

**Town of Hillsborough P.O. Box 7, 27 School Street, Hillsborough, NH 03244**  
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## **Board of Selectmen Minutes 03/20/2012**

Board of Selectmen's  
Meeting Minutes  
March 20, 2012

Present: Selectmen Russell Galpin, Steven Venezia and David Fullerton, Water & Sewer Commissioners Herman Wiegelman and Douglas Parker and Administrative Assistant Wendy Brien-Baker.

Mr. Galpin called the meeting to order at 6:00 p.m.

Mr. Galpin asked Mr. Venezia if he would like to be Chairman. Mr. Venezia said no.

Mr. Galpin nominated himself to be Chairman. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mr. Galpin made the Board aware of a charrette program on April 28<sup>th</sup> starting at 10:00 a.m. focusing on generating ideas for elderly activities.

Tamara McClure and Robert Woolner entered the meeting at 6:02 p.m.

Mr. Galpin asked if anyone had anything for public comment?

Mr. Woolner and Mrs. McClure came to talk to the Board about moving forward on the sprinkler project at the Library. They said there are deductions that can be taken off the cost if they commit to moving forward now and the Selectmen sign off saying so. A decision still needs to be made whether to hide the pipe for the sprinklers or not and they are going to be talking to the architect more about it on Thursday.

Mr. Venezia made a motion for Chairman Galpin to sign off on the quote to begin the sprinkler work at the Fuller Library. Mr. Fullerton seconded the motion. The Board voted all in favor.

Mr. Galpin reported to the Board that he had spoken to Iris Campbell today regarding the renovation of the 2<sup>nd</sup> floor of 27 School Street. He said that Mrs. Campbell and Mrs. Dearborn-Luce are working on the project and will be bringing the plan to the Board. They plan to use local contractors for this project.

Leigh Bosse, Penny Griffin and James Bailey, III entered the meeting at 6:10 p.m.

Mr. Wiegelman gave the Board a copy of a letter of recommendation from their Attorney, Douglas Hatfield to cure the procedural defects made on the water and sewer bonds at Town Meeting.

Peter Mellen entered the meeting at 6:15 p.m.

Mr. Galpin said the only issue he had with Attorney Hatfield's letter was the location for the Special Meeting. He said the Town Office would be too small and suggested the High School Cafeteria or the Police Station.

Mr. Fullerton suggested checking with the DRA to make sure everything was being done correctly.

Mr. Venezia said yes, but we need to get the ball rolling as well.

Mr. Venezia made a motion to schedule a Special Town Meeting on April 10, 2012 at 7:00 p.m. at a location to be determined and to schedule a Public Hearing on March 27, 2012 and all other posting requirements be met. Mr. Galpin seconded the motion. The Board voted all in favor.

Lou Ellen Beard and Judy LeBlanc entered the meeting at 6:29 p.m.

Mrs. Beard said she had good news, the Deering people spoke at Town Meeting and they overwhelmingly approved a warrant article to raise and appropriate the sum of Twenty Six Thousand Six Hundred Dollars (\$26,606) for Hillsboro Parks & Recreation usage for the year 2012, and encourage the selectmen to enter into a contract with Hillsboro using the Hillsboro-Deering student populations in grades K-8.

She said the reason she came to see the Board is to find out if Deering agrees to appoint someone to negotiate will they be receptive to that?

Mr. Venezia said there was failure because there were initial parameters set right away the last time.

Mrs. Beard said she is going to volunteer and wants to follow it through.

Mr. Galpin said Deering gave a one year notice to get out of the contract and if they want to rescind that notice so they can stay in the contract for 2012, then that is the best way to handle it.

Mrs. Beard said she would be speaking to the Deering Selectmen at their meeting the following day.

Mr. Bosse asked about the kids that have registered for spring sports.

Mr. Bailey said they are all registered because registration happened in February, but if there isn't a decision in place by March 31<sup>st</sup> to continue then those kids would not be able to play. He also said it is not just the number of kids to base the cost on, but the use of the fields and park area.

Mr. Galpin made a motion to accept the \$26,606 that passed in the warrant at the Deering Town Meeting. Mr. Venezia seconded the motion. The Board voted all in favor.

Mr. Bailey volunteered to help negotiate the next contract if they decide to.

Mr. Venezia said we need to be prepared for the March 31<sup>st</sup> deadline.

Mr. Bailey asked the Board if they would like an official letter from the Park Board requesting a meeting with the Trustees of Trust Funds?

Mr. Venezia said he would like a formal letter.

The Board signed the following:

- a. Selectmen's Meeting Minutes 2/28/12 & 3/6/12
- b. Expense Voucher #28 & #6
- c. Payroll Voucher #10, #11 & #12
- d. Applications for Tax Credit/Exemption (4)
- e. Elderly & Disabled Tax Deferral Application
- f. Tax Abatement (2)
- g. Timber Tax Levy
- h. Sign Permits (6)
- i. Petition & Pole License (2)
- j. Application for Current Use

The Board reviewed and acted on the following Correspondence and New Business:

- a. Revenues & Expenses February 2012
- b. Letter from Plodzick & Sanderson RE: 2010 Audit
- c. Letter from NHDES RE: Gould Pond Road at Sand/Nelson Brook
- d. Letter from Herb and Jennifer Spiller RE: 10 Church Street
- e. Letter from LGC RE: Public Official Schedule Bond
- f. Letter from Comcast

Mr. Galpin brought up the need for updating the personnel policy. He said this has been talked about for over a year and Mrs. Brien-Baker has brought some issues to the Board in the past regarding it. He said this is a major project that needs to get straightened out and finished this year.

Mr. Venezia said his thought initially was to put an employee committee together to see if they could begin to draft something to bring forward to the Board for them to compare to the Local Government Center's model policy. He asked how the Board felt about that?

Mr. Galpin thought it was a fine idea and said an up to date policy is needed.

Mrs. Brien-Baker pointed out that she has a lot of questions for the Board regarding policy issues that have come up during her daily human resource duties and she didn't know if that needed to be talked about before hand or not.

Mr. Venezia said his preference would still be for a committee to look at it and to look at other model policies first and then once we get to that stage and then ask the questions. He feels the entire book needs to be re-written and we need to make sure we have a policy for everything that is a concern in the 21<sup>st</sup> century. We also need the follow-up that goes along with it, such as people signing off on receiving it, being held accountable to the policies, training on the policies namely for sexual harassment and other things as well.

Mr. Fullerton said he agrees that it is good to have employee input but he is also concerned about having the employees write their own schedule. He said the Board needs to look closely at it afterwards.

Mr. Venezia agreed.

Mr. Galpin said one of the problems that have happened in the past is that people have ignored the employee policy and no one has brought them to task on it. He said the Board has been pretty lax on that, so we as a Board need to know and understand the policy.

Mr. Fullerton agreed saying that the problem the town has gotten into is because people are doing things they shouldn't have been and without having any documentation in their personnel file.

Mr. Venezia said that is a problem, we haven't dealt with any documentation since I've been on the Board, we violated the personnel policy ourselves in that we didn't respond to a grievance in writing within 7 days and admittedly need to be trained on the policies that we adopt also.

The Board had a discussion regarding the wage study and job descriptions and agreed this had to be done this year as well.

Mr. Fullerton said he is glad that we are doing this because he'd like to compare to other towns our size.

Mr. Venezia asked Mrs. Brien-Baker who would be willing to be involved in a personnel policy committee?

Mrs. Brien-Baker said she and Mrs. Dearborn-Luce have looked at and worked on the personnel policy a few times, so she knows she would be interested. She also said she would like to be involved as it relates directly to her job with human resources and wouldn't have a problem even if it was a person from the public on the committee with her just posing the issues that need to be fixed in the policy. She would prefer that there not be a lot of employees because you do get biased opinions on issues.

Mr. Venezia asked what about Mr. O'Keefe?

Mrs. Brien-Baker said she had some questions regarding salaried employees and the current policy.

Mr. Venezia said he felt the committee could work together to get something drafted and anything they couldn't agree on could be brought to the Board to filter.

The Board wondered if there would be any interested from someone in the public to volunteer especially if this is going to be worked on during the work day.

Mrs. Brien-Baker suggested herself and a few Department Heads.

The Board liked that idea.

Mr. Galpin said the most you want is 2 or 3 on the committee.

Mr. Venezia said the reason he leans towards Mr. O'Keefe is because he is a former Town Manager.

Mr. Fullerton agreed that Mr. O'Keefe has a good head on his shoulders and would be a good person to have on the committee.

Mrs. Brien-Baker suggested also asking someone one from the Police or Dispatch Department, like Kevin Belanger.

The Board agreed that would be a good choice.

Mr. Venezia made a motion to appoint a committee to draft a model personnel policy and also provide us with an Local Government Center model policy to cross reference and further move that Mrs. Brien-Baker solicit Shane O'Keefe and Kevin Belanger to volunteer for the committee. Mr. Galpin seconded the motion. The Board voted all in favor.

The Board discussed the public concern regarding the police department and dispatch center.

Mr. Venezia asked if it wouldn't be a good idea to solicit input from a public committee to look into comparisons for the concerns and perhaps where Mr. Fullerton has some interest in this, he could be the Selectmen's representative.

Mr. Venezia made a motion to enter a non-public session under RSA 91-A:3IIc - Matter that, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Mr. Galpin seconded the motion. The Board voted by roll call: Mr. Venezia - yes, Mr. Fullerton - yes and Mr. Galpin - yes.

8:05 p.m. Board entered a non-public session.

Mr. Galpin made a motion to return to a public session. Mr. Venezia seconded the motion. The Board voted by roll call: Mr. Venezia - yes, Mr. Fullerton - yes and Mr. Galpin - yes

8:16 p.m. The Board returned to a public session.

Mr. Venezia made a motion to seal the minutes. Mr. Fullerton seconded the motion. The Board voted by roll call: Mr. Venezia - yes, Mr. Fullerton - yes and Mr. Galpin - yes

Mr. Venezia made a motion to adjourn the meeting. Mr. Fullerton seconded the motion. The Board voted all in favor.

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Wendy Brien-Baker  
Administrative Assistant