

Board of Selectmen
Meeting Minutes
September 12, 2017

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

In Attendance: Leigh Bosse, Peter Mellen, Robyn Payson, John Segedy.

Chairman Bailey opened the meeting at 6:00 p.m.

1. **OPEN SESSION**

Peter Mellen – Peter Mellen, Chairman of the Water & Sewer Commission spoke to the Selectmen with regard to Butler Park and the Old Fire Station (Museum). Mr. Mellen said that when the park was redone 17 years ago, backflow regulations were different and they weren't metering the water to the Town. He reviewed how the water currently is fed from a hydrant and said that in order to meter they will have to run a service out of the museum and hookup to where the line ends in the park. Mr. Mellen said they will not have to get into the bricks. They will also move the water fountain to the building since it's not working right now. Mr. Mellen said the Water & Sewer Department will pay for these changes. Chairman Bailey said this is the easiest way to do it and is a good solution. Mr. Mellen said they would like to do this in the Fall. Selectman Fullerton moved to allow the Water Department to do the work as outlined. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Mr. Mellen then said that the Commissioners are still planning on meeting with the Selectmen with regard to the Bridge Street Project but they are waiting for NHDOT to review the plan. Once this is done, they will be in to talk about funding for the project. Ms. Buono asked Mr. Mellen to make sure someone calls her at that time so that it can be placed on the agenda versus coming in under Open Session in case anyone in the public has an interest in attending.

Chairman Bailey asked if the public hearing has been scheduled for Weatherstone Crossing with regard to the DES permit. Mr. Mellen said no because they haven't heard anything from the State yet.

2. **PUBLIC HEARING – ACCEPTING ADDITIONAL HIGHWAY BLOCK GRANT MONEY**

Chairman Bailey opened the Public Hearing at 6:18 p.m. Under SB 38 (Local Highway Aid) the State distributed various amounts to each municipality for the use for municipal highway construction and reconstruction or maintenance purposes. The Town of Hillsborough received \$149,282.02. The aid is specifically intended to be used for highway purposes that do not already have locally budgeted and approved funding for road, bridge or construction activities. Ms. Buono said these funds are non-lapsing so they cannot lapse into the General Fund. Ms. Buono said that Bill Goss has not decided what projects he will be using the money on. She said he will more than likely add additional projects next year. Mr. Segedy asked if these funds can be used as the Town's portion of the sidewalk project. Ms. Buono said she doesn't think so but is not positive and will look into it. Chairman Bailey closed the public hearing at 6:23 p.m. and moved to accept the unanticipated funds in the amount of \$149,282.02. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

3. PLANNING DIRECTOR ROBYN PAYSON – PROPOSED 79E DISTRICT

Ms. Payson said that in 2006 the Town adopted 79E which allows the Town to designate an area (which can be changed or added to) for the purpose of redevelopment and improvement. It allows property owners to invest in their property without receiving a valuation increase based on those improvements for a maximum of 5 years. Ms. Payson said that the Planning Board generally designates the area and the Board of Selectmen approve it. She outlined the area on a map that the Planning Board has designated which encompasses the Central Business District and surrounding areas and includes both commercial and residential properties. Ms. Payson said the Economic Development Committee has reviewed this as well and recommend the area. Chairman Bailey said this has been talked about in the Master Plan as well. Leigh Bosse said he thinks it's a good idea and also encourages a TIFF district in the downtown area. Ms. Payson said a TIFF is typically for infrastructure work and there really isn't any infrastructure needed in this area nor is there any area for large scale development. Ms. Buono said you also take a risk with a TIFF because the Town takes a bond out to do the work and has to make the bond payments until development comes in. Mr. Bosse said he would ask that the Selectmen set up a Capital Reserve Fund (CRF) for downtown improvements so that they can place money in each year (he suggested \$150,000) so that if there are properties that become available to be used for centralized parking, they can purchase it. John Segedy asked if the property owners who are in the district know about this. Ms. Payson said they have not been notified since the district hasn't been approved. It has no effect on a property unless the owners decide to apply for it. Chairman Bailey moved to approve the recommended district as presented. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Ms. Payson mentioned to the Selectmen that the Economic Development Committee is currently working on an Economic Development Revitalization Zone to bring forward in the future as well.

4. MANIFEST MOTION

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 12225 - 12310 a/k/a Vouchers 35, 36, 37 in the amount of \$235,890.74 (includes 157 direct deposit stubs) and Accounts Payable Check numbers 17186 – 17327 a/k/a Vouchers 34 & 35 in the amount of \$1,091,956.55. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

** A/P Checks include payment to HDSD in the amount of 771,200.75

5. CONSENT AGENDA

Chairman Bailey moved to approve the consent agenda for September 12, 2017. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

- Gravel Tax Levy in the amount of \$602.00
- 2017 MS-535
- Census Form (Chairman Only)
- George Sansoucy Utilities Assessment Contract (annual)

6. OTHER BUSINESS

Capital Improvement Plan – Planning Director Robyn Payson informed the Selectmen that the Planning Board is updating the Capital Improvement Plan (CIP) this year since it has to be done every six years. She said it will consist of a four meeting process involving Central NH Regional Planning Commission (CNHRPC) at the cost of \$3,000 which is in the Planning Board budget. Chairman

Bailey said they money they have spent with CNHRPC on the Master Plan has been money well spent. Chairman Bailey moved to approve the contract with CNHRPC in the amount of \$3,000 for the purpose of updating the CIP. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Ladder Truck Sale – Ms. Buono said they placed the ladder truck out for sale again with no minimum bid amount since no bids were received when the amount was set at a \$3,000 minimum. She said three bids were received. They are Jim Melia in the amount of \$555.55; Paul Sanborn \$1,505.00 and Jared Day \$500.00. Selectman Daley moved to accept the bid in the amount of \$1,505.00 from Paul Sanborn. Motion was seconded by Chairman Bailey. A vote was taken. Motion passed unanimously.

2018 Budget Process – Ms. Buono said she will be meeting with the Department Heads tomorrow to start talking about the 2018 Budget Process and CIP. She said that the process will work as it has in the past and said that Hillsborough still has a strong General Fund Balance.

October Selectmen's Meetings – Ms. Buono stated that she will not be in town for the October 24th Selectmen's Meeting and asked if they would like to move that meeting to the 31st. Since the board members were all available on the 31st, they agreed to have the meeting moved.

Revaluation Meetings – Ms. Buono informed the Board that the Assessor is currently holding meetings with residents who have questions with regard to their new property values. The total valuation for the Town increased about 1.5% so it's basically unchanged.

Youth Services Department – Ms. Buono said that the Youth Services Director, Chelsea Szalanski met with the diversion team members and talked about the diversion process. She is also meeting with the School this week and has been tightening up policies and procedures at Project Genesis in order to bring more structure to the center.

Sidewalk Project – Chairman Bailey reported that he, along with Ms. Buono, Ms. Payson, Mr. Goss and Mr. Borden attended a meeting at NHDOT to go over the process to begin the sidewalk project. Ms. Buono said the first step is to prepare and send out a Request for Qualifications (RFQ) and then interview engineering firms who respond. She said the Selectmen will have to decide how they would like the process to go. For example, do they want to review all the responses or have those who attended the DOT meeting review them and bring the top three or five forward for the Selectmen to interview. The Board will discuss this at a later date.

Manahan Boat Ramp – Chairman Bailey said he has a meeting on September 26th with the State to look at the boat ramp at Manahan Park as part of the process for the grant that was applied for. He said he has been in contact with the gentleman who recently did bridge work for the Town and will be tentatively meeting with him on Thursday or Friday to talk about the project so that he can supply the Board with an estimate. Chairman Bailey said he is hoping the meetings coincide with each other. The Selectmen will still have to meet with the Trustees of Trust funds about the \$65,000 warrant article that passed in March. He said the boat ramp will be made up of pieces of concrete that slide and are bolted together to form the ramp. Chairman Bailey said he is hopeful that they can get this done in the Fall during low water but it doesn't have to be. Ms. Buono will find out if the shoreland permit application has already been submitted.

7. APPROVAL OF MINUTES

Chairman Bailey moved to approve the minutes of August 22, 2017 as written. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

8. ADJOURNMENT

Chairman Bailey moved to adjourn at 7:25 p.m. 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