

Board of Selectmen
Meeting Minutes
July 24, 2024

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

Others present: Joyce Bosse, Donna Lane, Riche’ Colcombe, Angelo Trodella, Jack Franks, Bill Hutwelken

Meeting opened at 6:00 pm
Pledge of Allegiance was recited.

1. OPEN SESSION

Manahan Dock: Riche’ Colcombe said the dock is nice and looks good, she took some pictures for reference. In front of the dock, it’s all washed out on both sides and the dock does not have a fender for protection on one corner and is not level. Chairman Bailey said they are working on leveling the dock, things are settling.

2. MEETING MINUTES

Chairman Bailey made a motion to accept the meeting minutes dated June 27, 2024. Selectman Pelletier seconded the motion, the motion passed.

Chairman Bailey made a motion to accept the meeting minutes dated July 10, 2024. Selectwoman Campbell seconded the motion, the motion passed.

3. CONSENT AGENDA

Chairman Bailey made a motion to approve the Consent Agenda for July 24, 2024. Selectman Pelletier seconded the motion, the motion passed.

- Welfare Lien – Map 26 Lot 12
- 2023 Approved Property Abatements – Map 11P Lot 191-1; Map 11P Lot 191; Map 11P Lot 191-2; Map 11P Lot 191-3; Map 11P Lot 191-4

4. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 19478 – 19525 a/k/a Vouchers #29 & 30 in the amount of \$250,770.59 (includes 211 direct deposit stubs) and Accounts Payable Check numbers 032052 – 032190 a/k/a Vouchers #27 & 28 in the amount of \$ 2,065,436.68. Selectman Pelletier seconded the motion, the motion passed.

A/P Checks include payment to HDSD in the amount of \$ 1,068,320.59 and deposits to the CRF’s as voted in at Town Meeting.

5. MOTION TO UNSEAL NON-PUBLIC MINUTES

Chairman Bailey made a motion to unseal the following Non-public Meeting Minutes. Selectman Pelletier seconded the motion, the motion passed.

December 5, 2006, November 1, 2006, October 24, 2006, October 10, 2006 (2 sets), August 29, 2006, June 28, 2006 (3 sets), June 14, 2006 (2 sets), May 31, 2006, May 24, 2006, May 31, 2006, May 24, 2006, March 8, 2006, February 22, 2006, January 11, 2006

6. 45 SCHOOL STREET – CONTEMPT HEARING

Ms. Buono reported the property owner, John Penny of 45 School Street, attended the hearing: the town prevailed. Attorney fees were awarded to the town, but the judge stopped short of the contempt hearing, but the law states the town is entitled so the attorney will be submitting a request to reconsider. The judge gave Mr. Penny 60 days to comply, meaning the barn needs to be secured, weather tight and not falling over, the next court date is in September. Mr. Penny claims he can't do the work because there are bats in the structure. Ms. Buono wanted in the court record to say that if Mr. Penny is doing any work on the structure, he has not applied for a building permit.

7. CONSERVATION COMMISSION – MEMBERSHIP

Chairman Bailey made a motion to appoint Jim Norloch for a three-year term expiring 2027. Selectwoman Campbell seconded the motion, the motion passed.

8. STATE BRIDGE AID AGREEMENT – BOG ROAD OVER SANBORN ROAD

Information has been provided to the Board; the bridge aide was applied for several years ago. The work will begin in 2028. This is a federal funded project which covers 80% of the cost.

Chairman Bailey made a motion to authorize the Town Administrator to sign and execute any and all documents necessary to implement activities on behalf of the Town of Hillsborough's business in State Bridge Aid and Federal Aid program for State project #44305 and Federal project #X-A005394. Selectman Pelletier seconded the motion, the motion passed.

9. SAWYER BRIDGE

Ms. Buono sent documentation regarding Sawyer Bridge, a temporary encroachment agreement that was put in place in 2003 for the State to maintain the grassy area. This agreement was supposed to be dissolved and the State is pursuing that. Currently the town is maintaining the area, the State just needs the Boards acknowledgment. Ms. Buono will move forward with the necessary paperwork. The bridge will never be maintained, the key stone is missing and is not a high priority. The bridge is also not safe to walk on. Selectman Pelletier suggested obtaining pricing to fix the bridge and place that cost in a warrant article in March asking the voters if they want to repair the bridge. Ms. Buono will contact the State on what they used to determine the bridge is not safe to walk on.

10. PUBLIC HEARING – 2 BRIDGE STREET

Chairman Bailey made a motion to open the public hearing at 6:32 pm on the Proposed 2 Bridge St Affordable Housing Rehabilitation CDBG Application. Selectman Pelletier seconded the motion, the motion passed.

Donna Lane read the following:

Community Development Block Grant (CDBG) funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$350,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in CDBG Housing Grant Funds. Of the grant funds, up to \$30,000 will be retained by the town for administrative/labor compliance costs associated with the project, \$470,000 of the funds will be granted to Angelo Trodella dba 2 Bridge St., Realty Trust to rehabilitate 2 Bridge Street into 6 units of affordable housing.

This project conforms with Hillsborough's Housing and Community Development Plan's goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups (Short-term and Long-term goal).

Public Comments:

Joyce Bosse asked if this is just for housing. Ms. Lane said there will be commercial units on the street level. The funding is for affordable housing same for 8 Bridge St. that is already funded.

Chairman Bailey closed the Public Hearing at 6:34 pm

Chairman Bailey Open the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan for 2 Bridge St Proposed Project. Selectman Pelletier seconded the motion.

Donna Lane read the following: This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. The building has been vacant for years. No displacement or relocation is anticipated.

Public Comments:

No questions.

Chairman Bailey closed the Public Hearing 6:36 pm.

Chairman Bailey made a motion to open the Public Hearing on the Progress of Hillsborough Height Affordable Housing Project. Selectman Pelletier seconded the motion, the motion passed.

Donna Lane read the following: Hillsborough Heights Apartments is the acquisition of 219 West Main Street, Hillsborough, and the construction of approximately 42 units of new affordable housing. The CDBG funds were used for acquisition that occurred in September 2023. The housing is 70% complete and expected to be complete by October 2024. Photos were provided.

Public Comments:

Riche' Colcombe asked if the money was only for the building not the grounds? Donna Lane said NH Housing Finance is the primary funder, the CDBG went into the acquisition, part of the whole project. Ms. Colcombe asked what the 70% complete comprises of. Donna Lane said when she asked the builder he said 70% done, probably the building.

Chairman Bailey closed the Public Hearing

VOTING

Chairman Bailey made a motion to approve the submittal of the CDBG application **and** vote to authorize the Chairman, Board of Selectmen to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chairman, Board of Selectmen to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto. Selectman Pelletier seconded the motion, the motion passed.

Chairman Bailey made a motion vote to adopt the Antidisplacement and Relocation Assistance Plan. Selectman Pelletier seconded the motion, the motion passed.

11. FULLER LIBRARY – HEATING/COOLING SYSTEM

Ms. Buono reported coolant is leaking somewhere but not noticeable, the units are working but not very well. Mark Colcombe was consulted who said he could do a performance test. For now, the units will be filled with coolant and monitored.

12. MOTION TO HIRE

Chairman Bailey made a motion to hire Jacob Learn as a full-time equipment operator at the Highway Department. Selectman Pelletier seconded the motion, the motion passed.

13. POLITICAL SIGNAGE AT THE TRANSFER STATION

Ms. Buono said there is no permission in place-to-place political signs at the Transfer Station, her question is should the town add signage saying no political signage allowed or just leave things the way they are.

Selectman Pelletier made a motion allowing political signs for 30 days prior to an election and to be removed the day after an election. Chairman Bailey seconded the motion, the motion passed. A sign will be created and mounted on the fence.

14. STATE PROPERTY MAINTENANCE:

Ms. Colcombe mentioned the state is not maintaining the landscape in town that is their responsibility and asked who should contact the State Highway Department. Ms. Buono said anyone can call the state shed or ask the Selectmen to make contact. Ms. Colcombe asked should she contact the state as a citizen or state representative. Chairman Bailey said state representative, the town has asked the state to do the work needed on School Street and nothing has been done, and that request was placed by the Road Agent to the state. Ms. Colcombe recommended the Board send a letter prior to her contacting the state shed. Chairman Bailey said the town has sent a letter, but no action was taken by the state. The conversation turned to the park & ride; Ms. Colcombe said the state wants a memorandum of understanding from the police chief stating the town will take responsibility for that area before they remove the barriers, which the police already do. Ms. Buono said she heard the state wants the town to also take care of the trash. Ms. Colcombe recommended drafting another memorandum of understanding to see how the state reacts. Chairman Bailey will talk to the police chief first.

15. NON-PUBLIC SESSION

Chairman Bailey made a motion to go into nonpublic session at 7:08 pm under RSA 91-A: 3 II (c) Reputation. Selectman Pelletier seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

In attendance: Chairman Bailey, Selectwoman Campbell, Selectman Pelletier, Town Administrator Laura Buono, Jack Franks, Bill Hutwelken.

Circumstances behind infrastructure upgrades for the Hillsborough Heights Project were discussed as were various individuals who had worked on the project and the issues behind what led to the upgrades being overlooked in the final cost calculations. The Town had received \$840,000 from InvestNH because of the project being built, and the Selectboard had previously voted to fund the upgrades since they are felt to be for the benefit of the Town and not development. Due to the fact that the reason behind the upgrades being left out of the final calculations on behalf of the developer was because the dismissed engineer hadn't passed it on to the new engineer and that they had been included in the "will serve" letter from 2022, it was discussed whether or not those funds should be returned. After a lengthy discussion, a motion was made by Selectman Pelletier and seconded by Selectwoman Campbell to have the Developer reimburse a total of \$33,584.00. to the Town. The motion passed with a vote of 2 in favor and 1 (Chairman Bailey) opposed.

Chairman Bailey made a motion to come out of nonpublic session at 8:19 pm. Selectman Pelletier seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

Meeting adjourned at 8:20 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman