

Town of Hillsborough P.O. Box 7, 27 School Street, Hillsborough, NH 03244
Phone: (603) 464-3877 Fax: (603) 464-4270



Board of Selectmen Minutes 04/08/2014

Town of Hillsborough Board of Selectmen Meeting Minutes April 8, 2014

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

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

In Attendance: Michael Pon, John Gibson, Jane Butler, Dana Brien, Jim Bailey, Sharon Sweeney, Jon Segedy, Carmyn Young.

- **NONPUBLIC SESSION**

Chairman Fullerton moved to go into nonpublic session at 6:00 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, Dana Brien.

Senior Advisory Committee was discussed.

Chairman Fullerton moved to come out of nonpublic session at 6:35 p.m. 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.

- **OPEN SESSION**

John Gibson – Mr. Gibson spoke with Board last year regarding the condition of Center Road and said the condition has gotten worse and is dangerous. Mr. Gibson said the road condition is affecting his business since customers will not travel up the road to see him. Mr. Gibson said he would like to suggest that the Town become proactive and form a committee. Chairman Fullerton said he is going up Center Road to take photos and the Selectmen are inviting representatives from NHDOT in to a Selectmen's Meeting to discuss this very issue. Chairman Fullerton feels the squeaky wheel gets the money and would like to use the same procedure for Center Road as they did to get School Street repaired. Ms. Buono will notify Mr. Gibson once NHDOT is scheduled to come in.

Roger Racette – Mr. Racette said he is here on behalf of the Zoning Board of Adjustment and said Bob Hill doesn't want to be reappointed and would like to get the current alternate to be brought into a new member. Said this would create a vacancy for one or two alternates which should be posted in two public places. Two people have expressed interest which are John Segedy and Russ Galpin. Mike McEwen is the current alternate that they would like to elevate to a full member but they are allowed up to 5 but it's good to have at least 2. Place on website and bring names forward along with other openings. Even if Mike is not elevated to a full member, he is still a voting member.

Jim Bailey – Jim Bailey from the Parks Board said he would like the Selectmen to reduce the number of members for the Parks

Board from 7 to 5. Mr. Bailey said they have a difficult time getting volunteers for the Board and it would be easier to have a quorum with 5 members.

Dana Brien – Dana Brien, Senior Services said Article 8 gave money for senior trips and in the past, the money has been used to discount the cost of the tickets for the trips so that more seniors can attend. Ms. Brien wanted clarification from the Board as to whether the money is just to discount the tickets for Hillsborough residents or any residents. Both Selectman Brien-Baker and Selectman Urquhart feel that since its Hillsborough taxpayer money, it should be used to offset trips for Hillsborough residents only. Ms. Brien said the only drawback would be that it may be more difficult to fill busses and thus she may be forced to cancel trips. Ms. Buono said that she feels that's where the Greater Hillsborough Senior Services comes in and if they're raising money for "Hillsborough area" seniors, they should be contributing to discount other community residents. Selectman Urquhart moved to allow the money from Article 8 to be used to offset Hillsborough resident's trips. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- **KONA ICE**

Sharon Sweeney – Ms. Sweeney said she is here to speak to the Selectmen about the Kona Ice truck. They offer tropical shaved ice and ice cream and have been in business since 1979. Ms. Sweeney said they came to the Hillsborough area last year but misunderstood about being allowed to go to the lake and ball fields to sell their product. They had spoken to the Parks Board last year but didn't ask permission about selling at the lake because they didn't know about it. Ms. Sweeney said it was late in the season at that point so they decided to come this year for permission to bring the truck to the ball fields and lake. Ms. Sweeney explained that Kona Ice gives 25% of the proceeds to the organization if they want them there. She said summer camps could use money toward a scholarship program or other program that benefits the campers or allow them to have discounted rates on products. Kona Ice has all the necessary licenses through the State (Hawkers & Peddlers as well as state food licenses). They have licenses through the Cities of Keene and Concord as well. Want to get the right position. Chairman Fullerton asked about background checks and was told that is done through the State license process. Ms. Sweeney said she and her husband would be the only two in Hillsborough. Jim Bailey said that Kona Ice came before the Park Board last year and they had a well attended meeting and said it doesn't fit into their policy. Mr. Bailey said they have a policy that there is no solicitation in public parks without permission from the Parks Board (beach and grimes fields). Mr. Bailey said at Grimes Field there are a variety of ages and when the kids are on the baseball field, they don't want anything to create a disturbance and have the kids turn their heads. Mr. Bailey said they do not charge for their summer programs at Manahan Park and feel that only the kids that can afford it will go to the truck and they don't want to create a hardship on the families that can't afford it. Chairman Fullerton said there used to be a hot dog stand at Grimes Field and gave Ms. Sweeney the phone number. Ms. Sweeney said she appreciated it but said they really enjoy working with programs and are not looking to circumvent anything and they don't want to be where they're not wanted. Selectman Urquhart said he would like to have her come to the Economic Development Commission so that they can discuss it because they want business in town. Selectman Brien-Baker said she is on the fence and feels the weekends or the days the camp isn't going on she wouldn't mind seeing them at the beach. Chairman Fullerton said there is also a small swimming area on Beards Brook. The Board would like to review the policies with regard to this.

- **SCOTT MURDOUGH – EMERGENCY MANAGEMENT**

Scott Murdough came to update the Selectmen on the Emergency Management department. Mr. Murdough stated that the Emergency Operation Plan (EOP) is in the process of being updated and said they met with Danielle Moorse who is the State representative in the Office of Emergency Management who is assisting. Selectman Urquhart said that in the EOP, the Selectmen are responsible for a lot. Updating the plan was discussed with regard to the use of the plan and the layout of the plan as well as to what is included. The Selectmen agreed that the department is doing a great job. Selectman Urquhart would like information to get out to the public and a pamphlet was also reviewed. Mr. Murdough said as well as himself, the emergency team includes Chief Stafford, a representative from the police department, highway department, etc. Chief Stafford said they need to have regular open houses so that the residents see what is done and it's a good way to get the information out there.

- **OTHER BUSINESS**

Historic Commission – A request was received from John Gibson to be reappointed to the Historic Commission. Chairman Fullerton moved to appoint John Gibson to the Historic Commission until Town Meeting 2017. Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

CAI – Ms. Buono stated that the Town will now be using CAI for their mapping company and presented the Selectmen with the

contract for 2014 which was budgeted. Selectmen Urquhart moved to authorize the Chairman to sign the contract with CAI. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

Fieldstone Land Consultants – Ms. Buono stated that Fieldstone Land Consultants have provided a quote for services to comply with the Administrative Order issued by NHDES for the restoration of wetlands impacted on lot 16-22 located on Red Fox Crossing. Ms. Buono said they are the same company who is handling the restoration on the abutting lot as well. The price for services is \$4,200. Selectman Brien-Baker moved to authorize Laura Buono to sign the agreement with Fieldstone Land Consultants. Motion was seconded by Chairman Fullerton. A vote was taken. Motion passed unanimously.

Parks Board – The Selectmen held a brief discussion with regard to reducing the membership on the Parks Board from 7 to 5 members. Chairman Fullerton said he made a suggestion awhile ago that would alleviate problems with Deering to have a Deering member on the Parks Board. Chairman Fullerton said they would want to have someone non-controversial. Selectman Brien-Baker said she feels having residents from other communities, they are getting into the same issue as we have with the Senior Advisory Committee. Selectman Brien-Baker said she feels it is smart to bring the membership down to 5 members. Selectman Brien-Baker moved to bring the Park Board down to 5 members from 7. Selectman Urquhart seconded the motion. A vote was taken. Motion passed unanimously.

• TOWN ADMINISTRATORS REPORT

DAR Collection – Ms. Buono said that Jane Butler of the Historic Society has requested that they be allowed to display pieces from the town owned Daughter's of the American Revolution collection at the Historic Museum. The pieces are currently housed on the third floor of the library and since the collection is at the library, Ms. Buono had contacted Robin Sweetser, Library Director who thought it was a good idea to have the collection displayed for residents to see. Ms. Buono said she asked Ms. Sweetser to contact Jane Butler to coordinate it. Ms. Buono said she was eventually contacted by Carmen Young who was upset over what had been discussed with regard to the moving of the collection from one town building to another for display. Ms. Young said there was a process in place however, no one in the Town Hall knew of a "process" nor did the Library Director. Apparently the past Library Director knew of this but the information had not been passed on. Ms. Buono said he had told Ms. Young that she was going to bring this matter before the Board of Selectmen for their discussion. Jane Butler discussed that they have the Manahan Collection displayed at the museum. Ms. Butler described the cases they have for display purposes. Ms. Butler says the building is secure at all times with an alarm system. Since the Historic Society has been taking care of the homestead for the last 50 years, they don't have much right now but there is so much that can be shown to tell the story of Hillsborough. The museum is perfectly situated next to the park for the public. They are working at getting the second floor accessible as well and doing everything they can to capitalize on that beautiful building the center of town. Ms. Buono said the EDC has been discussing downtown revitalization and doing things to draw people in. She said once the collection is displayed it can be advertised in local papers. Selectman Urquhart asked if these are the boxes that are upstairs of the library. Ms. Young gave a history of the collection that was donated to the Town. At one point, the Selectmen appointed a DAR committee to catalog on a computer, the items and the history of the items and store with acid free paper, etc. Chairman Fullerton asked what year the committee was put together. Ms. Young wasn't sure but thought it was 2007 but wasn't sure. Chairman Fullerton asked if there were terms for the committee members but was not given an answer. Ms. Young said they have not have access to the third floor where the collection is located for approximately 3 years. Stated that the committee went up there in January and found that the ceiling has fallen in. She said they tried to protect as much as they could but the plaster, dust, filth, and bats are still there and said those rooms have got to be cleaned up. Ms. Young said they have to start the process of cataloging all over again and went on to give more history on how items were requested in the past and went on to describe the conditions of the room where the collection is now. Ms. Buono said that Ms. Young seems to have made a good argument as to why the collection should be moved and suggested that it could go hand in hand with cataloging the pieces. Selectman Urquhart agreed. Ms. Buono suggested that the Selectmen take a look at how long ago the committee was appointed, who is on the committee, and asked Ms. Young to provide that information. Selectman Urquhart said he saw a lot of things that disturbed him and said the boxes were moved. Ms. Buono said it's up to the Selectmen if they want a Town owned collection displayed. Ms. Buono said if the Selectmen would like the collection displayed, it can easily be catalogued and signed off at the same time. Selectman Urquhart asked Ms. Young why they can't move the boxes to the museum and catalog them at that time. Ms. Young said they can do that but if they do, she is resigning from the committee. Selectman Urquhart said there is a lot of value in that property as well as value in the second and third floor of the library. Chairman Fullerton said he would like to see the two groups getting together on this. He said Ms. Butler would like to have a display and the display will be where it's cataloged at the same time. Selectmen Brien-Baker said the Board needs to understand what the museum wants and where is it going to be when it's not being displayed. Ms. Buono said that is where the Board needs to bring it back to who is on the committee. The Town does not have the list of the committee members here. The committee should be run and appointed as all other committee's are run so that the history and process is well known no matter who is here. Selectman Brien-Baker agreed and said they need to figure out where the best place is to have the collection. Ms. Buono said there is a manner to productively go about this. Selectman Urquhart asked if Ms. Young still plans on resigning. Ms. Young said she does not want to see the collection moved and she will see how it goes. Ms. Buono said she would like to

have a meeting with Ms. Butler and Ms. Young to work this out. Ms. Buono said the Selectmen should first decide if they are in favor of the collection being moved because if not, there is no sense in having a meeting. Each of the Selectmen agreed that the collection should be displayed. Ms. Brien-Baker said she would first like to see a committee in place and meeting first. Selectmen Urquhart and Chairman Fullerton agreed. Ms. Young said she does not want to be a part of moving the collection and is totally opposed. Ms. Buono will bring names of the original committee members to the Selectmen for the next meeting. Selectman Brien-Baker will also plan on viewing the collection.

- **NONPUBLIC SESSION**

Chairman Fullerton moved to go into nonpublic session at 7:45 p.m. under RSA 91A:3II (e) legal negotiation. 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, Skip Sansoucy, Laura Buono, Town Administrator.

The Selectmen and Mr. Sansoucy discussed in length negotiations with regard to the case Mr. Sansoucy is handling for the Town involving TDS and Granite State Telephone Company.

Selectmen Brien-Baker moved to come out of nonpublic session at 8:23 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.

- **TOWN ADMINISTRATORS REPORT CONT.**

Health Insurance – Ms. Buono reported that we received the July health insurance renewal rates and was pleased to announce that they have only increased 3.5% versus the 10% we were initially prepared for.

Cable Franchise Agreement – Ms. Buono stated that Attorney Maher is reviewing the current cable franchise agreement as well as the agreement submitted to the Town by TDS. Atty. Maher said that Hillsborough is in a unique position by having two companies wanting to hold agreements with the Town.

Comprehensive Economic Development Strategy (CEDS) – Ms. Buono said the Economic Development Commission (EDC) is submitting projects to be included in the Merrimack County CEDS for this region. CEDS is an US Economic Development Administration funded economic development planning process that develops a strategy to coordinate the economic development efforts of the individual communities comprising the region by identifying projects based on needs and priorities. Hillsborough is submitting five projects; Woods Woolen Mill, Sidewalks, Water/Sewer Expansion; Community Center; and Downtown Revitalization. Ms. Buono asked the Selectmen to sign a support letter to be included in the package.

Police Department – Chief Roarick currently has a Sergeant and Lieutenant position open however, he is only planning on filling the Sergeant position by way of moving someone in the department up (this is not a “vacant” position simply a change in title). Chief Roarick is also getting ready to advertise to fill a vacant patrolman position. Selectman Urquhart asked if there was a process in place for promotions. Ms. Buono said yes, anyone can apply who is qualified and they will go through the process. Selectman Brien-Baker said the union contract spells things out as well.

Deputy Treasurer – Ms. Buono said that Town Treasurer Robert Charron is recommending that the Selectmen appoint Gail Crimmins as the new Deputy Treasurer. Ms. Crimmins works at TD Bank and is in town and available during the day. The Deputy's term will run the same as the Treasurer's term. Selectman Brien-Baker said she is not interested in appointing anyone from TD Bank. Chairman Fullerton and Selectman Urquhart would like to wait to meet this individual before making a formal appointment.

Project Genesis Teen Center receives Award – Ms. Buono reported that Bill Luce from the Office of Youth Services recently accepted the President's Partner Award from New England College given annually by the Campus Compact of New Hampshire. This award is given annually to recognize a non-profit organization that has enhanced the quality of life in the community in

meaningful and measurable ways and has engaged in the development of a sustained, reciprocal partnership with the college. Bill has worked closely with New England College giving students service and educational opportunities at the Project Genesis Drop-in Teen Center. ~Project Genesis has been in operation for 16 years and had 1845 teen visits last year averaging about 15 teens per night.~

- **MANIFEST MOTION**

Chairman Fullerton moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 6660 - 6714 a/k/a Vouchers 14 & 15 in the amount of \$123,042.97 (includes 122 direct deposit stubs) and Accounts Payable check numbers 9268 - 9354 a/k/a Voucher #10 in the amount of \$725,139.13. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

** A/P Checks include payment to the Hillsboro-Deering School District in the amount of \$631,166.54.

- **CONSENT AGENDA**

Chairman Fullerton moved to approve the Consent Agenda for April 8, 2014. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- Disabled Exemption – Map 14 Lot 211
- Letter of Agreement with Central NH Regional Planning Commission for EDC Planning Assistance.
- Intent to Cut – Map 6 Lot 34
- Intent to Excavate – Map 10 Lot 44
- Gravel Tax Levy in the amount of \$254.14
- Corrected Yield Tax Levy in the amount of \$2,711.29
- Yield Tax Abatement in the amount of \$1,090.46
- Yield Tax Assessments in the amount of \$490.88 and \$3,396.60

- **APPROVAL OF MEETING MINUTES**

Chairman Fullerton moved to approve the meeting minutes of March 25, 2014 as written. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- **NONPUBLIC SESSION**

Chairman Fullerton moved to go into nonpublic session at 9:05 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.

The Selectmen discussed 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 9:18 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.

- **ADJOURNMENT**

Selectman Brien-Baker moved to adjourn at 9:20 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: _____

David N. Fullerton, Chairman

Wendy Brien-Baker, Selectman

Alan Urquhart, Selectman