Board of Selectmen
Meeting Minutes
October 14, 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: Jennier Schamel, Leigh Bosse, Richard Head, Terry Yeaton, Malcom Butler, Andy Edwards, Jon Daley, Brett Taber, Kevin Actil, Riche Colcombe

1. PUBLIC COMMENT

Jennifer Schamel asked for one place to list all the upcoming budget meetings, along with the prepared budget for the annual meeting with staff lines separating salaries and benefits based on full-time staff versus part-time staff.

Leigh Bosse submitted an agenda from the Town of Henniker as an example showing links to documents for their meeting. Mr. Bosse also registered a complaint about draft meeting minutes not being posted within 5 business days, he feels meeting minutes are not being posted on the website in a timely manner. Ms. Buono said she is looking on the town website and the meeting minutes from 9/9/2026 were uploaded on 9/24/26 and the minutes from 9/23/26 are before the Selectmen this evening for approval and any draft minutes are available within 5 business days.

2. DONATION - CHAIRS

Jon Daley asked the Board if they would accept a donation of about 85 wooden folding chairs from the church to be stored at the Center Club. Chairman Campbell asked if there is enough room at the Center Club for storage. Mr. Daley feels there could be enough room, he said Laurie Jutzi offered to store any overflow in her barn. Ms. Buono suggested removing any current chairs that don't work well.

Chairman Campbell made a motion to accept a donation of chairs from the Smith Memorial Church. Selectman Bailey seconded the motion, the motion passed.

3. CONSERVATION COMMISSION

Conservation Commission Chairman Richard Head spoke to the Selectmen about the trail work they have been doing and are interested in installing a kiosk at the Confluence Trail Head. Mr. Head said the Conservation Commission also reached out to Mason's and Andy Edwards from the local lodge spoke to the Selectmen about what the lodge is willing to do. Mr. Edwards showed a power point display regarding an on-going joint conservation project with the Conservation Commission and the Free Mason Lodge who are both supporters of the Contoocook North Branch Local Advisory Committee which is a committee that spans the entire length of the Contoocook River. A year ago, a project was launched to establish two kiosks as well as establishing the Contoocook River Paddlers Trail; a guidebook is being developed. In 2027 they are looking to establish 3 kiosks, 2 are in Hillsborough and will be completely funded by the Mason Lodge. One kiosk along with a picnic table will be established at the Confluence Trail and the other behind Grimes Field. Mr. Edwards is looking for

permission to move forward with the kiosk project. Literature and maps for the kiosks will be provided and maintained. The Contoocook North Branch Local Advisory Committee will become the stewards of these kiosks. Chairman Campbell said she has a concern about the kiosk at Grimes Field for potential vandalism. The kiosk information will be behind locked panels. The Commission will move forward with the kiosk project.

Chairman Campbell made a motion to allow Conservation Commission and Mason's to place kiosks at Grimes Field and Confluence Trail Head as presented. Selectman Bailey seconded the motion, the motion passed.

4. TRUSTEES OF THE TRUST FUNDS

Trustee Riche Colombe introduced the new member of the Trustees of the Trust Funds, Pat Nash. Ms. Colcombe said she and the Town Administrator had a lengthy conversation today working out some issues regarding the TTF process. Colcombe said the Trustees need to make some changes moving forward with requisitions specifically from the Selectmen.

Chairman Campbell addressed the 10-day requirement concerning the warrant articles. Ms. Colcombe read the following:

35:11 Payments from Surplus. – *Whenever any town shall have voted to transfer any accumulated surplus to the capital reserve fund, the town clerk shall forward to the board of selectmen and to the town treasurer, within 10 days of the adoption of such vote, a certified copy of the same. The selectmen shall then draw an order on the town treasurer for the amount of surplus set forth in said vote. The town treasurer shall on receipt of the order immediately transfer to the Trustees of Trust Funds of the town the amount specified in the order, or in the case of an optional fiscal year town, within 10 days of the determination of surplus following the close of the fiscal year.*

Ms. Colcombe said *within 10 days of the determination of surplus following the close of the fiscal year* is not the close of the new fiscal year because they are using the surplus from the previous year as learned at her recent training.

Ms. Buono said she contacted New Hampshire Municipal Association for a legal opinion and they stated in their opinion what the town is doing is okay. The RSA is not worded in a way which provides a clear deadline, the attorney at NHMA thinks the intent was to have the sum taken from the surplus as soon as possible and placed in the capital reserve funds since by definition, if it is coming from surplus that means it is already accounted for and shouldn't have to wait until tax revenues start coming in. However, they went on to say the town needs to change their practices because the statute does not specifically say so. Ms. Colcombe said it is correct; this has not come up before but in her last training this did come up, that's why it is new to the Trustees. Ms. Buono said she is waiting to hear back from Terry Knowles on a couple of items related to this and would be beneficial to both the Selectmen and Trustees. Ms. Buono explained the MS-5 form that is submitted to the State will have the exact surplus amount for the prior year. Ms. Colcombe said if the MS-5 is the determination, then that's when the 10-day clock starts to get the funds invested as soon as possible.

5. CAPITAL IMPROVEMENT PROGRAM

Ms. Buono provided copies of the CIP that is part of the Master Plan that is put together by the Planning Board and said the document should be reviewed annually during the budget process. She said she thinks there is another version as well that shows funding. It was noted that some projects have been completed in the plan. The remaining projects need the costs updated as well as the year for completion. During the budget process the Selectmen will talk to the department heads about their future long-term projects.

6. BEARD BROOK VILLAGE ROADWORK – PRIVATE ROAD

There is a $100,000 bond in place for Beard Brook, which the town does not own. The bond was put in place because the main intent was for the town to take the road over once it was built to town specifications. The contractor is requesting the town release $50,500 of the bond so the contractor can begin work on the road. The Selectmen confirmed releasing the money does not obligate the Selectmen to accept the road.

Chairman Campbell made a motion to release $50,500 from the bond for Old Mill Farm Road and Minot Road as requested by the contractor. Selectman Pelletier seconded the motion, Selectman Bailey recused himself. The motion passed.

7. PURCHASING POLICY UPDATE

Ms. Buono asked the Selectmen if they would like to return to following the purchasing policy as it stands. Since around COVID, the policy was not followed as is because of the lack of contractors that were available and the ability to obtain three quotes was difficult as well. The Selectmen would like to first re-establish the policy and go forward from there.

Chairman Campbell made a motion to re-instate the existing Purchasing Policy that was adopted 8/2013. Selectman Pelletier seconded the motion, the motion passed.

8. POLICY APPROVAL PROCEDURE PROCESS

Selectman Pelletier asked if once the Board approves a policy, is there no further action required? Ms. Buono said it depends on the policy that is being updated, the Personnel Policy for example, would require a public hearing. Selectman Pelletier said that the School Board has three readings of policy changes, but he doesn't feel we need three readings but perhaps two. He is recommending when the Board approves or makes changes to a policy, the policy should be available for public viewing and comments for two weeks, then final approval at the next meeting by the Board of Selectmen. Selectman Pelletier made a motion to adopt a Policy Approval Process that would allow for two readings of any policy that is being changed or created. Selectman Bailey seconded the motion, the motion passed.

9. ESTABLISHING TRUST FUND & CAPITAL RESERVE USE GUIDELINES

Chairman Campbell asked Selectman Pelletier if he's talking about trust funds or capital reserve funds. Selectman Pelletier said both. He wants to guard against using capital reserve funds for small purchases and if a circumstance arises, it will need the Selectmen's approval before the purchase is made.

10. COMMUNICATING WITH THE PUBLIC ON PROJECTS

Selectman Pelletier said he is always asked about the town projects going on. He suggested creating a page on the website with information and updates on current projects. The status would be stacked from newest to oldest.

11. ESTABLISH POLICY COMMITTEE

Selectman Pelletier asked the Board if there should be a policy sub-committee to review all the policies to make sure they are timely; a Selectman would be a member as well. He would like to see all policies on the website as well. Ms. Buono will provide a list of policies to the Board at the next meeting for them to determine the structure of the committee.

12. UPDATE ON ECONOMIC DEVELOPMENT COMMISSION MEETING

Selectman Pelletier said at the last EDC meeting there was a lot of discussion about the Water & Sewer Commission and the changes they made to the connection fees. There is concern those fees are having a negative impact on businesses coming to Hillsborough. For about a year and a half $29,000 has been collected in connection fees. The EDC is meeting again next week to talk more about it.

13. MEETING MINUTES

Chairman Campbell made a motion to accept the meeting minutes dated September 23, 2026. Approval was delayed until the next meeting. Selectman Pelletier needs more time to read them.

14. MANIFEST

Chairman Campbell made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 21398 – 21429 a/k/a Vouchers 40, 41, 41A & 42 in the amount of $359,217.23 (includes 327 direct deposit stubs) and Accounts Payable Check number 036739 – 036844 a/k/a Voucher 38 in the amount of $692,440.03. Selectman Bailey seconded the motion, the motion passed.

15. CONSENT AGENDA

Chairman Campbell made a motion to approve the Consent Agenda for October 14, 2026. Selectman Bailey seconded the motion, the motion passed.

- Department of Revenue Form MS-535

16. TRANSFER STATION – HEATER

Ms. Buono supplied a quote for a Rinnai wall heater at the Transfer Station in the amount of $3,650.00 from McKerley Plumbing & Heating. This was budgeted for in the Buildings CRF and needs approval to spend from that fund. Chairman Campbell made a motion to accept the quote from McKerley Plumbing & Heating in the amount of $3,650 to replace the heating unit at the Transfer Station paid from the building capital reserve fund. Selectman Bailey seconded the motion, the motion passed.

17. FUEL CONTRACT

Ms. Buono said the town has a contract with Ciardelli; the propane price is being held at $1.799 same for off road diesel. The heating oil locked price is $4.899, or the Selectman can go with the day of delivery price less .50 cents. The current price is $5.699 that is good for 7 days.

Chairman Campbell made a motion to accept the pricing from Ciardelli pricing for propane at $1.799 per gallon, diesel at cost plus $.15 cents and the locked in heating oil price of $4.899 per gallon. Selectman Bailey seconded the motion, the motion passed.

18. NONPUBLIC SESSION

Chairman Campbell made a motion to go into nonpublic session under RSA 91-A: 3 II (a) Personnel. 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.

Selectman Pelletier had originally called this session but said his questions have already been answered

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

Meeting adjourned at 9:02 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

_____
Iris Campbell, Chairman

_____
James C. Bailey, III, Selectman

_____
Richard Pelletier, Selectman