

Board of Selectmen
Meeting Minutes
March 27, 2024

Present: James C. Bailey, Chairman; Iris Campbell, Selectwoman; Richard Pelletier, Selectman; Laura Buono, Town Administrator.

In Attendance: Chris Parsons, Nick Hodgden, Cody Lacombe, Danielle Normand, Mark McSweeney, Riche' Colcombe

Chairman Bailey called the meeting to order at 6:00 p.m.

1. OATH OF OFFICE

Chairman Bailey administered the Oath of Office to Officer Cody Lacombe, who has been hired to fill a vacant position in our police department.

2. OPEN SESSION

Riche' Colcombe – Ms. Colcombe advised the Board that the Trustees of Trust Funds have been working to close some of the smaller trust funds and said that the Town and Library will both be receiving checks for one which is being closed which is targeted for children's recreation. She said once the funds are disbursed, it is up to the Town and Library to choose what they will spend it on as long as those are for children's recreation. She said there are also 10 more NJSA's they are finalizing and will update the Board once those are completed. Ms. Colcombe also brought up a concern that she received from a past Parks Board member. The person is concerned that the flower planting will not be done now that there is no more Park Board. Ms. Colcombe was told that the concern will be forwarded to the Director.

3. MIKE BILLINGS RE: HOME OCCUPATION

Mike Billings met with the Board to discuss a home occupation he would like to start. He said the reason he needs to come before the Board is due to the fact that he will need to get a FFL License as part of the work he will be doing. Mr. Billings said he would like to offer sera coating services for various items, with one of those items being firearms. He said because he would be in possession of firearms that are not his, he is required to hold a FFL License. Chief Parsons was on hand and said that there are a few FFL dealers in Hillsborough and said he has forms at the Police Department in order to process and approve someone wishing to become licensed. This was briefly discussed. Chairman Bailey moved to authorize the Home Occupation for Mr. Billings, and to further authorize Chief Parsons to process and sign the necessary FFL paperwork for the same. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

4. OTHER BUSINESS

Board appointment of Chairman & Committee Assignments

- Chairmanship of the Board – Selectman Pelletier moved to appoint Jim Bailey as Chairman of the Selectboard. Motion was seconded by Selectwoman Campbell. A vote was taken.

Motion passed unanimously.

- Economic Development Committee – Selectwoman Campbell
- Planning Board – Chairman Bailey
- Hillsborough Power – Selectman Pelletier
- Historic District Commission – Ms. Buono is currently serving as the Selectboard representative and will continue to do so until one of the Board members wants to serve.

Volunteer Appointments

- Conservation Commission – Ms. Buono said Roger Shamel would like to be reappointed for another full term. Chairman Bailey moved to re-appoint Roger Shamel to the Conservation Commission for a 3-year term. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.
- Historic District Commission – Ms. Buono said that Jey Emmert has submitted a letter requesting to be reappointed for 3 years to the Historic District Commission. Chairman Bailey moved to re-appoint Jay Emmert to the Historic District Commission for a 3-year term. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

Grader Lease Agreement – Ms. Buono said that she will need the Board's authorization to sign the lease agreement for the purchase of the new grader which was passed at Town Meeting. She said they are the same forms from Tax-Exempt Leasing as have been used in the past for various other pieces of equipment. Chairman Bailey moved to authorize Laura Buono to sign all necessary paperwork for the lease of the new grader. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

Stowe Mountain Road Bridge – Ms. Buono said notification was received via letter from M.A. Bean Associates that the bridge work which was approved at Town Meeting for Stowe Mountain Road Bridge, now has a \$15,000 price increase due to the cost of the precast. She said that the additional \$15,000 can be taken from the Bridge Capital Reserve Fund to cover the increase if the Board approves it. Chairman Bailey moved to authorize the \$15,000 increase to the Stowe Mountain Road Bridge work as outlined in the letter from M.A. Bean Associates and to take the amount from the Bridge CRF. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

Police Station Flooring – Ms. Buono said quotes were received to finish the flooring at the police station with the lowest quote coming from Cardoza Flooring, which is the company who did the last job at the Station. She said this money is in the Buildings Capital Reserve Fund. Chairman Bailey moved to hire Cardoza Flooring to do the final stage of flooring at the police station. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

Mobile Data Base Grant – Ms. Buono presented the Board with a Grant Agreement Amendment Notice for the purpose of Mobile Data Base Terminals (MDT) and radars for the Police Department. The amendment covers 1 Laptop/Table/Operating System/GPS, 1 Docking Station/Charger/Mounting Hardware/Stand/Antenna/External Keyboard – for Tablet Only, 1 Printer Mount & Adapter Plate, and 1 in-car radar unit. The amended amount of our original grant is \$7,574.44 with the matching amount being \$2,437.90. Chairman Bailey moved to

approve the Grant Agreement Amendment and to authorize the Chairman to sign the Agreement. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

Temporary Access Permit – Ms. Buono said she was contacted by Eversource regarding work they will be doing on one of their lines and which crosses over town-owned property behind Shaws and their request for a temporary access permit to do the work. She said this is the area which the Conservation Commission has been doing work on a nature trail and said that she had forwarded the request to the Commission to make sure they were comfortable with the Selectmen granting the request. Ms. Buono said the Conservation Commission discussed this at their last meeting and have no concerns with the Board granting the permit. The permit was reviewed. Chairman Bailey moved to grant the Temporary Access Permit to Eversource as submitted. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

61 West Main Street – Ms. Buono briefly discussed the various maintenance issues that have come up with the town-owned building located at 61 West Main Street. The building is currently occupied by Southern NH Services for the purpose of administering the fuel assistance program for the area, and the Hillsborough Thrift Shop which is a non-profit business. She would like the Board to consider discussing whether or not to continue to keep that building open past the end of the year, knowing the expenses that come in doing so. She said currently the Town receives a maximum of \$2,000 income from that building due to the non-profit status of the organizations and that doesn't come close to covering the costs of keeping the building open. The Board will consider this as they move forward with discussing the need for updated and/or new spaces for municipal operations.

5. MANIFEST MOTION

Chairman Bailey moved to authorize the Selectmen to sign check numbers 19203 – 19225 a/k/a Vouchers #12 & 13 in the amount of \$201,120.83 (includes 171 direct deposit stubs) and Accounts Payable Check numbers 031329 – 031437 a/k/a Vouchers #14 & 15 in the amount of \$133,112.87. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

6. CONSENT AGENDA

Chairman Bailey moved to approve the Consent Agenda for March 27, 2024. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

- Economic Development Plan Agreement w/CNHRPC
- Property Tax Refund – Map 8 Lot 106 \$705.77
- Property Assessment Abatement Approval – Map 8 Lot 106
- Property Assessment Abatement Denial – Map 16 Lot 95
- Property Tax Interest Hardship Abatement – Map 14, Lot 561(\$9,608.47); Map 12 Lot 10 (\$26,641.75); Map 24 Lot 154 (\$9,114.78); Map 11P Lot 186 (\$29.42); Map 7 Lot 66 (\$15,972.90); Map 14 Lot 240 (\$26,481.30)
- Intent to Excavate – Map 7 Lot 190; Map 10 Lot 68; Map 10 Lot 44
- Intent to Cut – Map 20 Lot 1 Barden Hill Rd.
- Prosecution Agreement – Antrim (Chairman only)
- Veteran Tax Credit – Map 16 Lot 130; Map 12 Lots 4 & 5; Map 8 Lot 21; Map 24 Lot 36
- Elderly Exemption – Map 14 Lot 544; Map 7 Lot 97

- Tax Deeded Property Sales Quit Claim Deeds – Map 17 Lot 130; Map 14 Lot 591; Map 14 Lot 492; Map 14 Lot 273; Map 16 Lot 121; Map 16 Lot 190; Map 14 Lot 482; Map 17 Lot 181; Map 7 Lot 149
- Discretionary Preservation Easement Renewal – Map 8 Lot 63
- Police Union Contract as Approved at Town Meeting
- Employee Union Contract as Approved at Town Meeting

Myrtle Street – Selectman Pelletier asked if a 35mph speed sign could be placed at the end of Myrtle Street since there is only one up at the opposite end. Ms. Buono will ask the Road Agent to put another sign up.

Library Heating System – Chairman Bailey asked if we have received any other pricing quotes for the heating system at the library and briefly talked about the situation with the units. Ms. Buono said she knows that EMCOR has been in three times to look at the building and the system currently in place and that Jeremy Oak expects to receive their quote shortly. She said that one other had been received prior to Town Meeting but that no others have come in. Chairman Bailey asked if Granite State Plumbing had responded, and Ms. Buono said she doesn't think they had responded yet but will double check with Jeremy.

7. APPROVAL OF MEETING MINUTES

Chairman Bailey moved to approve the Selectmen's Minutes of March 12, 2024. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

8. ADJOURNMENT

Chairman Bailey moved to adjourn at 7:15 p.m. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Selectboard

Date: _____

James C. Bailey III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman