

**Board of Selectmen
Meeting Minutes
May 13, 2026**

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

At the opening of the meeting the pledge of allegiance was recited.

Others present: Jennifer Schamel, Marian Baker, Ernie Butler, Jennifer Schammel, Leigh Bosse

PUBLIC COMMENTS

There were no public comments.

1. MEETING MINUTES

Chairman Campbell made a motion to accept the meeting minutes dated April 22, 2026. Selectman Pelletier seconded the motion, the motion passed.

2. MANIFEST

Chairman Campbell made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 21015-21051 a/k/a Voucher 18, 18A, 19, 20 in the amount of \$357,570.78 (includes 431 direct deposit stubs) and Accounts Payable Check number 035815 -035930 a/k/a Voucher 22, 23, 24 in the amount of \$1,348,216.26. Selectman Pelletier seconded the motion, the motion passed.

**A/P Payable amount includes payment to HDSO in the amount of \$1,004,841.83.

3. CONSENT AGENDA

Chairman Campbell made a motion to approve the consent agenda for May 13, 2026. Selectman Bailey seconded the motion, the motion passed.

- 2025 Approved Abatements – Map 7 Lot 148; Map 14 Lot 72; Map 8 Lot 106; Map 14 Lot 482; Map 12 Lot 91; Map 8 Lot 76; Map 5 Lot 37; Map 24 Lot 25; Map 16 Lot 95
- 2025 Tax Refund – Map 7 Lot 148 \$63.20; Map 14 Lot 72 \$513.20; Map 8 Lot 106 \$317.53; Map 14 Lot 482 \$1,155.02; Map 12 Lot 91 \$559.74; Map 8 Lot 76 \$625.15; Map 5 Lot 37 \$568.85; Map 24 Lot 25 \$2,733.14; Map 16 Lot 95 \$497.57.
- 2025 Denied Abatements – Map 8 Lot 106-17; Map 8 Lot 106-21; Map 12 Lot 78; Map 11K Lots 330 & 458; Map 8 lot 119; Map 15 Lot 4; Map 4 Lot 56; Map 11K Lot 336; Map 16 Lot 94; Map 19 Lot 22; Map 5 Lot 66; Map 5 Lot 110; Map 8 Lot 129; Map 23 Lot 59; Map 12 Lot 109
- Intent to Excavate – Map 7 Lot 71 – Gleason Falls Road
- Veterans Disability Credit – Map 12 Lot 67
- Intent to Cut – Map 118 Lot 425 West Main Street
- Charitable Exemption Denial – Map 24 Lot 66
- Veterans Tax Credit – Map 12 Lot 67

4. KEMP PARK – HISTORY ALIVE

Marian Baker provided an update on the upcoming events for History Alive. Ms. Baker asked about the key for the garage at Kemp Park to store some items before the event, she was told the key can be obtained from the town office. Ms. Buono confirmed all items will be removed from the garage after the event. Ms. Baker said yes, everything will be removed and cleaned up. The event will be held on Memorial Day weekend, flyers have been issued throughout the town. Ms. Baker arranged to use the Youth Services van. Ms. Buono said anyone other than staff using the van needs to have a check done on their driving record.

5. PAVING BIDS

Road Agent, Ernie Butler, presented his recommendation to the Selectmen for 2026 paving. Mr. Butler and his foreman chose Pike because they had the lowest overall cost. The bids were reviewed by the Selectmen; there was a total of 6.

- Pike \$273,612.50
- Buzby \$304,450.00
- Pinkham \$306,363.00
- Advanced \$356,302.70
- Continental \$367,118.00
- Allstate \$264,220.00 (cost is expected to be higher based on the tonnage cost and the reclaim cost)

Chairman Campbell made a motion to accept the bid for \$273,612.00 from Pike Industries for the Beard Road Project. Selectman Bailey seconded the motion, the motion passed.

6. GRIMES FIELD – SURVEY

Ms. Buono spoke to the Board regarding surveying that needs to be done on a town-owned parcel near Grimes field. The property, Map 24 Lot 122, is currently used during Summerfest for handicap parking and she said we would like to use it for additional parking for Grimes Field, but it needs to be surveyed since an abutter has encroached on the property. She said after the survey is completed, the encroachments can be dealt with, and the additional parking area will be established with boulders on the property line to prevent any further encroachment. The cost for the survey is \$4,950.00. Chairman Campbell made a motion to approve Field Stone to survey Preston Street Map 24 Lot 122, .6 acres. Selectman Bailey seconded the motion, the motion passed.

7. SIDEWALK PROJECT UPDATE

Ms. Buono reported that the sidewalk project is getting underway and mobilization will begin the week of May 16th with the project end date of October 1, 2026.

8. ECONOMIC DEVELOPMENT COMMISSION INTEREST

Jennifer Schammel is interested in joining the EDC as a member at large. She has been living in Hillsborough for 6 years and wants to get involved, her background is in social services. Ms. Schammel had a chat with the Planning Office and will also become an alternate on the Planning Board.

Chairman Campbell made a motion to appoint Jennifer Schammel to a 3-year term on the EDC as a member at large. Selectman Pelletier seconded the motion, the motion passed.

9. HISTORIC DISTRICT COMMISSION APPOINTMENTS

Ms. Buono brought forward an email received from the Chairman of the Historic District Commission requesting the Selectmen reappoint three members of the Commission. Those members are Laurie Jutzi and Brad Hunt who are full members, and Pat Bradley who is an alternate. Chairman Campbell made a motion to appoint Laurie Jutzi and Brad Hunt as a full member and Pat Bradley as an alternate member of the HDC, all for 3-year terms. Selectman Pelletier seconded the motion, the motion passed.

10. COMMUNITY DEVELOPMENT BLOCK GRANT – 17 WEST MAIN STREET

Ms. Buono received a phone call about unpermitted demolition going on at 17 West Main Street which is owned by a developer who was recently awarded a Community Development Block Grant (CDBG) to expand their apartments and put in a sprinkler system. She said the Building Inspector investigated and found debris in the corridors and work being done in the area covered by the grant. Ms. Buono said when a project is awarded a CDBG there are strict guidelines that need to be met and one is an environmental inspection prior to any work being done. She said because of that, the property owner has lost CDBG approval for the \$500,000. She said the Town did not incur any expenses from this project and said the property owner's eligibility is uncertain for future grants.

11. TOWN REVALUATION – PUBLIC COMMENTS

Ms. Buono said in a past meeting a resident talked negatively during public comments about the town wide revaluation stating that her plan is to bring information before the BTLA so that the Town has to have a new revaluation. It was suggested to her that she make an appointment and meet with the Assessor. She said Selectman Pelletier was also going to meet with the Assessor but as of this date, neither have set those meetings up to have their questions/concerns answered. Ms. Buono feels that since comments have been made during public meetings that basically questioning the validity of the revaluation, she recommends the Selectmen meet with the Assessor at the next Selectmen's meeting to clarify some of things that were said in public. The Board agreed.

12. 45 SCHOOL STREET - BARN REMOVAL

Ms. Buono said the cost to remove the barn amounted to a little over \$19,000 which was under the \$25,000 budget that was incumbered in 2025 for this expense.

13. LEGAL EXPENSES

Ms. Buono reported the legal line has taken a hard hit already this year and will end up being overspent. She said this is a result of ongoing Code Enforcement cases and an unexpected police case in which an incarcerated individual sued us under the Right to Know Law in which we prevailed. She said that one code enforcement case wants to finish everything outside of court after we have already incurred \$3,000 in legal fees. She explained that the Code Enforcement Officer does everything he can to get individuals to come into compliance prior to us going to Court and did so in this case as well so we're informing them that part of getting into compliance also includes reimbursing us for the legal expenses they forced us to incur. Ms. Buono asked the Board to think about how they want the staff to proceed moving forward this year due to the budget. Selectman Bailey said they can't stop moving forward and allowing individuals to ignore the regulations and the Code Enforcer when he requests that they come into compliance. She asked if the Board wants to review each code enforcement case prior to bringing our Attorneys in to decide if they want it to stay in-house or move to the courtroom? Chairman Campbell said they are told when cases are moving forward to the attorneys and she would like that to continue.

14. RESOLUTION TO ADOPT THE NEW FEMA FLOOD INSURANCE STUDY REPORT AND THE FLOOD INSURANCE RATE MAPS

Chairman Campbell made a motion to adopt the resolution for the flood insurance study report and rate maps dated June 10, 2026. Selectman Pelletier seconded the motion, the motion passed.

15. OTHER BUSINESS

Chairman Campbell asked about the following:

- Asked if arrangements have been made to cap the sewer line at AE. Ms. Buono said the arrangement has not been made yet.
- Asked if the request from water & sewer for disconnecting the heat on the second floor and securing the exit door has been completed. Ms. Buono said it has been done.
- Chairman Campbell said she was in 63 W. Main St. and noticed there are shingles missing and buckling at 61 W. Main St. Selectman Bailey said that part of the roof has always looked that way. Ms. Buono will have it looked at.
- Ms. Buono said Southern NH Services called her regarding their need for a better location for their office which is currently in the Town's building at 61 W. Main Street. Ms. Buono suggested they contact the new owner of the building they sold on School Street since the owner has space to lease.
- Chairman Campbell asked if the Road Agent position has been posted. Ms. Buono said the posting will be displayed at the Highway Department this week per the union contract, and then will be posted to the public the following week.
- Chairman Campbell asked for HYAA to be on the agenda the first meeting in June. Ms. Buono suggested they come to the next meeting on the 27th instead. Chairman Campbell agreed so that they can get everything in place for July signups.

16. WINDSOR AGREEMENT

Selectman Pelletier presented his ideas for calculating the cost of safety coverage Hillsborough provides to the Town of Windsor. The Board reviewed the document handed out by Selectman Pelletier and a discussion ensued on the reasoning behind his suggestions. Selectman Pelletier doesn't feel that a formula that uses Hillsborough's information such as population. His suggested calculation takes into consideration Windsor's population and the amount of Hillsborough's operating budgets for police and fire as a way to come to a percentage that is then cut in half to back into a figure that he feels is fair. He is also suggesting adding a cost per call and said he googled the billing cost of police calls and fire calls and found that police calls are \$150/call and fire \$200/call. Ms. Buono asked Selectman Pelletier, since his suggestion is close to what is currently being charged, why does he object to the formula that is used now? Selectman Pelletier said the big problem is Hillsborough is growing faster than Windsor and his proposal has to do with just Windsor. Chairman Campbell said the current contract is for fire coverage only, not police so he cannot use the police budget numbers. Ms. Buono suggested that he include capital costs as well since they are part of providing the coverage. She also asked if he had taken revenues into consideration and he said no, just the costs. The average number of fire calls to Windsor is about 40 calls per year. Selectman Pelletier said Hillsborough spends more money on equipment and staff because of servicing Windsor. Ms. Buono said that is not the case, we don't hire and purchase equipment based on that coverage. Selectman Pelletier said the wear and tear on the equipment is at least a factor. Based on the input the Board gave to Selectman Pelletier he said he will return in 2 weeks with another proposal.

17. DEERING CONTRACT

Selectman Pelletier brought up the three-year police coverage contract that was submitted to Deering for them to vote on in March. He said he thought Hillsborough's BOS were going to vote on the contract if Deering approved

it at their Town Meeting. Ms. Buono said the Chief met with the Selectmen in December and brought both the short-term and long-term contracts to them in December and the Board discussed both with him. She said no objections were brought up and the Board made no changes to what was being presented to Deering. Ms. Buono said that Selectman Pelletier asked at that time if it also needed to be brought to our Town Meeting and was told no but if they wanted to get public opinion, they could hold a public hearing if they wanted to. Selectman Pelletier said in his mind he thought they were going to have a formal vote since they voted on the short-term coverage. Selectman Pelletier said he still wants to make sure we didn't lose money on the short-term coverage. Ms. Buono said they came out in the black and the Chief will cover that when he meets with the Board next month. Selectman Bailey said the Board agreed to the numbers the police chief presented before Deering voted on it, and he trusts the Chief with his calculations. The short-term contract was put in place prior to the Board meeting since it was due to a 2-week notice given by the Deering Chief which would have automatically increased the calls Hillsborough would be responding to, which would not have been covered by the contract Hillsborough already had in place with Deering. Chairman Campbell said if nothing had been done, Hillsborough would still have been responding and not getting paid for it. Ms. Buono said the discussion that took place on the long-term contract went as Board discussions typically go whereas if the Board doesn't agree, they say so. By having a discussion on the services that were going to be provided, and the amount Deering was to be billed for those services and not objecting to allowing the Chief to present it to them for a vote at their Town Meeting, is essentially the Board agreeing to it. She said it is how the Board typically holds these types of discussions and suggested that if they want to change that format, she needs to know so that she can prompt them to motion and vote on items. She said both ways work.

Meeting adjourned at 8:30 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

Iris Campbell, Chairman

James C. Bailey, III, Selectman

Richard Pelletier, Selectman