

**Board of Selectmen
Meeting Minutes
February 7, 2023**

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

In Attendance: Dana Clow, Chris Parsons, Jon Daley, Joyce Bosse, Scott Murdough, Don Rabun, Peg Leighton, Angela Poluchov, Luke Levesque, Samantha Gallo, Tammy McClure, Peter Mellen, Ernie Butler, Kenny Stafford, David Lewis

Pledge of allegiance was completed.

1. NONPUBLIC SESSION

Chairman Bailey moved to go into nonpublic session at 6:00 p.m. under RSA 91A:3II (b) hiring. Motion was seconded by Selectman Pelletier. A roll call vote was taken. Chairman Bailey – yes; Selectwoman Campbell -yes. Motion passed unanimously.

In attendance: Chairman Bailey, Selectwoman Campbell, Town Administrator Laura Buono, Chelsea Mather, Jacob Wood.

Ms. Mather introduced Jacob Wood to the Board and recommended hiring him for the open support staff position at Project Genesis.

Chairman Bailey moved to come out of nonpublic session at 6:06 p.m. Motion was seconded by Selectwoman Campbell. A roll call vote was taken. Chairman Bailey – yes; Selectwoman Campbell -yes, Selectman Pelletier – yes. Motion passed unanimously.

Chairman Bailey made a motion to hire Jacob Wood as support staff at Project Genesis. Selectman Pelletier seconded the motion, the motion passed unanimously.

2. OPEN SESSION

Chairman Bailey called for questions during open session. No questions were received from the audience.

3. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 18238 – 18266 a/k/a Vouchers 5 & 6 in the amount of \$203,559.47 (includes 227 direct deposit stubs) and Accounts Payable Check numbers 028786 - 028799 a/k/a Vouchers 6 in the amount of \$17,582.01. Selectwoman Campbell seconded the motion, the motion passed unanimously.

4. CONSENT AGENDA

Chairman Bailey made a motion to approve the Consent Agenda for February 7, 2023

- Welfare Lien Discharge – Map 16 Lot 14; Map 12A Lot 244
- Tax Deferral Lien Release – Map 12 Lot 38
- Veterans' Tax Credit – Map 7 Lot 3-7; Map 23 Lot 81; Map 14 Lot 435

Selectman Pelletier seconded the motion, the motion passed unanimously.

5. OTHER BUSINESS

- Ms. Buono forwarded a memo to the Board for enhancing the website in the amount of \$5,534 (Click Fix). This feature allows residents to file a concern on the town's website by choosing a department and forwarding issues such as down trees, potholes etc. to the department directly. The feature allows the issues to be tracked and reports can be forwarded back to the resident. The cost is an annual fee as well.

Chairman Bailey made a motion to add Click Fix to the 2023 budget in the amount of \$5,534. Selectwoman Campbell seconded the motion, the motion passed unanimously.

- Ms. Buono presented a request for an additional \$3,000 for fireworks. Chairman Bailey said the town contributes enough money to the festival and feels the festival can absorb that cost. Selectwoman Campbell agreed, just purchase fireworks with the money that's available. Selectman Pelletier is split in his decision. Jon Daley said the fireworks are the best in the area, the festival isn't asking for the town to pay all of it, the cost for the fireworks increased by \$3,000. Selectwoman Campbell thought the funding was fifty-fifty, the town budgeted \$5,000 and the festival would match the \$5,000. Now the town provides \$7,500, and she learned the festival is not matching that. She doesn't feel the town should take the brunt of the total increase. Chairman Bailey agrees. Chairman Bailey agrees not to provide the additional \$3,000 as well as Selectwoman Campbell. Selectman Pelletier would agree providing \$1,500.

Chairman Bailey made a motion to leave the town contribution at \$7,500 and revisit the request next year. Selectwoman Campbell seconded the motion, the motion passed unanimously.

6. PUBLIC HEARING

Chairman Bailey opened the Public Hearing on the Proposed 2023 Budget/Warrant Articles at 6:30 pm.

