Board of Selectmen
Meeting Minutes
September 23, 2026

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

Meeting opened at 5:10 pm

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

Others present: Kevin Anctil, Tom McClure, Riche' Colcombe, Angela Poluchov

1. NONPUBLIC SESSION

Chairman Campbell made a motion to go into nonpublic session at 5:11 pm under RSA 91-A: 3 II (c) Reputation (e) Legal. Selectman Bailey seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

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

Ms. Buono reviewed a potential legal issue, the circumstances, and the individual involved.

Chairman Campbell made a motion to come out of nonpublic session at 8:12 pm. Selectman Pelletier seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

2. PUBLIC COMMENT

Center Club House Ramp: Tom McClure said he spoke separately with Selectman Bailey about removing the ramp at the Center Club House, he said Selectman Bailey said it was ok to remove the ramp. Mr. McClure is asking for reimbursement for the Transfer Station demolition fee of a little over $36.00. The Selectmen approved the reimbursement. Mr. McClure added that he has seeded the area where the ramp was and is watering it and has the area coned off. He also asked about the event on October 3 for Haunted Halloween, there is a tree that needs to be taken down, he asked if he should leave the stakes where they are. He said if the grass is mature, he will remove the stakes. No direction was given about the tree.

Recent Job Posting: Leigh Bosse voiced his opinion about the recent job posting for an assistant for the Youth Services Director, he feels the town is going backwards. Mr. Bosse feels the Park Board should be reinstated with a budget and authority, he also said the Selectmen should relieve the current Director of his duties to the Town Administrators office, if an assistant is needed for the Town Administrator, one should be hired. Mr. Bosse feels it is counterproductive to have the current Director do 3 completely different jobs, Youth Services, Parks & Recreation and Assistant to the Town Administrator.

Trustees of the Trust Funds: Riche' Colcombe said she was surprised to see that the Trustees of the Trust Funds is not on the agenda, she mentioned the conversations that took place over the last few weeks while she was out of town. Colcombe said she submitted letters and a request to the Selectmen to have a two-way conversation about the Trustees of the Trust Funds. Chairman Campbell advised Ms. Colcombe to contact the Town Administrator to be placed on the next agenda. Ms. Colcombe said to the Chairman Campbell that she reached out to her (the Chairman) to be placed on the agenda. Chairman Campbell explained to Ms. Colcombe that to be

placed on the agenda, if she wants to meet with the Selectmen, she must contact the Town Administrator to be placed on the agenda.

Ms. Colcombe decided to make use of the public comment time to discuss the accusations that were made about the Trustees of the Trust Funds which she said are false. Ms. Colcombe spoke about some events leading up to this point and requested that the Selectmen and the Trustees sit down and have a two-way conversation addressing the letters that were sent, one being the appointment of a new Trustee. Ms. Colcombe closed by saying the Trustees are owed an apology for all the false accusations that were made in a public meeting and would like to be placed on the next meeting agenda to clarify things and fill the vacant position.

Agenda: Ms. Colcombe said the Town Administrator should not be the person responsible for the agenda, the Chairperson is, the governing body oversees this town. Colcombe said the Town Administrator is making decisions and not providing the Selectmen with information. Colcombe said the Town Administrator at a meeting accused Colcombe of saying the Town Administrator does not do her job, and claims she has several things where she can say the Town Administrator is not doing her job and claimed the Town Administrator never brought to the Selectmen that the funds voted on in March were not issued to the Trustees of the Trust Funds by the RSA 10-day deadline until June.

Town Office Building: Ms. Colcombe said as a member of the EDC she has an interest in the future of the Town and brought up the work that is going to be done at the Town Office Building and said that a proposal came in from Amherst and she said there are several local contractors that can do this job. She continued by saying she contacted the contractor from Amherst who told her they were invited by the Building Inspector because he knows him from the Greenfield Fire Department. Ms. Colcombe said she had a conversation with the contractor from Amherst who shared with her that the Building Inspector invited him in because he knew this type of work and wanted to give him an opportunity. She compared the Amherst proposal to the RFP and said there are things in his proposal that are not in the RFP. Ms. Colcombe said that there were only (7) days provided to bid on this RFP. Colcombe also spoke with contractor that submitted the RFP from Maine (price was doubled in comparison to the other RFP received) who said to her it was a very loose RFP and added contingencies and was surprised there was no plumber added to the RFP. Colcombe said from an EDC standpoint she would like to see a bidding policy put together that provides more time for site walks for information.

3. AWARDING CONTRACTS

Selectman Pelletier asked if the town has a policy for awarding contracts. Ms. Buono said the town has a purchasing policy that has been somewhat obsolete since so much changed after COVID. She said the policy is on the list of policies to be updated and said currently the Personnel Policy is being worked on. Ms. Buono said that perhaps the Board would like to work on updating the purchasing policy during their meetings. She will forward the current policy to them for review and discussion.

4. FINANCIAL DOCUMENTS

Selectman Pelletier asked if the Selectmen could start receiving quarterly budget expense reports. Ms. Buono said absolutely and said she will bring the most recent expenses to the next meeting.

5. DOCUMENTS DURING A MEETING

Selectman Pelletier requested any documentation that is presented to the Selectmen at a meeting to be made available to the public at the meeting as well. He would also like to have those documents posted on the website with the meeting minutes when they are posted. Ms. Buono said the new page for the website that is being created has tabs for minutes, agendas and documents associated with a meeting. She said the page should be available within the next 30 days.

6. 2027 BUDGET SCHEDULE

The Selectmen reviewed a proposed schedule for budget meetings that will be held during their regularly scheduled meetings. The Board also reviewed the November meeting dates and due to Veterans Day on November 11th and it being a holiday, the meeting that week will held on Monday, November 9th and the November 25th meeting will be held on November 23rd due to Thanksgiving.

7. SIDEWALK PROJECT

Ms. Buono reported the project is running under budget and looks great. She said the paving should be completed within the next 3 weeks. Lee Bosse said there are several driveways that are lower than the sidewalk, he asked if that would change once the paving is complete. The answer was yes; the sidewalks will be Handi-cap accessible. Ms. Buono said the paving will adjust the height differences; if any cutting is necessary it will be done.

8. WOODS WOOLEN SITE

Ms. Buono provided pictures of the site showing the recent improvements with new soil.

9. TOWN OFFICE BUILDING UPGRADES

Ms. Buono said the first step in the upgrades will be to move the bathroom, which the town does have a plumber to complete this portion of the project in about 3 weeks. She said the office services will still be available during that time.

10. CEMETERY CAPTIAL RESERVE FUND EXPENSE

Chairman Campbell, who is also the Chairman of the Cemetery Trustees, read the following into the record:

The Cemetery Trustees were contacted by the Trustees of Trust Funds regarding an invoice that was paid out of the Cemetery Capital Reserve Fund in the amount of $2,880.00. The Trustees stated in the letter that to reimburse the Town out of the CRF, they need a copy of the meeting minutes from a Cemetery Trustees meeting where they approved the expenditure out of the CRF.

The Cemetery Trustees are not agents to expend on the Cemetery CRF, the Selectmen are and because of that, there was no reason for the Trustees to meet to vote to approve the payment from that fund. This payment was approved by the BOS at their June 24th meeting via the manifest approval process and a copy of the minutes from that meeting reflecting the approval was given to the Trustees.

Chairman Campbell said she is not sure if another motion is needed to have the Trustees cut a check. She said this was an emergency repair, the pump at the Maple Avenue Cemetery wouldn't start; it was replaced with 2 hours of labor. Ms. Buono stated that the Selectmen have already approved payment of that invoice.

Ms. Colcombe, went on and commented the agents to expend are supposed to approve an expense before it happens. Chairman Campbell said the Selectmen approved the manifest before the check went out, the repair was an emergency. Ms. Buono said there is no law that states expenses must be approved prior to work being done and there is nothing in the Trust Fund Guidelines that outlines any specific process that must be followed for approvals. She said the Selectmen must approve expenses from a capital reserve fund before the funds are removed by the Trustees of Trust Funds and said one of the roles of the Trustees is to make sure the expense fits the capital reserve fund it is being requested from.

Ms. Colcombe as a Trustee said that she would like lawyers to sit in on this because going to outside entities and working with the Town Administrator is not working. Ms. Colcombe said the lawyer needs to sit with the Trustees of Trust Funds and the Selectboard to explain the process so that everyone is on the same page. The Chairman reminded Ms. Colcombe the Selectmen are not taking public comments at this time.

Selectman Pelletier talked about the town office renovation project and is assuming the money will be taken from a capital reserve fund to pay for the project. Ms. Buono said the Selectmen have already voted the project to be paid from a capital reserve fund for building repairs, maintenance and upgrades. Selectman Pelletier said the bid did not include electric and plumbing work, typically you don't know the entire cost until the job is completed, will the same battle happen for this project as it did for the cemetery expense? Are bids needed for this part of the project? Ms. Buono explained the Selectmen voted to award the contract excluding plumbing and electric which will be a minimal charge and done as part of the project but it and can be paid from the operating budget if necessary. Selectman Bailey commented that these types of expenses are less expensive to contract separately then through a contractor.

Selectman Pelletier, getting back to his original point, funds will be expended for the plumbing and electric work the Selectmen have not approved yet. He said we have a Trustee saying the Selectmen need to approve those funds before the work is done, and the way the process is now, the Trustees will probably reject it saying the work was not approved by the Selectmen. Ms. Buono suggested to ask the Trustees provide the written law that states the Selectmen must approve the expense beforehand. She said the Trustees of the Trust Funds have a role in making sure expenses are approved and meet what the capital reserve fund was set up for. Ms. Buono said if the Board wants to change how expenses are approved from a capital reserve fund, then she needs to know that.

Selectman Pelletier feels there should be more discussion on capital reserve expenses. Chairman Campbell said the Board has already had the discussion and those expenses are listed on the manifest.

Chairman Campbell asked for a motion for the cemetery expense even though it was already approved by the Selectmen in the June 24th manifest motion. Selectman Pelletier said he doesn't understand why the Selectmen need to make another motion. Chairman Campbell said it is because the Trustees of the Trust Funds will not give the money out of the capital reserve fund at this time. Ms. Colcombe said she made a mistake in thinking the Cemetery Trustees were agents to expend, and the Trustees approved the expense pending extra information on when the agents to expend approved the expense.

Selectman Pelletier made a motion to expend $2,880 from the Cemetery Capital Reserve Fund for the purchase of a pump. Selectman Bailey seconded the motion. The motion passed 2-0 (Chairman Campbell abstained, she is a Cemetery Trustee).

Ms. Colcombe asked the Chairman if the Board will be addressing (not audible). Ms. Buono referenced a letter sent by the Trustees of the Trust Funds questioning what the voters were thinking at the Town Meeting when the Parks Capital Reserve Fund was created because it didn't list what parks were covered. She said there was a $1,400 expense (engineering at Manahan Park) that could have been paid by the Manahan Trust but is being paid by the Parks Capital Reserve which the expense qualifies to come from. Ms. Buono reminded the Board that she asked them if they wanted to change where the expense is charged to, but no change was made. The expense was resubmitted and the Trustees of the Trust Funds are questioning it. Ms. Buono said she would argue it is not the Trustees' role to question which fund if the expense meets the capital reserve criteria. Ms. Colcombe, who authored the letter to the Selectmen, spoke and said Manahan has a trust fund to pay for expenses, that was the intension of the fund. She said in 2016 the Parks Capital Reserve Fund was opened the question being did the town do that with the expectation that Manahan expenses would come out of a taxpayer funded capital reserve or was it only going to come from Manahan funds. Colcombe said the Trustees believe that the taxpayers did not expect Manahan expenses to come out of taxpayer funds because Manahan has a trust and it can support itself. Colcombe is asking for clarification on whether the Selectmen intend to use taxpayer funds to take this expense

out of verses the Manahan Trust Fund. Ms. Buono suggested the Selectmen wait until the opinion she requested from Charitable Trust is received on the role of the Trustees in this situation. Selectman Bailey agrees to wait for the opinion, and he also said getting a lawyer involved is a waste of taxpayer money.

11. TRUSTEES OF TRUST FUNDS - VACANCY

Upon recommendation from the Trustees of Trust Funds, Chairman Campbell made a motion to appoint Patricia Nash as a member of the Trustees of the Trust Funds until March 2027. Selectman Bailey seconded the motion, the motion passed.

Later in the meeting, Ms. Buono clarified that the RSA in this instance makes the appointment until the end of the vacant term (2029)

Chairman Campbell amends the motion to appoint Patricia Nash as a member of the Trustees of the until 2029. Selectman Bailey seconded the motion, the motion passed.

12. MEETING MINUTES

Chairman Campbell made a motion to accept the meeting minutes dated August 28, 2026. Selectman Bailey seconded the motion, the motion passed.

Chairman Campbell made a motion to accept the meeting minutes dated September 9, 2026. Selectman Pelletier seconded the motion, the motion passed.

13. MANIFEST

Chairman Campbell made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 21375 – 21397 a/k/a Vouchers 38 & 39 in the amount of $255,404.30 (includes 218 direct deposit stubs) and Accounts Payable Check number 036657 – 036738 a/k/a Voucher 37 in the amount of $858,677.50. Selectman Bailey seconded the motion, the motion passed.

**A/P Checks include payment out of the following Capital Reserve Funds:

1. Parks Maintenance & Repair. Check #36680 Foster Materials (screened loam) $2,531.28
2. Smith House Maintenance & Repairs. Check #36682 Gary Flanders Electric $375.00
3. Transfer Station Equipment. Check #36689 David Hurlbut (Golf Cart) $1,500

Selectman Pelletier asked why these small amounts come from a capital reserve rather than the operating budget. Ms. Buono said she had previously asked the Board if they wanted to set an amount for capital reserve expenses and no limit was set. Selectman Pelletier said he is uncomfortable with small expenses being paid from a capital reserve and he was told the Board has that option of choosing not to do that. Selectman Pelletier wants further discussion during the budget process.

14. CONSENT AGENDA

Chairman Campbell made a motion to approve the Consent Agenda for September 23, 2026. Selectman Bailey seconded the motion, the motion passed.

- Solar Energy Exemption – Map 25 Lot 9

15. BEARD BROOK VILLAGE – OLD MILL FARM ROAD DEVELOPMENT

Ms. Buono reported that the last three lots of this development have been sold and discussed a $100,000 bond the Town is holding which was for the purpose of anticipating expenses on the road if the Town took ownership of them. She said the owners of the development are asking to use a portion of that bond to finish the roads as well as odds and ends that need to be completed of up to $35,000. The request was briefly discussed, and Ms. Buono said the Town doesn't own the roads currently so technically there doesn't need to be a bond on them. Conditions need to be considered; the Selectmen want more time to think about it and will discuss it at the next meeting.

16. NONPUBLIC SESSION

Chairman Campbell made a motion to go into nonpublic session at 7:51 pm under RSA 91-A: 3 II (a) Employment. Selectman Bailey seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

In attendance: Chairman Campbell, Selectman Bailey, Selectman Pelletier, Town Administrator Laura Buono, Transfer Station Manager Angela Poluchov.

The Transfer Station Manager met with the Board and Town Administrator as a follow up on an employee matter.

Chairman Campbell made a motion to come out of nonpublic session at 7:56 pm. Selectman Pelletier seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

17. NONPUBLIC SESSION

Chairman Campbell made a motion to go into nonpublic session at 7:56 pm under RSA 91-A: 3 II (c) Reputation. Selectman Bailey seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

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

Ms. Buono spoke with the Board about a request made by the owner of the assessing company that had the previous contract with the Town.

Chairman Campbell made a motion to come out of nonpublic session at 8:12 pm. Selectman Pelletier seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

Meeting adjourned at 8:13 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

_____
Iris Campbell, Chairman

_____
James C. Bailey, III, Selectman

_____
Richard Pelletier, Selectman