

**Board of Selectmen  
Meeting Minutes  
January 8, 2025**

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

Others present: Jack Franks, Avery Franks, Dana Nute, Riche' Colcombe

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

**1. PUBLIC COMMENTS**

Riche' Colcombe commented about the website and how she still receives comments from residents that tell her the town's website is difficult to navigate. She said there was discussion about communication with a team from the public that would review the website, she asked the Board for an update because there are still issues with the website such as the subscription service is still not working. Chairman Bailey said the Board does not have an answer this evening because they did not have time to prepare for such questions. He said they will investigate her concerns. Selectman Pelletier suggested hiring an independent third party to look at the website and come up with any issues that should be corrected, such as a webmaster. Selectwoman Campbell said the town does have an overseer of the website, the company that created it and if people let us know what's wrong with the site, it can be investigated. Ms. Buono added the purpose of the website is to provide information and the subscription service is being worked on by the company that developed the website, and added that Ms. Colcombe knows about that because she was sent an email updating her on it. Chairman Bailey said whatever problems there are with the website are being investigated and corrected as necessary.

**2. 2 & 8 BRIDGE STREET**

Dana Nute is before the Board asking permission for safety staging against 8 Bridge St. during the roofing replacement and would also like to install a temporary fence around the two buildings for about 3 months. The goal is to have both buildings renovated by July 2025. The Board had no objections to the temporary fencing.

**3. HILLSBOROUGH HEIGHTS – ROAD ACCEPTANCE AGREEMENT**

Jack Franks previously met with the Road Agent and accepted all the terms set forth regarding the town accepting the drive to the apartments as a town road.

Chairman Bailey made a motion to accept the road to Hillsborough Heights with the agreed upon requirements, once the required documents have been signed the town will take the road over. Selectman Pelletier seconded the motion, the motion passed.

Mr. Franks explained that he will be applying for Hillsborough Heights Phase II in the spring. If all is accepted the road will be wrapped in the overall bond and will remain in place for one year after construction stops.

**4. MEETING MINUTES**

Chairman Bailey made a motion to approve the meeting minutes dated December 11, 2024. Selectman Pelletier seconded the motion, the motion passed.

## **5. MANIFEST**

Chairman Bailey made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 19840 – 19893 a/k/a Vouchers #51, 52, 52A, 1 & 2 in the amount of \$489,027.66 (includes 448 direct deposit stubs) and Accounts Payable Check numbers 033028 – 033176 a/k/a Voucher #42, 1 & 2 in the amount of \$872,954.76. Selectman Pelletier seconded the motion, the motion passed.

\*\* A/P Checks include payment to HDSO in the amount of \$452,820.23

## **6. CONSENT AGENDA**

Chairman Bailey made a motion to approve the Consent Agenda for January 8, 2025. Selectman Pelletier seconded the motion, motion passed.

- 2024 Tax Abatement – Map 14 Lot 291 \$123.00; Map 14 Lot 292 \$125.00; Map 17 Lot 181 \$194.00; Map 14 Lot 492 \$224.00; Map 13 Lot 189 \$201.00; Map 14 Lot 482 \$4,078.94; Map 1 Lot 71 \$461.47
- Disabled Exemption – Map 12 Lot 67-21
- Veterans Tax Exemption – Map 12 Lot 13; Map 12A Lot 223 (2)
- Intent to Cut – Map 8 Lot 143 Center Road
- Yield Tax Assessment – Map 7 Lot 135 \$719.75

## **7. MANAHAN PARK**

Ms. Buono said that if the Board is comfortable with the engineering proposal, the Director of Youth Services would like to move forward with some engineering work at Manahan since that will be paid for with money from the trust and not included in the proposed budget. Chairman Bailey would like to see at least one more estimate for the work before moving forward.

## **8. MARAZOFF ASSESSING SERVICES**

Ms. Buono presented the Board with contracts for assessing services for the upcoming year which included standard annual assessing (transfers, new builds, additions, etc.), as well as the statistical update revaluation. The Board signed the service contract for both the re-revaluation of the town and general assessments.

## **9. POLICE SAFETY GRANT**

Ms. Buono explained that the Town had previously received a highway safety grant for the police department in the amount of \$15,086.25 which has been amended to \$20,384.77 for the purpose of adding additional equipment. She said the Board needs to make a motion to approve and authorize the Chairman to sign.

Selectman Pelletier made a motion authorizing the Chairman of the Board to sign the grant agreement amendment notice for grant 25-086. Selectwoman Campbell seconded the motion, the motion passed.

## **10. 2025 BUDGET DISCUSSION**

Ms. Buono reviewed updated budget sheets with the Board. She said in order to keep the budget as level as possible, she made some slight changes and will continue to review it until the public hearing. She said the Road Agent requested \$500,000 for road construction but she has reduced that to \$450,000 and said she did not include the sidewalk tractor in the capital budget since that came in at for over \$200,000 and over the last few years, the highway department has received quite a bit of new equipment and other departments are in need. She said there will be a slight surplus in the 2024 budget, and some funds can be used to offset the capital budget as they have done in the past. Currently the operating budget is showing a 9% increase which includes the two union contracts that passed last year, however, the total increase which includes the capital budget is currently at 6.5%. Selectman Pelletier feels that a 9% increase in the operating budget is too high but doesn't know where they would cut it. Chairman Bailey said the main increase to the operating budget is payroll and benefits. Ms. Buono will continue to analyze the numbers and will add a discussion on the Board's January 23<sup>rd</sup> meeting agenda.

## **11. HIGHWAY ON-CALL WINGMAN**

Chairman Bailey is suggesting paying the on-call wingmen overtime when they are called upon to plow on a holiday. Ms. Buono said the Board would have to change how all on-call employees would be paid, which would include the fire department. Chairman Bailey did not realize the fire department does not get paid overtime on holidays but would still like to investigate his suggestion.

Meeting adjourned at 7:25 pm

A true record  
Mary Whalen  
Recording Secretary

Date: \_\_\_\_\_

Approved by:  
Hillsborough Selectboard

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James C. Bailey, III, Chairman

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Iris Campbell, Selectwoman

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Richard Pelletier, Selectman