

Town of Hillsborough P.O. Box 7, 27 School Street, Hillsborough, NH 03244  
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## Board of Selectmen Minutes 03/25/2014

Town of Hillsborough  
Board of Selectmen  
Meeting Minutes  
March 25, 2014

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

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

In Attendance: Michael Pon, Bob Greenwood, Peter Howe

- **NONPUBLIC SESSION**

Chairman Fullerton moved to go into nonpublic session at 6:05 p.m. under RSA 91A:3II (c) reputation. Motion was seconded by Selectman Brien-Baker. A roll call vote was taken. Chairman Fullerton – yes; Selectman Brien-Baker – yes; Selectman Urquhart - yes. Motion passed unanimously.

In attendance: Chairman Fullerton, Selectman Brien-Baker, Selectman Urquhart, Laura Buono, Town Administrator, Mr. & Mrs. Lawrence Conroy.

Discussion with regard to outstanding property taxes.

Chairman Fullerton moved to come out of nonpublic session at 6:18 p.m. Motion was seconded by Selectman Urquhart. A roll call vote was taken. Chairman Fullerton – yes; Selectman Brien-Baker – yes; Selectman Urquhart - yes. Motion passed unanimously.

- **OPEN SESSION**

There was no discussion during Open Session.

- **SILVER STREET HYDRO DAM – PETER HOWE**

Peter Howe met with the Selectmen to discuss the Silver Street Hydro dam which is located on town owned property. Mr. Howe said that when the station was built and they excavated for the canal, they left a threshold at the end of the canal that they would like to now remove to generate the full capacity. Since the river is owned by the Town, they have no standing with the Department of Environmental Services and would like the Town to seek permission from DES to dredge that area. Mr. How said they will pay for the permit and work to be performed but again, they cannot apply for the permit since they don't own the property. They only want to dredge 2' or less. The Selectmen reviewed photos of the area. Selectman Brien-Baker moved to allow Peter Howe to move forward with the permit process for the dredging of the river. Motion was seconded by Selectman Urquhart. Motion passed unanimously.

- **OTHER BUSINESS**

Chairman Appointment & Committee Assignments – David Fullerton was appointed the new Chairman of the Board of Selectmen. Committee Assignments were chosen as follows: Economic Development – Selectman Urquhart; Planning Board – Chairman Fullerton; Parks Board – Selectman Brien-Baker. The Senior Advisory Committee assignment was placed on hold so that the Selectmen could have a discussion with Dana Brien-Baker about the status of the committee.

Selectmen Objectives - Selectman Urquhart briefly spoke about the project the Economic Development Commission came up with which he nicknamed the good, the bad, and the ugly. These are objectives for the EDC to focus on moving forward with some items being those that can be accomplished or promoted within a short timeframe while others will take longer and require funding. The Selectmen briefly discussed this and decided to review what the EDC has put together and add onto it if they have other items. This list will be used to give direction to the various boards in town.

Center Road – Selectman Urquhart said he has received complaints about the condition of Center Road which is a State owned road. Selectman Urquhart contacted Billy Goss who said that the State has never come through with repairs on the road. Selectman Urquhart feels we should put the pressure on and send letters out to the executive council as was done with School Street. At that time they included letters from the school as well. Selectman Brien-Baker said all the roads leading to her house are just as bad right now because of the time of year. The road needs to be dug up with the rocks removed and finished with two layers of tar. Ms. Buono suggested contacting the State first to inquire as where the road is on the list instead of jumping directly to the Executive Council. Chairman Fullerton feels the squeaky wheel gets the grease. The Selectmen decided to invite DOT to a future Selectmen's Meeting to discuss the matter.

Emergency Management – Selectman Urquhart said he would like to see Emergency Management get the word out better to residents about emergency services especially in the case of a disaster. Perhaps by developing a data base of residents who need assistance or wellness checks in such times would be useful. Scott Murdough will be invited to the next Selectmen's Meeting to give an emergency management update and to discuss such items.

Steve Livingston – The Selectmen reviewed a copy of legislation with regard to allowing OHRV vehicles to ride on town owned property. The Selectmen reviewed the legislation and are fine with continuing with allowing the use.

- **TOWN ADMINISTRATORS REPORT**

Fire Department – Laura Buono reported that the Fire Chief has ordered his command vehicle which will take approximately 6-8 weeks to come in. Ms. Buono stated that we received \$500 trade in value on the old vehicle which will be used towards equipment.

Hillsboro Ford – Ms. Buono said she was contacted by Phil Miles from NHDOT to let her know that the State and Hillsboro Ford are working on putting the previous verbal agreement with regard to the use of the land by the Bridge to Nowhere, in writing. Mr. Miles would like to know if the Selectmen have any concerns with the manner in which it has been handled in the past. I mentioned that since parking is available when needed for events (as in the past), there hasn't been any issues. The Selectmen agreed that they are satisfied with what has been done up until this point.

Auditors – Ms. Buono said the audit firm that has been handling the Town of Hillsborough's audits has still not delivered the final 2012 audit and has not responded to her most recent correspondence to them. Due to this ongoing issue, she requested and received a quote from another firm for the 2013 audit which came in at \$4,000 less than the current firm. Ms. Buono asked permission from the Selectmen to have the audit firm of Roberts & Greene, PLLC handle the 2013 audit without placing it out for bid due to the time of year. Ms Buono will still plan on soliciting bids for the 2014 audit. Selectman Brien-Baker moved to hire Roberts & Greene, PLLC to handle the 2013 audit. Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

K9 Fanto – Ms. Buono said that WGIR Rock 101 and Riley's donated a K9 ballistic vest for K9 Fanto. Ms. Buono supplied a photo to the Board of K9 Fanto sporting the new vest.

Hillsborough Codes – Ms. Buono reported that as another avenue to save money for the town and create better convenience, we will be using a word based document for the "Codes" as of this year. Ms. Buono said that currently we pay a company to host our ordinances (a/k/a codes) on their website and we also pay a fee to have them updated when changes occur. It is much more

convenient to make changes ourselves and be able to have each section of codes on the website under the department they belong (zoning, building, water/sewer, etc.). This will also enable users of our website to find the ordinances (codes) quicker and easier and as already stated, save the Town money.

Edward Jones – Ms. Buono said that she met with Jim Long from Edward and Jones who would like to be able to offer employees another 457 Plan choice (if feasible) with the Selectmen's approval. The Selectmen had no problem with offering the employees another option.

- **MANIFEST MOTION**

Selectman Urquhart moved to authorize the Treasurer to sign manifests and ordered the Treasurer to sign Payroll Check numbers 6597 - 6659 a/k/a Vouchers 12 & 13 in the amount of \$130,956.52 (includes 128 direct deposit stubs) and Accounts Payable check numbers 9185 - 9267 a/k/a Voucher #9 in the amount of \$316,730.31. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- **CONSENT AGENDA**

Chairman Fullerton moved to approve the Consent Agenda for March 25, 2014. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- Elderly and Disabled Tax Deferral – Map 12 Lot 38
- Elderly Exemption – Map 26 Lot 55
- Equalization Data Certificate
- Intent to Excavate – Map 7 Lot 190
- Veterans Exemptions – Map 6 Lot 94; Map 11J Lot 133
- Yield Tax Levy in the amount of \$3,801.75
- Intent to Cut – Map 6 Lot 34
- Report of Appropriations Actually Voted (MS2)
- Yield Tax Assessment in the amount of \$138.57
- Pole License Petition – Washington Road
- Tax Anticipation Note Paperwork

- **APPROVAL OF MEETING MINUTES**

Chairman Fullerton moved to approve the meeting minutes of March 11, 2014 as written. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed with one abstention (Selectman Urquhart).

- **NONPUBLIC SESSION**

Chairman Fullerton moved to go into nonpublic session at 7:55 p.m. under RSA 91A:3II (c) reputation. Motion was seconded by Selectman Brien-Baker. A roll call vote was taken. Chairman Fullerton – yes; Selectman Brien-Baker – yes; Selectman Urquhart – yes. Motion passed unanimously.

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

The Selectmen had a brief discussion about the current PILOT (Payment in lieu of taxes) agreement that is in place between Farmstead and the Town of Hillsborough.

Selectmen Brien-Baker moved to come out of nonpublic session at 8:05 p.m. Motion was seconded by Selectman Urquhart. A roll call vote was taken. Chairman Galpin – yes; Selectman Fullerton – yes; Selectman Brien-Baker - yes. Motion passed unanimously.

- **ADJOURNMENT**

Selectman Brien-Baker moved to adjourn at 8:06 p.m. Motion was seconded by Selectmen Urquhart. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator

Approved by:  
Hillsborough Board of Selectmen

Date: April 8, 2014

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David N. Fullerton, Chairman

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Wendy Brien-Baker, Selectman

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Alan Urquhart, Selectman