

Board of Selectmen
Meeting Minutes
May 8, 2018

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

In Attendance: Robyn Payson, Michael Pon, Leigh Bosse

Chairman Bailey opened the meeting at 6:30 p.m.

1. OPEN SESSION

There was no public comment during open session.

2. ROBYN PAYSON – ECONOMIC DEVELOPMENT/PLANNING

Ms. Payson met with the proposed design charrette for the downtown area as well as the Historic Commission Ordinance that she has been working on. Ms. Payson noted that the Historic Commission Rules and Procedures have not been updated as necessary throughout the years and the process that is used is informal and hasn't conformed to the changes in the laws. Ms. Payson said she would like to have a Selectman, a Planning Board Member and 3 members of the public to serve on a committee to review her work and give constructive criticism and assist in updating it all. It was suggested that Gil Shattuck be asked if he would like to serve on the Committee and Chairman Bailey offered to be the Selectman. Once the ordinance and the rules and regulations are updated, the Selectmen will appoint a commission. Ms. Buono said there have been a couple of residents of the Historic District who would also like to be considered for the Commission when the time comes. Ms. Payson suggested that the Commission also include a couple of people who do not live in the district in order to keep decisions unbiased. The authority of the Commission was discussed. Currently, there is no set process (formal application or minutes showing the approval process of applications in the past) and approvals appear to be random. Ms. Payson said everything concerning the Historic District needs to be folded into the zoning especially since in order to appeal a decision of the Historic Commission, a person must go to the ZBA. Ms. Buono said it's important to note that none of this is the fault of the current Commission since there doesn't appear that there was guidance offered to them and they seem to have always worked under the radar. There are four buildings in the Historic District that are town-owned (clubhouse, church, stable, school house). For the time being, any application that comes in prior to having everything updated and a new Commission appointed will be forwarded to the Selectmen. Ms. Buono noted that there are only 2 appointed members out of 5 spots so there isn't an active quorum anyway.

Plan NH Charette - Ms. Payson said there has been a lot of talk with regard to the Plan NH Charette and 2 Bridge Street. She said she has spoken to Matt Taylor about the feeling that a charette was done previously but he said there was not one done. Leigh Bosse said it was actually the Main Street project which turned into Hillsborough Pride. Ms. Payson asked the Selectmen how they would like to get this moving forward. She has been looking into private and public partnerships but we need a public base to become a partner. Ms. Payson said she would like to be the hub of the wheel and be charged with pulling together a work group to write the application with the charette probably taking place next year. She feels the work group should consist of about 5 people. Chairman Bailey said there are good

ideas out there but we need to focus on what is best for the Town. The Board assigned the project to Ms. Payson who will move forward and pull together the work group for the application process.

3. **MANIFEST MOTION**

Chairman Bailey moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 13233 - 13275 a/k/a Vouchers 18 & 19 in the amount of \$147,803.12 (includes 127 direct deposit stubs) and Accounts Payable Check numbers 18679 – 18734 a/k/a Voucher 18 in the amount of \$184,766.04. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

4. **CONSENT AGENDA**

Chairman Bailey moved to approve the consent agenda for May 8, 2018. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

- Police Union Collective Bargaining Agreement
- Class VI Road Agreement – Ager for Meeting Hill Road
- Yield Tax Levies in the amount of \$3,658.52; \$505.39; \$1,118.55; \$1,351.32
- Blind Exemption – Map 11J Lot 374
- Intent to Cut – Map 12 Lot 122; Map 2 Lot 145
- Solar Exemption – Map 26 Lot 73; Map 5 Lot 62

5. **APPROVAL OF MINUTES**

Chairman Bailey moved to approve the minutes of April 24, 2018 as amended. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

6. **OTHER BUSINESS**

Class VI & Private Roads- Selectman Daley said he attended a training at NHMA having to do with Class VI and Private Roads. At the training they talked about having residents sign a waiver if they want to build on a class VI or private road and he's happy to see that we already do that. He told the Selectmen that if they wanted to spend money on a private road for the sake of making sure emergency vehicles can get through, it can be designated as an emergency lane. Selectmen Daley also discussed the process for having trees removed on a scenic road (via a Planning Board hearing), etc. There was also another type of road discussed at the training which are Highways to Summer Cottages, which specify dates on postings when they are closed for the winter. Ms. Buono is going to check into whether Mr. Goss places signs on roads that are not maintained in the winter. Selectman Daley also asked if we have a winter maintenance policy. Ms. Buono said she has never seen one however, she hasn't looked for one either so she will check with Billy Goss.

FCC – Selectman Daley said he hasn't received notification with regard to the FCC Group he has volunteered to be a member of however, he has heard that everyone the representative asked about has been accepted. He expects to hear soon.

School Moderator Pay – Selectman Daley noted that he has to bill the SAU for his services as Moderator for the School Deliberative Session. Ms. Buono said the Town paid the Supervisors of the Checklist and will need to be reimbursed by the SAU for the amount that was paid. Selectman Daley said they tried to get the School warrant article corrected at Deliberative Session but it didn't happen.

Hillsborough Reborn – Selectman Daley asked if Hillsborough Reborn priced out the demo cost for 2 Bridge Street in the past. Chairman Bailey said that Charlie Denton had received a cost of approximately \$40K but that didn't include taking care of the items within the building so it wasn't a true cost so it hasn't gone any further.

Grimes Field Shed- Chairman Bailey said he took a look at the shed at Grimes Field and the roof is rotted and the plywood needs to be removed and replaced before putting a metal roof on the building. Chairman Bailey will put together a price but he feels it will be approximately \$2,000. The roof is 20 years old so it's past time for replacement.

Bridge Street Sidewalk – Selectman Fullerton said he visited NHDOT in Concord with regard to the hole in the Bridget Street Sidewalk and was told that they will repair it by the end of June.

Tax Deeded Properties – Ms. Buono informed the Selectmen that she, along with the Building Inspector, visited 4 town-owned tax deeded properties to take a look at the condition of the homes. She said the property at 8 Raccoon Alley is in excellent shape and should bring in a decent price. She said 8 Autumn Road is pretty trashed but may be a good rehab project for someone who wants to flip it; 8 Wyman Street is a knock down because it is full of mold and damaged quite extensively; 15 Sulphur Hill is a nice piece of property (1.3 acres) but there is some junk on the land which would have to go. They weren't able to get inside the house but will try and do so before offering it for sale. She also noted that they passed 58 Pine Glen but were not sure if the Town owned it so didn't investigate. It turns out the town does own it so she and Mike Borden will take a look at it. Once that's done Ms. Buono will move forward and offer the properties for sale with the exception of Wyman Street.

Solar Array – Ms. Buono said she has been frustrated that the solar array that has been built on top of the landfill has not been completed. She said she has contacted the developer and has been informed that they have 30 days of work left to completion however they neglected to say when they would begin the 30 days. Ms. Buono will be contacting them to get more information.

Building Inspector – Ms. Buono said the Building Inspector is on vacation for 2 weeks and Don Solomon will handle any electrical inspections that may be needed while he is gone.

Youth Services Building – Ms. Buono informed the Board that while replacing the carpet in the Youth Services Building, mold and moisture was discovered in the ceiling insulation when some wiring was checked. Currently the insulation and ceiling tiles are being removed and will need to be replaced as well.

7. ACTION ITEMS

Sidewalk Project – Ms. Buono said Dubois and King have forwarded a spreadsheet that needs to be filled out by us prior to negotiating the engineering design fee.

Road Names (911) - Selectman Daley said he and Chief Stafford discussed a couple of roads but they are not ready to move forward.

Woods Woolen Mill Site – Ms. Buono reported that the fence is up and locked. They still need to find funding for cleanup of the site since the boiler house is in pretty rough condition. Ms. Buono said that Robyn Payson has contacted the attorney to discuss the right of way that the neighbor has through the state property and he feels that we can have her contact us if she needs to pass through the property. Ms. Buono said she was a frequent visitor when the fence was being installed and she said that she had

to call her and tell her that she is not to go down there just to talk to the contractor. A letter will be pulled together for the Selectmen to sign and Ms. Buono will give it to her in person.

2 Bridge Street – Ms. Buono said Mark Roarick is waiting for a price to have a company clean out the upstairs of 2 Bridge Street and she should have it for the Board by the next meeting. The propane tanks have already been removed.

8. ADJOURNMENT

Chairman Bailey moved to adjourn at 8:05 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: _____

James C. Bailey III, Chairman

David N. Fullerton, Selectman

Jonathan M. Daley, Selectman