

Town of Hillsborough P.O. Box 7, 27 School Street, Hillsborough, NH 03244  
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## Board of Selectmen Minutes 08/27/2013

Town of Hillsborough  
Board of Selectmen  
Meeting Minutes  
August 27, 2013

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

Guests: Michael Pon, Jim Coffey, Scott Murdough, Lisa Murdough, Bill Clohassey, Leigh Bosse, Joyce Bosse.

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

- **OPEN SESSION**

There was no public participation.

- **JIM COFFEY – ELVD INLET PROJECT**

Mr. Coffey said that at a Town Meeting, there was a warrant article to support the dredging of Gould Pond and the District has received approval from DES subject to approval by Governor and Council. There is a 30 day waiting period and wanted to come to make sure the Selectmen are aware of it. Mr. Coffey wanted to know if the Town has solicited a contractor for the project.

Laura Buono said she was not aware that this was a Town project. Chairman Galpin said he was under the impression that the District was hiring the contractor. Jim Coffey said he was lead to believe that the District was supplying the engineering and the Town was dredging it out. The money was raised by way of petition article in 2012 and those funds were encumbered at the end of last year for this project. Chairman Galpin said he doesn't have an objection to it but he doesn't remember it being decided that way. This was discussed. Ms. Buono suggested that the Town and ELVD work together with regard to this. All agreed that was the way it should go.

- **SCOTT & LISA MURDOUGH – PROPERTY DAMAGE**

Chairman Galpin moved to go into nonpublic session at 6:31 p.m. under RSA 91A:3II (c) reputation. 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.

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

Mr. and Mrs. Murdough discussed personal property damage which was a result of a sewer back up. Ms. Buono will invite the Commissioners to meet with the Selectmen.

Chairman Galpin moved to come out of nonpublic session at 6:54 p.m. 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

- **OTHER BUSINESS**

Annual Leave (vacation) & Sick Policy – The updated Annual Leave (vacation) & Sick Policy that was discussed at the last Selectmen's Meeting was adopted. The policy changes include the ability for employees to cash in one week of vacation time annually as long as they have earned two or more weeks that same year. There is also a provision that employees hired after July 1, 2013 will only be paid for two weeks vacation time upon resignation. The change to the sick time portion of the policy added the provision that sick time may be used for the care of a child or elderly relative.

Purchasing Policy – The Board of Selectmen discussed an updated Purchasing Policy. The policy was adopted after the Selectmen made a couple of minor changes. The Board decided to use \$10,000 as the threshold for purchasing by bid and purchases by negotiation is allowed up to \$5,000.

- **ADMINISTRATOR'S REPORT**

Museum Elevator – Laura Buono said she spoke with Chief Stafford with regard to the fundraising efforts that the Historical Society will be doing in order to pay for an elevator for the museum. Chief Stafford does not feel it will interfere in their fundraising to restore the old fire truck. The Board agreed.

Office Rearrangement – Ms. Buono reported that Friday afternoon is the moving of offices within the building. Ms. Buono stated that while she was on vacation, Selectman Fullerton spoke to LJM Construction and had them look at the side hallway of the building and for approximately \$5,000 we would be able to expand the old building inspector's office. This would enable the Welfare Officer to be on the first floor since that is her preference. Ms. Buono said that this is not something that was budgeted for and with the additional expenses that have already been realized this year, she would prefer to wait until later in the year to decide whether or not the money is available. Ms. Buono will bring the project before the Selectmen if she finds the money is available.

Library Restoration – No proposals were received with regard to the masonry work that is needed on the Library. Ms. Buono will be speaking with the Director to find out how the Trustees want to move forward. Proposals for the painting are being requested from companies who deal with lead paint removal.

Conservation Commission – Dr. James Young submitted a letter of interest with regard to serving on the Conservation Commission and Brett Cherrington has asked that the Selectmen move forward and appoint Dr. Young to the Commission. Chairman Galpin moved to appoint James Young to the Conservation Commission. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

Impact Fee Request – A letter was received from Superintendent Hassett requesting the impact fees for the Hillsboro-Deering School District. Superintendent Hassett stated that the funds will be used to offset the Hillsborough portion of the middle school building project bond payment. Chairman Galpin moved to send the impact fees to the school to be used for legitimate purposes. Motion was seconded by Selectman Brien-Baker. 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 5571 – 5658 a/k/a Vouchers 34 & 35 in the amount of \$132,664.35 (includes 129 direct deposit stubs) and Accounts Payable check numbers 7795 - 7903 a/k/a Voucher #19 in the amount of \$225,070.25. 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 27, 2013. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- \* Intent to Cut – Map 4 Lot 15

- Application for Current Use – Map 7 Lot 73
    - MS1 Extension
    - Groundwater Management Permit Renewal Application

- **APPROVAL OF MEETING MINUTES**

Chairman Galpin moved to approve the meeting minutes of August 13, 2013 as written. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- **ADJOURNMENT**

Selectman Fullerton moved to adjourn at 7:23 p.m. Motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator