

**Town of Hillsborough P.O. Box 7, 27 School Street, Hillsborough, NH 03244**  
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## **Board of Selectmen Minutes 05/13/2014**

### **Town of Hillsborough Board of Selectmen Meeting Minutes May 13, 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, Caleb Connor, Rosemary Urquhart, Leigh Bosse, Alan Dobrowolski, Cathy Bennett, Bill Luce, Tyler Carrier.

Chairman Fullerton asked those in attendance to rise for the Pledge of Allegiance and a moment of silence for Officer Arkell of the Brentwood Police Department who was killed in the line of duty on Monday.

#### **1. NONPUBLIC SESSION**

Chairman Fullerton moved to go into nonpublic session at 6:02 p.m. under RSA 91A:3II (b) hiring. 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.

In attendance: Chairman Fullerton, Selectman Brien-Baker, Selectman Urquhart, Laura Buono, Town Administrator, Bill Luce, Tyler Carrier.

The Board met with and interviewed Tyler Carrier who was being recommended for the Youth Services Senior internship program by Bill Luce and Peter Brigham.

Chairman Fullerton moved to come out of nonpublic session at 6:12 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.

Selectman Brien-Baker moved to hire Tyler Carrier as part of the Youth Services Internship Program. The motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

#### **2. OPEN SESSION**

Chairman Fullerton read the following meeting protocol for those in attendance:

As Chairman, I have the responsibility of running a smooth and productive meeting. With that in mind and in order to prevent lengthy and at times non-productive discussions, the following meeting protocol will be followed moving forward:

- Public Comment will be allowed at the beginning of each Selectman's Meeting but not during Board discussions. With the exception of public hearings, a Selectmen's Meeting is a meeting IN public and not a public meeting.
- If the Board feels they need additional information on a subject matter and there is someone in the audience that the Selectmen feel could provide that information, the Chairman may call upon them to speak.
- At no time will interruptions and disrespectful tones be allowed during a meeting.
- If a member of the public would like to discuss a certain matter with the Selectmen, they should call the Town Administrator and request to be placed on the next meeting agenda.

Rosemary Urquhart – Ms. Urquhart asked Chairman Fullerton what happens if someone would like to discuss something after the topic, can she raise her hand. Chairman Fullerton said they may or may not allow them speak. Ms. Urquhart asked how long they would have to speak. Chairman Fullerton said he's willing to be flexible.

Alan Dobrowolski – Mr. Dobrowolski introduced himself as coordinator for the State from the Hillsborough Historical Society for the Franklin Pierce Homestead. Mr. Dobrowolski reported that they have been able to increase the State paid staff at the Homestead and they now have a

manager, two employees and a high school student. The schedule has been expanded to Friday, Saturday and Sunday in June, September and October starting Memorial Day weekend and closing Columbus Day weekend.

Michael Pon – Mr. Pon asked if he has questions of clarification or if another reporter has a question with regard to a Board's discussion, may he ask under the new protocol. Chairman Fullerton said depending on the circumstances, they will consider allowing the question or perhaps it will be taken care of after the meeting.

### **3. BILL GOSS**

Cold Planer - Mr. Goss reviewed prices he received for the cold planer. Jordan Equipment - \$15,505; Bobcat of Hudson NH - \$15,600; CAT - \$16,519; and Bobcat of Chichester was the low bidder of \$15,000. After a brief discussion, Selectman Brien-Baker moved to approve the Highway Director to purchase the cold planer from the Bobcat in Chichester for the amount of \$15,000. The motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously. Chairman Fullerton mentioned that this was discussed at the last meeting and it will actually save us money.

2014 Paving Bids – Mr. Goss reviewed the paving bids with the Selectmen. Based on the bids received, Mr. Goss recommended that Pike Industries be awarded the contract for the 2014 projects (Mary Rowe Dr., Whitney Rd., and Old Henniker Rd.). Selectman Urquhart asked if there were any paving companies in Hillsborough and was told that there were not. Selectman Urquhart moved to award the 2014 paving contract to Pike Industries. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

Municipal Drive – Mr. Goss reported that half of the guardrail on Municipal Drive is completed and that the paving will be next.

### **4. OTHER BUSINESS**

Boston Post Cane – Chairman Fullerton said the Boston Post Cane is displayed in a cabinet in the Library and is given to the oldest living resident in Hillsborough. The last oldest living resident has passed away and Chairman Fullerton said we need to look into who the oldest living resident is now. Laura Buono said she will have the staff look into research this.

Mayoral Summit – Selectman Brien-Baker said that she attended the mayoral summit with Cathy Bennett who is the after school director at the middle and elementary schools and reviewed what was discussed. Cathy Bennett said that this initiative is geared around bringing after school programs together with the town, businesses and organizations. Educating students on how our communities function. Ms. Bennett discussed the mentoring program and Selectmen Brien-Baker said they also talked about municipal boards and committees. Ms. Bennett said there will be an advisory board to assist with ideas to bridge the gap. The program is funded through 21<sup>st</sup> century grants with major support from the school district. Selectman Urquhart said they would be able to teach the kids about different businesses, etc. Selectman Brien-Baker said by us promoting the after school programs it is a major point for the Economic Development Committee website. Selectman Urquhart said the EDC would love for Ms. Bennett to come speak with them. The makeup of the advisory committee was discussed as well as various ideas when moving forward. Ms. Bennett was complimented on her abilities and efforts.

Stonebridge Park – Chairman Fullerton said a number of years ago that the bridge by the Hillsboro Ford dealership was discussed as being named the Stonebridge Park. Currently, there is a negative name for that bridge that floats around and he would like the park to be officially named the Stonebridge Park. A brief discussion ensued with regard to making the bridge accessible from the other end and whether or not that is feasible. Selectman Brien-Baker suggested the Selectmen do a site walk at the bridge to brainstorm ideas. Selectman Brien-Baker also said she doesn't have a problem with a formal name for the bridge. The Selectmen will meet at the bridge at 5:30 p.m. on May 27<sup>th</sup> for a site walk.

Organizational Ideas – Selectman Urquhart said he would like the Selectmen to review the policies in place and consider merging the Parks, Recreation and Youth Services together because in his opinion, they should be together. He feels it should be the responsibility of a Department Head who is on the town's payroll to supervise or organize activities as well as authorizing the use of town owned property and budget expenditures. The Parks Board should simply be tasked with advising on the maintenance/upkeep of the parks and if there are projects that we would like done using volunteer help, the Board members may be asked if they want to volunteer for those projects. The Parks Board would also continue to be advisory on policies associated with the parks even though the implementation of those policies should be up to administration. Selectman Urquhart said that is what he would consider a very important aspect of reorganization. He feels there are 5 – 7 volunteers through the diversion program that they can tap into for other areas. Selectman Urquhart said moving forward with the policy and procedures updating that Selectmen Brien-Baker had brought up is important. Chairman Fullerton said he's been concerned for a couple of years because we haven't really had a "recreation" side to our parks and he feels the Town can do better. Chairman Fullerton said that Hillsborough Youth Athletic Association (HYAA) does a good job but there isn't much of a winter and added that he can't see changing the summer program or HYAA. Selectman Brien-Baker feels there are things that have happened that have caused them to say "why don't we have this", feels like the Selectmen should allow the Parks Board to do what they're supposed to do. Selectman Urquhart said he's suggesting they should do something with reorganization and to bring everything under one department head that is accountable to the Selectmen or Town Administrator. Selectman Brien-Baker said when there is no quorum it's supposed to fall back on the Selectmen. A discussion ensued with regard to various areas that the Selectmen feel could use additional attention. Ms. Buono said she thinks it's a good idea to move forward but it's a process. It's important to have everyone together and discuss what we would like to accomplish. Ms. Buono said by having everyone here and discussing it in that manner then they can structure something and the Selectmen can decide if they want to move forward. Selectman Urquhart said he would like to have a positive discussion with everyone at the next Selectmen's meeting. Selectman Brien-Baker said that the Parks Board is looking into getting some updated/new policies and procedures in place to bring to the Selectmen to approve. She said they are also going to move forward with a calendar of events.

Accessory Dwelling Units – Ms. Buono stated an issue came up recently on a structure that has an in-law apartment because we categorize in-law apartments as "apartments". The bank was giving the buyer a difficult time because they read it as a two family home. Dave Marazoff would like permission from the Selectmen to allow him to modify how we list these on our assessing records. Ms. Buono said this doesn't change anything in our zoning because an Accessory Dwelling Unit is already spelled out; it's simply how we categorize them on our tax cards. Ms. Buono said it doesn't change the value at all. Chairman Fullerton moved to allow the change of accessory dwelling units on tax cards. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

### **5. ADMINISTRATOR'S REPORT**

111 West Main Street – Ms. Buono stated that in 2013, the Town sold 111 W. Main Street to an abutting property owner (Harbour). Along with removing the fire damaged building on the property, another conditions of the sale stated that "Any building must be done within one year of the transfer of title and with proper permits". The title transfer took place on May 1, 2013 and the Harbour's now think that they may want to put a

modular home on that parcel however, the one year time limit has come and gone. Ms. Buono said they have recently returned from being in Florida for several months and would like the Selectmen to approve their request that the period of time be extended for building. The Selectmen briefly discussed this and felt that there was a reason behind the deadline and they did not want to set precedence by extending the deadline. Chairman Fullerton moved to grant the extension. Motion was seconded by Selectman Brien-Baker. A vote was taken. There were no votes in favor and three opposed. Motion failed.

Hillsboro Traders – A Ceases and Desist Order was issued to the owners of Hillsboro Traders for operating without a certificate of operation and an inspection was made by the Fire Chief and Building Inspector in conjunction with that. There are many things that need to be done by the owners before a certificate can be issued but in the meantime, he continues to defy the order. If the defiance continues, it will force us to take further action.

Senior Trips – At the last Selectmen's Meeting, the Board voted to utilize the money that was raised in Article 8 to offset trip costs for Hillsborough residents only. At the SAC Meeting on May 6<sup>th</sup>, the Committee understood the Selectmen's decision but since they had submitted the requested warrant article amount to be used for any senior to attend, they have requested reconsideration for this year only. The concern is that trips will have to be cancelled due to high costs for non Hillsborough residents to attend. If that were to happen, the cost of empty seats would eat up more money than if reduced prices were offered to everyone. Dana Brien suggested that Hillsborough residents be given priority on trips at a discounted price while others who wish to attend will be placed on a "waiting list" and given the discounted price. This will insure that if the whole bus is not filled, we won't have to pay full price for empty seats since we will fill them with folks that are on the waiting list. Ms. Brien is requesting that the Selectmen approve this. Selectman Brien-Baker said she's fine with what Dana is suggesting this year and moved to approve the trip offset as described for this year. The motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

Preston Street Light – As mentioned to the Selectmen previously, a resident on Preston Street would like the Town to move one of the streetlights from further down the street to the corner of the road where it meets Henniker Street. The light that was previously on that corner was removed a few years ago by the State when they removed various lights they were responsible for throughout NH that they deemed unnecessary. The resident claims they have almost hit the pole on the corner numerous times at night because it is dark. Ms. Buono said she obtained a price range from PSNH to move a light from another pole to the corner of \$500 - \$1,000. Ms. Buono asked if the Board wanted to move forward with this change. A discussion ensued with regard to how someone would hit a pole that is situated on a corner such as that (by the Robin's Nest). Members of the Board wanted to take a look at the area and will discuss this again at the next meeting.

Animal Control Vehicle – As had been mentioned during the change in the animal control department, the Chief is looking at a used truck to replace the deteriorated ACO car. The truck he is looking at will cost approximately \$8,000. The Chief is sending the ACO car and another cruiser to the state auction to be sold which will somewhat offset the cost of the truck. Selectman Brien-Baker said this was discussed when the change was made. After a brief discussion with regard to vehicles, the Selectman agreed that as long as the money is in the budget it can move forward.

Health Insurance – Ms. Buono said that during the budget process, she had proposed that the non-union employee health insurance contribution be changed from 5% to 8.5% beginning July 1<sup>st</sup> as a result of an anticipated 10% price increase. Due to the fact that the insurance only increased 3.5%, she would like to change the contribution to 6.5% versus 8.5% instead of jumping from 5% to 8.5% in one year. With this change, the overall savings will only be reduced by a little more than \$2,300 leaving the budgetary savings at approximately \$15,000. The Selectmen agreed to the 6.5%.

DAR Committee – Ms. Buono stated that she got a few emails from individuals interested in volunteering on the DAR Committee. The Selectmen stated that they would like to have interested folks come in so they can speak with them. Alan Dobrowolski said that he is interested and the Selectmen decided that since he was in attendance, they would interview him. Mr. Dobrowolski gave his background history and discussed his experience with the Board. He suggested that instead of the committee being charged with only the DAR Collection, they should also handle the other two collections that the Town owns. This was briefly discussed along with the American Association for State and Local History (AALSH) and the document they have on how to handle preservation of items. Mr. Dobrowolski stated that the Historical Society may also be able to obtain grants that the Town is not able to obtain due to their non-profit status.

## **6. MANIFEST MOTION**

Chairman Fullerton moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 6791 – 6845 a/k/a Vouchers 18, 19 & 20 in the amount of \$174,413.84 (includes 171 direct deposit stubs) and Accounts Payable check numbers 9471 - 9571 a/k/a Voucher #12 in the amount of \$805,093.66. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

\*\* A/P Checks include payment to HDSD in the amount of \$631,166.54

## **7. CONSENT AGENDA**

Chairman Fullerton moved to approve the Consent Agenda for May 13, 2014. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

- Cemetery Deeds – Morehouse and McGuire
- Forest Fire Report/Bill in the amount of \$392.77 – Cross
- Intent to Cut – Map 12 Lots 150 & 151
- Deputy Warden Appointment – Dennis Yeaton
- Property Tax Warrant in the amount of \$7,031,360.47
- Pole License Petitions – Bear Hill Rd., Bridge St., Sleeper Rd.

## **8. APPROVAL OF MEETING MINUTES**

Chairman Fullerton moved to approve the meeting minutes of April 22, 2014 as written. Motion was seconded by Selectman Brien-Baker. A vote was taken. Motion passed unanimously.

**9. ADJOURNMENT**

Selectman Brien-Baker moved to adjourn at 9:03 p.m. Motion was seconded by Selectmen Urquhart. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator

Approved by:     Date: May 27, 2014  
Hillsborough Board of Selectmen

David N. Fullerton, Chairman

Wendy Brien-Baker, Selectman

Alan Urquhart, Selectman