TOWN OF HILLSBOROUGH
27 School Street, P.O. Box 7
Hillsborough, NH 03244
(603)464-3877 Fax (603)464-4270
E-Mail: hillsboro@hillsboroughnh.net
www.town.hillsborough.nh.us

Iris R. Campbell, Chairman
James C. Bailey, III
Richard F. Pelletier
Board of Selectmen

Laura Buono
Town Administrator

September 12, 2026

Cemetery Trustees
Town of Hillsborough
27 School St.
Hillsborough, NH 03244

RE: Cemetery Repairs & Maintenance Capital Reserve Fund – CR170

Dear Cemetery Trustees:

During our Friday, September 11 meeting, the Trustees of the Trust Funds reviewed the various voucher requisitions submitted by the Town.

RSA 289:7 establishes that Cemetery Trustees are responsible for expending money raised and appropriated by the municipality for cemetery purposes. It also provides that income from cemetery trust funds is to be expended in accordance with the conditions of each donation or bequest and that such funds are held in the custody and under the management of the Trustees of the Trust Funds. Trust fund income is transferred to the Cemetery Trustees in response to vouchers executed by the Cemetery Trustees.

Consistent with these requirements, the Trustees of the Trust Funds need to verify that requests for funds held in our custody have been properly authorized and submitted by the Cemetery Trustees. The voucher currently before us was not accompanied by Cemetery Trustee meeting minutes or other documentation showing authorization for the expenditure.

The Trustees therefore voted to approve the voucher pending additional information. We respectfully request the minutes or other documentation from the Cemetery Trustees identifying the authorization for this expenditure and supporting the request for payment from CR170.

The Trustees recognize that the Cemetery Trustees are responsible for determining how funds appropriated for cemetery purposes are administered. Our responsibility is to ensure that funds held in our custody are disbursed in accordance with the applicable statutory requirements and the purposes for which those funds were established. Based on the information currently provided, we cannot determine that the request has been properly authorized.

We appreciate your review and receiving the requested clarification.

Respectfully,

Riché Colcombe
Trustee of the Trust Funds

Judy Thibault
Trustee of the Trust Funds

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Board of Selectmen

Laura Buono
Town Administrator

July 30, 2026

Trustees of Trust Funds
ATTN: William Shee, Treasurer
P.O. Box 2123
Hillsborough, New Hampshire 03244

Re: Cemetery Repairs & Maintenance Capital Reserve Fund – CR170

Dear Mr. Shee:

Enclosed please find copies of the invoice and payment regarding the above-mentioned capital reserve fund for reimbursement.

The total expense to date amounts to $2,880.00.

Please do not hesitate to contact me or Town Administrator Laura Buono if additional information is required or if there are any questions.

Sincerely,

Lauralee LoMonaco

Lauralee LoMonaco
Finance Administrator

Enclosures

Emailed on 7/30/26

HuntD

DAVID HUNT
NEW ENGLAND
HYDRO FRACTURING

WATER WELL SERVICES • CABLE TOOL DRILLING • WELL FRACTURING

RECEIVED
MAY 07 2026

1347 Second NH Turnpike
Windsor, NH 03244
603-478-1000 OFFICE

Customer Name: Town of Hillsboro
N.H. Maple Cemetery

Date: 5-14-26

Service call to site found pump is seized will not start $150.00

pulled pump 400' $400.00
Installed new pump 400'

Labor 2 hrs @ $150.00 300.00

New Goulds pump 1 HP 2030

As quoted 5-12-26 $2880.00

Cemetery Cap. Reserve
1-1260.80

PAID
CHECK #
ACCT. # 1126.80
DESC. #

IRC

TOTAL:

110-T2 Freedom Printers LLC Info@freedomprinters.com P 800-653-0053 F 855-739-5992 PRINTED IN U.S.A.

036032

TOWN OF HILLSBOROUGH

ENDOR: HUNT, DAVID R/NE HYDRO FRACTUR 06/12/26

JR REF. NO.	YOUR INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
126553	5/15/26	05/15/26	2,880.00	2,880.00	0.00	2,880.00
					Check total	2,880.00

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

036032

TOWN OF HILLSBOROUGH
27 SCHOOL STREET
P.O. BOX 7
HILLSBOROUGH, NH 03244
(603) 464-3877

BAR HARBOR BANK & TRUST

52-175
112

CHECK NO.	CHECK DATE	VENDOR NO.
036032	06/12/26	HUNTD

TWO THOUSAND EIGHT HUNDRED EIGHTY AND 00/100 DOLLARS

CHECK AMOUNT
$******2,880.00

Y
THE
DER OF HUNT, DAVID R/NE HYDRO FRACTUR
1347 SECOND NH TURNPIKE
WINDSOR NH 03244

VOID AFTER 120 DAYS

AUTHORIZED SIGNATURE

D E T A I L S T A T E M E N T O F A C C O U N T S - G E N E R A L L E D G E R

Subsidiary Ledger Transactions Not Included

Account = First thru Last; Mask = 1-1260.80-###

From January 2026 to December 2026

Account Number	Account Name	Account Class	Beginning Bal	Debit Amt	Credit Amt	Ending Bal
1-1260.80	D/F TRUST FUNDS-CEMETERY CRF	Due From	0.00 ..	2,880.00	0.00	2,880.00 DB

						----- General Ledger ------		---- Subsidiary Ledger -----	
Transaction	Period	Source	Transaction Description	Type	Debit Amt	Credit Amt	Debit Amt	Credit Amt
035390-000085	06/08/26	06 ACTPAY	AP MAPLE CEMETERY NEW PUMP	Trx	2,880.00			
					2,880.00			

2026
CEMETERY REPAIRS & MAINT CRF - CR 170

Warrant Article #				60,812.25
	VENDOR	**DESCRIPTION**		
6/12/26	David Hunt/NE Hydro Fracturi	Maple Cemetery New Pump	2,880.00	57,932.25
Due From Trustees of Trust Funds - 7/2026			**2,880.00**	57,932.25
Due From Trustees of Trust Funds - xx/2026			**0.00**	57,932.25
			INT PER TRUSTEES	
				57,932.25

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Town Administrator

September 12, 2026

Board of Selectmen
Town of Hillsborough
27 School St
Hillsborough, NH 03244

RE: Trustee Vacancy Recommendation for Appointee

Dear Select Board Members:

Regrettably, Laurie Jutzi resigned from her position as a Trustee of the Trust Funds, effective September 1, 2026. While the work of a Trustee may go unnoticed by the public, it is an important responsibility to the Town.

Although Laurie's time as a Trustee was brief, we sincerely appreciate her service and contributions. Laurie served as Secretary and was conscientious in helping maintain the records and business of the Trustees. We are grateful for her willingness to serve the Town and wish her all the best.

RSA 31:22 provides that a vacancy in the office of Trustee of the Trust Funds shall be filled by the Select Board for the remainder of the unexpired term. At our meeting on Friday, September 11, the Trustees discussed the candidates who expressed interest in the vacancy and agreed to **recommend Patricia Nash** of 13 Lake View Court for appointment to serve the remainder of Laurie's term.

We respectfully submit this recommendation and appreciate your attention to filling this vacancy.

Respectfully,

Riché Colcombe
Chairwoman, Trustee of the Trust Funds


Woods Cooken Mill Site
Under Construction