

Board of Selectmen
Meeting Minutes
June 9, 2015

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

In Attendance: Robyn Payson, Larry Baker, Herm Wiegelman, Jack Wells, Phil Daley, Ben Ainsle, Doug Hatfield, Russell Galpin, Penny Griffin, Peter Mellen, Iris Campbell, Arelene Johns, Mary Lou Kulbacki, Joyce Bosse, Don Decowski, Dana Brien, Joyce Peace, John Segedy, Doris Beane, Brett Cherrington, Steve Venezia, Pat Matheson, Donald Solomon, Meg Curtis, Roger Racette, Cathy Bennett, Peter Brigham, Chris Seede, Rosemary Urquhart.

1. OPEN SESSION

There were no public comments.

2. BOARDS & COMMITTEE ROUNDTABLE

The Selectmen held a roundtable discussion with members of the various boards and committees in Hillsborough. There was representation from the Cemetery Trustees, Conservation Commission, Economic Development Commission, Historic Commission, Library Trustees, Master Plan Committee, Planning Board, Senior Advisory Committee, Parks Board, Supervisors of the Checklist, Trustees of Trust Funds, Water/Sewer Commission, Zoning Board. Many updates were given and a brief question and answer period took place thereafter. The following is a synopsis: Cemetery Trustees – New caretaker was hired this year; Conservation Commission – Property surveying and marking continues to be done as well as property monitoring and the natural resource inventory; EDC has been working with Civic Plus on branding the Town also, six projects for Hillsborough made it into the CEDS which was the most for any community involved in this region; Historic Commission – Restoring the clubhouse and doing tree removal and lighting in that area as well; Library Trustees – Working on hiring a construction manager to handle the remodeling of the 2nd and 3rd floors; Master Plan Committee – Brought up the visioning session on June 24th @ 6:00 at the High School; Planning Board – Goal is to complete the Master Plan updates and work on zoning ordinances as well as finish the plan that was developed in the past for the Central Square revitalization; Selectmen – mentioned the Board’s goals and objectives for the year; Senior Advisory Committee – have approved programs/expenses to assist GHSS and are looking for more senior programming ideas; Park Board – are working on bathrooms at Grimes Field, tennis court repairs, vendor/field use policies, the second retaining wall at the beach is completed as well as the electricity for the pavilion at Manahan; Supervisors of the Checklist – No national or state elections this year and said there are fewer photo ID complaints at the polls; Trustees of Trust Funds – have developed an investment procedure for non-restricted funds and are earning about 4% in interest now. They have been trying to make people more aware of the money available for scholarships and gave out approximately \$75,000 this year; Water/Sewer – Major project this year is to replace the lines on Butler Street and said they are losing a long time employee and will be advertising for a replacement; ZBA – they are reviewing ordinances to make recommendations as to what they feel needs to be changed for clarification purposes.

3. LIAISON REPORTS

Park Board – Chairman Brien Baker reported on the Parks Board meeting and said the Hillsborough Bird and Garden club is disbanding and would like to donate a birdbath for Butler Park. The photos

were reviewed and it was mentioned that it could easily be maintained. Chairman Brien-Baker moved to accept the donation and installation in the area designated. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

Chairman Brien-Baker said the Parks Board also has a draft policy to rent/use fields and the discussion is scheduled for their July 1st meeting. She passed copies out to the Selectmen for review.

Chairman Brien-Baker expressed her desire to have recreation under its own department since the job duties have been added to and are being handled by an existing fulltime employee. In the past, the summer program was handled by a seasonal employee brought in exclusively for that purpose and the Parks Board had oversight over that person. Chairman Brien-Baker said that since the Selectmen placed the summer program responsibilities under Peter Brigham, there needs to be clarification as far as who does what and who reports to whom. Should it simply be combined with Youth Services? The Parks Board meets once a month and if he is reporting to them, the timing doesn't work. Chairman Brien-Baker feels the Park Board should concentrate on the parks, policies and the Manahan trust projects. Recreation should be under Mr. Brigham, who reports to Laura Buono for all his other duties, and the summer program updates can still be reported to the Park Board. The Park Board wouldn't approve pay rates or get involved with hiring, etc. because they have no authority over employees. Chairman Brien-Baker said it needs to be clear. Selectman Bailey gave a little history on how the program and employees ended up coming under the Park Board. Selectman Urquhart feels the employees should be reporting to someone who can make sure they are accountable to the town if necessary. Chairman Brien-Baker said a seasonal employee policy needs to be developed and said it was never clarified in the past. Laura Buono said she can draft one to be added to the personnel policy. A brief exchange took place with regard to how the changes in summer program shifted from a seasonal employee to being placed under an existing fulltime employee. Chairman Brien-Baker said that when the change was made, it was stated that the Selectmen would take a look at it in a year. She said in the past it ran fine however, the Selectmen and Town Administrator were not involved and we're evolving and getting bigger now and the Board needs to establish and agree upon what the Parks Board role will be moving forward.

Summer Program – Peter Brigham brought forward a question for the Selectmen with regard to out of town residents being allowed in the program (Windsor and Washington). The Town's of Hillsborough and Deering pay, through their operating budget, toward the summer program so the children are allowed to participate. Mr. Brigham has had some residents of other towns apply and who were upset when he informed them that they could not enroll. Apparently they thought it was a school program. He said there are also other situations that arise, grandparents that live in Hillsborough and have their grandchildren staying with them, separated parents who have summer custody of out of town children, seasonal residents, major business owners who pay taxes in town, etc. Mr. Brigham said there is no written policy or guidelines on this. He also noted that although the deadline to submit applications was June 1st, he has had about 40 or so that have come in late and who have been placed on a waiting list while he looks at where he can fit them in. Mr. Brigham's concerns about allowing all of the late applicants is staffing and the amount of children that would be on the beach as well as the public. Selectman Bailey said that Windsor and Washington children were always allowed as well as grandchildren. Mr. Brigham said there is no written policy on the subject and doesn't feel the Hillsborough taxpayers should pay for those children to attend. Selectman Bailey feels that if changes are going to be made to not allow those children, then it should be done with plenty of notice. Chairman Brien-Baker agrees with allowing taxpayers and said we should ask Windsor to pay the same amount as Deering does to use the fields, etc. Verifying residency and late enrollees were discussed. Mr. Brigham feels that in the future, more consideration should be given to slight program fees so that people have more buy in to the program. Chairman Brien-Baker asked Mr. Brigham what he feels should be the top number of allowed campers per week of the program. Mr. Brigham said 150 on the beach and said he can go back to the late enrollees and fit them in to the program based on the

manner in which the applications were submitted (they are date stamped), up to the 150 mark each week. Mr. Brigham said with regard to the Windsor applicants, one parent asked if they can pay to have their children come and perhaps consideration should be made to have the Town of Windsor pay (like Deering), or have the parents pay. Mr. Brigham said that he is concerned about going over budget if there isn't a limit. This was briefly discussed. Selectman Bailey said he wants to allow Windsor this year and make a change next year and said that late registrations have always been allowed. Chairman Brien-Baker moved that for 2015, we allow all applicants that applied on time (including Windsor residents), and any taxpayers that have children and to only allow late applicants up to 150 children per week and to discuss a policy in the future. Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously. Mr. Brigham will come up with a policy for the Selectmen to consider.

Kid Adventure MOU – Chairman Brien-Baker brought up a memorandum of understanding that was presented to the Parks Board at their last meeting between the Town of Hillsborough and Kid Adventures Afterschool Summer Program. The Park Board was not comfortable with signing and felt it was the Selectmen's role. The program was funded by grants originally and the Park Board was a partner which is the reason the MOU was brought to them. Ms. Buono said that she only had one concern with the wording and that was with the section that reads "The Parks and Recreation Summer Program Director and staff will supervise summer afterschool program activities ..." Ms. Buono feels it should be the Kid Adventure staff who should supervise. Cathy Bennett, who directs the program was present and agreed that that change should be made. Chairman Brien-Baker moved to approve the MOU with the changes and to allow Laura Buono to sign on behalf of the Town. Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

4. MANIFEST MOTION

Chairman Brien-Baker moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 8547 - 8578 a/k/a Vouchers 23, 23A, 24 & 24A in the amount of \$59,343.19 (includes 133 direct deposit stubs) and Accounts Payable Check numbers 12025 - 12098 a/k/a Vouchers 21, 22 & 23 in the amount of \$809,040.26. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

** A/P includes payment to HDSD in the amount of \$660,025.29

5. CONSENT AGENDA

Chairman Brien-Baker moved to approve the Consent Agenda for June 9, 2015. Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

- 2014 Property Tax Abatement - Kelley \$440.96
- 2014 Property Tax Abatement – Farmsteads \$8,816.21

6. APPROVAL OF MINUTES

Chairman Brien-Baker moved to approve the meeting minutes of May 26, 2015. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

7. PUBLIC COMMENT

Rosemary Urquhart – Mrs. Urquhart said perhaps there should be a liability waiver that gets signed by the program participants and also said that she doesn't want the Selectmen to continue to rehash the past during recreation discussions.

John Segedy – Mr. Segedy said he is happy the Selectmen decided to wait to make changes to the summer program.

8. NONPUBLIC SESSION

Chairman Brien-Baker moved to go into nonpublic session at 8:48 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 Urquhart – yes; Selectman Bailey - yes. Motion passed unanimously.

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

Chairman Brien-Baker moved to come out of nonpublic session at 9:07 p.m. Motion was seconded by Selectman Urquhart. A roll call vote was taken. Chairman Brien-Baker – yes; Selectman Urquhart – yes; Selectman Bailey - yes. Motion passed unanimously.

Chairman Brien-Baker moved to seal and restrict the minutes of the nonpublic session. Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

9. ADJOURNMENT

Chairman Brien-Baker moved to adjourn at 9:08 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