

**Board of Selectmen
Meeting Minutes
January 9, 2026**

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

Others present: Leigh Bosse, Jon Daley, Steve Solomon, Mark Murdough, Chris Parsons, Kenneth Stafford, Ernie Butler, Dennis Yeaton, James Clough, Angie Polochuv, Donna Lane, Kim Opperman, Laura Pasquine, Nancy Merrill, Riche' Colcombe.

Pledge of Allegiance was recited
Meeting opened at 1:00 pm

1. PUBLIC HEARING – BROWNSFIELD GRANT APPLICATION FOR 171 W. MAIN STREET (ASSOCIATED ELECTRIC)

Nancy Merrill reviewed the draft Brownfield Grant Application for 171 W. Main Street. She said the request is for \$3.4 million for the purpose of continuing to clean up the site. The grant is a federal grant with no money match from the Tow and for a term of 3 years. The grant also requires the creation of a Brownfield Steering Committee that will be responsible for community engagement and reuse planning over the next couple of years. Members will include one from the Regional Planning Commission, one from Economic Development Commission, one from the Planning Board, one from Greater Hillsborough Senior Services and one from the Chamber of Commerce. After the property is cleaned it can be sold for commercial purposes. The group would meet twice a year to talk in depth about future use of the property. If the group determines the site should not be used as a municipal complex it can then be sold for commercial purposes.

Public Comments:

- Leigh Bosse commented that he does not want to see the property used for a municipal complex. The committee should be charged with coming up with the best use for that property. Chairman Bailey told Mr. Bosse that including the municipal complex in the application doesn't bind them to that project if it isn't supported by the residents. He said the sale of the property for commercial use is also included in the application if the complex is not supported.
- Jon Daley who will be responsible for any unknown future contamination at that property. Nancy Merrill explained there will be a covenant not to sue that would go with the land, the covenant will be from the State of NH.
- Jon Daley asked what would happen with the crane on site. Ms. Buono said the Highway Department will dismantle the crane and if they can't use it, it will be placed out to bid.
- Steve Solomon said the grant narrative says the town is looking to use the property for a municipal complex. Chairman Bailey said to meet the grant application requirements a use for the property must be listed and this is one use the Board has discussed, but nothing is set in stone.
- Steve Solomon asked how deep the contamination was. It was stated that it is part of the grant.

- Nancy Merrill said in the application it does say if funding can't be met the property will be sold for commercial use. In either scenario the contamination would be remediated, page 3 under G and under H.
- Mark Murdough asked what would be added to treat the water. Laura Pasquine from NHDES responded with technical information.
- Riche' Colcombe said she is a member of the Chamber of Commerce and asked why the Chamber is committed to the steering committee in this grant application but haven't been asked if they want to be involved. Ms. Buono explained that they are not committed and the inclusion of the Chamber on this draft is a suggestion but when they are contacted and they are not interested, the Selectmen will move on to another community organization who may like to be involved

Chairman Bailey asked if there were any further comments. There were none. Chairman Bailey closed the public hearing.

Chairman Bailey made a motion to authorize the Town Administrator to execute all documents necessary to apply for the EPA Brownsfield Clean-up Grant for 171 West Main Street and if awarded the funds to be accepted and expended. Selectman Pelletier seconded the motion, the motion passed.

2. 2026 BUDGET DISCUSSION WITH DEPARTMENT HEADS

POLICE DEPARTMENT – CHIEF CHRIS PARSONS

- Increases in contract services
- Health benefits and payroll have increased; there is 53 weeks in 2026.
- Equipment purchase is increased; the goal is to replace two radios each year. Each officer (18) is equipped with a radio.
- Dispatch includes a payout for retirement and wage increases.
- Antrim, Deering, Bennington, Washington and Hancock dispatch revenues amount to about \$130,000.

FIRE DEPARTMENT – CHIEF KENNETH STAFFORD

- The overall budget has decreased by 6% because the ladder truck has been paid off.
- Two radios will be replaced each year (28) in total.
- Ms. Buono talked about a warrant article that will be presented at town meeting. It's a Rescue Pumper where the town would enter a lease to own agreement. The complexity comes because it will take (2) years for the pumper to be built. Ms. Buono is waiting to find out if the interest rate will be held and then she will also need to talk to the Department of Revenue. Selectman Pelletier questions whether the town should do this or not this year, however, he does understand the need.

HIGHWAY DEPARTMENT – ROAD AGENT ERNIE BUTLER

- The grader and loader are scheduled to be serviced in 2026.
- Clothing expenses increased.
- Electricity has increased.
- Rentals and lubricants have increased.
- Sand and gravel are increased as well.

- Ernie would like to see the road construction article increase to \$400,000.
- A warrant article will be presented for a new sidewalk plow in the amount of \$215,000.
- Ms. Buono said the decorative lights on Bridge Street do not work, does the Board want the light connected or replaced. Chairman Bailey said the Board can consider what the needs are later.

TEEN CENTER – JT CLOUGH

- No substantial increases.
- The revolving account for recreation programs is now self-sufficient.
- The Teen Center averages 23 children a day.
- JT will be working with the Town Administrator for 10 hours a week.

PARKS & RECREATION – JT CLOUGH

- The maintenance line is increased. Rehabbing fields will begin with one field per year on a 6-year rotation. This includes grass seed, fertilizer, loam etc. increase of \$3,500.
- Water increased from \$4,000 to \$6,000. Roughly 158,000 gallons of water was used in 2025, short by \$34,000 of what should be used when it doesn't rain.
- Selectman Pelletier asked why the payroll increased as much as it did. It explained the wages were made competitive for the seasonal help.
- Recreation shows a \$500 increase for new restitutes.
- Trustee of the Trust Funds, Riche' Colcombe said there are funds available to support Manahan so the taxpayers don't have to. She suggested reaching out to legal advice regarding the funding for Manahan. There is over \$300,000 available.

TRUSTEES OF THE TRUST FUNDS

- Trustee Riche' Colcombe requested to meet with the Selectmen regarding TTF expenses.

TRANSFER STATION – ANGIE POLOCHUV

- The trash contract and tipping fees are increasing.
- Repair costs for the backhoe or replacement are being looked at.

REMAINDER OF THE BUDGET

Ms. Buono talked with the Board asking if they want to meet with any other department, if so, she will put them on the next agenda. She did say the Conservation Commission is requesting \$10,000 for consultation, she feels the Commission can use the Conservation Commission Fund for the cost of the consultation. Ms. Buono will arrange a meeting with the Conservation Chair.

3. REQUEST FOR PAYMENT – SEWER COMMISSION

The Sewer Commission is requesting reimbursement from the town for the Park & Whittemore Project in the amount of \$216,770.85. This cost covers drainage and the partial road.

Chairman Bailey made a motion to authorize the payment of \$216,770.85 to the Water & Sewer Commission. Selectman Pelletier seconded the motion, the motion passed.

4. KEARSARGE ENERGY REQUEST FOR PILOT

Ms. Buono sent out information regarding Kearsarge Energy to the members of the Municipal Managers Association to see how many worked with Kearsarge Energy one on one. Three communities responded with no negative comments and one community is working with Kearsarge Energy who will be building a solar array on their landfill cap and have not had any problems with payment from Kearsarge Energy. Chairman Bailey asked to make sure Kearsarge Energy has a queue number. Selectman Pelletier asked if the Board should negotiate the cost of kilowatt per year, Kearsarge Energy is offering \$4,000 per kilowatt per year. Ms. Buono will check, but she believes it is like the cable contract.

5. HAZARD MITIGATION GRANT APPLICATION

The is for updating the current Hazard Mitigation Plan. The update cost is \$15,750.00; the grant will cover \$11,812.50 and the balance will come from in-kind services. The plan needs to be updated every 5 years.

