

Board of Selectmen  
Meeting Minutes  
December 9, 2014

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

Chairman Fullerton opened the meeting at 5:36 p.m. and asked for all in attendance to stand for the Pledge of Allegiance.

In Attendance: Peter Brigham, Matt Sampson, Alan Kingsbury, Susan Kingsbury.

**1. OPEN SESSION**

*Peter Brigham* – Peter Brigham initially came in to present his budget but Ms. Buono stated that due to the weather, it had been moved to the December 30<sup>th</sup> meeting agenda along with the other items that were originally scheduled for tonight. Mr. Brigham handed in Trustee reimbursement forms for this year's Manahan expenses, and two others for projects for next year. Ms. Buono said Selectman Brien-Baker won't be at the meeting tonight. Chairman Fullerton said that there was an article in 1998 that was approved by the town which appropriated \$50,000 for a tennis court and ice skating was supposed to be on it. Debbie McDonald said there was some discussion in the years after that skating would ruin the courts.

Mr. Brigham said that he is trying to have a sleigh ride at the same time as the annual bonfire. The bonfire is scheduled for Saturday, January 10<sup>th</sup> from 5 – 7 p.m. at Grimes Field.

Mr. Brigham asked if he can speak with the Board about some figures. Ms. Buono said he would have to do it again on the 30<sup>th</sup> since Selectman Brien-Baker isn't present. Mr. Brigham handed out a sheet that showed the cost breakdown of the Manahan Summer Park Program and briefly reviewed it with the Selectmen. This was briefly reviewed. Mr. Brigham also gave an estimate on program costs per participants based on 75 campers and a suggested fee schedule. Selectman Urquhart said he wants to be fair to Selectman Brien-Baker and make sure she is in the loop. Mr. Brigham said these are just his recommendations for the Selectmen to review and to decide what they want to do, whether to place a warrant article or simply implement. Statistics of the program were briefly discussed as well as whether or not registration forms should be kept on file since the last few years have not been saved. Mr. Brigham brought up swimming lessons and said he feels they should remain free. Mr. Brigham also brought up the seniors shopping trip budget and stated that the seniors will run two trips a month and use volunteer drivers in the future instead of having an employee handling it. Ms. Buono said that attendance for the shopping trips has dropped. Mr. Brigham also reviewed the expenses for 61-63 W. Main Street but will do it again on the 30<sup>th</sup> when Selectman Brien-Baker is present. There was also a brief discussion with regard to the fact that we don't charge Southern NH Services or the Water/Sewer Department for the office space they use. Mr. Brigham said there are three or four offices available in his building now that they have put in the fire escape.

**2. SELECTMEN BUSINESS**

*Town Report Printing* – Ms. Buono presented the Selectmen with four quotes for the printing of the 2014 Town Report. The quotes were from the UPS Store - \$3,150; Premiere Printing - \$2,080; RC Brayshaw - \$2,336.00; Journeyman Press - \$1,878.48. Ms. Buono said that even though there is a

couple of hundred dollars difference between the lowest quote and the second lowest, there is an advantage to having the business local versus in Newburyport MA which is where the Journeyman Press is located. Ms. Buono said there is a new employee handling the report this year and if there is a problem, it would be easier to have her travel down the street versus trying to handle it with a company out of state. The Board reviewed the quotes and will take a vote at the next meeting when Selectman Brien-Baker is present.

NH Army National Guard – Ms. Buono said that Chief Stafford received a request from the NH Army National Guard to place a couple of 4' dishes on the pole in back of the fire department to enable microwave communications between their state headquarters in Concord and their Hillsborough armory. Chief Stafford does not have a problem with the request but wanted to have the Selectmen's approval. The Board reviewed the information that had been submitted. Selectman Urquhart moved to approve the request. The motion was seconded by Chairman Fullerton. A vote was taken. Motion was made.

Smith House – Selectman Urquhart brought up a plan for the library. The Trustees will be attending the Selectmen's meeting on the 30<sup>th</sup> to discuss this.

### **3. LIAISON REPORTS**

Economic Development – Selectman Urquhart stated that the Economic Development Committee turned in their budget.

Land Use Budget – Ms. Buono brought up the discussion that took place at the last Planning Board Meeting with regard to the land use budget and said there was disappointment due to the fact that the land use boards (planning and zoning) budgets, as well as the Economic Development Committee budgets were combined into one budget under the Land Use and Economic Development Department. Ms. Buono said that these budgets were combined last year and the expenses have been tracked by the Planning Director in this manner this entire year. Ms. Buono asked Chairman Fullerton if he was present for the discussion and if so, if he had clarified this point. Chairman Fullerton said he did not think he was present. Ms. Buono said she has emailed the Chairman of the Planning Board about this but has not heard back.

Planning Board – Chairman Fullerton said there was discussion on the planning board level with regard to the Master Plan and there was a complaint that the handling of the master plan wasn't placed out for quotes. Ms. Buono said one of the reasons behind utilizing the Central NH Regional Planning Commission (CNHRPC) is that the town pays and annual dues to them and they already have various information that is used in the formulation of the plan. Ms. Buono mentioned that planning commissions typically offer an offset toward the cost involved to municipalities. Ms. Buono said she's not sure why the Planning Board didn't take this up prior to having CNHRPC begin the project and said that she was told the committee still refuses to utilize the money that was encumbered by the Selectmen last year for the purpose of the Master Plan. Ms. Buono said they are coming forward again this year with a request for the same amount of money even though they had a year to use the money. Ms. Buono said if they wanted to place the project out for proposals, there was plenty of time to do that instead of allowing the money to lapse just to tax the residents on the same amount a second time. Ms. Buono said she knows there were two members who disagreed with encumbering the money in the first place but it was a legal action of the Selectmen. Chairman Fullerton said the Master Plan Committee has lost quite a few volunteers over the course of the year. A discussion with regard to the dynamics of the committee and the process to date ensued. Selectman Urquhart mentioned that although he cannot commit to joining the committee, he would be willing to help out since Chairman Fullerton is no longer serving on it.

Town Report – Ms. Buono reminded Chairman Fullerton that he will need to write a Selectmen’s report for the Town Report.

#### **4. MANIFEST MOTION**

Chairman Fullerton moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 7832 - 7860 a/k/a Vouchers 49 in the amount of \$92,111.98 (includes 79 direct deposit stubs) and Accounts Payable Check numbers 10861 - 10939 a/k/a Voucher 34 in the amount of \$1,330,162.39 Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

\*\* A/P Checks include payment to the Hillsboro-Deering School District in the amount of \$588,623.13 and to the County of Hillsborough in the amount of \$593,367.00

#### **5. CONSENT AGENDA**

Chairman Fullerton moved to approve the Consent Agenda for December 9, 2014. Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

- Pole License – W. Main Street

#### **6. APPROVAL OF MEETING MINUTES**

Chairman Fullerton moved to approve the meeting minutes of November 25, 2014 as written. Motion was seconded by Selectman Urquhart. A vote was taken. Motion passed unanimously.

#### **7. PUBLIC HEARING – TDS FRANCHISE AGREEMENT**

Chairman Fullerton opened the public hearing for the purpose of at 7:05 p.m.

David Colbert – Mr. Colbert was here representing TDS and handed out a price sheet and a map that shows the area for service. The Franchise Agreement was reviewed. Mr. Colbert said with the initial roll out they are planning on serving 1800 customers. Ms. Buono mentioned that there is an exhibit that shows where the courtesy drops were being provided.

Selectman Urquhart moved to close the public hearing at 7:20. Motion was seconded by Chairman Fullerton. A vote was taken. Motion passed unanimously.

Selectman Urquhart moved to approve the Franchise Agreement as presented. Motion was seconded by Chairman Fullerton. A vote was taken. Motion passed unanimously.

#### **ADJOURNMENT**

Selectman Urquhart moved to adjourn at 7:25 p.m. Motion was seconded by Chairman Fullerton. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono  
Town Administrator

Approved by:  
Hillsborough Board of Selectmen

Date: \_\_\_\_\_

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David N. Fullerton, Chairman

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Wendy Brien-Baker, Selectman

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Alan Urquhart, Selectman