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Board of Selectmen Minutes 03/27/2012

Board of Selectmen's
Meeting Minutes
March 27, 2012

Present: Selectmen Russell Galpin, Steven Venezia and David Fullerton, Town Administrator John Stetser, Transfer Station Manager Luke Levesque, Welfare Administrator Dana Brien, Virginia Burton, Code Enforcer Kelly Dearborn-Luce, Youth Services Director Peter Brigham, Kathy Brigham, Highway Foreman William Goss, Dispatch Supervisor Kevin Belanger, Planning Director Shane O'Keefe, Fire Chief Kenneth Stafford, Walter Rutter and Selectmen's Secretary Iris Campbell

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

6:00 p.m. Department Head Meeting:

Mrs. Dearborn-Luce brought the Board up to date on building permits. She has 73 foreclosures and 25 code issues. She has started the NHDES permit process for the removal of the Kemp house.

Mr. Galpin has heard from Raymond Daniels offering his services in removing the building once the asbestos and lead have been removed.

Mr. Goss was going to rent an excavator to demolish the Kemp house and 111 W. Main Street, as well as other projects.

Mr. Goss has been working on cleaning out the Kemp house.

He said it has been a very extensive mud season. The general road work is being organized and started. He said the price of sand is now \$5.00 per yard.

He knows of a small lot which the Town could buy in order to have its own supply of sand.

Mr. Galpin said the amendment made to Article 19 at the recent town meeting was not legal so the project would need to end by December 31, 2012 or the Board could vote to encumber the money into 2013.

Mr. Fullerton asked if the Town has to pay the excavation tax.

Mr. Goss answered no. He added any pit owner who allows the Town to excavate exclusively in their pit doesn't pay the excavation tax.

Mrs. Brien said fuel assistance is running out. She has a \$650.00 reimbursement due from Social Security.

She has been assisting the Greater Hillsboro Senior Services Committee distribute questionnaires in order to receive feedback from residents on what they would like to see for services offered. She said Patricia Mathison is compiling the data.

She showed the Board a Community Services Guide which will be available digitally, as a PDF and in printed pocket size.

Mr. Brigham said everything is going well with youth services.

Mr. Goss asked him if he needed wood for the wood bank.

Mr. Brigham answered yes.

Mr. Stetser and Mr. Brigham have been trying to find a new place for SNHS Fuel Assistance to relocate to.

Mr. O'Keefe said the Planning Board is working with Dollar General to finalize surety and engineering conditions, which will not hold up site development or the start of construction.

He said Mr. Black came in to meet with the Planning Board on February 1 to discuss the master plan proposed for the Weatherstone Crossing project. Mr. Black will back before the Board in late April.

He said the zoning amendments proposed at Town Meeting were not approved. The Board is looking to have the Zoning Task Force re-look at them and to do more public education next year.

The Master Plan Committee will be meeting soon to kick off this process. Planning Board Chairman Herman Wiegelman is working on this.

Safe Routes to School's final touches on the sidewalk project and final design. Delays have occurred because we need an easement from the school, changes in the State's requirements and the relocation of a PSNH pole. Bids should be going out in April.

We will soon be hiring the engineer for the project to realign the intersection of Bridge Street and West Mill Street.

He is still applying for money to do the engineering on the next phase of the School Street project.

The Farmsteads' project has been completed.

He is waiting for the results of the \$200,000 grant awarding for the Woods Woolen Mill project which was suppose to be awarded in March but has been pushed back to June. He said we may want to see if someone will do some of the demolition for the salvage value and will be speaking to NHDES about that tomorrow.

Mr. Fullerton asked about the State fixing School Street and then the Town would take it over.

Mr. Goss said they have refused.

Mr. Fullerton will speak to our State representative.

Mr. Belanger spoke on behalf of Police Chief David Roarick, who was unable to attend. Mr. Belanger said an ad has been placed for a full-time police officer and part-time dispatcher.

He said dispatch is running smoothly. He said one station will have to be replaced and staff training is continuing.

Chief Stafford reported the forest fire danger level is very high and will be until at least July or August. He has shut down all types of burning except charcoal.

The Chief and one of his lieutenants have been hired as special deputy wardens, which is State-wide and gives us access to assistance and equipment.

One of the fire trucks needed a transmission control unit replaced, the new ambulance needs a new water pump, but it will be at no cost to town because it was a factory defect, and the other ambulance needs some injector work.

He said the ladder truck will need to be replaced in a few years. A new truck will cost upwards of \$750,000. However, they are taking used trucks and refurbishing them for sale at \$150,000 to \$200,000.

He said the fire station needs work and in the future sleeping quarters. It could be more energy efficient and the emergency generator doesn't supply the whole building.

He has 30 radios, 15 mobile radios and 50 pagers, which will have to be narrow banded because of the frequency changes being done by the federal government.

Mr. Belanger said there is no emergency plan in the event the dispatch center burns, blows up or goes down. He suggested the town beginning working on such a plan.

Mr. Rutter came in to speak again to the Board about his plan to recycle wire, computers, monitors and other electrical equipment.

Mr. Levesque doesn't like the idea because he doesn't have a scale which is professionally calibrated to weigh pounds. He has spent a great deal of time keeping people from dump picking. He thinks the town has a responsibility to know all recycled material is going to a responsible vender. He is also concerned about the liability.

Mr. Galpin and Mr. Venezia agreed.

The Board denied Mr. Rutter's request.

7:03 p.m. Gail Johnson, Virginia Leiby, Gillian Hahn and Jean Gannon entered the meeting at this time.

Mr. Levesque said Hazardous Waste Day is scheduled for Saturday, May 12 from 8:30 a.m. to noon at the Hillsboro-Deering Middle School parking lot.

He said the town needs to begin considering the other option available if the town decides to op-out of the Concord Cooperative, which the Town can do with no penalty in 2014. He suggested activating the Solid Waste Advisory Board to look into this matter.

Mr. Galpin asked about a report he had received from Loureiro Engineering Associates, Inc. regarding items which needed to be fixed at the landfill. He mentioned filling animal burrows and trapping the animals, brush removal and clearing brush from a culvert.

Mr. Levesques and Mr. Stetser said they had not seen the report. Mr. Galpin will bring it to the Town Office for copying.

7:15 p.m. Mrs. Campbell distributed a rendition showing the renovations to the second floor of 27 School Street for the relocation of the offices of the town administrator, planner director and finance administrator. She explained that the second page shows which walls would be removed and a wall which would be erected. She said the majority of the walls being removed were closets.

Mr. Fullerton asked about two exits.

Mrs. Campbell said there would be another exit leading to the existing fire escape on the back of the building. The space has been viewed by the fire marshal and he has agreed with all the requirements already required by Chief Stafford. Mrs. Dearborn-Luce has been dealing with ADA issues.

Mrs. Dearborn-Luce said a buzzer would need to be located at the entrance door with a sign in braille, a written policy on the procedure, and a plan of action for meeting the needs of the disabled and training on the procedure.

Mr. O'Keefe said he has not seen these plans and would like an opportunity to view the second floor.

Board discussed canceling the Tuesday, April 10 meeting because of the Special Town Meeting scheduled for that night and meet at 6:00 p.m. on Tuesday, April 3, which is the night the bond hearing is scheduled at 7:00 p.m.

Mrs. Campbell said the upstairs would be wired to code with telephone and computer cabling at the same time.

Mr. O'Keefe asked about design specifications.

Mrs. Dearborn-Luce said they are not necessary if everything is just going to be upgraded to code, which all licensed electricians are aware of.

The Board would like to wait another week to allow everyone who wishes to view the space to do so.

7:25 p.m. Mr. Venezia asked Mr. Belanger and Mr. O'Keefe if they were good to go on the Personnel Policy Committee.

Mrs. Dearborn-Luce said she had been working on the project with Mrs. Brien-Baker and asked why she had been excluded from consideration for the committee. She could be the representative for the permanent part-time employees.

Mr. Galpin made a motion to add Mrs. Dearborn-Luce to the Personnel Policy Committee. Mr. Fullerton seconded the motion. The Board voted all in favor.

7:30 p.m. Mrs. Johnson distributed several printed items to the board regarding this year's Living History event. She then introduced Ms. Leiby to the Board.