- Chairman Bailey called for questions on the Executive part of the budget.
 - Tammy McClure asked how many people in the Executive section are on the payroll. Ms. Buono replied (4) people.
 - Tammy also asked if the \$6,200 is all for professional dues. Ms. Buono said yes, that covers several dues amounts.
- Elections
 - No questions.
- Financial Administration
 - No questions.
- Town Clerk/Tax Collector
 - Tammy McClure asked if the payroll covers for (2) people. Ms. Buono replied yes.

- Revaluation
 - No questions.
- Legal Fees
 - No questions
- Landuse & Economic Development
 - No questions
- General Government Buildings
 - Tammy McClure asked if this budget covers for (1) full-time person. Ms. Buono replied yes, (1) full-time person.
 - Tammy McClure asked in terms of regular maintenance do all the buildings use the same company? Ms. Buono said it's not for cleaning maintenance, it's for projects that are not at the level of using the capital reserve for those buildings, it's for maintenance and upgrades to those buildings.
- Cemeteries
 - Tammy McClure asked if the contract cost is just for mowing. Selectwoman Campbell said it covers mowing, raking, tree removal, grave site leveling, etc. Tammy asked if there is any more money available for more repairs at the Center? Selectwoman Campbell said the work that was done there was completed from the money in the operating budget, (2) stones were repaired. Ms. Buono added that there is also a capital reserve for headstone restoration.
 - Tammy also commented about the miscellaneous lines within the entire budget, some are small amounts, some are larger. She feels the larger amounts budgeted should be defined. Laura said the miscellaneous line is for items that don't fit into a category, a particular budget line.
- Insurance
 - Joyce Bosse asked why the cost of insurance has gone down so much? Ms. Buono said the cost fluctuates each year depending on the town's exposure.
 - Jon Daley asked what the meaning of exposure, is it how many accidents? Ms. Buono replied yes.
- Other General Government
 - No questions.
- Police Department
 - Samantha Gallo said the budget for advertising (\$300) is consistently overspent, last year \$10,000 was spent, should that line be adjusted? Ms. Buono said the reason for last year was because of the search for officers. Police Chief Chris Parson said the Cones with Cops at Butler Park was charged to advertising as well as some brochures, maybe those items are not a good fit for advertising costs. Samantha was going to recommend the miscellaneous line but that would be over as well. Ms. Buono said Chief Parsons has changed some items in this budget that would be a better fit with a budget line item.
 - Tammy McClure asked if a new officer was added this year? Ms. Buono said yes, there were (2) vacant positions this year that have been filled and a second part-time officer as well.
 - Joyce Bosse asked if having a full crew will lower the overtime amount? Chris Parsons is hoping the need for overtime will be reduced this year.
- Fire Department
 - Tammy McClure asked how many employees. Fire Chief Stafford said the staff total is 47 for fire and rescue.
 - Tammy McClure asked about the miscellaneous line in the Fire Department. Ms. Buono said that line covers vehicle repair miscellaneous.

- Building Inspector/Health Officer
 - Tammy McClure asked if the Building Inspector is a full-time position. Ms. Buono replied yes.
- Emergency Management
 - No questions
- Dispatch
 - No questions.
- Youth Services & Recreation
 - No questions.
- Highway
 - No questions.
- Streetlighting
 - No questions.
- Transfer Station
 - No questions.
- Animal Control
 - No questions.
- Health Agencies
 - Tammy McClure asked how many children or families are serviced. Ms. Buono said those figures will be in the Town Report.
- General Assistance Administration
 - Tammy McClure asked if this person is now part-time. Ms. Buono replied yes.
- General Assistance Direct Assistance
 - No questions.
- Parks
 - No questions.
- Recreation
 - No questions.
- Library
 - Librarian Samantha Gallo asked if she could move \$2,000 from the book budget and put that money into electronic materials because that's the way she needs to report the electronic use. Ms. Buono will move \$2,000 from the book budget for electronic materials.
- Fireworks & Patriotic Purposes
 - No questions.
- Other Culture & Recreation
 - No questions.
- Conservation
 - No questions.
- Debt Services
 - No questions.
- Water
 - No questions.

Warrant Articles

- Article 19

Shall the Town raise and appropriate the amount of \$425,000.00 (Four Hundred Twenty-Five Thousand Dollars) to be deposited in the following already established Capital Reserve Funds:

- Highway Department Equipment CRF \$ 30,000.00
- Ambulance CRF \$ 100,000.00
- Municipal Buildings Maintenance, Repairs & Upgrades CRF \$ 100,000.00
- Cemetery Maintenance & Repair CRF \$ 10,000.00
- Library Building CRF \$ 50,000.00
- Parks CRF \$ 50,000.00
- Sidewalks CRF \$ 25,000.00
- Transfer Station Equipment CRF \$ 60,000.00

Of that sum, \$300,000.00 (Three Hundred Thousand Dollars) is to come from the Undesignated Fund Balance and \$125,000.00 (One Hundred Twenty-Five Thousand Dollars) is to come from taxation. (Recommended by the Board of Selectmen). (Majority vote required)

- No questions.

- Article 20

Shall the Town raise and appropriate the non-lapsing sum of \$350,000.00 (Three Hundred Fifty Thousand Dollars) for the purpose of road work? Of this amount, \$153,194.00 (One Hundred Fifty-Three Thousand One Hundred Ninety-Four Dollars) is to come from the Undesignated Fund Balance and \$196,806.00 (One Hundred Ninety-Six Thousand Eight Hundred Six Dollars) from taxation. This article is to be non-lapsing until December 31, 2024 (Recommended by the Board of Selectmen). (Majority vote required)

- No questions.

- Article 21

Shall the Town raise the appropriate the amount non-lapsing sum of \$136,450.00 (One Hundred Thirty-Six Thousand Four Hundred-Fifty Dollars) for the purpose of purchasing a trash trailer for the Transfer Station? Of this amount, \$136,450.00 (One Hundred Thirty-Six Thousand Four Hundred-Fifty Dollars) to come from the Undesignated Fund Balance. This article is to be non-lapsing until December 31, 2024. (Recommended by the Board of Selectmen). (Majority vote required)

- No questions.

- Article 22

Shall the Town vote to raise and appropriate the amount of \$273,000.00 (Two Hundred Seventy-three Thousand Dollars) for the purpose of the East Washington Road Bridge Repair? Of that sum, \$212,658.00 (Two Hundred Twelve Thousand Six Hundred Fifty-eight Dollars) is to come from the Undesignated Fund Balance and \$60,342.00 (Sixty Thousand Three Hundred Forty-two Dollars) from taxation. (Recommended by the Board of Selectmen). (Majority vote required)

- David Lewis asked which bridge is this. Road Agent Ernie Butler said it's just before Coolidge Road on East Washington.

- Article 23

Shall the Town vote to authorize the Selectmen to enter into a 5-year lease purchase agreement containing a non-appropriation clause, in the amount of \$270,775.00 (Two Hundred Seventy Thousand Seven Hundred Seventy-five Dollars) for the purpose of purchasing new Highway Department Truck and to raise and appropriate the sum of \$60,000.00 (Sixty Thousand Dollars)

for the first year's payment for that purpose? (Recommended by the Board of Selectmen). (Majority vote required)

- No questions.

- Article 24

Shall the Town vote to establish a Capital Reserve Fund for the purpose of Employee Health and Wellness, and to raise and appropriate the sum of \$35,000.00 (Thirty-five Thousand Dollars) to deposit in such fund and to name the Board of Selectmen as agents to expend? Of that sum, \$35,000.00 (Thirty-five Thousand Dollars) is to come from the Undesignated Fund Balance. (Recommended by the Board of Selectmen). (Majority vote required)

- Ms. Buono said this will be used for the employees. The first year will focus on heart health. The town has experienced (2) first responders that had heart attacks in the last 8 months, one being a fatality. The town now has a Wellness Coordinator as well.

- Article 25

Shall the Town vote to establish a Capital Reserve Fund for the purpose of Computer and Software Upgrades, and to raise and appropriate the sum of \$50,000.00 (Fifty Thousand Dollars) to deposit in such fund and to name the Board of Selectmen as agents to expend? Of that sum, \$50,000.00 (Fifty Thousand Dollars) is to come from the Undesignated Fund Balance. (Recommended by the Board of Selectmen). (Majority vote required).

- No questions

- Article 26

Shall the Town vote to adopt the provisions of RSA 41:26-E to change the Town Treasurer from an elected position to an appointed position? (Recommended by the Board of Selectmen). (Majority vote required).

- Don Rabun asked for the rational. Ms. Buono said the State authorized communities a few years ago. Hillsborough has been fortunate and has had the same Treasurer for many years, but one day he will retire. This enables the Board to go through the process of choosing a qualified person.

- Article 27

Shall the Town vote to readopt the provisions of 72:28-b, in accordance with RSA 72:27-a, previously adopted for an All Veterans' Tax Credit, [*2017 Adopted RSA 72:28-b All Veteran's Tax Credit \$500 (Article 22)*], at \$500.00 per year? If readopted and approved, this article shall take effect for the April 1, 2023 tax year. (Recommended by the Board of Selectmen). (Majority vote required).

- No questions.

- Article 28

Shall the Town vote to readopt the provisions of RSA 72:28, II, in accordance with RSA 72:27-a, for an Optional Veterans' Tax Credit at \$500.00 per year. If readopted and approved, this article shall take effect for the April 1, 2023 tax year. (Recommended by the Board of Selectmen). (Majority vote required).

- No questions.

- Article 29

Shall the Town vote to accept Old Mill Farm Road, a private road, which measures 1,323.91 feet along the centerline from Beard Road to its termination in a cul-de-sac. This approval is contingent upon final inspection by the Road Agent and Board of Selectmen. (Recommended by the Board of Selectmen) (Majority vote required)

- No questions.

- Article 30

Shall the Town vote to accept Minot Road, a private road, which measures 659.59 feet along the centerline from Beard Road to Old Mill Farm Road. This approval is contingent upon final inspection by the Road Agent and Board of Selectmen. (Recommended by the Board of Selectmen) (Majority vote required)

- Dave Lewis asked if they intend to top the road this year. Road Agent, Ernie Butler said he must do the final inspection. He would like to see another overlay, chip, and seal the other road and overlay it as well. Dave asked if there is a bond in place. Ernie replied yes.

- Article 31

Shall the Town of Hillsborough raise and appropriate a sum not to exceed \$75,000.00 (Seventy-five Thousand Dollars) for the purpose of purchasing the property of 22 Henniker Street for the purpose of constructing a municipal parking lot to be available for the public use? (By Petition) (Not Recommended by the Board of Selectmen) (Majority vote required)

- Chairman Bailey explained the \$75,000 is only for the purchase of the property.
- Ernie Butler said the cost for each parking spot (21) is \$3,000 for each (\$63,000).
- Samantha Gallo asked if the space needs to be paved. Ernie said yes, it needs to be paved for plowing purposes.

- Article 32

If Article #3 Operating Budget of the Hillsboro-Deering School District 2023 Warrant is defeated, shall the voters of the Town of Hillsborough require the Select Board and Hillsborough Police Department to contract the services of a School Resource Officer at the expense of the Hillsboro-Deering School District and not at the expense of the Town of Hillsborough's Budget? Said contract shall be for no less than the full cost of labor and benefits for the hours contracted by the Hillsboro-Deering School District. (By Petition) (Majority vote required)

- Someone asked if this article is legal. Ms. Buono said the article is advisory at best. The legislative body can't dictate how the governing body will govern.

Also, Ms. Buono explained that earlier this evening the Board voted to add \$5,534 for enhancing the website.

No further questions, Chairman Bailey thanked the audience and the Department Heads for attending.

Chairman Bailey made a motion to close the Public Hearing at 7:02 pm. Selectman Pelletier seconded the motion, the motion passed unanimously.

A true record
Mary Whalen
Recording Secretary

Approved by:
Hillsborough Selectboard

Date: _____

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman