

Town of Hillsborough  
Board of Selectmen  
Meeting Minutes  
July 23, 2013

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

Guests: Michael Pon, Leigh Bosse, William Goss, Thomas Connelly, Rosario Connelly.

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

**1. OPEN SESSION**

There was no participation.

**2. THOMAS & ROSARIO CONNELLY**

Mr. and Mrs. Connelly met with the Selectmen to ask if they would reconsider processing their Veterans exemption for the 2013 tax year even though they submitted the application approximately two months after the deadline. Stated that they have lived in Hillsborough for 28 years and this is the first time they have applied for the exemption but neglected to read the fine print and didn't notice the cut off date. Chairman Galpin said the Board does not like to set precedence by allowing late submissions because if they allow one, they would have to allow all. Chairman Galpin said the notifications go out on all tax bills so that everyone can see it and its unusual that those who qualify don't see it. Although support was voiced for Veterans, the Board felt that filing two months late was not an exception they wanted to make.

**3. WILLIAM GOSS – GOULD POND ROAD**

Bill Goss said he came here to discuss the matter on Gould Pond Road that had been brought to the Selectmen at their last meeting by Jim Coffey. The District has requested the Town reimburse them for a \$1,350 expense for sand/gravel. Mr. Goss said that the District is digging in a town road and it's up to them to put it back suitable to the way he, as the Road Agent, likes it. Mr. Goss said he spoke with the contractor and the engineer and they said it was unsuitable material to put back in the road. Mr. Goss said the engineer put it in the log book. He went on to say that when the water/sewer precinct digs into the road and they run into unsuitable material, they put new material back in and never back charge the Town for it. Mr. Goss said if it were not for them digging in the Town's roads, there would never have been an issue with it and doesn't feel Hillsborough is responsible. Mr. Goss explained how the situation evolved. Selectman Brien-Baker verified that the engineer agreed and marked it as unsuitable. Mr. Goss said yes the engineer marked it in the book that it was unsuitable. Laura Buono said that she spoke with one of the representatives from Tata & Howard and told her what Mr. Goss said and she stated that the engineer in the field isn't authorized to say that. Ms. Buono said that was not the understanding that we were given but regardless, the engineer in the field had called Tata & Howard and she had to return his call because she was busy. By the time she had called him back, it had been done. Ms. Buono informed Tata & Howard that it is now an issue between the Town and ELVD but said she had simply wanted to verify what the story was. Ms. Buono said that showed her that Mr. Goss went through the right channels. Mr. Goss said the material wasn't put in just one spot it was spread out over 100 yards. Mr. Goss said he was there for most of the job and had a couple of issues and as road agent, he should have a say in what is being done to the roads. Chairman Galpin

said he does. Mr. Goss described another issue that came up that he also caught that was done in the manner that Mr. Goss wanted which was also agreed to by the engineer in the field. Mr. Goss said last year when they did a bridge job, there were two patches that had been dug up and the town paid about \$2,000 worth of patches in the road and didn't charge the district. Mr. Goss said he reminded Bob Hutchinson about this and Bob said don't worry about the \$1,350 - it was all set. The Selectmen agreed that the Town should not pay the bill. Ms. Buono will send a letter to the district.

#### **4. LEIGH BOSSE – RIGHT OF WAY REQUEST**

Leigh Bosse brought forward a subdivision that he intends to move forward with on Myrtle Street Extension that he would like the Board to approve a right of way over and he would upgrade just to the point of the entrance into the subdivision. Mr. Bosse said there is a 40' stub leading into property that is owned by another individual that was intended to be access to the property but had never been deeded over to the Town when the road was. Although Mr. Bosse has agreed to pay the price this individual wanted for the stub, the owner is now increasing the price. The plans were reviewed and discussed and it was found that the School owns a small section of the road that Mr. Bossee wishes to have a right of way over and it was recommended that he approach the School first to get their permission to cross their portion.

#### **5. MIKE MINICHELLO – UNION REPRESENTATIVE**

Mr. Minichiello came in as the employee union representative to discuss Robert Beard's rate of pay in the parks department. Mr. Beard makes one rate when working in the highway department and then a lower rate in the summer when he works for the parks department. Mr. Minichiello would like the Selectmen to consider paying the same rate for parks as is earned in highway. Chairman Galpin said its tough this time of year because it's not budgeted for and said he feels it's not the time of year to discuss this – it should be discussed during budget season. The wages were previously negotiated and both sides were in agreement. Selectman Fullerton said it was his understanding that this was a forgotten issue and that it was supposed to be taken care of. Chairman Galpin said that wasn't true, it was previously negotiated. A brief discussion ensued. Laura Buono stated that she had spoken to Jim Bailey previously who supports the increase. Selectman Fullerton moved to increase Mr. Beard's rate effective August 1<sup>st</sup>. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously. Chairman Galpin reiterated that he feels the money is deserved but it should have been negotiated at a different time.

#### **6. ADMINISTRATORS REPORT**

*School House Painting* – At a previous meeting, Jon Gibson asked if there is money available to paint the Center Schoolhouse. Mr. Gibson received a price of \$1,865 from one contractor but at this time Ms. Buono said that she can't identify an area that she would be comfortable pulling that money from especially based on unexpected expenses the Town has incurred so far this year and discussed some of those issues.

*Legal Services* – Ms. Buono said she has been in contact with a couple of attorneys with regard to legal services for the Town. There are a few good attorneys who handle municipal law that she has worked with in the past. Ms. Buono suggested that the Town have at least three attorneys, one for general services, one for land use and one for labor negotiations. The Board agreed. Ms. Buono asked how the Board would like to move forward with the review of attorneys. Mr. Fullerton said he would like to review the information prior to the Board interviewing them.

*Building Inspector* – Based on the level of activity in the building department, Ms. Buono recommends that we move forward and advertise to hire an on-call building inspector. The level of building activity isn't to the level that warrants hiring more than that. Mechanical inspections as well as life safety inspections are done by the Fire Chief and Peter Brigham has taken on the Health Officer position. Code enforcement is handled as a combination of all of these positions as well as with the Planning Director and Town Administrator. A brief discussion ensued with regard to qualifications needed. Selectman Brien-Baker feels that perhaps we should offer office time for the public. Ms. Buono said we could set it up where the on-call person can be contacted via phone and leave the option of office hours open if needed. Selectman Fullerton said he doesn't want to get into the same situation as they had in the past whereas the inspector didn't show up. Ms. Buono said it's important to have someone who is responsive and easily accessible and inspections are required to be requested at least 24 hours in advance. Commercial inspections were also discussed. Selectman Brien-Baker said we usually have a separate inspector for that. Ms. Buono said she would research who we could hire for commercial inspections and said we would probably share an inspector with another community. Ms. Buono is making some changes within the office as far as the structure of who does what and she at the very most, she may come forward requesting a very part time administrative person (perhaps 15 hours a week) to work with processing applications, etc. but said she will approach the Board at a later date with that request if she finds it necessary. Ms. Buono said there may be enough staff but didn't want to make that statement now and come back later stating she needs more staffing. Ms. Buono said even if they advertise right now for on-call and the Board decides they want more, we would still be looking at the same pool of individuals. Ms. Buono will put together an advertisement for an on-call inspector open to potential office hours in the future.

*Fire Department* – Ms. Buono reported that Engine I, due to be replaced in 2015 had an engine fire on Sunday and is currently at the repair shop so that the damage can be assessed. Once she receives the information as to pricing, she will pass it on to the Board.

*Manifest Authority* – End of the month accounts payables will be done next week before Iris Campbell goes on vacation. As was done at the end of December, Ms. Buono will need authorization from the Selectmen to sign the manifest and order the Treasurer to sign the checks so that they can be mailed out. Chairman Galpin moved to authorize Laura Buono to sign the manifest and authorize the Treasurer to sign checks for the end of the month. Selectman Brien-Baker seconded the motion. Motion passed unanimously.

*Inventory Forms* – We have received the annual request from the Department of Revenue asking us if we will be using the inventory forms this year. The forms haven't been used for the last two years and Ms. Buono asked if the Selectmen would like to waive using these forms again this year? After a brief discussion the Board signed the DRA paperwork indicating they will not be using the forms.

*Clean Water SRF Loan* – The final distribution is ready to be requested for the Waste Water Treatment Facility work and authorization is needed by the Board of Selectmen to designate Ms. Buono as an authorized representative so that she can sign documents associated with this as they come in. Chairman Galpin moved to designate Laura Buono as the authorized representative for the purpose of the Hillsborough WWTF General Improvements Project CS-333116-01. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unimously.

*Smith House Renovations* – We placed the construction work for the Smith House out for quotes and received one from LJM Construction. Right after the closing date, we were contacted by another construction company who would like to submit a price. The Board agreed to allow the individual to send in a quote since there was only one quote received.

Volunteers – Selectman Fullerton said he has a couple of people who are interested in volunteering and wanted to find out what the process is. Selectman Brien-Baker said they should submit a letter of interest.

Budgets – Selectman Brien-Baker asked Ms. Buono when she likes to have the budgets done. Ms. Buono said she has already brought it up with some of the department heads and she would like to begin the budget season in late August. Ms. Buono said she loves to have the budget done by the holidays and would like the Selectmen to consider only meeting with the larger departments since she will be meeting with everyone and delivering the budget to the Selectmen. Ms. Buono said she has a spreadsheet to work with and would present that to the Selectmen. This was briefly discussed.

## **7. MANIFEST MOTION**

Chairman Galpin moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 5318 – 5417 a/k/a Vouchers 29 & 30 in the amount of \$138,082.69 (includes 130 direct deposit stubs) and Accounts Payable check numbers 7652 - 7654 a/k/a Voucher #16 in the amount of \$17,013.83. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

## **8. CONSENT AGENDA**

Chairman Galpin moved to approve the Consent Agenda for July 23, 2013. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- Intent to Excavate – Map 7 Lot 196

## **9. APPROVAL OF MEETING MINUTES**

Chairman Galpin moved to approve the meeting minutes of July 9, 2013 as written. Motion was seconded by Selectman Brien Baker. A vote was taken. Motion passed unanimously.

## **10. NONPUBLIC SESSION**

Chairman Galpin moved to enter into nonpublic session at 7:50 under RSA 91A:3II (a) compensation of employees. Motion was seconded by Selectman Fullerton. A roll call vote was taken. Chairman Galpin – yes; Selectman Fullerton – yes; Selectmen Brien-Baker – yes. Motion passed unanimously.

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

The Board reviewed and discussed employment agreements for the police and fire chiefs.

Chairman Galpin moved to come out of nonpublic session at 8:18 p.m. Motion was seconded by Selectman Brien-Baker. A roll call vote was taken. Chairman Galpin – yes; Selectman Fullerton – yes; Selectmen Brien-Baker – yes. Motion passed unanimously.

## **11. ADJOURNMENT**

Selectman Fullerton moved to adjourn at 8:19 p.m. p.m. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator

Approved by:  
Hillsborough Board of Selectmen

Date: \_\_\_\_\_

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Russell Galpin, Chairman

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Dave N. Fullerton, Selectman

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Wendy Brien-Baker, Selectman