Ms. Leiby gave the Board a history of the event. She also suggested the Board create a Marketing Committee. She said the Economic Development Committee is trying to get businesses to town while the Marketing Committee would be responsible for getting prospective customers for those businesses by marketing Hillsborough.

Ms. Gannon spoke about the Franklin Pierce Homestead and the rich history of Hillsborough. Mrs. Hahn handles the marketing for the Living History Event and she explained what she does to promote the event.

Mr. Galpin said the Board would be willing to create a Marketing Committee if they know who would like to serve on it.

The Board signed the following items:

- a. Selectmen's Meeting Minutes 3/20/12
- b. Expense Voucher #7
- c. Payroll Voucher #13
- d. MS-2
- e. Exemptions (2)
- f. Tobacco License
- g. Engagement Letter for Bond Council - Mr. Venezia made a motion to authorize Mr. Galpin to sign the engagement letter. Mr. Fullerton seconded the motion. The Board voted all in favor.

The Board reviewed and acted on the following correspondence and new business:

- a. A letter from Attorney Donovan RE: Sewer Lagoon Project Contract Payment
- b. A letter from Attorney Donovan RE: Local 3912 CBA Follow-up
- c. Draft letter to Mr. Black
- d. A letter from Riverbend RE: Payment
- e. A letter from Town of Deering RE: Parks & Recreation

Mrs. Campbell asked the Board if they were interested in creating a 2011 Supplemental Property Tax Warrant for telephone poles. She said we do have Mr. Sansoucy working on this for the 2012 tax year. She explained in order to do this for 2011, we would need to know how many miles of maintained roads there are in Hillsborough and in ELVD and exactly where TDS Telecom stops and Granite State Communications begins.

Mr. Galpin made a motion not to create a 2011 Supplemental Property Tax Warrant for telephone poles. Mr. Venezia seconded the motion. The Board voted all in favor.

Mr. Venezia made a motion to enter a non-public session under RSA 91-A:3II c - 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 addressed Mr. Stetser saying the issue was regarding him and asked if he wanted it discussed in an open session.

Mr. Stetser asked if he was included in the discussion.

Mr. Venezia answered yes.

Mr. Stetser said non-public.

Mr. Fullerton seconded the motion. The Board voted by roll call: Mr. Fullerton - yes, Mr. Venezia - yes and Mr. Galpin - yes.

8:27 p.m. The Board entered a non-public session.

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

8:40 p.m. The Board returned to a public session.

Mr. Venezia made a motion to seal the minutes. Mr. Galpin seconded the motion. The Board voted all in favor.

Mr. Venezia said for the record the Board concluded that it did not appear to be any retaliation. Mr. Galpin seconded the statement. The Board voted all in favor.

Mr. Galpin said he would like to step down as the Selectmen's ex-officio member to the Planning Board and asked if Mr. Fullerton would be willing to serve.

Mr. Fullerton agreed.

Mr. Galpin asked Mrs. Campbell to inform Mr. O'Keefe.

Mr. Galpin is willing to be the Selectmen's ex-officio member to the Historic District Commission.

Mr. Galpin asked for the chairman of the commission to be notified so he can notify him when they meet.

Mr. Galpin said he has received a question from Attorney Emily Rice, which he assumes the other members have also received, regarding one member of the highway department who has declined to be interviewed. According to Attorney Michael Donovan, we can tell him he will. Mr. Galpin is willing to speak to Mr. Goss and between the two of us we can persuade him to speak to her. The employee is only being asked to collaborate information she has already received.

Mr. Venezia said it is important for everyone to cooperate so we can get to the bottom of this. We don't want this to set a precedence.

Mr. Galpin said this is the first time, in all the years Attorney Rice has been doing this, someone has refused to cooperate.

Mr. Fullerton liked Mr. Galpin solution of talking to him.

Mr. Venezia said he would actually move to just mandate that he does it.

Mr. Venezia made a motion that Mr. Galpin make an attempt to speak to Mr. Goss about convincing the employee on his own to come forward and in the event that does not work within a day or two, then we mandate the employee to come forward. Mr. Fullerton seconded the motion. The Board voted: Mr. Venezia - yes, Mr. Fullerton - yes and Mr. Galpin - abstained

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 8:48 p.m.

Respectfully submitted,

Iris Campbell
Selectmen's Secretary