Chairman Bailey made a motion to accept the terms of the Hazard Mitigation Grant Program as presented in the amount of \$11,812.50 for updating the local Hazard Mitigation Plan. Furthermore, the Board of Selectmen acknowledges the total cost for this project will be \$15,750.00 in which the town will be responsible for a 25% match equal to \$3,937.50. Selectman Pelletier seconded the motion, the motion passed.

Selectman Pelletier made a motion authorizing the Chairman to sign on behalf of the town. Selectwoman Campbell seconded the motion, the motion passed.

6. CONSENT AGENDA

Chairman Bailey made a motion to approve the Consent Agenda for January 9, 2026. Selectman Pelletier seconded the motion, the motion passed.

- Health Officer & Deputy Health Officer Renewal
- Veterans Exemption Map 5 Lot 13; Map 7 Lot 16
- 2026 Assessing Svcs. Contract - Norm Bernaiche

7. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 20768 – 20796 a/k/a Vouchers 1 & 2 in the amount of \$289,454.07 (includes 253 direct deposit stubs) and Accounts Payable Check numbers 035130 – 035134 Vouchers 1 & 2 in the amount of \$15,790.52. Selectman Pelletier seconded the motion, the motion passed.

8. PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT (17 W. MAIN STREET)

Chairman Bailey opened the hearing at 3:00 pm.

Grant Administrator, Donna Lane read the following into the record:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$750,000 in Supportive Housing Projects, up \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$500,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority (CDFA) for up to \$500,000 in Community Development Block Grant (CDBG) Housing funds. Of the total grant, up to \$35,000 will be retained by the Town to cover eligible administrative and labor compliance costs. The remainder will be subgranted to Rumrill LLC to rehabilitate the 4th floor into two, new, 2- bedroom apartments and to install fire sprinklers throughout the building located at 17 West Main Street in Hillsborough. The two new units will be affordable housing. The majority of the existing 11 units are affordable housing.

This project conforms with Hillsborough's proposed Housing and Community Development Plan's goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Chairman Bailey asked for public comment: no comments from the public.

Chairman Bailey closed the public hearing.

Chairman Bailey opened the Public Hearing on the Residential Anti-displacement and Relocation Assistance Plan for the Proposed Rumrill LLC 17 W Main St Improvements CDBG Project

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. This project does not anticipate displacement or relocation as the sprinklers can be done with the units will occupied, and the 2 new units will be in unoccupied space.

Chairman Bailey asked for public comment: no comments from the public.

Chairman Bailey closed the public hearing.

Chairman Bailey opened the Public Hearing on the proposed Housing and Community Development Plan

A Housing and Community Development Plan is required to be eligible to apply for CDBG funds. The proposed Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the Town's housing and community development objectives and actions. In addition, the proposed Plan includes a CDBG Citizen Participation plan that details the CDBG requirements for public hearings. The Plan was last adopted in January 2023, no changes have been made to that Plan.

Hillsborough's proposed Housing and Community Development Plan's Goals

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Preserve and promote the Town's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

Informational packets were available.

Chairman Bailey asked for public comment: no comments from the public.

Chairman Bailey closed the public hearing.

Chairman Bailey made a motion to vote to approve the submittal of the Rummrill LLC, 17 W. Main Street improvement CDBG application and to vote to authorize the Selectboard Chairman to sign and submit the CDBG application and upon approval of the CDBG application authorize the Chairman of the Selectboard to execute any documents which may be necessary to officiate the CDBG contract and any amendments therefore. Selectman Pelletier seconded the motion, the motion passed.

Chairman Bailey made a motion to adopt the Anti-displacement and Relocation Assistance Plan for Rummrill LLC, 17 W. Main Street Improvement Projects. Selectman Pelletier seconded the motion, the motion passed.

Chairman Bailey made a motion to adopt the updated Housing and Community Development Plan. Selectman Pelletier seconded the motion, the motion passed.

Meeting adjourned at 3:07 pm

A true record

Mary Whalen

Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman