Board of Selectmen
Meeting Minutes
September 9, 2026
DRAFT

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

Meeting opened at 6:00 pm

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

Others present: Jennifer Schamel, Lauri Jutzi, Riche Colcombe, Kevin Anctil, Jon Daley

1. PUBLIC COMMENT

Office Safety Upgrades – Laurie Jutzi asked if any discussion was devoted to a security camera, buzzer or locked door and police presence as opposed to reconfiguring the floor plan. Ms. Jutzi does not feel the new plan is not the best use of resources, she doesn't want to see the meeting space removed and asked the Board to reconsider other options.

Medical Equipment Storage – Jon Daley said the Fire Department is looking for a new place to store medical equipment. Mr. Daley is looking to use some space at the Church St. property, and some space has been offered down by Tractor Supply. Mr. Daley is asking permission to use a portion of the building on Church St. The Board said to work it out with the Thrift Store occupants. Mr. Daley said Ray Barker provided this service to the town for several years.

2. WEBSITE

Selectman Pelletier talked to the Selectmen about adding additional assessing information on our website that was provided at a past meeting by Jennifer Schamel. The resources will be reviewed and placed on the town's website.

Selectman Pelletier said in the past the Board has talked about forming a committee for the website. He would like to delay further discussion until the next meeting because he would like to do some investigation.

3. TOWN OFFICE BUILDING SAFETY UPGRADES

Chairman Campbell explained why the building needs safety upgrades and said the Board has considered other potential changes previously. She said using a door buzzer as suggested by Ms. Jutzi during public comment would leave residents waiting outside. Chairman Campbell explained that both the Town Clerks office and the other offices on the first floor do not have a second egress that works for all potential incidents. Laura Buono brough up the two price quotes that were received out of four companies who reviewed the project details. Both quotes include all the items requested and there aren't any noticeable differences between them. One of the proposals is from Maine Highlands Contracting in the amount of $124,757 and the other from JBR Associates in the amount of $65,000. Selectman Pelletier said he knew it was stated at the last meeting where the money for this project is coming from but asked for a reminder. Ms. Buono said the money for this project would come from the building's capital reserve fund.

Chairman Campbell made a motion to hire JBR Associates to do the office upgrades to be paid from the building's capital reserve fund. Selectman Pelletier seconded the motion, the motion passed.

Alternatives were briefly discussed for continuity during the time of construction since it is anticipated the offices may be closed to the public for about a week. A portable office will be looked into as a potential option.

4. MEETING MINUTES

Chairman Campbell made a motion to accept the meeting minutes dated August 26, 2026. Selectman Pelletier seconded the motion, the motion passed.

5. MANIFEST

Chairman Campbell made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 21351 – 21374 a/k/a Vouchers 36 & 37 in the amount of $237,826.87 (includes 218 direct deposit stubs) and Accounts Payable Check number 036567 – 036656 a/k/a Voucher 36 in the amount of $1,402,756.59. Selectman Pelletier seconded the motion, the motion passed.

**A/P Checks include payment to HDSD in the amount of $1,101,890.25

6. CONSENT AGENDA

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

- NH DRA Forms MS-1 & MS-IV
- Veterans Tax Credit – Map 7 Lot 9
- Cemetery Deed – (Harvey Memorial) – Thurbyne

7. TRANSFER STATION – GOLF CART

Ms. Buono brought forward a used golf cart that the Transfer Station would like to purchase to replace the current cart they have due to it being on its last leg. The "new" unit is a 1999 EZGO 36-volt Model and has been checked out by Mike Minichello (Town Mechanic). She said it's about 10 years younger than the one they currently have and that once charged, the charger will shut off automatically versus continue to stay on until unplugged. The cost of the cart is $1,500 which would be charged to the Transfer Station Equipment CRF. Chairman Campbell made a motion to approve the purchase of the golf cart as described and to take the funds from the Transfer Station Capital Reserve Fund. Selectman Pelletier seconded the motion, the motion passed.

8. NONPUBLIC SESSION

Chairman Campbell made a motion to go into nonpublic session under RSA 91-A: 3 II (a) Employment at 6:32 pm. Selectman Pelletier seconded the motion. Roll call vote: Campbell – yes, Pelletier – yes. The motion passed.

In attendance: Chairman Campbell, Selectman Pelletier, Laura Buono, Town Administrator, Robert Podsadowski.

The Board met with Mr. Podsadowski to conduct an exit interview.

Chairman Campbell made a motion to come out of nonpublic session. Selectman Pelletier seconded the motion. Roll call vote: Campbell – yes, Pelletier – yes. The motion passed.

9. NONPUBLIC SESSION

Chairman Campbell made a motion to go into nonpublic session at 7:05 pmunder RSA 91-A: 3 II (b) hiring. Selectman Pelletier seconded the motion. Roll call vote: Campbell – yes, Pelletier – yes. The motion passed.

In attendance: Chairman Campbell, Selectman Pelletier, Laura Buono, Town Administrator.

Ms. Buono met with the Board to discuss the recommended candidate for the vacant Parks and Recreation position.

Chairman Campbell made a motion to come out of nonpublic session at 7:09 pm. Selectman Pelletier seconded the motion. Roll call vote: Campbell – yes, Pelletier – yes. The motion passed.

Chairman Campbell moved to hire Zebulon West-Grover for the vacant program coordinator position. Motion was seconded by Selectman Pelletier. Motion passed.

10. WEBSITE

Selectman Pelletier informed Chairman Campbell that he is planning on meeting with the office staff who handle the website information to get an understanding as to what their role is for the site. He said that is the reason he wanted to postpone the discussion, but he wants a committee. Chairman Campbell disagrees because she feels the website is being handled well and said she has looked at other communities as well and feels that there isn't anything wrong with our site. She said any suggestions for content can be made but there has already been a committee and she doesn't feel another is needed but said it will be discussed at another Board meeting.

Meeting adjourned at 7:23 pm.

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

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Iris Campbell, Chairman

_____
James C. Bailey, III, Selectman

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Richard Pelletier, Selectman