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## Board of Selectmen Minutes 04/30/2013

Town of Hillsborough  
Board of Selectmen  
Meeting Minutes  
April 30, 2013

Present: Russell Galpin, Chairman; David Fullerton, Selectman; Wendy Brien-Baker, Selectman; Laura Buono, Town Administrator.

Guests: William Goss, Michael Pon, Joyce Bosse, Steve Heavener.

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

- **OPEN SESSION**

There was no public comment during open session

- **WILLIAM GOSS – PAVING BIDS/HORSE SIGNS/SRTS**

Paving Bids - William Goss met with the Selectmen for the purpose of recommending a company for paving based on the bids received at the meeting of April 23<sup>rd</sup>. Mr. Goss said based on the pricing, GMI is the lowest bidder and said their bid for reclaiming was 1.15/yd; binder is 65.40/ton; and topcoat is 71.40/ton. Selectman Fullerton said GMI has done a good job on the sidewalks. Mr. Goss said they have done a good job for the Town before. Selectman Fullerton moved to hire GMI for the 2013 paving projects. Motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously. Later in the meeting ... Chairman Galpin moved to have the Board authorize him to sign the agreement with GMI. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

SRTS – Mr. Goss reported that he has been working with the SRTS contractor to put a fence back up on Brown Street and currently the posts are going in. The sidewalks are all done and they look good but he hasn't heard much back about the driveways. Mr. Goss said hopefully we will be able to get the driveways paid for as part of the sidewalk project since they are under on the tonnage but they are waiting for the engineer to get back to them.

Horse Signs – At the last Selectmen's Meeting, there was a discussion about a request for signs to caution drivers about horses on the road. Mr. Goss said he checked into pricing for the signs and they cost \$85.48/sign not including posts which are about \$10-\$15 each. Mr. Goss said if he were to purchase the signs, it would deplete the sign budget. Laura Buono suggested the Selectmen put a sign policy in place which outlines requests such as this. Ms. Buono said, should the Town purchase signs that are a special request? Should the Highway Safety Committee review such requests? This was briefly discussed. Mr. Goss said he is concerned that this will cause a snowball effect which would then become a money issue. Mr. Goss stated he has \$1,000 budgeted for signs and said he would like to see the budget lower overall instead of increasing it. Anne Poole said both VT & CT have found grant monies to assist with signs for equestrians and said she was willing to look into that. Ms. Poole said if the money is not in the budget this year, she would hope the Board would consider putting it in the budget next year. Contacting other equestrians in town was discussed. Ms. Poole said the equestrians in town could get together to decide where the locations will

be best with a cap on the total number of signs in town. Ms. Poole said she will come back in the future with information. Selectman Brien-Baker said it's a good idea to have the safety committee and the equestrians involved as well as draft a policy. The process of meeting with other equestrians was discussed along with the difficulty associated with getting people involved. Ms. Buono suggested that the town put one new sign up which would more than likely get noticed by people who will want one in the area they ride. When they call to inquire, we can get their contact information for a future meeting. Ms. Poole agreed and suggested placing it where there is a current outdated sign. Mr. Goss said he could do that and perhaps have Mike Pon put it in the paper. Selectman Brien-Baker moved to purchase one sign to replace the one on Beard Road and take a look into future sign. Motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

Chairman Galpin brought up speeding cars on some of the roads in town. A brief discussion ensued with regard to police department monitoring. Ms. Buono will pass on the Board's concerns to Chief Roarick.

- **STEVE HEAVENER – TIF DISTRICTS**

Mr. Steve Heavener from Capital Regional Development Council (CRDC) met with the Selectmen at the request of the Economic Development Committee to discuss Tax Increment Finance Districts (TIF). Mr. Heavener discussed the technical specifics of a TIF and noted that the basic benefit is to pay for infrastructure improvements with new tax dollars which would come from any growth it would spark. Typically a TIF plan lasts 20 years and includes development potential and estimates on build out. Once a community develops a plan and passes it at Town Meeting, values of the captured area a/k/a district, within the plan would be frozen at the April 1<sup>st</sup> assessment value and the tax dollars associated with that assessment would still go to the same place they go now. On any new taxable development that occurs for the next 20 years, the tax money that is collected on the new value is applied toward the infrastructure investment (with the exception of the state school tax). The key is that you have to have large parcels of undeveloped land and capture it before development. Essentially it has zero impact on the taxpayer but a community needs to decide if they need to do this to make them more competitive as a community. Mr. Heavener said activity generates activity. Mr. Heavener brought up the fact that the Capital Improvement Plan is a necessary tool and this was briefly discussed.

It was suggested that within a month the Board should decide if they want to pursue a plan by taking into consideration what kind of infrastructure improvements would make sense and what kind of money is involved.

Moving forward, the Selectmen should hold a work session and spend an hour discussing this – invite the water/sewer department as well. How much of W. Main Street has potential and can we capture development that might not otherwise happen? That is the balance. If this is something the Board is interested in, they will have to brief the school board and county commissioners because the statute requires that they be in on it. The Board would like to gather information and hold a couple of work sessions. Anne Poole who is on the Planning Board said they are beginning the master plan update process and it would be wise to have the plan in process or near completion because the master plan should direct where and how development occurs.

- **MANIFEST MOTION**

Chairman Galpin moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 4943 – 4965 a/k/a Voucher 18 in the amount of \$52,177.82 (includes 48 direct deposit stubs) and Accounts Payable check number 7112 a/k/a Voucher #10 in the amount of \$270.46. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- **CONSENT AGENDA**

Chairman Galpin moved to approve the Consent Agenda for April 30, 2013. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- Yield Tax Warrants in the amount of \$4,019.86 & \$1,185.02
- Intent to Cut – Map 7 Lot 136
- Sign Permit Application – Map 12 Lot 78
- Liquor Commission Letter re: Stone Arch Tavern

- **APPROVAL OF MEETING MINUTES**

Chairman Galpin moved to approve the meeting minutes of April 23, 2013 as written. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

### **OTHER BUSINESS**

Beard Brook - Selectman Fullerton brought up that last year he tried to find sources of pollution for beard brook and said since Ms. Dearborn-Luce is leaving the Conservation Commission is willing to work with him on this project.

Boston Post Cane – Chairman Galpin said he will be picking up the Boston Post Cane case at the end of the week and said he still needs to research which name to place on it.

Road Discontinuance – Selectman Brien-Baker said she contacted LGC to get clarification on the subject of road discontinuance that she brought up at the last Selectmen's Meeting. She said there is no law that states you must get permission from a neighboring community when discontinuing a road but LGC recommends it as a good practice. Selectman Brien-Baker said in our case it isn't an issue.

Code Enforcement – Ms. Buono discussed the fact that since the Code Enforcement Officer has resigned, she is looking at the job as it was put together recently and feels that the planning/zoning aspect should be returned to the planning office and would recommend bringing the Planner up to 30 hours per week to handle the extra work. This was discussed as well as how to move forward with the building inspection, health officer, and code enforcement pieces of the job. Ms. Buono said she would like to take the time to look at everything before making any final recommendations on how to move forward. In the interim, having building permits accepted in the Selectmen's Office is an option as well as brining on an on-call building inspector who will also be able to take a look at an code issues that may come up. Ms. Buono said she would take on the correspondence aspect of code enforcement and this will enable her to take a good look at everything to see what type of workload is there in each area. This was discussed. Selectman Fullerton moved to authorize Ms. Buono to bump Robyn Payson up to 30 hours per week.

The motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously. Selectman Brien-Baker asked if we do exit interviews and everyone thought it was a good practice to get into however, in the past it wasn't done consistently. Both Chairman Galpin and Selectman Fullerton mentioned that they had stopped in to see the employee after her resignation letter was received. A policy/plan of action was discussed. Ms. Buono suggested the Board send her questions they would like to include in an exit interview and she will meet with the employee but this wouldn't prevent Selectman Brien-Baker from meeting with her.

Selectmen's Meeting Schedule – Ms. Buono brought up the subject of meeting dates and times for the Selectmen's Meetings. Changing the day of the meetings to Monday was discussed however, that day did not work for all members. It was decided that the meeting days would remain on Tuesday's however, it would only be the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday's of the month (omitting the 5<sup>th</sup> Tuesday) with the understanding that additional meetings may be necessary during budget season.

- **NONPUBLIC SESSION**

Chairman Galpin moved to go into nonpublic session at 8:13 p.m. under RSA 91-A:3II (c) reputation. Motion was seconded by Selectman Fullerton. A roll call vote was taken. Selectman Brien-Baker – yes; Selectman Fullerton – yes; Chairman Galpin – yes. Motion passed unanimously.

In Attendance: Chairman Galpin, Selectman Fullerton, Selectman Brien-Baker, Town Administrator Laura Buono.

Ms. Buono discussed concerns brought forward by the auditors.

Chairman Galpin moved to come out of nonpublic session at 8:42 p.m. Motion was seconded by Selectman Fullerton. A roll call vote was taken. Selectman Brien-Baker – yes; Selectman Fullerton – yes; Chairman Galpin – yes. Motion passed unanimously.

- **ADJOURNMENT**

Selectman Fullerton moved to adjourn at 8:43 p.m. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator