

Board of Selectmen  
Meeting Minutes  
November 11, 2020

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

Chairman Bailey called the meeting to order at 6:00 p.m.

**1. OPEN SESSION**

*There were no public comments during Open Session.*

**2. OTHER BUSINESS**

Docuware - Ms. Buono presented the Board with an overview of Docuware from Toshiba which is a cloud based document management system which will allow us to save volumes of documents with the ability to easily retrieve them when needed. She said this is the type of system that many municipalities and businesses currently use for the purpose of document storage and retrieval as well as other functions and feels it is long overdue. Ms. Buono said initially they will begin to store current documents moving forward and when time and staff is available to scan past documents in, the most useful ones will be done. She said this will also enable us to hold on to more documents in which we are not obligated by law to have in paper form but which are useful for historical information on either buildings, properties, etc. Ms. Buono feels that taken into consideration the lack of storage space available, at the rate we're going we will eventually need to rent storage space but by using this type of system, that need may end up being delayed. The Board reviewed the information presented. Ms. Buono said the initial expense of \$4,800 covers our set up, training, implementation, etc. which if approved will be paid out of the 2020 budget and the monthly subscription expense will be budgeted each year as our other software subscription expenses are. Chairman Bailey moved to approve the document management subscription and amount of \$4,800 for 2020. Motion was seconded by Selectman Rogers. A vote was taken. Motion passed unanimously.

Job Opening – Ms. Buono informed the Board that she is conducting a total of nine interviews this year for the open position in the Selectmen's Office. She noted that there were two applicants with good experience who applied and one other who has some limited volunteer experience.

Budget Work Session – Ms. Buono reminded the Board of the Budget Work Session scheduled for Monday, November 16<sup>th</sup> @ 3:00. She said the Fire Department and Youth Services budgets are on the agenda.

Boston Post Cane – Ms. Buono said that the last resident who was presented with the Boston Post Cane (Cliff Blanchard) had passed away a few years ago and that she was working with a representative from GHSS to find out who the current oldest resident is so the Board can make a presentation to them.

Kemp Park – Selectman Rogers said they picked up the used cider press for Kemp Park which will eventually be placed in the cider house. He said they are exploring grant/funding options (LCHIP, NH Preservation Alliance) for projects they will be bringing before the Selectmen for approval as they move forward. Selectman Rogers said they are still working with Leigh Bosse and the Masons on the funding for the building of the bandstand which they hope can be arranged and built for the 250<sup>th</sup> celebration in 2022.

Mickles Pickle – Selectman Rogers said he was contacted by the owner of Mickles Pickle with regard to an enforcement letter they received having to do with living on the site in a school bus that has been partially converted into a RV. According to the discussion Selectman Rogers had with the owner, there is some confusion with the situation. Ms. Buono said she had been briefed on the action since it's not an allowed use but will have to speak with the Planning Director to find out what was discussed when she was contacted by the owner and will proceed from there with the Code Enforcement Officer and Planning Director to clear up any confusion the owner has.

### 3. LONG TERM PROJECTS

Manahan Boat Dock – Chairman Bailey said the water is down and there is a very large hole at the end of the ramp. He said once the application is approved by DES they will get it repaired prior to the water rising.

250<sup>th</sup> Celebration – Ms. Buono said there was a meeting on November 7<sup>th</sup> which went well and said the meetings for the winter will be conducted virtually.

Sidewalk Project – Ms. Buono said they have received some comments from NHDOT and responses have been sent back.

### 4. MANIFEST MOTION

Chairman Bailey moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 16233 - 16283 a/k/a Vouchers 43 & 44 in the amount of \$195,771.70 (includes 152 direct deposit stubs) and Accounts Payable Check number 024004 – 024121 a/k/a Voucher 38 in the amount of \$704,530.55. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed unanimously.

\*\* A/P Checks include payment to Hillsborough County in the amount of \$605,917.00

### 5. APPROVAL OF MINUTES

Chairman Bailey moved to approve the Selectmen's Meeting Minutes of October 28, 2020 as written. Motion was seconded by Selectman Rogers. A vote was taken. Motion passed unanimously.

### 6. ADJOURNMENT

Chairman Bailey moved to adjourn at 6:50 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: \_\_\_\_\_

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James C. Bailey III, Selectman

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John P. Stohrer, Selectman

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David J. Rogers, Selectman