

**Board of Selectmen
Meeting Minutes
December 11, 2024**

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

Others present: Pat Bradley, Laurie Jutzi, Jack Frank, Lisa Frank, Ernie Butler

Meeting opened at 6:00 pm
Pledge of Allegiance was recited.

1. PUBLIC COMMENTS

No comments.

2. HISTORY ALIVE

Laurie Jutzi is before the Board for permission to use town facilities (Kemp Park and the Center) for the 2025 History Alive program. The School District will also be involved with the events. The dates for History Alive will be sent to the Youth Services Director. Ms. Jutzi asked if the poison ivy at the Pound could be covered with mulch during the event dates.

3. MEETING MINUTES

Chairman Bailey made a motion to approve the meeting minutes dated October 30, 2024. Selectman Pelletier seconded the motion, the motion passed.

Chairman Bailey made a motion to approve the meeting minutes dated November 13, 2024. Selectman Pelletier seconded the motion, the motion passed.

4. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 19781 – 19839 a/k/a Vouchers #47, 48, 49, 49A, 50 in the amount of \$490,464.42 (includes 445 direct deposit stubs) and Accounts Payable Check numbers 032837 – 033027 a/k/a Voucher #38, 39, 40, 41 in the amount of \$803,567.83. Selectman Pelletier seconded the motion, the motion passed.

** A/P Checks include payment to HDSO in the amount of \$452,820.23.

5. CONSENT AGENDA

Motion to approve the Consent Agenda for December 11, 2024. Selectman Pelletier seconded the motion, the motion passed.

- Intent to Cut – Map 7 Lot 71 Gleason Falls Road
- Yield Taxes – Map 8 Lot 1 \$719.75; Map 5 Lot 96 \$1,767.43; Map 10 Lot 13 \$927.89

6. HILLSBOROUGH HEIGHTS

A site walk was completed to look at the road leading into Hillsborough Heights located at 219 W. Main Street. The site walk was primarily for reviewing the road to see if the town will accept the road. Road Agent Ernie Butler said he would require a bond on the road, one reason was for water leaks. Developer Jack Frank said all the leaks were found, repaired, pressure tested and compacted. Mr. Frank will provide the compaction reports. Mr. Butler said there are some stress cracks in the pavement, and said that once the second phase is completed, he wants the pavement milled down 1 ½” and overlaid with topping 3/8ths fill. Mr. Frank asked Mr. Butler to show him where the problem is and said in the phase II portion there should be additional funding available to remedy that problem. Mr. Frank said the bond is no problem, he will also add the remedy paving work into the bond for the second building as well as a bond for the road for any travel during the construction period. Mr. Frank also asked Mr. Butler when they meet if Mr. Butler can provide information regarding a sign. Mr. Butler added that permission needs to be put in writing about turning around in the driveway as well. Chairman Bailey said if for some reason phase II does not get built, a hammer head will need to be put in at the end of the road for trucks to turn around.

7. COUNTY ROAD

Ms. Buono is suggesting the town vote to change a section of County Road from Class VI summer maintenance to Class VI at and beyond 507 County Road. Currently the road is classified as Class VI summer maintenance only. Mr. Butler said if the road is reclassified, the road will need to be improved in that section which could result in a lot of drainage onto 507 County Road because that property is lower than the road as well as an area for the trucks to turn around. Another suggestion is to discontinue the road all together. The homeowner of 507 County Road is claiming the road in front of his property is Class V, not Class VI summer maintenance. Mr. Butler said the Class V Road stops at the doorway of 507 County Road. Mr. Butler contacted the previous road agent who confirmed the town has never maintained or plowed that section of the road. Ms. Buono will talk to the town attorney about reclassifying the road.

8. CLASS VI ROADS

For liability purposes, Ms. Buono is recommending the Board reverse their previous designation that all Class VI roads are fire lanes. She said it creates confusion when people begin building on these roads and potential challenges to how it relates to those property owners who become liable for road maintenance.

Chairman Bailey made a motion to reverse the designation of all Class VI Road as fire lanes. Selectwoman Campbell seconded the motion, the motion passed.

9. OVER NIGHT PARKING SIGNAGE

The signage for overnight parking will be updated for clarification purposes. Overnight parking in the municipal parking areas on Central and School Streets now require a permit that is issued by the police department. Enforcement from the police has also begun.

10. CONTRACT SERVICES

Riche' Colcombe, who wasn't present, had requested a topic be added to the Boards agenda via email to discuss the contract the town has with Windsor in particular. The Board briefly discussed

that both Chiefs are working with those surrounding towns to update costs/fees for 2026 on various services that are provided and billed to them each year.

11, **s61-63 WEST MAIN STREET**

Southern NH Services and a thrift store uses a portion of the property. The furnace for the building needs work but the building itself is not in great condition. It is believed the thrift store will be relocating at some time. Chairman Bailey recommended installing a small heater for Southern NH Services to get them through the winter. The Board will need to decide about the building soon.

11. SIDEWALK PROJECT

There are still some easements that have not yet been signed by property owners, about 10 of them. The Planning Office will contact those owners. If the town can't get the owners to sign off on the easements the other option is to go through the eminent domain process which the state has to do. If the eminent domain process is used the project will be pushed out further.

12. INFRASTRUCTURE FUNDING

The Board talked about the concept of establishing a fund for infrastructure development as it associates with potential future development in Hillsborough. If this is something the Board is interested in, it will be discussed in a future budget year.

Meeting adjourned at 8:10 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman