

# **HILLSBOROUGH PLANNING BOARD**

**August 15, 2012**

## **Official Meeting Minutes**

Present:

Members: Herm Wiegelman (Chair), Paris Wells, Dave Fullerton, Larry Baker, Marianne Hammond (Alternate), Rachel Hawkinson (Alternate)

Staff: John P. Segedy, Recording Secretary; Kelly Dearborn-Luce, Hillsborough Code Enforcement Officer

### **CALL TO ORDER**

The meeting was called to order at 7:05 pm by Herm Wiegelman, Chair.

### **DESIGNATION OF ALTERNATE MEMBERS**

Rachel Hawkinson was designated to vote in place of Ann Poole.

Marianne Hammond was designated to vote in place of Martha Caron.

### **MINUTES**

**July 18, 2012**

**Larry Baker moved:** *To approve the minutes of July 18, 2012 as presented.*

**Rachel Hawkinson seconded. Motion passed 5-0-1 (Paris Wells abstained).**

### **OLD BUSINESS**

#### **1. Dollar General Update**

Herm Wiegelman informed the Board that he and John Segedy had reviewed the latest plans and said they appeared to incorporate all conditions and changes approved by the Board. He said that he had asked for the condition for a deed for the sidewalk (and the deed itself since it has been executed already) be referenced on the plans. He will sign the plans when that change is made.

There was discussion by the Board.

Herm Wiegelman also brought up that Dollar General had committed to provide ongoing engineering services for the crosswalk and the widening on the west side of Municipal Drive. He suggested that this needed to be pursued so that it didn't fall through the cracks. He said he thought that there had been a verbal agreement with the New Hampshire Department of Transportation (NHDOT) but that the plans were needed for formal approval.

Kelly Dearborn-Luce said that she had discussed this with John Segedy and that she would be communicating with Jen Viarengo, Kevin Belanger and Billy Goss about this.

### **OTHER BUSINESS**

#### **1. Planning Director**

Herm Wiegelman informed the Board that so far 8 applications had been received and that a Search Committee, which included Larry Baker and himself, had been appointed by the Selectboard.

There was discussion by the Board and it was clarified that a part-time (20 hour) position was being advertised and that in addition to this Kelly Dearborn-Luce had added 10 hours to her position and would be handling administrative and meeting with applicant duties. In addition an outside contractor had been hired to administer the 'Safe Routes to Schools' Grant.

There was discussion of a job description.

Larry Baker noted that the Selectboard had approved one. He thought that it was to be posted on the town web site, but that he couldn't find it yet.

Kelly Dearborn-Luce noted that it was one that had been used when Matt Taylor held the job, with a couple of minor changes.

There was discussion of Russ Galpin having a meeting with the Search Committee before it began it's work.

Rachel Hawkinson suggested that perhaps the Town Attorney should meet with the committee also or they should otherwise be provided access to training or information about proper interviewing topics. It was clarified that the actual review of applications wouldn't begin until after the closing date for applications which was August 31<sup>st</sup>.

There was discussion of background checks.

**2. Correspondence**


Various publications were shared with the Board for reading.

**ADJOURNMENT**

**Rachel Hawkinson moved: *To adjourn.***

**Paris Wells seconded. Motion passed 6-0 at 7:40 pm.**

Respectfully Submitted:



John P. Segedy

Recording Secretary

Approved September 5, 2012