

Town of Hillsborough P.O. Box 7, 27 School Street, Hillsborough, NH 03244
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Board of Selectmen Minutes 11/26/2013

Town of Hillsborough
Board of Selectmen
Meeting Minutes

November 26, 2013

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

Guests: None

Chairman Galpin opened the meeting at 6:03 p.m.

- **OPEN SESSION**

There was no public comment during open session.

- **OTHER BUSINESS**

Economic Development Committee By-Laws – The Selectmen reviewed the updated Economic Development Committee By-Laws. Selectman Fullerton moved to accept the revised bylaws. Motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

Senior Advisory Committee – Chairman Galpin said he is working on bylaws for the Senior Advisory Committee to present to them at their next meeting.

Conservation Commission Volunteer – Ms. Buono reported that a letter was received from a resident who wishes to volunteer for the Conservation Commission. A copy of the letter will be sent to the Commission for review and recommendation.

Red Fox Crossing Land – Ms. Buono stated that the Town owns a parcel on Red Fox Crossing which carries some DES violations. DES is requiring that the Town hire a wetland scientist prior to the end of 2013 for the restoration plan of the property. Ms. Buono said the gentleman who is working on the inlet project is qualified. Ms. Buono said that due to the short window to hire, is the Board comfortable with not going out to formal bid. Selectman Fullerton said there was an upset member of the Planning Board because there was no formal bid process for the updating of the Master Plan. Ms. Buono said that Central NH Planning Commission is assisting with the Master Plan and we already contract with them and they have the bulk of the information necessary. Selectman Fullerton said some people are concerned they are not following procedure. Selectman Fullerton asked why they shouldn't place this out to bid. Ms. Buono said because of the time of year to which Selectman Brien-Baker added that the cost was unknown. Ms. Buono said she can call around to find out if she can get prices although she's not even sure what they need to provide a cost.

Right-to-Know Request – Ms. Buono informed the Selectmen that she received a lengthy request for information from Alan Urquhart and simply wanted to give the Board a heads up that a majority of the request does not fall under the Right to Know Law.

Ms. Buono said that although she will be responding to Mr. Urquhart he may not be fully satisfied.

Conservation Fund – Ms. Buono said that annually, whatever is not spent out of the Conservation Commission’s operating budget, is deposited to the Conservation Fund. Ms. Buono stated that although it is legal to do this, it must be approved by a vote of the Town and it doesn’t appear that a warrant article was presented or passed previously for such approval. This will be placed on the 2014 warrant.

Parks Board – Selectman Fullerton read from a prepared statement with regard to the Parks Board and his desire to see more programs under “recreation”. Selectman Fullerton stated that the Park Board does an excellent job with the summer program headed by Ms. Bennett and they do an excellent job taking care of Manahan Park and Grimes Field. Selectman Fullerton said even with that, he feels the Town can do more. He said he has concerns over the lack of meeting minutes and the committee’s struggle to have quorums at the meetings. Selectman Fullerton said he would like the committee to be advisory and although they would keep doing what they’re doing, they would be freed from the day to day responsibilities and staff would make sure that the work gets done. Ms. Buono feels this should be discussed with the Parks Board to see what other things can be offered, what they would need time wise, etc. Control wouldn’t be taken away from the Parks Board. Ms. Buono said it may be a discussion as to what they would prefer to put their time toward. Ms. Buono said she got the impression during a conversation with the Chairman that they don’t want to “supervise” the employees. Selectman Fullerton stated that at one point in the past it was mentioned that the recreation aspect could be added to Youth Services. Selectman Brien-Baker said she doesn’t see Peter as having the time. Scheduling of the field was briefly discussed. Ms. Buono said she is looking at the possibility of having either an individual or contractor to take care of all the Town buildings and parks could certainly be added to the mix if something needs to be built or repaired. Selectman Fullerton said the Town has someone during the summer months. Selectman Brien-Baker suggested the discussion take place during the meeting the Parks Board about their 2014 budget.

Volunteer and Staff Appreciation – Selectman Brien-Baker brought up that we should have a dinner or event in 2014 to thank volunteers and staff. Also give certificates for long-term employees to recognize their service. Ms. Buono suggested budgeting for a cookout. This was briefly discussed. Money will be placed in the 2014 budget with details to be worked out in the future.

- **MANIFEST MOTION**

Chairman Galpin moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 5983 - 6041 a/k/a Vouchers 47 & 48 in the amount of \$129,738.57 (includes 118 direct deposit stubs) and Accounts Payable check numbers 8330 - 8438 a/k/a Voucher 29 in the amount of \$211,958.74. 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 November 26, 2013. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- Abatements totaling \$2,684.18
- Tax Collector’s Property Tax Warrant in the amount of \$6,918,587.21

- **APPROVAL OF MEETING MINUTES**

Chairman Galpin moved to approve the meeting minutes of November 12, 2013 as written. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- **ADJOURNMENT**

Chairman Galpin moved to adjourn at 6:48 p.m. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Board of Selectmen

Date: 12/10/13

Russell Galpin, Chairman

David N. Fullerton, Selectman

Wendy Brien-Baker, Selectman