was entered into in 2010 because it had not been voted on by the Town previously.

- **NONPUBLIC SESSION**

Selectman Venezia moved to enter into nonpublic session at 6:53 p.m. under RSA 91A:3 II (c) – reputation. Motion was seconded by Chairman Galpin. A roll call vote was taken. Selectman Fullerton – yes; Selectman Venezia – yes; Chairman Galpin – yes. Motion passed unanimously.

In Attendance: Chairman Galpin; Selectman Venezia; Selectman Fullerton; Laura Buono, Town Administrator.

Selectman Venezia moved to come out of nonpublic session at 7:24 p.m. Motion was seconded by Selectman Fullerton. A roll call vote was taken. Selectman Fullerton – yes; Selectman Venezia – yes; Chairman Galpin – yes. Motion passed unanimously.

Selectman Venezia moved to seal the minutes of nonpublic session under RSA 91-a:3 III. Motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

- **ADJOURNMENT**

Selectman Venezia moved to adjourn at 7:25 p.m. Seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Board of Selectmen

Date: _____

Russell Galpin, Chairman

Steven Venezia, Selectman

Dave N. Fullerton, Selectman