

Board of Selectmen
Meeting Minutes
January 26, 2016

Present: Wendy Brien-Baker, Chairman; Alan Urquhart, Selectman; James Bailey III, Selectman; Laura Buono, Town Administrator.

Chairman Brien-Baker opened the Selectmen's Meeting at 6:05 p.m.

In Attendance: Jack Wells, Joyce Bosse, Cathy Aubrey, Joyce Aubrey, Peter Brigham.

1. YOUTH VOLUNTEER OF THE YEAR

Peter Brigham introduced Cathy Aubrey to the Selectmen stating that she has been chosen as the youth volunteer of the year. Cathy volunteered 38 hours per week for 8 weeks over the summer accruing a total of 304.5 community service hours. She worked as a swim aide, camp counselor in training and assisted with special activities at the Manahan Summer Program. She also became a certified Red Cross Junior Lifeguard and assisted with water safety supervision at Manahan Beach. Mr. Brigham said Cathy always displayed a positive & enthusiastic attitude, had a good work ethic and was genuinely committed to serving others. She was always a team player and helpful to staff members, campers and the general public. Chairman Brien-Baker read a proclamation which expressed much of what Mr. Brigham noted and the Board presented Ms. Aubrey with a signed proclamation as a token of appreciation and recognition.

2. DISCRETIONARY PRESERVATION EASEMENT – LACHUT

Dave Marazoff outlined the information on the Lachut property and their application for a discretionary preservation easement on their bar located at 559 Cooledge Road. The barn is 135 years old (built in 1880) and the minimum age is 75 in order to qualify for the easement. Mrs. Lachut gave some history on the property. She mentioned that there is a great deal of history on the Cooledge properties and the barn was a working cattle barn. Mr. Marazoff said the barn is for the most part in its original state and it has not deviated from its original intended use. The Selectmen reviewed the information and photos of the property. Chairman Brien-Baker moved to approve the application submitted by Mrs. Lachut for 559 Cooledge Rd. The motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously. Mr. Marazoff will review the scoring sheets the Selectmen filled out and inform Mrs. Lachut of the outcome.

3. OTHER BUSINESS

Highway Department – Ms. Buono informed the Selectmen that the town was able to purchase the bulldozer that Billy Goss had mentioned to the Selectmen. Ms. Buono also wanted to make sure the Selectmen are in favor of Mr. Goss being able to accumulate comp time at the same level as union employees. Mr. Goss was approved for this last year but Ms. Buono wanted to make sure this continues. A discussion about compensatory time and vacation time ensued with regard to the legalities and the departments that tend to earn it (highway and police).

Library Budget – Ms. Buono brought up the over expenditure of the 2015 budget for the library and said that typically, if the library goes over budget they reimburse the Town. Ms. Buono said the over expenditure is a result of a salary line budget cut that was she made during the budget process and with that in mind, would like the Selectmen to approve allowing the bottom line stand as is.

Deering Agreement for Services – Ms. Buono said the Deering Town Administrator contacted her with regard to updating the Parks & Recreation Agreement. Ms. Buono feels it would be worthwhile to combine both the parks and recreation agreement and the one for transfer station services. The Selectmen agreed and authorized Ms. Buono to work with the Deering TA on this as well as approaching the towns of Windsor and Washington to propose an agreement for recreation similar to Deering and in order to be fair.

Water & Sewer Department – Jack Wells said he attended the Water & Sewer Department meeting tonight and reviewed what had taken place with regard to the fee structure change that the Commissioners had made. There was discussion at that meeting with regard to how it impacts the Weatherstone Crossing project since the developer had an understanding of the cost involved with accessing the system and now that has changed considerably. Mr. Wells said he feels the net result is that they are considering making adjustments for this project. Selectman Urquhart said he is very disappointed in how this fee structure change came about. He said we need to make this a business town while maintaining the historic areas. Selectman Urquhart said when he took this office his main objective was to maintain the integrity of the business community and to insure that growth would be compatible with the historic view. He feels if these types of things happen we are not going to be a viable business community. The fee structure change was discussed as well as the benefit for businesses to come to Hillsborough. Selectman Urquhart feels this is a very important issue for the future economic development of this community. Selectman Urquhart said whether or not a public hearing was required, it's the right of the people to know before something of this magnitude is done and said he is very disturbed by this. The Economic Development Committee has worked very hard to move forward and he has done research on how to keep folks from leaving the town.

Parks Board Charge/Mission Statement – Chairman Brien-Baker stated that after various discussions with regard to putting together a mission statement for the Parks Board so that they understand what they are responsible for. Chairman Brien-Baker feels the Parks Board should just focus on the parks and presented the following wording: The mission of the Park Board is to foster community pride and volunteerism while working in cooperation with our public and private organizations to oversee and make recommendations for the planning, development and maintenance of the Parks in Hillsborough, NH. These parks include, but are not limited to, Butler Park, Beard's Brook Park, Manahan Park and Grimes Field. The Park Board consists of 5 appointed residents of the Town of Hillsborough, having 3 year staggering terms, with the responsibilities of developing and administering the Park Board budget while ensuring the safety, development and quality of Hillsborough's parks. This also includes responding to applications for park usage and collaboration with employees, volunteers, community groups and residents on immediate and future needs of all our parks. Chairman Brien Baker also brought up that Deering pays for a service and Hillsborough maintains the land and the voting on that part should be by residents. Peter Brigham would remain in charge of recreation but would have to come to the Parks Board for items requiring Manahan Trust money as well as to use other parks for programs. Selectman Bailey feels they have to be careful not to create turmoil between recreation and field usage. Chairman Brien-Baker moved to adopt the mission statement. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

4. BUDGET REVIEW

Chairman Baker said that in light of the fact that both union contracts reflect a 2% increase for union employees, she moved to continue with the 2% for non-union employees. The motion was seconded

by Selectman Bailey. A vote was taken. Motion passed unanimously. Selectman Urquhart stated that this is a retention increase because the federal government does not allow the use of “cola”. Ms. Buono suggested it be listed as a wage scale adjustment. Chairman Brien-Baker liked the term “retention” since the employees already receive longevity.

Ms. Buono reviewed a detailed budget spreadsheet with the Selectmen as well as estimated revenues, the town report budget and the estimated tax impact. Ms. Buono said that even though there is an increase in the budget, when estimating the tax impact the rate is coming out somewhat lower than the current tax rate. Ms. Buono said that although it’s an estimate she feels comfortable that unless there is a drastic change in the valuation, the worst case scenario would be a level tax rate. Ms. Buono reviewed the individual articles and capital reserve funds. She noted that there is \$576,944 of the general fund balance is proposed to be used to offset various articles. Ms. Buono said she is estimating a \$250,000 surplus will be added to the fund balance this year so there really isn’t much being taken from the existing fund balance. Ms. Buono said funding the capital reserve funds in this manner, helps to keep the tax rate level versus raising the money via taxes and then applying the fund balance while setting the tax rate. The Selectmen made a final review of the budget figures, estimated revenues and individual warrant articles. Ms. Buono informed the Selectmen that she will be putting together an outline for the public hearing that calls out the area of the major changes in each budget. Estimated revenues, estimated tax impact and individual articles will be supplied to the public as well.

5. LIASION REPORTS

Planning Board - Selectman Bailey said warrant articles are done and ready to go. He also mentioned that there is a new herbal business on School street as well as a new chiropractor and dental office in town.

Parks Board – Chairman Brien-Baker said the Parks Board has a point person (Mike Greene) working on the bathroom plans with the Building Inspector to try and get our cost down a little. Plans are to place it out to bid again after Town Meeting and hopefully build them in the spring.

Economic Development Committee - Selectman Urquhart stated that the EDC will be meeting this week so he has no report to give.

6. MANIFEST MOTION

Chairman Brien-Baker moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 9559 - 9611 a/k/a Vouchers 3, 3A & 4 in the amount of \$144,027.47 (includes 123 direct deposit stubs) and Accounts Payable Check numbers 13581 – 13664 a/k/a Voucher 5 & 6 in the amount of \$255,626.81. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

7. APPROVAL OF MINUTES

Chairman Brien-Baker moved to approve the meeting minutes of January 12, 2015 as written. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

Selectman Urquhart said that Doris Bean came to his house on Sunday and requested that her report to the Deering Selectmen be attached to the December 22nd meeting minutes of the Hillsborough Selectmen. She feels the comments made about her report should go with her report. Chairman Brien-

Baker said Ms. Bean did not present her report to the Hillsborough Selectmen. It had been presented to the Parks Board and was attached to their minutes. Selectman Bailey agreed that it shouldn't be attached to those minutes but she could come in and present it to this Board and said he felt some things were misleading. Ms. Bean will be invited to the February 26th meeting for this purpose.

8. CONSENT AGENDA

Chairman Brien-Baker moved to approve the consent agenda for January 26, 2016. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

- Yield Tax Levy in the amount of \$2,881.05
- Federal Surplus Property Agreement
- Intent to Cut – Map 5 Lot 165

9. NONPUBLIC SESSION

Chairman Brien-Baker moved to go into nonpublic session at 7:25 p.m. under RSA 91A:3II (c) reputation. Motion was seconded by Selectman Bailey. A roll call vote was taken. Chairman Brien-Baker – yes; Selectman Bailey - yes; Selectman Urquhart – yes. Motion passed unanimously.

In attendance: Chairman Brien-Baker, Selectman Urquhart, Selectman Bailey, Town Administrator Laura Buono.

The Selectmen discussed the 2015 summer program and their opinion as to how it went under new management. For the 2016 season, the Selectmen decided that Peter Brigham will continue to oversee the summer program as well as to run other recreation. Ms. Buono noted that Mr. Brigham already has two Assistant Director's chosen for the summer program. The ultimate goal is for an assistant director to be groomed to step into the director's position. Chairman Brien-Baker would like to have Mr. Brigham's job description modified to reflect his change in duties.

Chairman Brien-Baker moved to come out of nonpublic session at 7:37 p.m. Motion was seconded by Selectman Bailey. A roll call vote was taken. Chairman Brien-Baker – yes; Selectman Bailey - yes; Selectman Urquhart – yes. Motion passed unanimously.

10. ADJOURNMENT

Chairman Brien-Baker moved to adjourn at 7:50 p.m. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Board of Selectmen

Date: _____

Wendy Brien-Baker, Chairman

Alan Urquhart, Selectman

James Bailey III, Selectman