

Board of Selectmen
Meeting Minutes
April 10, 2024

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

Others present: Brett Cherrington, Riche' Colcombe, Samantha Gallo, Marc Colcombe

Meeting opened at 6:00 pm

Pledge of Allegiance was recited.

1. OPEN SESSION

Energy Commission: Brett Cherrington, Chair of the Energy Commission, talked to the Board and clarified memberships for the website. Mr. Cherrington also said that Sue Durling would like to be reappointed as an alternate, and he was concerned that his term and Adam Charrette's term have the same expiring years. Mr. Cherrington talked about the weatherization project and feels it's time to put the request into GDS Associates to perform the technical assistance study as suggested by the Energy Commission. Mr. Cherrington also submitted a reimbursement request.

Trustees of the Trust Funds: Riche' Colcombe said Lori Adams will remain the secretary and Ms. Colcombe the chair. Ms. Colcombe asked if the alternate position needed to be reappointed again. Ms. Buono said the alternate position is reappointed every 3 years.

Fuller Library: Marc Colcombe introduced himself and is representing Emcore Services of New England Mechanical, which prepared a proposal to replace the venting units at the library and is available for questions. Chairman Bailey thanked Mr. Colcombe for his proposal, the Board has other proposals to review as well. Ms. Buono also explained that some of the companies that looked at the project have not submitted a proposal and asked the Board if they want her to pursue those companies. Chairman Bailey feels more time is needed. Samantha Gallo, Librarian, said the building has been very cold, about 2 weeks ago one floor was at 49 degrees which is cold to work in. She has also had to shut down programs on Tuesdays and Thursdays. Chairman Bailey said within the next 2 weeks the Board will be able to decide. Ms. Gallo asked how many bids have been received so far. Chairman Bailey said they have 2, NH HVAC and Emcore. Ms. Gallo said NH HVAC does not deal with Mitsubishi and offers a different brand of heating. Ms. Gallo said Mr. Colcombe has come into the library 3 to 4 times, he's been very thorough, he has looked at things that haven't been working since the current system was installed. He suggested thermostats in different areas that would be controlled by Bluetooth. Ms. Gallo is in favor of Mr. Colcombe's proposal, the other companies haven't come back with an estimate, and it's been over a month. Ms. Buono said Building Maintenance also felt Mr. Colcombe was very thorough. Ms. Gallo said the library has been without heat since February and soon it will be warmer.

Mr. Colcombe shared some information. From his research he confirmed with Mitsubishi that the generation of condensing units will communicate and work with the infrastructure that's in place. Mr. Colcombe is not aware that another manufacturer's piece of equipment would be able to replace the current outdoor units and connect to the wiring and controls and refrigeration system and function properly. Mr. Colcombe said in his estimation you either replace the 2 outdoor units or you start from square one, which doesn't make any sense to him to do so. From what Mr. Colcombe sees the current units were not installed correctly, they shouldn't be on the ground, and they shouldn't be exposed to salt and sand, a barrier is needed around the units. Selectman Pelletier

asked Mr. Colcombe what his warranty provides. Mr. Colcombe said Emcore provides 1-year full parts and labor and then manufactures warranty of 6 years. Mr. Colcombe also recommends installing wireless thermostats in several rooms, this is beyond the scope of his proposal. The cost per unit is about \$800. Mr. Colcombe said there are other units in the library that have never worked. Selectman Pelletier asked if those can be fixed. Mr. Colcombe said that's another project to find out why they are not running and what it will take to make them run. The proposal currently includes replacing the current outdoor units. Installation of the new units would take about 2 weeks. If the units need to be ordered, that will take about 8 weeks. Ms. Gallo pointed out that the library at this time is being heated with electric space heaters. Brett Cherrington asked Mr. Colcombe if Emcore could help the town with acquiring federal funding for this project. Mr. Colcombe said yes, if there are utility dollars available for this project, Emcore will apply and assist in getting those funds that can be used to reduce the cost of the units.

Chairman Bailey said the Board will decide at their next meeting. Ms. Gallo asked Chairman Bailey why he feels he need to wait until the next meeting. Chairman Bailey said so the Board can look at other options. Ms. Gallo said 5 companies have already looked at the project, resulting in 2 responses.

Selectman Pelletier made a motion to offer the heating job for the library to Emcore Services for \$72,400. A proposal for thermostat units will also be provided. Chairman Bailey seconded the motion, the motion passed.

2. MUNICIPAL COMPLEX WORK SESSIONS

Ms. Buono wants the Board to begin discussions on infrastructure needs and will create a meeting schedule for the Board to review at their next meeting.

3. COMCAST FRANCHISE RENEWAL AGREEMENT

The Board will review the draft agreement, any changes or concerns will be sent to the attorney, after, a public hearing will be scheduled.

4. CONSENT AGENDA

Chairman Bailey made a motion to approve the Consent Agenda for April 10, 2024. Selectwoman Campbell seconded the motion, the motion passed.

- Gravel Tax Levy – Map 7 Lot 71
- Prorated Assessment for Damaged Building – Map 23 Lot 83
- Property Tax Abatement – Map 19 Lot 18 \$25.00
- Veterans Tax Credit – Map 18 Lot 11

5. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 19226 – 19253 a/k/a Vouchers #14, 15 & 15A in the amount of \$210,844.56 (includes 158 direct deposit stubs) and Accounts Payable Check numbers 031438 – 031529 a/k/a Voucher #16 in the amount of \$1,531,240.28. Selectwoman Campbell seconded the motion, the motion passed.

** A/P checks include payment to HDSD in the amount of \$951,101.31

6. MEETING MINUTES

Chairman Bailey made a motion to accept the meeting minutes dated March 27, 2024. Selectman Pelletier seconded the motion, the motion carries. Selectwoman Campbell seconded the motion, the motion passed.

7. MANAHAN DOCK

Ms. Buono presented the quote from Tuckers Metal Fabrication for the replacement dock for Manahan. The Board reviewed the submission and Chairman Bailey made a motion to accept the proposal from Tuckers Metal Fabrication for a new dock at Manahan Park/Pierce Lake in the amount of \$16,536. Selectman Pelletier seconded the motion, the motion passed.

8. SIDEWALK PROJECT

Ms. Buono supplied the Board with the meeting notes from the most recent meeting on the Sidewalk Project which took place on March 26th. Phone meetings are held every two weeks just between the project engineer, DOT, the Planning Director and Town Administrator. The notes included the following:

- NEPA re-submission would occur the week of March 26th noting that the staff assigned to that task soon afterwards went on disability. The task will be reassigned to another staff member to complete.
- On permitting, the Alteration of Terrain (AoT) permit was approved earlier in the morning. All known permits have been obtained for this project. Since the Alteration of Terrain permit was obtained last year, the engineer will check to confirm that it is effective for 3 years.
- Discussion regarding the right-of-way (ROW). D&K's waiver valuation submission to NHDOT was delayed. It was originally anticipated to be submitted last week and is now anticipated to be submitted this week, most likely on Tuesday. The submission will be the ROW plans, Deed Easements, Waiver Valuation checklists and Estimate of Compensation calculations. The submission would only be a partial review and approval as contractor quotes for sign relocations and irrigation are still needed for a few property owners.

9. WOODS WOOLEN MILL

Ms. Buono reported there will be a meeting on Friday, April 12th to talk about completing the site survey and structural analysis work along with finalization of the conceptual design.

10. DISPATCHER

Ms. Buono reported that the part-time animal control officer will also be training as a part-time dispatcher for the police department.

11. HIGHWAY DEPARTMENT

The financing for the grader has been approved and the grant paperwork for 2 trucks was previously submitted as necessary after Town Meeting.

Meeting adjourned at 7:15 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman