

Board of Selectmen
Meeting Minutes
October 10, 2017

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

In Attendance: Michael Pon, Leigh Bosse

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

1. **OPEN SESSION**

There was no public comment.

2. **MANIFEST MOTION**

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 12368 - 12447 a/k/a Vouchers 40, 40A, 40B, 40C in the amount of \$94,053.85 (includes 39 direct deposit stubs). Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

3. **CONSENT AGENDA**

Chairman Bailey moved to approve the consent agenda for October 10, 2017. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

- PA-28 Form Letter for DRA
- Lien Discharge Map 14 Lot 54 (Chairman Only)

4. **OTHER BUSINESS**

CIP Projects - Ms. Buono asked the Selectmen if they had any projects that would fit the criteria of the Capital Improvement Plan (CIP) which would fall under the Town Administration portion of the plan. She noted that each department will be submitting their own projects as well. The previous CIP was reviewed which listed Community Hall Renovations Phase II and Acquisition of Land for Governor Smith/Library Project. Ms. Buono said she would like to see an expansion of the town office building so that the space is more functional including a meeting room. She said if this building was expanded in a manner so that the offices (including water & sewer) can be relocated in the new portion, then Project Genesis and Youth Services can move into the portion currently used for the various offices. Once that is done, the Town can sell the two buildings located at 61 & 63 West Main Street. Leigh Bosse said he would suggest that instead of thinking about adding on to the Fire Department, the town offices could be moved there and the Town could build a new department. A brief discussion ensued with regard to this suggestion as well as to whether or not the Selectmen should look into purchasing the old PSNH building to use for expansion.

Budget Work Session Schedule – Ms. Buono asked if the Selectmen would like to hold budget work sessions again this year in order to have the department heads come in and discuss their proposed 2018 budgets. She said that last year they were held in the afternoons and then the complete budget was discussed during regular Selectmen's Meetings. The Board agreed that they would like to use the same process as last year and set up work sessions on November 8th, 29th & December 6th from 3:00 – 5:00. Ms. Buono will schedule the various department heads for those dates.

Highway Department Truck – Ms. Buono informed the Selectmen that there were no bids that came in for the old highway truck and the transfer station roll off parts. Since both are so old, there hasn't been any interest. Ms. Buono said that McDevitt Trucks agreed to give us a trade in amount of \$10,000 toward the new truck we are purchasing from them.

Accounts Payables – Ms. Buono said that due to the holiday and the bookkeeper being on vacation last week, the accounts payables were not ready for the Selectmen to approve them at tonight's meeting. She asked the Board to authorize her to approve the payment of the payables manifest once they are done. Selectman Fullerton moved to authorize Ms. Buono to approve the manifest as requested. Motion was seconded by Chairman Bailey. A vote was taken. Motion passed unanimously.

Police Department Flooring – Ms. Buono presented the Selectmen with two quotes from Cutter Flooring & Furnishings for flooring work to be done in various locations of the PD. Removal of old tile and installation of new in two bathrooms, the ready room and armory as well as the men's and women's shower rooms for a total of \$6,161.44. Ms. Buono asked that the Board review the quotes and if they are happy with them, to make a motion to authorize the expense to come from the buildings repair and maintenance capital reserve fund. Once the Selectmen reviewed the quotes, Chairman Bailey moved to authorize the work to be completed with the expenses charged to the buildings capital reserve fund. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Voluntary Merger Processing – Ms. Buono said that currently, we charge \$25 to handle the processing of a voluntary merger for residents which includes the paperwork and recording the merger. Currently we're losing money since the recording charge itself is \$24.92 and that doesn't include the work done in the office or the postage fees. Ms. Buono would like the Selectmen to increase the charge for this service. A reasonable charge was discussed and the Selectmen agreed that increasing it to \$50 made sense so as not to have to revisit again in the near future as prices increase. Chairman Bailey moved to increase the fee for a voluntary merger to \$50. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

Youth Services – Ms. Buono distributed an email to the Selectmen from Chelsea Szalanski, Youth Services Director. Ms. Szalanski received a request from Jaffrey District Court asking if she was allowed to take Peterborough cases even though they don't go through Hillsborough Court. She said it appears that the new judge in Jaffrey is in approval of the current program and the prosecutor for those towns has a significant increase in juvenile cases and would like to refer them to her office. Ms. Szalanski wrote that she has a very positive history of working with the Peterborough prosecutor and he wishes to utilize the diversion program she has going over here long term. Ms. Szalanski would charge an out of town fee of \$200 per case if the Selectmen approved it. She also wrote that she is okay with taking the referrals to increase the numbers and believes she can prioritize our own district's cases before other districts if they get a large number of referrals down the road. In order to remain in compliance with juvenile law we can charge no more than a \$200 fee and the Peterborough prosecutor and Jaffrey district court judge also agrees. Ms. Szalanski said if anything, she sees this as an opportunity to increase town revenue with the program fees, maintain numbers, and expand community relationships. She would also wish to add a Peterborough community members to the Diversion Board if this is approved. Selectman Daley said that this sounds like a good idea to him. The Selectmen also want to make sure that no Hillsborough residents are turned away if they are no financially able to pay the fee involved. Ms. Buono said she believes payment arrangements are made to meet individual financial situations. The consensus of the Board was that they approved of Ms. Szalanski's proposal.

Youth Services Van – Ms. Buono notified the Selectmen that the transmission in the Youth Services Van has recently been replaced although Bill Goss felt that typically a transmission on this age of a vehicle shouldn't have had to be replaced. Ms. Buono said that currently there is no charge for other organizations to use the van for various purposes. It was mentioned that the scouts use it, Living History uses it, and perhaps one or two of the churches use it. Ms. Buono said the Youth Service Director has taken back all the keys for the van and currently, she is making sure organizations contact her and come in to get the key versus going to the PD to pick one up. She wants to get an idea as to who uses it for what purpose. Ms. Buono suggested that the Town may want to implement a modest fee schedule for others who want to use the van and place that money in a fund to use toward purchasing a new van when the time comes. Chairman Bailey said he doesn't remember the purpose behind purchasing the van but feels they would have to come up with a fee schedule. This will be discussed again once in the near future.

Manahan Boat Ramp – Chairman Bailey said the permit for the Manahan Boat Ramp replacement has been submitted to NHDES however, they said that the Contoocook River Advisory Board will have to sign off on it prior to them reviewing and approving it. He said that Jenn McCord from Henniker has been working on it and once DES has everything, it will hopefully be approved within 30 days. Chairman Bailey said the Board may want to have Ms. McCord handle the Beards Brook permit application since Mike Bean knows innovated ways to do the work and Ms. McCord knows the ins and outs of the permit process.

5. APPROVAL OF MINUTES

Chairman Bailey moved to approve the minutes of September 26, 2017 as amended. Motion was seconded by Selectman Daley. A vote was taken. Motion passed unanimously.

6. ADJOURNMENT

Chairman Bailey moved to adjourn at 7:34 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