

Board of Selectmen
Meeting Minutes
March 24, 2020

UNAPPROVED

Present: James C. Bailey III, Chairman; John P. Stohrer, Selectman; David J. Rogers, Selectman; Laura Buono, Town Administrator.

The meeting of the Board of Selectmen was opened by Selectman Bailey at 6:00 p.m.

1. NOMINATION OF CHAIRMAN

Selectman Stohrer moved to nominate Selectman Bailey as Chairman of the Board of Selectmen. Motion was seconded by Selectman Rogers. A vote was taken. Motion passed unanimously.

2. OPEN SESSION

There were no members of the public present.

3. OTHER BUSINESS

Town Operations – Ms. Buono updated the Selectmen with regard to changes in operations in light of COVID-19. She said she met with the Town Office Staff today as well as with the Library Director to go over a couple of things and to hear any questions or concerns they had. She reviewed a few steps that were taken and which had been relayed to the Selectmen within an email.

- A sign was placed on the door of the Town Office requesting that anyone who is sick or feels ill to not enter the building. We have also stated that we reserve the right to deny service to anyone who is noticeably sick;
- We placed tables in front of the Town Clerk's windows in order to increase the distance between the public and the employees;
- The traffic flow for the Town Clerk's Office and the Selectmen's Office simply to make sure we aren't getting too many people in the office at the same time. So far the flow has been light but it's the middle of the month which is typically on the lighter side;
- We continue to request that residents do as much business online as they can and the Governor has authorized the DMV to extend all temporary plates issued after 3/1 until April 30th (these have to be done in the office).
- The Library Director has proposed to the Trustees that they close to the public beginning on Thursday. Staff will return March 30th for 4 days that week with limited hours not open to the public. They will offer curbside service for a few hours for two of those days. In order to limit exposure and/or the possible spread of germs, they are currently not allowing anyone to use the computers;
- The Transfer Station has closed the swap shop and employees are not authorized to take things out of private vehicles as they have done in the past. This will limit any potential exposure and close contact with patrons;
- Since mattresses which have been disposed of are handled quite a bit by staff including them being pressed against their bodies, they will now be handled using the backhoe and placed in the construction debris. Because of that, the cost to dispose of them will increase and we will be increase the cost of disposal to \$10;

- Project Genesis remains closed and will follow the School schedule. The Director is working remotely for the most part and due to the Courts being closed, will not be receiving any new Diversion cases for the time being.

Ms. Buono discussed staggering the Town Office Building staff's schedules in order to provide social distancing while still servicing the public with the Selectmen. She said it's important to get the necessary work done and while a couple of employees can work remotely for the most part, other cannot. Ms. Buono said she plans on continuing her weekly schedule in order to be at the office whenever staff is. The Board discussed the fluidity of the pandemic and understands things will be changing moving forward and had no problems with Ms. Buono and the Department Heads working together on changes as they deep necessary and in the best interest of the health and welfare of the staff and residents.

4. **MANIFEST MOTION**

Chairman Bailey moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 15636 – 15672 a/k/a Vouchers 12 & 13 in the amount of \$169,406.25 (includes 129 direct deposit stubs) and Accounts Payable Check number 022847 - 022915 a/k/a Voucher 13 in the amount of \$224,706.22. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed unanimously.

5. **CONSENT AGENDA**

Chairman Bailey moved to approve the Consent Agenda for March 24, 2020. Motion was seconded by Selectman Rogers. A vote was taken. Motion passed unanimously.

- Intents to Cut – Map 7 Lot 190 (Rte. 31); Map 10 Lot 68 (Rte. 31); Map 10 Lot 44 (Rte. 9); Map 18 Lots 2 & 3 (McColley Rd)
- Veterans' Tax Credits – Map 4 Lot 7
- Solar Energy Exemption – Map 14 Lot 150; Map 8 Lot 41
- Application for Current Use – Map 1 Lot 532; Map 5 Lots 49, 52, 53,56-4
- Gravel Tax Levy – Map 10 Lot 68 & Map 7 Lot 190 in the amount of \$700.00

6. **APPROVAL OF MINUTES**

Chairman Bailey moved to approve the budget minutes for March 10, 2020 as written. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed with a vote of 2 in favor and 1 (Selectman Rogers) abstention.

7. **OTHER/OLD BUSINESS**

Governor's Emergency Order #12 – Ms. Buono reviewed Governor Sununu's Emergency Order #12 which addresses public meetings and RSA 91A with the Board. The Order allows meetings to be held whereas public access to the meetings may be via telephone with additional access by video or other electronic means provided the access information is posted for the public. This was briefly discussed. Ms. Buono asked the Selectmen how they would like to proceed with future Selectmen's Meetings. The Board agreed that they would still like to meet at the Town Office since there is plenty of room to keep their distance although no appointments will be scheduled at this time.

Ms. Buono asked if the Selectmen would like to have the advisory committees/commissions cancel their meetings until further notice. This was briefly discussed and it was decided that unless a Board or Committee is statutorily required to meet (Planning Board) then meetings of the others will be

canceled until further notice (Historic District Commission, Conservation Commission, Economic Development, etc.) unless there is an emergency situation that arises.

Household Hazardous Waste Day – Ms. Buono brought up Household Hazardous Waste Day which is currently scheduled for May 9th. She said Luke Levesque is recommending that we cancel it for the time being since we're not sure how long the pandemic will last. It's possible we would be able to reschedule it in the Fall but at the very least, we will resume holding it next Spring. The Board agreed with Mr. Levesque's recommendation.

Main Street Turn Lane – Selectman Rogers asked if NHDOT had been contacted with regard to taking out the turn lane at the lights on Main Street. Ms. Buono said she believes Robyn Payson has contacted them but she would double check. Chairman Bailey said he feels DOT will not allow the turn lane to be taken out because without it, trucks will not be able to make the turn.

Summer Camp – Ms. Buono advised the Board that currently we are on schedule and getting things ready to go for Manahan Summer Camp to open in June.

Eversource Settlement Paperwork - Ms. Buono said that although the Town had settled the abatement for Eversource months ago, she has just received the formal paperwork for their signatures from the attorney. The Board signed off on the agreement.

8. LONG-TERM PROJECTS

Woods Woolen Mills – Ms. Buono gave an brief background of the Woods Woolen Mills site as well as the current status that was discussed at the March 10th Selectmen's Meeting.

Manahan Boat Dock – Chairman Bailey briefly spoke about the replacement/repair of the Boat Dock and asked Ms. Buono to forward the name of the engineer the Town used for the Boat Launch a couple of years ago. Chairman Bailey said he will contact her to discuss the project and request that she be the liaison with DES.

Sidewalk Project – Ms. Buono said they are still waiting for approval from NHDOT on the plans but taking the current coronavirus situation into account, she isn't sure when we will hear from them.

ADJOURNMENT

Chairman Bailey moved to adjourn at 7:35 p.m. Motion was seconded by Selectman Rogers. 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, Selectman

John P. Stohrer, Selectman

David J. Rogers, Selectman