

**Board of Selectmen
Meeting Minutes
November 12, 2025**

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

Others present: Cathy Houle, Mary Rogers, Jim Riddle, John Segedy, Ann Poole, Dana Clow, Riche' Colcombe, James McDonough, Richard Head

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

1. PUBLIC COMMENT

Live Streaming of Selectmen's Meetings: Ann Poole asked the Selectmen for a status on the live streaming. Ms. Buono provided the status, she is recommending using Town Hall Streams that offers \$300 per month, the meetings will stream for 5 years with unlimited meetings. Town Hall Streams is a common service used by several municipalities. Ms. Buono will meet with a representative on November 17th where her laptop will be set up and they should be ready to roll. Riche' Colcombe followed up and asked if there is a comparison available as to why the town is choosing Town Hall Streams instead of YouTube? Ms. Buono said she did not, she was at a conference where she spoke with her colleagues after hearing that it is a favored system for municipalities. It's simple and affordable with a month-to-month contract that can be changed at any time. Ms. Colcombe asked if YouTube is not a free service for streaming. Ms. Buono said she has been told that the free YouTube can be manipulated and that it would be more beneficial to use a paid account but option hasn't been explored at this time and repeated that this will enable the streaming to begin now and since it's a month to month contract, if the Board would like to change to another system/service, it can be done.

250th Town Birthday Party: Leigh Bosse from the Lions Club informed the Selectmen the Club is organizing an 250th Birthday Party on July 4 located at Kemp Park and is asking for the \$200 fee be waived. Ms. Buono mentioned that the Lions Club had come before the Board at the end of the summer to request that the fee be waived to rent the pavilion at Manahan, which the Board approved. She asked the Board if they would like to consider waiving the fees for these types of requests (Butler Park and Kemp Park) for the local non-profits versus asking them to come forward each time to request they be waived. The Board felt that it made sense for these small requests and Selectman Pelletier made the motion to waive usage fees for the town's non-profit entities. Chairman Bailey seconded the motion, the motion passed.

2. CONSERVATION COMMISSION – TRAILS

Conservation Commission Chair, Richard Head, and members James McDonough, Jim Riddle and alternate member John Segedy met with the Selectmen. Mr. Head said there was an article in the Messenger about Central Regional Planning Commission and the recommendations they have made and one of them was to form and promote a Hillsborough Trails Committee. Mr. Head said the Commission has done a terrible job advertising the trails in town and talked briefly about what the Commission has been doing. Mr. Riddle shared some slides of the trails that are in town, which have all been mapped, signs added along with trail markers listed on the Conservation Commission page on the town's website. The Commission has not tried promoting the trails outside of the

town, the intent is for the people of the town to use the trails and to be aware of the trails. The Commission would be interested in contributing if a larger committee is established.

Leigh Bossie, who is a Mason, said the Masons are hosting kiosks in Bennington along the Contoocook River and recommended the Commission come talk to the Mason's.

Mr. McDonough said the Contoocook River North Branch Advisory Committee were at the Conservation Commission meeting last month regarding kayaking.

Ann Poole asked if a trail guide could be published. She would also like to see something happen in terms of pedestrian safety when trying to connect to other nearby trails.

Mr. Segedy talked about involving the Economic Development Committee regarding equestrian trails, roads, walking trails, snowmobiles etc.

3. FARMSTEADS – COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Matt Cordaro from Farmsteads is asking the Selectmen's support for the Community Development Block Grant (CDBG) process for the following project for their facility located in Hillsborough. He said there are various updates that have been made but more are needed.

The scope of work is to renovate 26 apartments and one common area as well as three basements including hallways, nurses' office and managers' office.

- All apartments to include minor repairs to walls as needed
- Misc door trim repairs as needed
- Remove and replace all door hardware including hinges and knobs
- All new paint including ceilings, walls and trim. White trim and door paint, white ceilings, Customer selected color for walls
- Quote includes square footage of VCT tile demo and removal, DITRA uncoupling membrane and new tile installed. Quote includes all setting materials and spacers - but does not include cost of tile as customer selection has not been made.
- Includes removal and re-install of appliances as needed including washer dryer, fridge, dishwasher and stove
- Install new PVC baseboard on all floors - including trim work needed for bathrooms in basement with pump system
- Remove and replace cabinets with customer supplied or customer chosen cabinets (cost not included for cabinets)
- Updates to bathrooms include all new paint, tile floor throughout, new vanities, mirrors, toilet and vanity lights. Customer to supply or pick out desired mirror, light and vanity. (material cost for those items not included)
- During walk through multiple leaks were found in the building. Contract includes plumbing costs associated with investigating and fixing leaks as well as plumbing required to replace all sinks and fixtures described in scope of work.
- No flooring in art room located in basement
- Material Cost not included in estimate items include kitchen cabinets, kitchen sink, plus faucet, any desired new appliances. Bathroom vanity plus sink, top as desired and faucet. (customer to select tile)
- Cleanup and disposal of all construction debris

It is estimated that the work will cost approximately \$742,000.00 and the CDBG if received, will be in the amount of \$500,000.00. CDBG's must be supported by and run through a municipality and Hillsborough has supported a handful of them over the last few years. Selectman Pelletier asked if there is a limit for CDBG's that the Town is allowed to manage. Ms. Buono said she's not aware of a limit but believes if there is one, then Donna Lane, who is the grant administrator, would let Mr. Cordaro know that we had reached it versus sending him to the Board for support. Chairman Bailey made a motion the Board of Selectmen support the CDBG application process. Selectman Pelletier seconded the motion, the motion passed.

Riche' Colcombe asked if CDBG information could be provided to the town residents because there are people saying the town is providing private developers and other people in town with money. Ms. Buono said it can be included with the information provided in our annual reports for the year.

4. WATER/SEWER COMMISSIONERS – FUTURE PLANNING

Selectman Pelletier talked to the Commissioners and suggested getting an engineering study, which the cost would be split evenly between the town and water/sewer, approximately \$1,000,000. Set a budget in the amount of \$20,000,000, apply for State Aide, hopefully 50% where the town would be responsible for 25% and water/sewer 25%. Take out a bond for \$10,000,000 (State would kick in \$10,000,000), the town and water/sewer would split the cost 50/50. Selectman Pelletier would like to do this in about 2 years with approval from Town Meeting.

The Commissioners talked about not bonding the system improvements, generating the money within, and doing the improvements over time. The Commissioners would certainly consider a bond and will return in about a month for further discussion.

The Commissioners are also working on more factual costs for what they need to generate to do projects on a 3-year cycle and recommends the Selectmen do the same by covering money for their portion of the projects if a 3-year cycle can be created and implemented. The Commissioners will provide a cost per foot from 2025 adding an inflation rate for planning purposes.

Selectwoman Campbell would like to see more communication between water/sewer and the Selectmen.

On the current Whittemore/Park Street project the households with sump pumps need to be determined to inform them on how to hook up to the new system. Some of the homes had basement inspections, the others still need to be determined.

The next meeting will be scheduled after Town Meeting.

Chairman Bailey made a motion to pay the amount of \$355,778 for the Park & Whittemore drainage project. Selectwoman Campbell seconded the motion, the motion passed.

5. MEETING MINUTES

Chairman Bailey made a motion to approve the meeting minutes dated October 22, 2025. Selectman Pelletier seconded the motion, the motion passed.

6. CONSENT AGENDA

Motion to approve the Consent Agenda for November 12, 2025. Selectman Pelletier seconded the motion, the motion passed.

- Elderly Exemption (denial) – Map 8 Lot 106-2
- Intent to Cut – Map 5 Lot 59 Beard Road
- Veterans Tax Credit – Map 23 Lot 121; Map 11J Lot 371
- Elderly Exemption (approved) – Map 8 Lot 118

7. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 20612 – 20652 a/k/a Vouchers 44, 45, 45A & 46 in the amount of \$340,934.28 (includes 357 direct deposit stubs) and Accounts Payable Check numbers 034789 – 034900 a/k/a Voucher 36 & 37 in the amount of \$357,482.00. Selectman Pelletier seconded the motion, the motion passed.

8. ASSOCIATED ELECTRIC

Ms. Buono reported that demolition will be underway soon on the three buildings on the old Associated Electric property. She also reported that application for the Brownsfield grant has been stalled due to the government shut down (the application period has not been advertised because of it).

9. WOODSWOLEN MILL

Ms. Buono said the wetlands permit will be sent to the Department of Environmental Services this coming week for the next steps of this project which includes the continuation of the reclamation of the new park area.

10. PROJECT MANAGER

Ms. Buono informed the Board that as she had discussed with the Board previously, she will be proposing to add funding to the 2026 budget for a Project Manager to oversee various projects as they come up in order to have professional engineering oversight that she does not have.

11. TAX RATE

Ms. Buono explained that she expects the tax rate to be set within the next 2 weeks, which has been delayed slightly due to the revaluation process. She said unfortunately, this will create a cash flow issue since the Town has to pay the school their monthly allotments of almost a million dollars, as well as the county tax amount in December of a little over a million dollars, which leaves the possibility of a cash flow problem this time of year until tax payments begin coming in. If that happens, we will pull some money from a tax anticipated note to make sure the other entities have been paid and mentioned that the school works with us as they're able to but the county is strict and actually charges municipalities a fine if the payment is late.

12. STATUS ON DEERING PULLING OUT OF HILLSBOROUGH SCHOOL DISTRICT

Selectman Pelletier reported there was a meeting at the end of last month and it was decided there was not enough information to move forward and asked for an 180-day extension which was granted. He said one person from Deering is waiting to see what the Hillsboro-Deering Board does in March as far as adjusting the Hillsboro/Deering split. They want a per student enrollment cost. A Special School Meeting is anticipated for next summer to decide if Deering pulls out.

Meeting adjourned at 8:20 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman