

Town of Hillsborough  
Selectmen's Meeting and  
Budget Hearing Minutes  
February 9, 2016

Present: Selectmen Wendy Brien-Baker, Chairman; Alan Urquhart and James Bailey, III; Town Administrator Laura Buono, Selectmen's Secretary Iris Campbell

In Attendance: Highway Foreman William Goss, Fire Chief Kenneth Stafford, Jr., Emergency Management Director Scott Murdough, Police Chief David Roarick, Transfer Station Manager Luke Levesque, Water and Sewer Commission Chairman Peter Mellen, Head Librarian Robin Sweetser, Welfare Director Dana Brien, Planning Director Robyn Payson, Library Trustees Robert Woolner, Philip Daley and Melinda Gehris, Lauralee LoMonaco, John Segedy, Tamara McClure, Michael Pon, Alan Dobrowolski, Jack Wells, Gillian Hahn and Steven Hahn.

**1. BUDGET PUBLIC HEARING**

Chairman Brien-Baker opened the meeting at 6:15 p.m.

Mrs. Brien mentioned a change in the opening paragraph of the warrant: it should read that Article One through Article Ten, not seven, will be voted on between 7:00 a.m. and 7:00 p.m.

Chairman Brien-Baker read: "**Article 11:** Shall the Town raise and appropriate the sum of \$6,903,345.00 (Six Million Nine Hundred Three Thousand Three Hundred Forty-Five Dollars) as a 2016 Operating Budget? This amount does not include amounts from any other warrant articles. (Recommended by the Board of Selectmen)"

Chairman Brien-Baker went over budget highlights that were on a handout for those in attendance. Budgets that had no increase or only minor increases were not included on the handout:

Executive

- Telephone Expenses for the phone system that is in the Town Hall has all been transferred to this budget.
- Includes a 2% pay scale adjustment for non-union employees and a 2% increase for union employees.
- Estimated Health Insurance rate increase has been budgeted for July – December.

Elections

- Number of elections has increased from one to three.

Town Clerk/Tax Collector

- Data Processing is increased in order to purchase a new software program.
- Includes a 2% pay scale adjustment for non-union employees and a 2% increase for union employees.

### Revaluation

- Contracted Assessing Services has increased after staying at the same rate for the last 5 years.

### Legal

- Reduced due to this being a non-union contract negotiation year.

### Land Use & Economic Development

- Master Plan Expenses have been reduced due to the plan updates coming to completion.
- The Planning Director position has been increased from 30 hrs/wk to 40 hrs/wk effective April 1<sup>st</sup>. This affects the salary line as well as the lines covering various benefits.

Mr. Segedy questioned increasing the hours. Chairman Brien-Baker said the Planning Board had clearly explained the need for the extra hours. Selectman Urquhart said some of the hours would be spent working with economic development. Selectman Bailey said as the selectmen's representative to the Planning Board he sees the need for more hours. Mrs. Hahn said previous planning directors had been full-time. Mr. Segedy asked what percentage of the hours would be for economic development. Town Administrator Buono said that was hard to say because every day is different.

### General Government Buildings

- Maintenance and upgrades has been reduced since most work to be done on the building will come out of the Buildings CRF (painting this year).
- Payroll has been increased since we now have an employee who works 20 hrs/wk handling maintenance and minor repairs to our municipal buildings.

### Cemeteries

- Capital Improvement Projects line has been reduced and a capital reserve fund is being set up for capital projects in the amount of \$10,000
- Contracted Costs is increased for lawn maintenance contract.

### Police Department

- The majority of the payroll line increase is to account for a 30 hrs/wk part-time police officer. Also includes 2% increase for non-union as well as any pay changes provided by the union contract and personnel policy for non-union employees. Other lines affected by these changes are NH Retirement, OT, holiday pay and payroll taxes.
- Health Insurance increase is primarily due to the addition of two long-term employees now taking the insurance through the town.
- New cruiser is anticipated to cost about \$4,000 more than last year.
- New Capital Reserve Fund for Police Department Equipment. The first purchase is slated to be higher grade tactical vests for officers which will protect them from various weapons that are now on the streets and which their current vests do not protect against.

Mr. Segedy asked if the overtime would be cut by hiring a part-time officer. Chief Roarick said not necessarily because the overtime amount is a target number. He said things occur which aren't anticipated.

#### Fire Department

- The large reduction within the Fire Department budget is due to two areas:
  - The first, "Equipment Purchases" is reduced by \$70,000 to account for a piece of equipment that was paid off in 2015.
  - The second area is "Rescue Labor" as well as the other benefits associated with payroll (taxes, retirement, health insurance, etc.). This is due to the fact that our fulltime paramedic resigned and that position is being filled currently with per diem employees rather than another in a full-time status.
- Capital Budget for the Fire Department includes purchasing new air packs and an air pack system as well as a new truck which will replace both the ladder truck and engine 1.

#### Building Inspector

- Building and enforcement of the town's zoning ordinance has picked up considerably and it is now time to bring the position of building inspector/code enforcement officer back to full-time. This budget covers the cost of doing so effective April 1<sup>st</sup>. In 2015 the building department processed 182 permits with a revenue amount of \$47,214.

#### Dispatch

- All increases are due to wage and insurance changes. Various areas have been decreased based on expense history.

#### Youth Services & Recreation

- A new line item has been added to this budget entitled "Recreation Programs" and funded in the amount of \$1,000. Although a majority of the recreation programs run through this department have been self-supportive financially, this will enable the flexibility to plan other programs which may not carry a participant fee.

#### Highway Department

- Equipment Leases carries an increase of \$43,000 which to cover the annual payment for the truck that was purchased in 2015.
- Health Insurance has been increased to cover an anticipated change in premiums of no more than 10% from July – December.
- Sand & Gravel has been decreased since there is no crushing needed in 2016.
- Road Salt was increased to cover usage and cost.
- Road Side Maintenance-Sidewalks line has been zeroed out and a Capital Reserve Fund in the amount of \$30,000 is being requested for the purpose of maintaining the current sidewalks and building new ones where needed.

#### Bridges

- The only line item in this budget is for engineering services associated with bridges. Since we currently have a Capital Reserve Fund for Bridges, expenses such as this can be taken from that fund.

### Solid Waste Disposal (Transfer Station)

- Various line adjustments (increases & decreases) are to cover costs associated with Trash Hauling, E-Waste Recycling, Tipping Fees and Brush Removal.
- Equipment Purchase is reduced due to the final payment being made in 2015.
- Wages and associated benefits have been increased primarily due to a part-time position being changed to full-time effective April 1<sup>st</sup>.
- Health Insurance has been increased to cover an anticipated change in premiums of no more than 10% from July – December and for the addition of another employee joining the plan.
- Water & Gas Testing has been increased to allow for the replacement of a monitoring well which was damaged.
- A new Capital Reserve Fund for Transfer Station Equipment is being set up this year for an amount of \$25,000.

### General Assistance

- The majority of the Health & Dental Insurance line increase is for the purpose of adding an employee onto the plan.
- Under the Direct Assistance portion of the budget, modifications have been made to various line items as usage dictates.

### Parks & Recreation Budgets

*This year, and moving forward, the Parks and Recreation budgets have been separated in order to get a better understanding of expenses associated with Park Maintenance and the Manahan Summer Program.*

- Parks Maintenance has been reduced by \$12,000 and a Capital Reserve Fund has been requested in the amount of \$40,000 to cover the maintenance, repairs and upgrades on the various parks we own as well as the tennis courts and skateboard area.
- Labor for “Parks” cover a full-time and a part-time employee for the purpose of maintaining the various parks.
- Manahan Improvements for 2016 covers a new metal roof for the bathrooms, beach house painting, the repair of the handicap ramp, replacement of the double seated lifeguard chair, the removal of dead trees, texture paint for the pavilion flooring, bathroom faucet repairs as well as permanent moorings for the docks.
- Manahan Miscellaneous are for various odds and ends expenses as well as camper and staff t-shirts and various office supplies as needed.
- Manahan Training is for the purpose of training lifeguards and staff.

### Library

- The majority of the changes in this budget are due to a 2% increase in wages for staff, as well as a budgeted health insurance increase of not more than 10% for July – December.

### Conservation

- Conservation budget was under spent by \$7,017 in 2015 and due to that, the money was transferred to the Conservation Fund (see line entitled “Transfer to Conservation Fund).
- Contracted Services was decreased based on anticipated expenses.

Debt Services

- Due to a strong fund balance which provides for a more even cash flow as well as and attention to our finances by staff, tax anticipation notes (TANs) are taken out sparingly which has resulted in a very small amount of interest being paid. We continue to strive for eliminating the need for TANS in the very near future.

Chairman Brien-Baker read: “**Article 12:** Shall the Town raise and appropriate the sum of \$695,850.00 (Six Hundred Ninety-Five Thousand Eight Hundred Fifty Dollars) for the purpose of operating the Water Department during 2016? Of that sum \$695,850.00 (Six Hundred Ninety Five Thousand Eight Hundred Fifty Dollars) is to come from Water Department income. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 13:** Shall the Town raise and appropriate the sum of \$681,704.00 (Six Hundred Eight-One Thousand Seven Hundred Four Dollars) for the purpose of operating the Sewer Department during 2016? Of that sum \$681,704.00 (Six Hundred Eight-One Thousand Seven Hundred Four Dollars) to come from Sewer Department income. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 14:** Shall the Town vote to establish a Capital Reserve Fund for the purpose of Parks Maintenance and Repairs and to raise and appropriate the sum of \$40,000.00 (Forty Thousand Dollars) to deposit in such fund and to name the Board of Selectmen as agents to expend? Of that sum, \$40,000.00 (Forty Thousand Dollars) is to come from the General Fund Balance. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 15:** Shall the Town vote to establish a Capital Reserve Fund for the purpose of Sidewalk Building, Maintenance and Repairs and to raise and appropriate the sum of \$30,000.00 (Thirty Thousand Dollars) to deposit in such fund and to name the Board of Selectmen as agents to expend? Of that sum, \$30,000.00 (Thirty Thousand Dollars) is to come from the General Fund Balance. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 16:** Shall the Town raise and appropriate the amount of \$265,000.00 (Two Hundred Sixty Five Thousand Dollars) to be deposited in the following already established Capital Reserve Funds:

- Highway Department Equipment CRF \$35,000.00
- Smith House Building Maintenance & Repair CRF \$60,000.00
- Municipal Buildings Maintenance, Repairs & Upgrades CRF \$100,000.00
- Bridge Repairs CRF \$20,000.00
- Ambulance CRF \$50,000.00

Of that sum, \$265,000.00 (Two Hundred Sixty-Five Thousand Dollars) is to come from the General Fund Balance. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 17:** Shall the Town vote to establish a Capital Reserve Fund for the purpose of Police Department Equipment and to raise and appropriate the sum of \$75,000.00 (Seventy Five Thousand Dollars) to deposit in such fund and to name the Board of Selectmen as agents to expend? Of that sum, \$75,000.00 (Seventy Five Thousand Dollars) is to come from the General Fund Balance. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 18:** Shall the Town raise and appropriate the non-lapsing sum of \$250,000.00 (Two Hundred Fifty Thousand Dollars) for the purpose of road work? This article to be non-lapsing until December 31, 2017 (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 19:** Shall the Town vote to establish a Capital Reserve Fund for the purpose of Transfer Station Department Equipment and to raise and appropriate the sum of \$25,000.00 (Twenty Five Thousand Dollars) to deposit in such fund and to name the Board of Selectmen as agents to expend? Of that sum, \$25,000.00 (Twenty Five Thousand Dollars) is to come from the General Fund Balance. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 20:** Shall the Town vote to authorize the Selectmen to enter into a 10 year lease purchase agreement containing a non-appropriation clause, in the amount of \$850,000.00 (Eight Hundred Fifty Thousand Dollars) for the purpose of purchasing a Ladder Truck for the Fire Department and to raise and appropriate the sum of \$98,944.00 (Ninety-Eight Thousand Nine Hundred Forty-Four Dollars) for the first years payment for that purpose? (Recommended by the Board of Selectmen)”

Chief Stafford said the new truck would replace the 1971 American LaFrance Ladder Truck and 1993 Freightliner E-One.

Chairman Brien-Baker read: “**Article 21:** Shall the Town vote to establish a Capital Reserve Fund for the purpose of Cemetery Maintenance and Repairs and to raise and appropriate the sum of \$10,000.00 (Ten Thousand Dollars) to deposit in such fund and to name the Board of Selectmen as agents to expend? Of that sum, \$10,000.00 (Ten Thousand Dollars) is to come from the General Fund Balance. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 22:** Shall the Town raise and appropriate the sum of \$15,000.00 (Fifteen Thousand Dollars) to be used for a youth work and skills building program"? Monies to be spent on developing paid work opportunities for "disenfranchised" and "at risk" youth with support from area businesses and individuals helping to defray costs. Of that sum, \$15,000.00 is to come from the General Fund Balance. (Recommended by the Board of Selectmen)”

Selectman Urquhart explained the program known as “New Leaf” Youth Work Program: New Leaf is a prevention program that seeks to connect teens with work opportunities while helping them to develop marketable skills and gain work experience. Teens must be between the ages of 15-18 and reside in Hillsborough. General criteria for admittance includes teens that are underperforming in school, have minimal work experience, low connectedness and do not have serious mental health or behavioral issues. Referrals to the program may come from parents, school, police, or youth advocates. An intake interview combined with an aptitude/interest and other assessments will help to determine initial eligibility. Final eligibility will require an in-person interview with volunteers from the community who will decide if the youth is a good fit for the program. The Program Director and community volunteers will craft an employment contract outlining the goals, objectives, expectations and requirements of the youth’s employment.

Once a youth is officially accepted into the program he/she will be given paid supervised work opportunities along with regular performance feedback. One of the primary goals of the New Leaf program is to eventually connect youth to long term employment with outside employers. New Leaf will seek to offset program costs by providing labor and receiving compensation from area businesses and individuals. New Leaf will assist youth in preparing resumes, honing interviewing skills, doing employment searches and developing work related skills. The maximum term for a youth to be employed by New Leaf is 6 months with extensions granted to employees who have honored their original employment contract.

Chairman Brien-Baker read: “**Article 23:** Shall the Town raise and appropriate the sum of \$9,000.00 (Nine Thousand Dollars) for the purpose of supporting senior trips? Of that sum, \$5,000.00 (Five Thousand Dollars) is to come from trip revenues. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 24:** Shall the Town raise and appropriate the sum of \$60,000.00 (Sixty Thousand Dollars) for the purpose of Building Bathrooms at Grimes Field? Of that sum, \$60,000.00 (Sixty Thousand Dollars) is to come from the General Fund Balance. (Recommended by the Board of Selectmen)”

Chairman Brien-Baker read: “**Article 25:** Shall the Town vote to authorize the Selectmen to enter into a 5 year lease purchase agreement containing a non-appropriation clause, in the amount of \$246,000.00 (Two Hundred Forty-Six Thousand Dollars) for the purpose of purchasing new Air Packs for the Fire Department and to raise and appropriate the sum of \$51,945.00 (Fifty-One Thousand Nine Hundred Forty-Five Dollars) for the first years payment for that purpose? (Recommended by the Board of Selectmen)”

Chairman Brien-Baker said the \$51,945.00 would be coming from the General Fund Balance.

Chairman Brien-Baker read: “**Article 26:** Shall the Town vote to raise and appropriate the sum of \$8,000.00 (Eight Thousand Dollars) for the purpose of providing support for services for senior citizens to be provided by the Greater Hillsborough Senior Services through the Hillsborough Area Community Service Corporation? (Not recommended by the Board of Selectmen) (By Petition)”

Mrs. McClure asked why the Selectmen are not recommending this article. Chairman Brien-Baker said some of their expenses are already being paid by the Town in the Senior Advisory Committee budget. Mrs. Brien said there is \$6,000 in the Senior Advisory Committee budget which is used to pay for the bulk mailing license, postage, ink and supplies associated with their monthly newsletter. She added it also pays for the rent for St. Mary’s Rectory and other activities which they sponsor.

Chairman Brien-Baker read: “**Article 27:** Shall the Town vote to direct the Board of Water and Sewer Commissioners to create and implement a more equitable system of charging for sewer services by using the estimated amount of waste water processed for each property owner based on the metered, or estimated when necessary, clean water consumed as already in place by many other cities and towns in New Hampshire, to be fully implemented not later than January 1, 2018; and to hold at least three public hearings relating to this task prior to implementing any

new sewer rate system, and to raise and appropriate from the Hillsborough Sewer Fund the sum of \$2,500 (Two Thousand Five Hundred Dollars) to offset the incidental costs for public notices, clerical and staff wages and for other assistance that may be necessary? (By Petition)”

Mr. Dobrowolski asked how this would work for people who have town sewer but not town water. Mr. Wells said the sewer fees need to be based on usage.

Chairman Brien-Baker said if the budget passes as well as all the proposed articles the estimated tax rate would go down three cents.

Chairman Brien-Baker closed the budget hearing at 7:40 p.m.

## **2. MANIFEST MOTION**

Chairman Brien-Baker moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 9612 – 9660 a/k/a Vouchers 5 & 6 in the amount of \$128,697.51 (includes 123 direct deposit stubs) and Accounts Payable Check numbers 13665 - 13758 a/k/a Voucher 7, 8 & 9 in the amount of \$1,012,841.15. (Includes payment to HDSD in the amount of \$717,830.97) Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

## **3. CONSENT AGENDA**

Chairman Brien-Baker moved to approve the consent agenda for February 9, 2016. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

- Discretionary Preservation Easement – Lachut
- Disabled Exemption - Map 14 Lot 496
- Veterans Exemption - Map 12 Lot 126
- Boundary Line Agreement – Corneliusen (Conservation)
- Welfare Lien Discharge – Map 14 lot 575
- Hillsborough Center Preservation Fund Acceptance

A true record,

Iris Campbell  
Selectmen’s Secretary



Approved by:  
Hillsborough Board of Selectmen

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

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Wendy A. Brien-Baker, Chairman

\_\_\_\_\_  
Alan B. Urquhart, Selectman

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James C. Bailey III, Selectman