

Board of Selectmen  
Meeting Minutes  
December 27, 2016

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

In Attendance: Chief David Roarick, Mark Rodier, Michael Pon, Leigh Bosse.

Chairman Urquhart opened the meeting at 6:00 p.m. and asked those in attendance to stand for the Pledge of Allegiance.

**1. OPEN SESSION**

*Mark Rodier* – Mr. Rodier who is the current Chairman of the Emerald Lake Village District Commissioners, advised the Selectmen that one of their residents is interested in starting a dialog with regard to ATV and snowmobile use on certain town roads from the Emerald Lake area and the trail system. He would like to be able to ride from his home to the trail system since it's so close. Ms. Buono suggested that he should put together a plan and then it can be reviewed by the Police Chief and Board of Selectmen. Selectman Bailey agreed with that and Chief Roarick said he would be happy to discuss it with the individual.

**2. CHIEF ROARICK – POLICE & DISPATCH BUDGET PRESENTATION**

Chief Roarick met with the Selectmen to present his proposed 2017 Operating Budgets for the Police, Animal Control and Dispatch Departments. Although the bottom line of the Police Department operating budget has increased by \$122,232 it is due to personnel expenses. Those expenses include an increase in the rates for NH Retirement and health insurance. Chief Roarick is also requesting to hire a contracted prosecutor due to the volume of cases they have. Hillsborough has more cases than the surrounding communities combined and although Chief Roarick approached the county prosecutor about the job, they are not able to take on such a caseload. Chief Roarick said they've had 503 criminal arrests this year and the court process is more difficult and there are often times they are in court two days a week versus one. Hillsborough has 20 less cases then the town of Hooksett. Chief Roarick said in the past they would seize approximately 3 cars a year and now it's up to as many as 30. Chairman Urquhart suggested a new graduate from Franklin Pierce be considered since they would charge less money. Chief Roarick said a prosecutor with experience, and preferably police experience would be more suitable since the goal is to prevent future illegal behavior and experience is needed for that. Selectman Fullerton questioned what happens if we pay for 30 hours a week for a prosecutor and they only have to work 10 hours a week on our cases. Chief Roarick said he feels comfortable saying that it wouldn't happen because of the caseload but he will look into the question. The Chief is also requesting that the 30 hour/week position that was budgeted for in 2016 be increased to a 40 hour/week position. The position went unfilled since the candidate who was favored for the position didn't work out and due to the workload and the overtime being spent on various cases; the money was needed to make sure the budget wasn't overspent. After a review of the various lines in the budget, the Selectmen cut \$500 from the "Miscellaneous Expenses" line but stated that they are not yet finished with a full budget review. The Dispatch and Animal Control budgets were briefly reviewed. The Dispatch budget has increased by 2% due to payroll and insurance increases and the Animal Control

budget has decreased 39%. Chief Roarick said they have been extremely successful with the animal control program that was put in place a few years ago.

### **3. OTHER BUSINESS**

*Encumbrances* – Ms. Buono said the Conservation Commission is in the middle of having survey work done and have paid half of the invoice and although they anticipated the remainder of the work would be done in 2016, it has been delayed. Ms. Buono requested that the Selectmen encumber \$2,825.00 of the Conservation Commission’s budget in order to pay the final half once the work is completed. Chairman Urquhart moved to encumber \$2,825.00 for the surveying contract between the Conservation Commission and Donald Mellen Surveyor, LLC. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

*Selectmen’s Report* – Ms. Buono mentioned that she supplied each Selectman with a copy of Chairman Urquhart’s report for the Town Report so that any changes desired could be discussed at the next meeting.

*Budget Meeting* – Ms. Buono requested that another budget work session be scheduled so that the entire budget and warrant articles can be reviewed. The Board decided on Thursday, January 12<sup>th</sup> @ 4:30 p.m. for this session. Chairman Urquhart said he has several things he has on his mind with regard to the budget. They have to decide what to do with the 3<sup>rd</sup> floor of the Library, he’d like to see more drug outreach through the police and fire departments, they need to discuss the white building in the center of town and he’s concerned with the school budget increases and especially the elderly resident’s ability to pay the taxes.

### **4. MANIFEST MOTION**

Chairman Urquhart moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 11082 – 11110 a/k/a Vouchers 50A & 51 in the amount of \$76,096.60 (includes 51 direct deposit stubs) and Accounts Payable Check numbers 15615 - 15705 a/k/a Voucher 43 in the amount of \$104974.16. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

### **5. CONSENT AGENDA**

Chairman Urquhart moved to approve the consent agenda for December 27, 2016. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

- Intents to Cut - Map 7 Lot 187-001 & Map 7 Lots 122&123
- Veterans Exemptions – Map 12A Lot 297; Map 12 Lot 119; Map 14 Lot 410; Map 14 Lot 251
- Fuel Distribution System User Agreements for all Departments

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

Chairman Urquhart moved to approve the meeting minutes of December 13, 2016 as written. Motion was seconded by Selectman Fullerton. A vote was taken. Motion passed unanimously.

**7. ADJOURNMENT**

Chairman Urquhart moved to adjourn at 8:20 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: \_\_\_\_\_

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Alan Urquhart, Selectman

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James Bailey III, Selectman

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David Fullerton, Selectman