

Town of Hillsborough  
Selectmen's Meeting and  
Budget Hearing Minutes  
February 14, 2017

Present: Selectmen Alan Urquhart, Chairman; James Bailey, III and David Fullerton; Town Administrator Laura Buono

In Attendance: Selectmen's Secretary Iris Campbell, 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 Commissioners: Chairman Peter Mellen and Christopher Sieg, Head Librarian Robin Sweetser, Planning Director Robyn Payson, Library Trustee Robert Woolner, Lauralee LoMonaco, Thomas McClure, Tamara McClure, Michael Pon, Leigh Bosse, Russell Galpin, Yvonne Wiegelman, Youth Service Director Peter Brigham and Tax Collector/Town Clerk Deborah McDonald.

Selectman Urquhart opened the meeting at 6:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

**1. BUDGET PUBLIC HEARING**

Chairman Urquhart opened the public hearing in the operating budget at 6:30 p.m.

Chairman Urquhart began with Article 7:

**Article 7**

*Shall the Town raise and appropriate the sum of \$7,056,530.00 (Seven Million Fifty-Six Thousand Five Hundred Thirty Dollars) as a 2017 Operating Budget? This amount does not include amounts from any other warrant articles. (Recommended by the Board of Selectmen)*

Chairman Urquhart introduced each budget category to the public and asked for comments and/or questions. There was also a handout available and attached to these minutes with a brief description of changes in various departments.

- **Executive** - No comments or questions.
- **Elections** - No comments or questions.
- **Financial Administration** - No comments or questions.
- **Town Clerk/Tax Collector** - No comments or questions.
- **Revaluation** - No comments or questions.
- **Legal** - No comments or questions.

- **Land Use & Economic Development**

Russell Galpin asked about the increase in payroll. Laura Buono replied that the Planning Director position was changed to fulltime effective April 1<sup>st</sup> of 2016 so the 2017 budget includes a full 12 months of salary.

- **General Government Buildings** - No comments or questions.

- **Cemeteries** - No comments or questions.

- **Insurance** – Ms. Buono said the savings in this portion of the budget is due to changing from a fiscal year billing to a calendar year billing. There were no comments or questions.

- **Other General Government** - No comments or questions.

- **Police Department**

Mr. Galpin questioned why the budgeted amount for overtime had not been increased because the budgeted amount had been over expended for several years.

Ms. Buono said this is hard to calculate actual overtime each year since it is primarily dependant for example on caseload each year, whether or not we have officers out for one reason or another (injury, deployment, etc). Ms Buono noted that each year the regular payroll line carries a surplus for the same reason. There is a spreadsheet that is used to calculate regular time as well as estimated overtime each year however, without knowing what is actually going to take place in the department, it's a hard number to accurately pinpoint and they would rather have it reflected the way it is instead of over budgeting both line items.

Thomas McClure questioned the need for such a large force for a town our size and asked if there is actually that much crime in Hillsborough. Chief Roarick reviewed some statistics that were also listed on a handout for those in attendance. Comparing 2015 with 2016, the following changes in crimes have taken place: crimes against persons increased 30% over 2015, crimes against property have a 33% increase, and crimes against society an 86% increase (mostly drug/narcotic violations) there was also an increase of 37% for other crimes such as disorderly conduct, family non-violent offenses, DUI's, etc. Mr. McClure suggested that landowners of locations where the police are frequently called should be charged for those calls.

Police Chief David Roarick said anyone who wanted to stop by the police station could obtain information on the number of calls the department has done this year.

- **Fire Department**

Mr. McClure asked about the fifteen percent increase in the budget. Ms. Buono said the lease payment for the truck purchased last year that was a separate warrant article is now listed within this budget.

- **Building Inspector/Health Officer**

Mr. McClure asked if the increase in the budget was due to the building inspector going to full time and was told yes, the position changed to fulltime in April 2016 so this budget reflects 12 months of salary and benefits.

- **Forest Fire** - No comments or questions.
- **Emergency Management** - No comments or questions.
- **Dispatch** - No comments or questions.
- **Youth Service & Recreation** - No comments or questions.
- **Highway Department** - No comments or questions.
- **Bridges** - No comments or questions.
- **Street Lighting** - No comments or questions.
- **Transfer Station**

Mr. McClure questioned the formula used to calculate Windsor's and Deering's fee for the use of the Transfer Station and said that if the same formula is being used as was originally developed, perhaps it's time to take a look at it to see if it's obsolete. This was briefly discussed. Ms. Buono will look into it.

- **Animal Control** - No comments or questions.
- **Health Agencies** - No comments or questions.
- **General Assistance Administration** - No comments or questions.
- **General Assistance-Direct Assistance** - No comments or questions.
- **Parks** - No comments or questions.
- **Recreation** - No comments or questions.
- **Library** - No comments or questions.
- **Fireworks and Patriotic Purposes** - No comments or questions.
- **Other Culture & Recreation** - No comments or questions.
- **Conservation** - No comments or questions.
- **Debt Services** - No comments or questions.

## **Article 8**

*Shall the Town raise and appropriate the sum of \$722,620.00 (Seven Hundred Twenty-Two Thousand Six Hundred Twenty Dollars) for the purpose of operating the Water Department during 2016? Of that sum \$722,620.00 (Seven Hundred Twenty-Two Thousand Six Hundred*

*Twenty Dollars) is to come from Water Department income. (Recommended by the Board of Selectmen)*

There were no comments/questions.

### **Article 9**

*Shall the Town raise and appropriate the sum of \$680,354.00 (Six Hundred Eighty Thousand Three Hundred Fifty Four Dollars) for the purpose of operating the Sewer Department during 2016? Of that sum \$680,354.00 (Six Hundred Eighty Thousand Three Hundred Fifty Four Dollars) is to come from Sewer Department income. (Recommended by the Board of Selectmen)*

There were no comments/questions.

### **Article 10**

*Shall the Town raise and appropriate the amount of \$525,000.00 (Five Hundred Twenty-Five Thousand Dollars) to be deposited in the following already established Capital Reserve Funds:*

- *Highway Department Equipment CRF* *\$35,000.00*
- *Ambulance CRF* *\$50,000.00*
- *Park Maintenance CRF* *\$40,000.00*
- *Sidewalks CRF* *\$30,000.00*
- *Municipal Buildings Maintenance, Repairs & Upgrades CRF* *\$100,000.00*
- *Police Department Equipment CRF* *\$125,000.00*
- *Bridge Repairs CRF* *\$60,000.00*
- *Transfer Station Equipment CRF* *\$25,000.00*
- *Fire Department Equipment CRF* *\$50,000.00*
- *Cemetery Maintenance CRF* *\$10,000.00*

*Of that sum, \$525,000.00 (Five Hundred Twenty-Five Thousand Dollars) is to come from the undesignated fund balance. (Recommended by the Board of Selectmen)*

Ms. Buono explained that although it appears the Selectmen are recommending using a large amount of the fund balance this year, the town has over two million in the undesignated fund balance and will be adding approximately another \$600,000 to it from 2016.

### **Article 11**

*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 is to be non-lapsing until December 31, 2018 (Recommended by the Board of Selectmen)*

There were no comments/questions.

### **Article 12**

*Shall the Town raise and appropriate the sum of \$60,000.00 (Sixty Thousand Dollars) to deposit in the already existing Library Building Capital Reserve Fund? Of that sum, \$54,444.00 (Fifty Four Thousand Four Hundred Forty-Four Dollars) is to come from available monies in*

*unrestricted Library Funds and \$5,556.00 (Five Thousand Five Hundred Fifty-Six Dollars) from the undesignated fund balance. (Recommended by the Board of Selectmen)*

There were no comments/questions.

### **Article 13**

*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)*

Mr. Galpin mentioned that besides the Foxwood trips there were only two trips this year and feels that since Greater Hillsborough Senior Services (GHSS) organizes trips this seems like a duplication of services.

### **Article 14**

*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 \$275,000.00 (Two Hundred Seventy-Five Thousand Dollars) for the purpose of purchasing new Highway Department Truck and to raise and appropriate the sum of \$58,000.00 (Fifty-Eight Thousand Dollars) for the first years payment for that purpose? (Recommended by the Board of Selectmen)*

There were no comments/questions.

### **Article 15**

*Shall the Town raise and appropriate the sum of \$35,000.00 (Thirty-Five Thousand Dollars) for the purpose of purchasing a truck for parks and recreation purposes? Of that sum, \$35,000.00 (Thirty-Five Thousand Dollars) is to come from the undesignated fund balance. (Recommended by the Board of Selectmen)*

Mr. McClure asked what type of truck this would be and whether or not it will be new or used. Selectman Bailey said it is a one ton dump body truck to replace the one they currently have and at this price it will more than likely be a used vehicle.

### **Article 16**

*Shall the Town raise and appropriate the amount of \$663,456.00 (Six Hundred Sixty-Three Thousand Four Hundred Fifty-Six Dollars) for the purpose of building sidewalks along NH Route 149? Of that sum, \$530,765.00 (Five Hundred Thirty Thousand Seven Hundred Sixty-Five Dollars) is to come from a Transportation Alternatives Program Grant and \$132,691.00 (One Hundred Thirty-Two Thousand Six Hundred Ninety-one Dollars) from the undesignated Fund Balance. (Recommended by the Board of Selectmen)*

Robyn Payson explained the plan for this project is to install an ADA compliant sidewalk from the Central Business District to Shaw's. Mrs. Payson said the Town needs to appropriate a 20% match. Mr. McClure asked if granite curbing will be required. William Goss said yes because the State requires it for safety purposes.

### **Article 17**

*Shall the Town vote to raise and appropriate the sum of \$70,000.00 (Seventy Thousand Dollars) for the purpose of constructing a building to house two (2) antique trucks at Kemp Park? Of that sum, \$35,000.00 (Thirty Five Thousand Dollars) is to come from donations raised by the Kemp Park Committee. This article is to be non-lapsing until December 31, 2018. (Recommended by the Board of Selectmen)*

Mr. McClure asked about the building's design. Ms. Buono said she didn't have a copy tonight but will request a copy of the design from the Kemp Park Committee to be displayed at town meeting.

### **Article 18**

*Shall the Town vote to raise and appropriate the sum of \$2,500.00 (Two Thousand Five Hundred Dollars) for the purpose of town-wide beautification? Of that sum, \$2,500.00 (Two Thousand Five Hundred Dollars) will come from the Dana Crane Fund. (Recommended by the Board of Selectmen)*

Yvonne Wiegelman read the following from a copy of the January 13<sup>th</sup> Villager Newspaper: She said the first paragraph clearly outlines the goal of the Greater Hillsborough Area Chamber of Commerce with a plan for beautification of our town. In this article Mr. Bailey states: "because he is a Chamber member, he would recuse himself from the decision" with regard to funding. Mrs. Wiegelman said she was then surprised to read in the February 10th issue of the Messenger that he decided it was not a Chamber effort, and voted for it. Mrs. Wiegelman said that while she applauds the Chamber's effort to do something for our town, she only ask that they do what many other groups have done, (Hillsborough Lions Club, Hillsborough Pride) which is to get town permission, pay for the project, find volunteers, finish the project and then sit back and take credit for the effort. Selectman Bailey said the group is an off group of the Chamber but not a chamber committee. There are people on the committee who are not chamber members. Mrs. Wiegelman said she has a problem with a group taking town funds to do a project. Mr. Bosse said if the Chamber wants to beautify the Town, let them fund it. Mr. McClure said the Town already subsidizing private events like the fireworks for the Balloon Fest, Schnizelfest and other private events.

### **Article 19**

*Shall the Town vote to authorize the Library Trustees to withdraw \$15,000.00 (Fifteen Thousand Dollars) from available monies in unrestricted Library Funds to be spent for library purposes? (Recommended by the Board of Selectmen)*

There were no comments/questions.

### **Article 20**

*Shall the Town vote to accept the donation of property (Land and Building) located at 601 Center Road a/k/a Tax Map 8 Lot 52 (Old Methodist Church)? (Recommended by the Board of Selectmen)*

Selectman Bailey explained which building this was in the old town center and said that it is in relatively good shape. There is no electricity or water in the building but down the road it will need maintenance as other town owned buildings do. Ms. Buono said there is a maintenance

fund that currently has over \$6,000 in it for the purpose of repairs for this building. Chairman Urquhart said the Board felt the townspeople should make the decision on whether or not to accept the donation.

### **Article 21**

*Shall the Town vote to adopt the provisions of RSA 72:28-b, All Veterans' Tax Credit? If adopted, the credit will be available to any resident, or the spouse or surviving spouse of any resident, who (1) served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from services and is not eligible for or receiving a credit under RSA 72:28 or RSA 72:35. If adopted, the credit granted will be \$500, the same amount as the standard or optional veterans' tax credit voted by the Town under RSA 72:28.*

Chairman Urquhart said this opens up the Veterans exemption for all who served a minimum of 90 days with an honorable discharge. It will increase the number of approved exemptions although the Board doesn't know how this will impact the tax rate.

### **Article 22**

*Shall the Town vote to raise and appropriate the sum of \$9,000.00 (Nine Thousand Dollars) for the purpose of providing support for services for senior citizens to be provided by the Greater Hillsborough Senior Services? (Not recommended by the Board of Selectmen) (By Petition)*

Ms. Buono said the Board didn't support the increase from the \$8,000 raised last year to \$9,000 this year but have said that they would support level funding of \$8,000. She explained that GHSS finished last year with over \$4,000 in the bank for expenses and although they wanted to increase their budget for 2017, they are only passing the increase on to Hillsborough and not to Deering. Ms. Buono also stated that she had sent an email to the President of GHSS advising her of the Selectmen's decision but had not heard back. Mr. Galpin asked if they would support it if someone at town meeting motions to reduce the amount by \$1,000. The answer was yes.

### **Article 23**

To transact any other business that may legally come before the meeting.

Peter Brigham asked if the money requested for the repairs to the Manahan boat ramp should be in a separate warrant article as the funds would be coming from the Manahan Trust.

Selectman Bailey said money requested from the Manahan Trust where either in a separate article or appropriation in the budget. Ms. Buono explained that she thought they were going to pay for it out of the Capital Reserve Fund but a separate warrant article can be drafted.

Chairman Urquhart closed the public hearing at 8:25 p.m.

## **2. MANIFEST MOTION**

Chairman Urquhart moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 11283– 11336 a/k/a Vouchers 6 & 7 in the amount of

\$154,306.49 (includes 126 direct deposit stubs) and Accounts Payable Check numbers 15952 - 16006 a/k/a Voucher 11 in the amount of \$884,433.38. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

\*\* A/P Checks include payment to HDSB in the amount of \$768,072.30

### **3. CONSENT AGENDA**

Chairman Urquhart moved to approve the consent agenda for February 14, 2017. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

- Veterans Exemption – Map 16 Lot 244; Map 13 Lot 109

### **4. APPROVAL OF MINUTES**

Chairman Urquhart moved to approve the meeting minutes of February 1, 2017 as written. Motion was seconded by Chairman Bailey. A vote was taken. Motion passed unanimously.

### **5. ADJOURNMENT**

Selectman Bailey moved to adjourn at 8:35 p.m. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

A true record,

Iris Campbell  
Selectmen's Secretary

Approved by:  
Hillsborough Board of Selectmen

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

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Alan B. Urquhart, Chairman

\_\_\_\_\_  
James C. Bailey III, Selectman

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David N. Fullerton, Selectman