

Board of Selectmen  
Meeting Minutes  
January 9, 2018

Present: James Bailey III, Chairman; David N. Fullerton, Selectman; Jon Daley, Selectman; Laura Buono, Town Administrator.

In Attendance: Joyce Bosse

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

1. **OPEN SESSION**

There was no public comment.

2. **OTHER BUSINESS**

Review & Adoption of Union Contracts – The Selectmen reviewed the newly negotiated contracts between the NEPA Local 51 (Police Union) and the AFT Local #3912 (Employee Union) and discussed the changes over the expiring contract. The new contracts run for 3 years each and will be on the warrant in March of this year to be voted on. Chairman Bailey moved to approve and adopt the CBA's for the NEPA Local 51 and the AFT Local #3912. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Selectmen's Report for Town Report – Ms. Buono reminded the Selectmen about the submittal of their report for the Town Report. Chairman Bailey said he is already working on it.

Historic District Commissioner – Ms. Buono said there was an error in the printed expiration date of Jan Michael's term on the Historic Commission and in order to correct his term, he will need to be reappointed for one year to expire in March 2019. Chairman Bailey moved to appoint Jan Michael to the Historic District Commission for a term of one year to expire March 2019. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Assessing Services Agreement – The Selectmen reviewed the renewal of the assessing services agreement with Marazoff Assessing Services. The rate for 2018 (\$51,900) has been reduced due to the fact that 2017 included the revaluation. All other ancillary costs are the same rate (BTLA representation, pickups, etc.) as the previous agreement. Chairman Bailey moved to approve the agreement as written. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Audit Services Agreement – Ms. Buono presented the Selectmen with the new agreement for audit services for the 2017, 2018 and 2019 audit. Ms. Buono said the price has gone down since this firm has done the audit for the last three years and are educated on our process of doing things. The cost for the 2017 is \$21,000; 2018 - \$21,500; 2019 - \$21,750. Chairman Bailey moved to approve the agreement as presented. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Tax Map Services – Ms. Buono said the services for our tax map updates with CAI (Cartographic Associates) remains the same price as has been previously been charged. They handle any tax map changes we supply to them as well as the printing of maps if we request them. Chairman Bailey

moved to approve the agreement covering 4/1/18 – 3/31/19 with CAI. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Budget & Warrant Article Review – The Selectmen received an updated 2018 budget as well as Warrant. Chairman Bailey would like the Board to decide if they want to place a warrant article on to start a capital reserve fund for downtown improvements. Ms. Buono told the Board that she was told that the petition warrant article for the purchase of the property downtown for the purpose of building a parking lot is requesting that the \$300,000 come from undesignated fund balance. She said that is quite a chunk to take out of that balance since there are other items on the warrant being funded in the same manner (capital reserve funds, Bridge St. sewer project and the W. Main St. pump station) which total \$810,000. The Selectmen have always been careful to manage how much is taken from the undesignated fund balance each year in order to keep enough for good cash flow without borrowing money for a tax anticipation note. Selectman Fullerton asked Ms. Buono if GHSS has submitted the full year of expenses for the money that the town voted to give them. Selectman Fullerton brought up the fact that Hillsborough residents pay so much more into GHSS than surrounding communities and is interested in reviewing the final expenses of the organization. Ms. Buono said she hasn't received the last quarter of the year yet. The Board will review the budget again at the next meeting. Ms. Buono said the public hearing on the Budget will be scheduled for February 13<sup>th</sup> and petition warrant articles are due in by February 6<sup>th</sup>. The final warrant and budget must be posted by February 23<sup>rd</sup>.

Ms. Buono brought up a recommended warrant article from the Planning Director and the Economic Development Committee. The warrant article addresses adopting RSA 72:81 which is a "Commercial and Industrial Construction Exemption". This would provide incentives to businesses to build, rebuild, modernize, or enlarge within the municipality. The exemption applies only for municipal and local school property taxes assessed by the municipality and excludes state education and county taxes. An application would be submitted to the Selectmen and if approved, a specified percentage (up to 50%) of the increased valuation will be abated on an annual basis for a maximum of 10 years following the new construction. The Selectmen discussed how this is similar to RSA 79E that was adopted. Ms. Buono said it is however, only one exemption can be chosen. She said this one is specific to commercial and industrial buildings and is a little easier on the bookkeeping end. Ms. Buono will provide the Selectmen with a list of differences. She said it's simply another tool to encourage business growth/revitalization.

911 Street Names – Selectman Daley said that according to 911, Hillsborough has some streets that are not ideally named. Chief Stafford has a list and although there are some of the suggestions that should be addressed, there are some that can remain the same. The Selectmen will review the list at a later date.

Town Water – Selectman Daley said there was a concern circulating about extra chlorine in the town water. He said that every 6 months the filter is switched which causes a temporary change in the water since things get stirred up but it has been taken care of.

Comcast – Selectman Daley said he spoke with a Comcast representative about expanding the service area. He said they are going to find out if it's possible and get back to Selectman Daley.

### 3. **MANIFEST MOTION**

Chairman Bailey moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 12738 - 12792 a/k/a Vouchers 52 & 53 in the amount of \$179,076.31 (includes 131 direct deposit stubs) and Accounts Payable Check numbers 17897 - 18004 a/k/a Voucher 1, 2, 3 in the amount

of \$1,165,635.94. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

\*\* A/P Checks include payment to HDSD in the amount of \$868,389.32

#### **4. CONSENT AGENDA**

Chairman Bailey moved to approve the consent agenda for January 9, 2018. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

- Pole License – Washington Street & Center Road
- Intent to Cut – Map 11C Lot 291
- Abatement Map 10 Lot 56 - \$4,446.00

#### **5. APPROVAL OF MINUTES**

Chairman Bailey moved to approve the minutes of December 26, 2017 as amended (change Bible Baptist Church to Valley Bible Chapel). Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

#### **6. ADJOURNMENT**

Chairman Bailey moved to adjourn at 7:16 p.m. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator

Approved by:  
Hillsborough Board of Selectmen

Date: \_\_\_\_\_

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James C. Bailey III, Chairman

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David N. Fullerton, Selectman

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Jonathan M. Daley, Selectman