

**Board of Selectmen**  
**Meeting Minutes**  
**July 12, 2023**

Present: James Bailey – Chairman, Richard Pelletier, Selectman and Laura Buono, Town Administrator

Absent: Iris Campbell - Selectwoman

In Attendance: Leigh Bosse, Riche' Colcombe, Brett Taber, Melissa Taber, Joyce Bosse, Meg Curtis-Sauer.

Pledge of allegiance was recited.

Meeting opened at 6:00 pm

**1. OPEN SESSION**

Kemp Park: Leigh Bosse talked to the Board about the progress on the gazebo at Kemp Park. Mr. Bosse was hoping to start the season at the gazebo with a concert. Mr. Bosse feels because the gazebo is not ready, this is insulting to the Masons, the project was approved 2021. Ms. Buono reminded Mr. Bosse that she talked to him about the electrician that the Mason's chose and told him the electrician would be on vacation for 3 weeks and would contact Ms. Buono when he got back. To date Ms. Buono has not heard back from the electrician but is willing to contact him. Chairman Bailey said there is continued work going on at Kemp Park as well and he is not sure the grounds are suitable at this time to have people sitting at Kemp Park. In conclusion, Leigh Bosse will contact an electrician if it's understood that power needs to go over to the Hanson House and to the Cider Mill. Mr. Bosse was told that the power would have to come either from the street or via the garage if applicable since the pole on the site is going to be removed. Mr. Bosse was told that the park would have to be reserved with the Town in order to hold an event there.

Manahan Dock: Riche' Colcombe believes the permit is expiring in the fall. Ms. Buono said the permit is good until 2024. Riche' also said she went to Manahan on a Saturday, and it was very pleasant.

Emergency Management Survey: Riche' has been asked to send a message to the towns she represents asking to fill out the surveys for Emergency Management regarding the recent weather events.

Paving: Riche' Colcombe asked the Board if she needs to follow up with the Department of Transportation Commissioner regarding the recent paving. Chairman Bailey doesn't think so, the last he knew TDS was going to contact Continental Paving to resolve any issues pertaining to the paving.

Park & Ride: Riche' Colcombe said she spoke to the Police Chief about opening the Park & Ride again which the Chief is open to. Riche' asked the Board if they too wanted to see the Park & Ride opened again. Chairman Bailey said the Board asked if the Park & Ride could be made larger, which hasn't happened and recommended to Riche' to follow up with the Police Chief and the DOT Commissioner.

Apartments: Meg Curtis-Sauer asked if the Town has a way to check some of the apartments in Hillsborough as far as the conditions in those apartments go. Ms. Buono said a complaint would need to be brought before the Health Officer by the tenant if there are issues the landlords are not taking care of. Ms. Sauer said she has been looking at apartments for some families and she is appalled at the conditions in some of them.

Central Business District: Riche' Colcombe brought up the ordinance regarding the central business district as far as property upkeep. She said the yellow building in the center of town that has overgrowth. Chairman Bailey said he can have the Code Enforcement Officer look at it.

## **2. MINUTES**

Chairman Bailey made a motion to approve work session meeting minutes dated June 14, 2023. Selectman Pelletier seconded the motion, the motion passed.

## **3. MANIFEST**

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 18549 – 18616 a/k/a Vouchers 27, 27A, 28 & 28A in the amount of \$248,261.14 (includes 248 direct deposit stubs) and Accounts Payable Check numbers 029753 – 029842 a/k/a Vouchers 23 in the amount of \$900,275.43. Selectman Pelletier seconded the motion, the motion passed.

\*\* A/P Checks include payment to HDSO in the amount of \$729,892.47.

## **4. CONSENT AGENDA**

Chairman Bailey made a motion to approve the Consent Agenda for July 12, 2023. Selectman Pelletier seconded the motion, the motion passed.

- Appointment Forms – Jim Riddle, Conservation Commission – Full Member; Pat Bradley, Historic District Commission – Alternate; Laurie Jutzi, Historic District Commission – Alternate, Brad Hunt, Historic District Commission – Full Member
- Application for Reimbursement for Federal & State Forest Land 2023
- Cemetery Deed – Munsey, Hillsborough Center Cemetery
- Veterans Tax Credit & Veterans Disability – Map 3 Lot 9-1

## **5. AFFORDABLE HOUSING PROJECT – MOTION TO APPOINT**

Ms. Buono discussed the need for the Board to appoint an Administrator for the CDBG for Hillsborough Heights Project (affordable housing) and the fact that Donna Lane was the only person who submitted her application of interest. Ms. Lane is basically the only active CDBG Grant Administrator in NH.

Chairman Bailey made a motion to appoint Donna Lane to be the administrator of the CDBG Project for Hillsborough Heights Affordable Housing Project. Selectman Pelletier seconded the motion; the motion passed.

## **6. 8 BRIDGE ST. – MOTION TO APPOINT**

Ms. Buono presented the Board with a recommendation to appoint Donna Lane as the CDBG Grant writer for the 8 Bridge Street project. The CDBG funding for this project will be before the Board at their next meeting for a public hearing. Chairman Bailey made a motion appoint Donna Lane as our CDBG grant application writer for 8 Bridge St. housing project. Selectmen Pelletier seconded the motion; the motion passed.

## **7. HILLSBOROUGH HEIGHTS – ENVIRONMENTAL IMPACT STUDY**

Ms. Buono presented the Board with the Environmental Impact Study which shows no environmental impacts for the Hillsborough Heights Project. She said if the Board is comfortable with the findings, which is part of the CDBG funding, a motion would need to be made to approve them. Chairman Bailey made a motion to approve the Environmental Notice for Hillsborough Heights. Selectman Pelletier seconded the motion; the motion passed.

## **8. HIGHWAY SAFETY GRANT – SPEED ENFORCEMENT**

Chairman Bailey made a motion to accept the Safety Highway Grant Agreement in the amount of \$11,500. Selectman Pelletier seconded the motion; the motion passed.

## **9. AFFORDABLE HOUSING**

Ms. Buono explained the money which the Town is to receive through the InvestNH Program in the amount of \$840,000.00, as a result of the 84-unit Hillsborough Heights Affordable Housing Project being approved through the Town. She explained that once the money is approved through Governor and Council and received by the Town, it can be used in any manner the Board would like. There are no limitations on the funds. Brett Taber questioned whether or not the money needs to be tracked and reported on. Ms. Buono said there is no reporting or tracking structure in place like with the ARPA funds and no limitations on what the Board can opt to use it for. Ms. Buono said if there are still funds available in the InvestNH Program when the 8 Bridge Street Project moves forward, application will be made for \$10,000 per unit for that as well.

## **10. AQUATIC RESOURCE MITIGATION FUNDING – WOOD WOOLEN MILL SITE**

Ms. Buono said the paperwork for the Aquatic Resource Mitigation Funding (ARM) is beginning to come through which is for the purpose of reclamation of the Woods Woolen Mill Site. The Board was already aware of this grant money. She said the Dept. of Environmental Services has her as a signer on the paperwork, but she would need the Board to make a motion to give her the authority to do so. Chairman Bailey made a motion to grant the Town Administrator, Laura Buono, to execute all documents necessary to implement activity on behalf of the Town of Hillsborough business with NH Department of Environmental Services for the purpose of the ARM funding for the Wood Woolen Mill Site. Selectman Pelletier seconded the motion; all in favor, the motion passed.

## **11. SIDEWALK PROJECT**

Ms. Buono said a new representative through NHDOT has been appointed to our sidewalk project and will be attending our bi-weekly meetings on the project.

## **12. OTHER BUSINESS**

8 Bridge St: Ms. Buono reported there will be (4) Public Hearings as part of the July 26<sup>th</sup> Selectmen's Meeting for 8 Bridge Street. Three are for the CDBG funding for the project and the fourth is for a 79-E application.

Road Closures: Ms. Buono reported that all roads have been repaired, with the exception of Jones Road after the flooding and are now open. She said she has requested that the Highway Department track overtime and all associated expenses with the repairs in case a disaster is declared.

Community Power: Ms. Buono said she has sent the Memo of Understanding to Standard Power for the Community Power Program and said they in turn have sent her wording to use to solicit volunteers. Selectman Pelletier has volunteered to represent the Board on that Committee.

Manahan – Chairman Bailey asked Riche' Colcombe (Trustee of the Trust Funds) if there is funding available to be spent for gravel for the parking lots as well as paving the entrances to the park. Riche' said yes, the money is available through the Manahan Trust. Brett Taber asked if the erosion down at boat ramp at Emerald Lake/Gould Pond since it is filling that area with sand. Riche' said she will find out what the status is on the State's boat launch grants and if there is an opportunity to modify the grant that was already submitted by the Town for Manahan to add in Gould Pond. Mr. Taber said that the dry hydrant at that same ramp is not operational. Ms. Buono said that had been discussed in the past and if she remembers correctly, it is not one that the Fire Department utilizes anymore.

## **13. ADJOURNMENT**

A motion was made and seconded to adjourn at 7:02 pm

A true record  
Mary Whalen  
Recording Secretary

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

Approved by:  
Hillsborough Selectboard

\_\_\_\_\_  
James C. Bailey, III, Chairman

\_\_\_\_\_  
Iris Campbell, Selectwoman

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Richard Pelletier, Selectman

