

**Board of Selectmen
Meeting Minutes
June 11, 2025**

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

Others present: Cathy Houle, Katherine Charrette, Adam Charrette.

Pledge of Allegiance was recited

Meeting opened at 6:00 pm

1. PUBLIC COMMENT

Cathy Houle asked the Board why the fountain is not operating at Butler Park and there are no trash cans, also, the container for dog waste provided by Project Genesis is often empty. Chairman Bailey said the fountain did run for a while a long time ago, but it was difficult to keep it operational, kids would put bubbles in the fountain and is not sure it's even operational anymore. It was suggested to add flowers in the fountain instead.

2. MEETING MINUTES

Chairman Bailey made a motion to accept the meeting minutes dated May 28, 2025. Selectman Pelletier seconded the motion, the motion passed.

3. CONSENT AGENDA

Chairman Bailey made a motion to approve the Consent Agenda for June 11, 2025. Selectman Pelletier seconded the motion, the motion passed.

- CDBG Professional Services Agreement between the Town and Donna Lane for 2 Bridge Street (Chairman Only)
- Quitclaim Deed – 403 East Washington Road
- 2024 Tax Abatement Denial – Map 19 Lot 35
- Cemetery Deeds – Marilyn & Donald Mitchell – Ashes Garden; Ernest & Jean Emond – Harvey Memorial
- Excavation Tax Assessment – Map 7 Lot 190 \$314.28
- Intents to Cut – Map 11F Lot 27, Old Driftway; Map 1 Lot 41, Severance Road
- Intent to Excavate – Map 7 Lot 71 Gleason Falls Road

4. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 20170 – 20195 a/k/a Vouchers 23 & 24 in the amount of \$248,365.78 (includes 227 direct deposit stubs) and Accounts Payable Check numbers 033953 – 033969 a/k/a Voucher 21 & 22 in the amount of \$391,487.93. Selectman Pelletier seconded the motion, the motion passed.

5. SUMMERFEST

Katherine and Adam Charrette came before the Selectmen asking for a waiver of the field usage fee for Summerfest which is \$5,500. Katherine explained they are a non-profit, the money made from the festival is passed on to other non-profits in the town. Chairman Bailey said the amusement company always sent the Town \$500 each year to help with the damage that occurs from the festival. The fee has been increased to \$500 per day. Adam Charette said a typical year about \$35,000 will be raised from Summerfest, this \$5,500 fee will cut into what is brought into the non-profit. Chairman Bailey recommends talking to the director of parks & recreation first before considering this request. Ms. Buono said the director is aware of the request and is comfortable waiving part of the fee. Chairman Bailey would still like to speak to the director. Katherine Charette offered updating the electric box at Grimes field as well.

6. HIGHWAY SAFETY GRANT

Ms. Buono presented a grant application to the Board for a police highway safety grant that needed a motion to authorize the Chairman to sign. She said the grant is in the amount of \$15,700.

Selectman Pelletier made a motion accepting the terms of the Highway Safety Grant as presented in the amount of \$15,700 and the amended grant terms as presented in the Grant Agreement Notice for an adjusted total grant limitation of \$35,538.66 and to authorize Chairman Bailey to sign all documents related to the grant. Chairman Bailey seconded the motion, the motion passed.

7. WEBSITE SURVEY

Ms. Buono provided a hard copy of the survey results on the website to the Board.

8. COMMUNITY DEVELOPMENT BLOCK GRANT

Ms. Buono said that Kim Opperman met with the Board on May 28 proposing to apply for a CDBG for 4 Bear Hill Road for (4) new apartments which will be affordable housing and would be built in the current attic space. He had asked that the Board approve him moving forward with investigating whether or not this plan would be acceptable with CDBG, which they did. She said that since that meeting, Mr. Opperman has learned that he would need to flood proof the first level of the building, which would not be feasible for him.

9. WOODS WOOLEN MILL & ASSOCIATED ELECTRIC

Ms. Buono said she met a UConn TAB team which is a grant funded program through the University of Connecticut who will be putting together community outreach information on the Woods Woolen Mill and Associated Electric sites. This information will enable us to have information for the public on what has happened with the sites, as well as what we are planning moving forward. She also said that they will also be doing a site rendering of what a municipal complex would look like on the Associated Electric site. Ms. Buono said she also met with Nancy Merrill, who is a grant administrator and who has agreed to assist with the Brownfield grant for the Associated Electric site which will be applied for in the fall.

10. SIDEWALK PROJECT

Ms. Buono reported that the Sidewalk Project along West Main Street is at the point where a construction engineering company needs to be chosen. She recommends using the states qualified

list for the qualification process and asked if any of the Board members wanted to be part of the interview process with her and the Planning Director, or if they would like the two of them to bring a recommendation to the Board. The Board decided to have Ms. Buono and Ms. Payson interview the firms and bring a recommendation forward. Once a firm is chosen, they also need approval from the State. Construction is slated to begin in April 2026.

11. BEAUTIFICATION

Ms. Buono asked the Board to approve this year's funds for the flower barrels that are in the downtown area from the Dana Crane Fund which is \$696.05. She also asked that in order to make this process easier, the Board approve her to authorize funds of up to \$1,000.00 each year from that fund without bringing it to the Board. The Board felt that made sense and Selectman Pelletier made a motion to approve \$696.05 for beautification purposes and to allow the Town Administrator to approve future requests up to \$1,000. Chairman Bailey seconded the motion, the motion passed.

12. WEEKEND RAINSTORM

Selectman Pelletier asked what the status is regarding the roads that were closed from the storm. Ms. Buono said all the roads are open. Right of way work is on-going (High Tide). She said the expenses are being tracked just in case the event is declared a FEMA reimbursable disaster although she doesn't feel it will be since the damage seems to be localized and wouldn't rise to the cost that would be needed to qualify as a disaster.

Meeting adjourned at 7:00 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman