

Board of Selectmen
Meeting Minutes
March 22, 2016

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

Chairman Brien-Baker opened the Selectmen's Meeting at 6:45 p.m.

In Attendance: Michael Pon, Leigh Bosse, Peter Brigham, Doris Bean, Terry Yeaton, Marianne Baker, Elizabeth Tunnycliff, Janet Biron, Susan Shamel, Brett Cherrington, John Segedy.

1. ELECTION OF CHAIRMAN and COMMITTEE ASSIGNMENTS

Chairman – Selectman Fullerton moved to name Selectman Urquhart as Chairman of the Board of Selectmen. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

Committee Assignments – The Selectmen reviewed Committees and broke down which member would serve on the various committees and boards.

Parks Board – Chairman Urquhart; Planning Board – Selectman Bailey; Conservation Commission – Selectman Fullerton; Economic Development Committee – Chairman Urquhart.

2. OPEN SESSION

Leigh Bosse – Mr. Bosse requested that the Selectmen reinstitute reciting the Pledge of Allegiance at the beginning of each meeting. Chairman Urquhart agreed and asked everyone to stand for the Pledge and a moment of silence.

3. PETER BRIGHAM – RECREATION DISCUSSION

Summer Program - Peter Brigham met with the Selectmen to discuss the summer recreation program that includes the summer day camp, swimming lessons, and tennis lessons. Mr. Brigham said he would like clarification from the Selectmen as to how they define "residency" for the sake of children being allowed to attend the summer camp. He also recommended 100 as a maximum number of campers with registrations limited to 110 campers. There was much discussion with regard to whether or not all taxpayers, whether they lived in Hillsborough full-time or part-time would be allowed to participate and whether or not summer visitors of taxpayers would be allowed to sign up (grandchildren, nieces, nephews, etc.). A fee structure was also discussed which included a non-refundable \$10 registration fee for camp and swimming lessons (if taken independent of camp). There will be no fees for tennis lessons. Mr. Brigham recommended that this may be a way to begin curbing "no shows" since they will have some skin in the game. He said it's a very moderate fee and will be waived for families who are struggling financially since he does not want to see anyone unable to participate because of the fee. Mr. Brigham also recommended that all children be allowed to attend camp for up to 4 weeks at no cost however, if they want to attend more than 4 weeks, he would like the Selectmen to approve a \$25/week fee. Mr. Brigham would also like the Selectmen to approve a \$50/week fee for anyone who is not a resident of Hillsborough or Deering (this would also cover Windsor and Washington residents). These fees would also be a small step help to defray the costs associated with training the lifeguards. The Town pays \$275 to certify lifeguards and they need to

recertify every two years. After hearing various opinions with regard to the residency requirements by those in attendance as well as each Selectman, it was decided that all Hillsborough and Deering taxpayers are eligible to send their children, or children visiting with them to camp regardless of whether or not the children are residents of Hillsborough or Deering. Anyone who is a renter in either community will simply provide verification, or verification can be made through the schools, showing the children are residents. The Selectmen moved to the subject of a \$10 registration fee and a \$25/week fee for any campers of Hillsborough or Deering who wants to attend more than 4 weeks, as well as a \$50 per week fee for non-residents. Selectman Bailey said he is not in favor of implementing fees for any part of the program for residents or taxpayers of Hillsborough and Deering, and said he feels there are people who won't ask for the fee to be waived if they are struggling financially. Both Selectman Fullerton and Chairman Urquhart feel that a \$10 registration fee is fair. Selectman Fullerton moved to approve the \$10 registration fee and a \$25/week program fee for any campers wishing to attend for more than 4 weeks. Motion was seconded by Chairman Urquhart. A vote was taken. Motion passed with two in favor and one opposed (Selectman Bailey). Selectman Fullerton moved to adopt a non-resident fee structure of \$10/per registration plus \$50/week providing space is available. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously. Selectman Fullerton moved to charge a \$10 registration fee for swim lessons. Motion was seconded by Chairman Urquhart. A vote was taken. Motion passed with two in favor and one opposed (Selectman Bailey). Chairman Urquhart moved to allow registration and camp fees to be waived for Hillsborough or Deering residents if they cannot afford to pay them. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

Park Board Mission Statement – Mr. Brigham brought up the Mission Statement that was previously approved by the Selectmen and asked for a clarification with regard to the Park Board being an advisory board as it has always been. Mr. Brigham said the wording used describes a governing board rather than an advisory board. Mr. Brigham said there are also items which require an inside person rather than a board to handle and used getting bids for the new bathrooms last year as an example. He feels board members shouldn't be burdened with some of the tasks such as coding invoices, developing a budget, etc. Perhaps this should be a "charge" versus a "mission statement". Mr. Brigham said it would be nice to have input from the Park Board to restructure the statement. Doris Beane gave some information that she has researched with regard to putting together a mission statement or charge for the Parks Board. There would be a discussion of the members and feels it's critical to have more input from stakeholders. There was a disagreement as to whether or not the past Parks Board gave input into the statement and whether or not the current wording goes into governance. Selectman Fullerton said he would like to see the Parks Board go back to seven members and the statement be "unadopted". Selectman Bailey doesn't feel the mission statement was done by one person and feels they should give the Board time to work things out since the statement was only adopted in January and if they want to suggest changes they can. The Statement gives them a direction to go in. Chairman Urquhart suggested the statement be sent to the Parks Board and allow them to give input which was ultimately agreed to.

Meeting Minutes – Doris Beane volunteered to take minutes of the Parks Board meetings instead of paying someone to handle them. The Selectmen thanked her and accepted her offer.

4. MANIFEST MOTION

Chairman Urquhart moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 9771 - 9824 a/k/a Vouchers 11 & 12 in the amount of \$137,664.41 (includes 123 direct deposit stubs) and Accounts Payable Check numbers 13926 – 14000 a/k/a Voucher 12 in the amount of \$108,103.86. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

5. CONSENT AGENDA

Chairman Urquhart moved to approve the consent agenda for March 22, 2016. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

- Intents to Cut – Map 10 Lot 9; Map 1 Lot 9
- Intent to Excavate – Map 7 Lot 71
- Veterans Exemption – Map 12A Lot 229
- Yield Tax Levy in the amount of \$4,840.40
- Elderly Exemptions – Map 13 Lot 260; Map 116 Lot 286

6. APPROVAL OF MINUTES

Chairman Urquhart moved to approve the meeting minutes of February 16th, February 23rd and March 8th as written. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed with Selectman Fullerton abstaining.

7. OTHER BUSINESS

Joint Meeting – The Selectmen discussed holding joint meetings with the Water & Sewer Department, the Economic Development Committee, Representatives from the Planning Board and the Selectmen throughout the year in order to put together a future plan for sewer expansion and keep the lines of communication open. Selectman Bailey will bring his schedule to the next Selectmen's meeting so that dates can be worked out and invitations sent.

Selectmen's Objectives – Chairman Urquhart said the Selectmen had a list of objectives last year that worked very well and he would like the Board to develop one again this year. Each Selectman will bring a few things to the next meeting to add to the list.

Grimes Field Bathrooms – Selectman Fullerton asked for permission to approach Lowes or another company to request a donation for a bathroom at Grimes Field. Selectman Urquhart said there are portable bathrooms currently there. Selectman Bailey would like to see bathrooms and feels they should put them forward again in 2017. Billy Goss will cap the electrical and water lines in the meantime and put some loam and seed in the area.

Greater Hillsborough Senior Services - Ms. Buono said Greater Hillsborough Senior Services has requested the \$8,000 which was voted in at Town Meeting and unless there is any objection to releasing it this early, that check will be cut and will be included with the manifest at the next Selectmen's Meeting. The Selectmen agreed to send the money to GHSS.

Tree Removal – Ms. Buono said TDS removed the large pine tree that was next to their building last weekend and will be having their landscaping company repair the lawn area where the equipment was used for that job.

Drug Program – Selectman Fullerton said the schools are going to be instituting a program to speak with children about drugs but feel we should have something that teaches parents what to look for, indicators of kids on drugs. Bring in some speakers once or twice a year to give a presentation to parents. Ms. Buono asked if Selectman Fullerton will be submitting these items to be put on the Selectmen's Objectives that are going to be discussed at the next meeting. Selectman Fullerton said yes.

Sidewalks – Selectman Fullerton brought up his concern about the sidewalks in Town. Feels people are not paying attention when crossing the streets and walking downtown (personal responsibility). Perhaps a forum to get people to think about personal responsibility and educate the kids and drivers. Selectman Bailey said the school has the best advantage because they deal with the kids and feels they should take the initiative.

Sound System – Selectman Fullerton would also like the sound system looked into since the sound quality is poor.

Bog Road – Selectman Bailey asked what the status was for the Bog Road intersection. Ms. Buono said she has contacted an engineer to submit a price. Selectman Bailey said perhaps some inexpensive signs could be placed warning of the intersection.

8. ADJOURNMENT

Chairman Urquhart moved to adjourn at 8:15 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: _____

Alan Urquhart, Selectman

James Bailey III, Selectman