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Board of Selectmen Minutes 12/30/2013

Town of Hillsborough
Board of Selectmen
Meeting Minutes
December 30, 2013

Present: Russell Galpin, Chairman; David Fullerton, Selectman; Laura Buono, Town Administrator.

Guests: Michael Pon, Luke Levesque.

Chairman Galpin opened the meeting at 6:04 p.m.

- **OPEN SESSION**

There was no public comment during open session.

Chairman Galpin – Chairman Galpin said he was going through the Selectmen's Meeting Minutes for 2013 to get an idea as to what to write for the Town Report and came across a couple of items he wanted to get updated on. He asked Selectman Fullerton if he had gotten to an issue on Center Road that he was interested in pursuing. Selectman Fullerton said he had not been able to deal with it. Chairman Galpin then asked about the water testing at Beard Brook which was a project Selectman Fullerton had wanted to undertake. Selectman Fullerton said he has spoken with the State and said the Town would be better off doing it ourselves. He had hoped to get the school involved but that hasn't happened. He will hopefully be able to do some testing this coming year.

Chairman Galpin also brought up a concern that was initiated by Jim Coffey at the last Selectmen's Meeting with regard to the bridge to nowhere. Mr. Coffey had brought up the parking by Hillsboro Ford by the bridge. Chairman Galpin said he spoke with Mr. Roberts at Hillsboro Ford and they have a written agreement with the State of NH that they can use the parking area and in doing so, Hillsboro Ford plows the area. There is also a verbal agreement with the Town that they plow and mow and leave spaces for people to park. Hillsboro Ford moves cars when there is an event that warrants it. Chairman Galpin said that initially the plan was to be able to use the tire business for parking but there was an altercation between Mr. Coffey and the owner and they wouldn't allow it to be used. Chairman Galpin said that as an individual, he will not move forward and stop Hillsboro Ford from using the area in question and asked if the Board wants to send Mr. Coffey a letter or let him get the information from the minutes. Selectman Fullerton felt the minutes were sufficient. The conversation with regard to the project continued with regard to how the project was funded and whether or not the Board felt the verbal agreement for Hillsboro Ford to use the property should be changed to a written agreement. Ms. Buono pointed out that the Town has no authority to enter into any agreement unless it's for property we own.

- **NONPUBLIC SESSION**

Chairman Galpin moved to go into nonpublic session at 6:08 p.m. under RSA 91A:3II (b) personnel. Motion was seconded by Selectman Fullerton. A roll call vote was taken. Chairman Galpin – yes; Selectman Fullerton – yes. Motion passed unanimously.

In attendance: Chairman Galpin, Selectman Fullerton, Laura Buono, Town Administrator; Luke Levesque.

Mr. Levesque spoke to the Selectmen with regard to hiring an employee to fill a floater position at the Transfer Station. The candidate's credentials were discussed with the Board.

Chairman Galpin moved to come out of nonpublic session at 6:15 p.m. Motion was seconded by Selectman Brien-Baker. A roll call vote was taken. Chairman Galpin – yes; Selectman Fullerton – yes. Motion passed unanimously.

Chairman Galpin moved to hire Patrick Green as a floater at the Transfer Station. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- **ENCUMBRANCES**

Laura Buono presented the Selectmen with a list of requested encumbrances. Ms. Buono said that there were a few things that were not done this year because she was not sure where the overall budget would end up at the end of the year due to unforeseen expenses in 2013. Ms. Buono said that although there was a considerable savings when the building inspector/code enforcement job was re-evaluated and filled in a different way other than hiring a full time employee, there were large expenses after the town had to process two years of adjusted payroll for the fire department when it was discovered that pay mechanisms in place by the previous administration did not meet the Department of Labor's standards. Ms. Buono said the budget is in good shape and she would like to request that the Selectmen encumber various items so that they would not have to be re-appropriated in 2014. After a review of the list and discussion on each, Chairman Galpin moved to encumber expenses as discussed in the amount of \$167,493.00. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

** Approved Encumbrances: Town Audit \$12,750; Town Hall Improvements \$9,850; Town Hall Server \$2,638; Hoffman well \$14,000; Mellen Surveyor – Conservation Commission \$2,310; Youth Services Bldg. Improvements \$10,400; Economic Dev. Commission – CNHRPC Parking Project \$10,000; Master Plan \$9,500; Center School Painting \$2,045; Bog Rd. Bridge Engineering \$5,000; Highway Department Tools \$14,000; Smith House Masonry \$75,000.

- **OTHER BUSINESS**

Conservation Commission Appointment – Ms. Buono presented the Selectmen with a request for the Conservation Commission that Robert Drummond Jr. be appointed to the Commission for a one year term. Chairman Galpin moved to appoint Robert Drummond to a 1 year term on the Conservation Commission. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

Tax Abatement – The Selectmen reviewed a tax abatement request from the Tax Collector for Tim Petrakos. Chairman Galpin said the tax amount should not have been billed but was. Chairman Galpin moved to approve the tax abatement for Tim Petrakos in the amount of \$1,060.29. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

Woods Purchas & Sales Agreement – Ms. Buono brought up the subject of the purchase and sales agreement between the Town of Hillsborough and Henry and Irene Woods. This is a parcel of land that the Conservation Commission would like to purchase but would need to have a warrant article this year for half the amount of the purchase price. Ms. Buono said that the Selectmen had asked her to contact the Chairman of the Conservation Commission and inquire as to the reason the whole amount wouldn't be taken from the Conservation Fund. Ms. Buono said the Commission is working on another acquisition by the river walk and they need to reserve some money in the Conservation Fund for that purchase. Chairman Galpin moved to approve the signing of the Purchase and Sales Agreement with the Woods. Motion was seconded by Selectman Fullerton. 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 6105 - 6167 a/k/a Vouchers 51 & 52 in the amount of \$136,619.00 (includes 119 direct deposit stubs) and Accounts Payable check numbers 8511 - 8692a/k/a Vouchers 31, 32 & 1 in the amount of \$280,924.46. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- **APPROVAL OF MEETING MINUTES**

Selectman Fullerton moved to approve the meeting minutes of December 10, 2013 as written. Motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

- **ADJOURNMENT**

Selectman Fullerton moved to adjourn at 7:15 p.m. Motion was seconded by Chairman Galpin. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Board of Selectmen

Date: _____

Russell Galpin, Chairman

David N. Fullerton, Selectman

Wendy Brien-Baker, Selectman