

**Board of Selectmen
Meeting Minutes
June 25, 2025**

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

Others present: James Clough, Lisa Koziell-Betz, Melinda Gehris, Bob Woolner, Samantha Gallo, Leigh Bosse

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

1. PUBLIC COMMENT

No members of the public came forward for comment.

2. MANAHAN PARK – LETTER OF INTENT

James Clough, Parks & Recreation Director said the Land & Water Conservation Grant application process is open which he intends on pursuing, at this time a letter of intent needs to be signed. The funds, if granted once they are officially applied for (right now only the “intent to apply” is being submitted), would be for upgrading Manahan with items that have been discussed with the Board previously. The maximum amount that we could receive through this grant is \$500,000 with matching funds of \$250,000 which is available from the trust, and the remaining \$250,000 would be a warrant article and raised from taxation. The grant is set up so that we will be reimbursed once the expenses are submitted. The Board discussed that the plan is to replace the current beach house, upgrades to the electricity, the well, septic system and bathrooms. The current beach house will be taken down with the new one being built off of the beach area so that there is more sandy space for visitors. The Board mentioned that they had approved the engineering study in 2024 in order to begin planning what they will be able to do at Manahan since the buildings are in need of being replaced and/or upgraded. Ms. Buono asked if in-kind work can be applied towards the town’s portion. Liza Koziell-Betz, grant writer, said she would need to ask that question.

Chairman Bailey made a motion to approve the letter of intent for the Land & Water Conservation Round 36 Funding Grant. Selectwoman Campbell seconded the motion, the motion passed.

3. SUMMERFEST

The Board talked to the Parks & Recreation Director, James Clough, about the request from Katherine Charrette to waive the field usage fee for Summerfest in the amount of \$5,500 which is the Town’s daily rate to rent the field multiplied by the 11 days that they have requested to reserve/use it. Mr. Clough said the fee is for 11 days of usage based on their request, and the fair itself runs for 4 days. Selectwoman Campbell is suggesting waiving \$2,000 from the total and charging \$3,500. Chairman Bailey said the cost of the upkeep of the fields need to be taken into consideration. Chairman Bailey said he would recommend waiving \$3,500 for the set-up and break-down days and charging \$2,000 for the 4 days that the fair is running for this year and revisit it again next year if they request another waiver. Selectwoman Campbell agreed to that and Chairman Bailey made a motion to waive \$3,500 of the \$5,500 field usage fee to reduce it to \$2,000 for 4 days of Summerfest. Selectwoman Campbell seconded the motion, the motion passed.

4. MANAHAN FEE'S

Chairman Bailey wanted to confirm with the Parks and Recreation Director that no fees are being charged to Hillsborough residents to use Manahan Park which includes the town owned boat ramp in the park. Mr. Clough said, based on the fee structure the Board previously approved, fees are not charged to residents of Hillsborough, only non-residents.

5. FULLER LIBRARY

Library Director, Samantha Gallo discussed repairs to the 3rd floor of the Library that she would like approval from the Selectmen on. She said in a meeting in 2024, the Library Trustee's and Ms. Gallo asked the Selectmen if they can start renovating the third floor of the library. She said that currently the 3rd floor has been off limits to the staff based on the need to make repairs and said that she applied for, and was awarded, a Moose Plate grant in the amount of \$20,000 to replace the damaged plaster on the walls and ceiling of the third floor. Once the plaster work is completed, the upstairs will need to be painted, the flooring replaced and some of the windows repaired. Ms. Gallo provided estimates in the amount of \$36,494.70 for the work and the estimate for the plaster work is between \$20,000 - \$25,000, depending on how much damage there is. After the renovations are complete, Ms. Gallo would like to combine the two rooms into a kitchen meeting space to hold book groups, meetings and cooking programs. She said there has been fund raising for the kitchen project and the Library Trustees said they would put some money towards it as well. The Apple Blossom room on the front side of that floor would be turned into a bookstore run by volunteers a few days a week and the Music Room would be used again as a meeting room for the Sons of Union Veterans and for others looking for a meeting space. She said that the Sons of Union Veterans are happy their furnishings will be displayed in this space. Ms. Gallo said the library has become a community center of sorts and they have added more programs and have a large need for meeting spaces. The Board approved moving forward with the project with any funds needed outside of the grants to come from the Capital Reserve fund for that building as well as library funds for the addition of the kitchen and other items they are willing to fund.

6. CONSENT AGENDA

Chairman Bailey made a motion to approve the Consent Agenda for June 25, 2025. Selectwoman seconded the motion, the motion passed.

- Economic Development Plan Implementation Agreement
- Amended Quitclaim Deed – Gee
- Yield Tax – Map 20 Lot 1 \$799.66; Map 7 Lot 150 \$482.50; Map 10 Lot 19 \$1,228.44; Map 5 Lot 80 \$218.82; Map 10 Lot 35 \$1,429.93; Map 1 Lot 40 \$2,511.67.
- 2025 Tax Abatement – Map 11O Lot 170-2 (PA67 form not applied by Assessor prior to billing) \$43,482.00

7. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 20196 – 20227 a/k/a Vouchers 25, 26 & 26A in the amount of \$248,446.40 (includes 231 direct deposit stubs) and Accounts Payable Check numbers 033970 – 034116 a/k/a Voucher 23 & 24 in the amount of \$1,376,699.61. Selectwoman Campbell seconded the motion, the motion passed.

** A/P Checks include payment to HDSD in the amount of \$905,640.46

8. HILLSBOROUGH HEIGHTS CLOSEOUT

Ms. Buono presented CDBG closeout documentation for the Chairman to sign regarding the grant funding for Hillsborough Heights. She said no motion is need since the Chairman is already authorized to sign these documents based on the original paperwork, but she wanted this to be in the minutes.

9. LIFE FOREST – LOT LINE ADJUSTMENT

Ms. Buono said that for some reason, the deed for the Lot Line Adjustment between the Town of Hillsborough and the owners of Life Forest came her name as the signer when it is typically the Board of Selectmen who sign deeds. She asked the Board to authorize her to sign the deed and the closing documents so that the process isn't delayed. Chairman Bailey made a motion authorizing the town administrator to sign the quit claim deed and lot line adjustment with Life Forest and the closing documents. Selectwoman Campbell seconded the motion, the motion passed.

10. 250TH COMMITTEE

Ms. Buono discussed that the 250th Committee met on June 24th to finalize the balance of the remaining funds from the celebration year in 2023. She said that during the discussion as to where they should put the money towards, they talked about the Historic Center and donating toward those buildings. She said they talked about the church that the Town took as a donation years ago and which needs a lot of work, and the question was asked as to whether or not the Board has ever thought about selling the building. Ms. Buono informed them that it was never discussed but said she would pose that question to the Board. She said that although the deed states that the building has to be kept as it's original intended use, it does not state that the Town has to continue to own it. The Board will take that suggestion as food for thought.

11. PLANS FOR MUNICIPAL COMPLEX

Ms. Buono reported that she spoke to UConn TAB, and they are still working on the rendering of what the old Associated Electric property would look like with a municipal complex on it. They will give us a couple of possible scenarios and go over the renderings with the Board by the end of summer since the students work on it during a certain timeframe. This work doesn't cost the Town anything but will be useful during the Board discussions moving forward.

Meeting adjourned at 7:06 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman