

**Board of Selectmen
Meeting Minutes
November 13, 2024**

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

Others present: Riche' Colcombe, Ernie Butler, Joyce Bosse, Dana Clow, Penny Griffin, JT Clough, Roman Pasquerella

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

1. OPEN SESSION

No comments for open session.

2. MEETING MINUTES

Chairman Bailey made a motion to approve the meeting minutes dated September 25, 2024. Selectman Pelletier seconded the motion, the motion passed.

3. MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 19747 – 19780 a/k/a Vouchers #44, 45, 46 in the amount of \$327,527.12 (includes 324 direct deposit stubs) and Accounts Payable Check numbers 032710 – 032836 a/k/a Voucher #36, 37 in the amount of \$253,132.34. Selectman Pelletier seconded the motion, the motion passed.

4. CONSENT AGENDA

Motion to approve the Consent Agenda for November 13, 2024. Selectman Pelletier seconded the motion, the motion passed.

- Funding Letter to CNHRPC re: US EDA Funds for sewer system engineering services.

5. YOUTH SERVICES

JT Clough, Director of Youth Services, met with the Board. Project Genesis over the last year has increased by 240% in attendance, on an average night there will be at least 15 students. The ability to move the children with staff members is limited. JT presented the cost for a new bus and presented 3 options for the Board to consider. JT is in favor of the first option for \$87,000 and would like the Board to consider this purchase for next year. The Board is in favor of putting this expense on the 2025 warrant.

6. SELECTMEN'S MEETINGS

The Board agreed to cancel the November 27th meeting and then they reviewed and accepted the budget meeting schedule.

7. WATER & SEWER DEPARTMENT

Commissioner Dana Clow explained that a required notice from the US Environmental Protection Agency will be sent to residents regarding lead in the water system and the programs that are available. Per USEPA, galvanized service lines will need to be dug up (22 service lines), there are 271 unknown service lines and 43 of those are unknown on the customer side and 228 service lines are completely unknown. There will be information posted on the Water & Sewer Department page on the town's website. Letters will be sent out every year until all the galvanized pipes are removed. By 2027, the W&S Department needs to have a plan in place and then there will be a 10-year period to remedy the situation. W & S intend to remedy this issue as soon as possible, before the deadline. Any phone calls from the residents will be referred to Water & Sewer.

Clarification regarding responsibility is needed for the mobile home park on identifying the galvanized lines. Water & Sewer may be responsible for the line that goes around the park as well as the stubs.

Water & Sewer is responsible for from the main to the shut-off and the homeowner is responsible for from the shut-off to the house. If the entire pipe is galvanized, it must be changed. The first step is to identify what is and is not galvanized. The 271 unknown lines will need to be exposed at the curb stops and identified.

8. CLASS VI ROAD – COUNTY ROAD

Roman Pasquerella met with the Board last April to talk about road maintenance, Mr. Pasquerella lives in the Class VI portion of County Road. From the state maps County Road is Class V Road for 2.42 miles. Mr. Pasquerella hired a surveyor to measure the distance which comes to the center of Mr. Pasquerella's house. Road Agent Ernie Butler said the road in front of Mr. Pasquerella has not been plowed by the town for close to 100 years and is too narrow for the plow trucks, a lot of work would be needed to bring the road to current specs. The problem is there is no area for the plow trucks to turn around, and it's Class VI Road. Mr. Butler will go out and look at the area, when he does so both Selectwoman Campbell and Selectman Pelletier will also visit the site, Chairman Bailey is very familiar with the road. Chairman Bailey noted that a road that has not been serviced for 100 years is tough to change.

9. HILLSBOROUGH HEIGHTS - ROAD

Ms. Buono said the property owner of Hillsborough Heights asked her when the town will take over the road leading up to the apartments. Ernie Butler recommends not considering taking the road until the second 42-unit building is built. A site visit will be arranged for further discussion.

10. ENERGY COMMISSION

Selectman Pelletier stated that due to the resignation of various members, the Energy Commission is not functioning. A brief discussion took place about whether or not the Board feels a Commission is needed at this time. Chairman Bailey said the Commission spearheaded the streetlight changes to LED and that was beneficial but the Board was unsure whether there are

currently other projects that are needed. Ms. Buono will research whether the Commission needs to be disbanded by a town vote since that is the mechanism in which they were formed.

11. STREAMING SELECTMEN’S MEETINGS

Ms. Buono researched what the school uses (Owl) and (YouTube). Selectman Pelletier asked the Board if they wanted to begin streaming meetings. Chairman Bailey is not in favor of doing so, he doesn’t see the need, either does Selectwoman Campbell.

12. SELECTMEN’S MEETINGS

Ms. Buono asked the Board to consider implementing an open session procedure for their meetings. She explained that open session shouldn’t involve someone who comes in with items to be discussed without the Board having any knowledge of those items. If someone wants to have a discussion, their items should be placed on the agenda for preparation purposes. Chairman Bailey agreed and said that he has been lax on this and that if a member of the public wants to have a discussion on something, it should be placed on the agenda. The open session will be changed to “public comments” only. Selectman Pelletier recommended stating what is appropriate before comments are accepted.

13. TOWN WEBSITE

Ms. Buono sent the website link to the Board for them to review, she wants to hear exactly if anything is wrong with the website. The staff was concerned that during a public meeting it was commented on asking the Board for a work session to go over some of the issues on the website. If corrections are needed the staff needs to be notified so corrections can be made, not called out in a public meeting.

14. DEMOLITION GRANT

Ms. Buono reported the town was approved for a \$250,000 grant for the old Associated Electric buildings.

15. WILLIAMS ROAD – APARTMENT BUILDING – UPDATE

The building inspector sent Ms. Buono an update. The laundry room, duct work and mold repair is underway, outside first floor deck landing in the rear is being repaired, the site work to mitigate the water/drainage is slated for mid-November.

16. 61-36 WEST MAIN STREET

Ms. Buono reported the heating system had more gas leaks which were repaired. The question to the Board is, do they still want to keep that building. Options were discussed, if decided to close or demolish the building the tenants will be notified well in advance.

17. SIDEWALK PROJECT

There are still some easements that need to be signed or reworked. The easements over the Knight properties have some issues that need to be worked out.

Meeting adjourned at 8:31 pm

A true record
Mary Whalen
Recording Secretary

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman