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## Board of Selectmen Minutes 08/13/2013

Town of Hillsborough  
Board of Selectmen  
Meeting Minutes  
August 13, 2013

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

Guests: Michael Pon, William Goss, Brett Cherrington, Mike Barretts, Marilyn Jost, Don Jost, Leigh Bosse, Cindi Carter.

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

- **OPEN SESSION**

There was no participation.

- **WILLIAM GOSS – SLEEPER ROAD**

Mr. Goss said he went out to look at Sleeper Road, a Class VI Road today and said it doesn't look bad as a result of a logging operation. The logger straightened the corner out but there is wear and tear on the road. The condition of the road was discussed with a couple of residents in the area. Mr. Goss said that he is not sure what the property owner is talking about with regard to a culvert being crushed. Mike Jost said there is now a gap in the rock by the culvert where his house is. Mr. Jost said this is a pipe that was put in 5 years ago when the road was built. There were rocks up around the header and there is a gap there now on the end. Mr. Goss said the loggers wouldn't have been on the end. This was briefly discussed. Mr. Goss said he would go out and take a look at that area. Marilyn Jost said the corner has been flattened out and it's not going to be draining well. Mr. Goss said having rocks showing now is normal wear and tear. Mr. Goss said roads are made to run. Mr. Jost said he wants the road the way it was and said they keep it smooth so that they can plow it and that's not that way now. A letter was reviewed with regard to a contract between the logger and the landowner. Ms. Jost said they have put a lot of money into the road and within a couple of months it's ruined. Mike Barrett from the logging company HHP said he spoke to Cindi Carter and she was concerned about the corner. Ms. Carter spoke about her experience with HHP as a positive one. Mr. Barrett expressed frustration over the fact that they have not even been given the time to get the work done on the road since the logging operation has just been completed. He said there is an excavator already scheduled to go up there to do the work on the road. Mr. Goss will meet them up there and go over what the owners need to be done. Requiring bonds for all logging operations was discussed but not an option the Selectmen are interested in pursuing at this time. Bonds are required when necessary.

- **BRETT CHERRINGTON – CONSERVATION COMMISSION**

Brett Cherrington, Chairman of the Conservation Commission came before the Board because he is looking for guidance for the limit at which things need to be competitively bid. The Commission had put out a bid request in 2009 for some surveying to be done and received two responses. At that time a spending freeze was put on all department budgets and they put the project on the back burner. Over the next couple of years they worked on the natural resources project and now they are looking at getting the survey work done again. There were two pieces put out to bid previously but one of them is too expensive for this year's budget. The smaller one can be done and could be coupled with another parcel which wasn't part of the original bid. Based on the quality of bids at that time, the Commission decided who they would like to hire. The purchasing policy which is in effect right now was reviewed and Ms. Buono stated that the Board has the authority to waive the requirement to go out to bid again. Mr. Cherrington said they only have \$2,000 in the budget for this work. Selectman Brien-Baker said she is of the opinion that this can be waived especially since they are looking into making changes to the purchasing policy. Chairman Galpin said since they have a bid that is satisfactory and the money is in the budget, he feels they should move forward. Selectman Fullerton said he doesn't have any problem with it as long as they don't go over their budget. Selectman Brien-Baker moved to allow the Conservation Commission to move forward with their project without having to get more bids as long as they stay within their budget. The motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

- **OTHER BUSINESS**

Parks Board Membership – Selectman Fullerton said he is concerned about the lack of volunteers in town. One committee that is lacking volunteers is the Parks Board. They have seven slots but only four members. Selectman Fullerton suggests that Deering be allowed to have a resident on the Parks Board since they pay a portion to use the fields. Chairman Galpin said he would suggest we check with legal counsel to see if we can do it. Ms. Buono said she has spoken with Jim Bailey and he would like the Selectmen consider cutting the number of members to five. The Selectmen said they would consider this. Ms. Buono will look into allowing a Deering resident having a voice on the Board. Selectman Brien-Baker said Francestown is having a “mixer” in hopes to draw people in town to give them information on how to volunteer. Mechanisms to advertise for volunteers were briefly discussed.

Library Repairs – Ms. Buono said that two proposals for repairs to the library building had been received. One of the proposals was more detailed showing the cost of materials and was slightly less expensive in the labor rates. The Selectmen reviewed the proposals. Chairman Galpin moved to accept LJM Construction's proposal. Selectman Fullerton seconded the motion. A vote was taken. Motion passed unanimously.

Purchasing Policy – Ms. Buono had previously given the Selectmen a draft copy of an updated purchasing policy for consideration. The Board briefly discussed what the policy and it will be placed on the next agenda.

Sick/Vacation Policy - Ms. Buono had previously given the Selectmen a draft copy of an updated sick and vacation policy for consideration. The Board briefly discussed the policy and would like there to be a change which reflects that sick time can be used for the care for children and elders who are the responsibility of the employee. The policy will be placed on the next agenda.

Legal Counsel – Ms. Buono handed out her recommendations for the hiring of legal counsel for general services, land use and labor law. Selectman Fullerton moved to accept the Administrator's recommendations. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

Job description – Selectman Brien-Baker asked if there were going to be new job descriptions for the three people that the duties were changed. Ms. Buono said once there is time, new descriptions would be typed up. Selectman Brien-Baker suggested that there still be two people handling payroll processing. This was discussed. It was agreed that there would be a check and balance in place for the first two months to see how it's going.

Entrance and Parking at Contoocook River for White Water Rafters - Chairman Galpin said he was asked if the Town has any old sand/gravel that wasn't going to be used that can be donated and used for fill by Moose Sporting Goods for the building of a parking/entrance area for rafters. The right of way is on Henniker property but it's used by Hillsborough residents as well. Mr. Goss isn't sure they can make a parking lot there with the wetlands but said there is material down there that can be donated. Chairman Galpin said right now they park along the side of the road. Chairman Galpin moved that we donate the material if they can use it with Mr. Goss to work out how much we can give them. Motion was seconded by Selectman Brien-Baker. A vote was

taken. Motion passed unanimously.

*Beards Brook & Manahan Park Water Testing* - Selectman Fullerton is concerned about e-coli shut downs and has some concerns as to where it's coming from. Selectman Fullerton would like to contact the State about taking samples upstream from Beards Brook swimming area to see if the contamination is coming from a different area and asked for the Boards permission to pursue this and find out if there is a cost involved. Selectman Brien-Baker said she feels its fine and Chairman Galpin had no objection. Chairman Galpin said if there is a cost involved the Board can discuss it and see what can be done.

- **MANIFEST MOTION**

Chairman Galpin moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 5418 – 5570 a/k/a Vouchers 31, 32, 33 & 33A in the amount of \$199,150.21 (includes 203 direct deposit stubs) and Accounts Payable check numbers 7655 - 7794 a/k/a Vouchers #17 & 18 in the amount of \$882,434.80. 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 August 13, 2013. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- Sign Permits – Map 24 Lot 85 & Map 23 Lot 138

- **APPROVAL OF MEETING MINUTES**

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

- **ADJOURNMENT**

Selectman Brien Baker moved to adjourn at 8:15 p.m. p.m. Motion was seconded by Selectman Fullerton . A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator

