

**Board of Selectmen
Meeting Minutes
August 26, 2026**

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

At the opening of the meeting the pledge of allegiance was recited.

Others present: Keith Cobbett, Tom McClure, Brett Taber, Laurie Jutzi, Kevin Ancil, Dennis Yeaton

1. PUBLIC COMMENT

Butler Park & Main Street - Tom McClure mentioned there is a water shut off at Butler Park sticking up near the brick circle, he said it is a tripping hazard. He also heard about another park being created across the river and feels the current infrastructure should be taken care of before adding anything else. Another item he brought up is there are bricks that are sinking at Butler Park where the benches are and the walkway in front of the fire house.

Manahan Park – Tom McClure suggested the project that is being discussed for Manahan Park should go before the voters.

2. SANDER

Road Agent, Dennis Yeaton came before the Selectmen with quotes for an electric sander spreader for a 1-ton truck. Mr. Yeaton obtained 3 quotes for the same spreader:

- \$6,500 Madigan
- \$6,995 Fairfield
- \$5,834 Sanel (recommended)

The spreader would be paid from the highway department operating budget. Chairman Campbell made a motion to purchase the salt dog 2.0 spreader from NAPA Auto for \$5,834.40. Selectman Bailey seconded the motion, the motion passed.

3. WING MAN

Dennis Yeaton is requesting the policy that requires a wing man during the plowing season be changed to “if needed”. He said that this change will not impact snow plowing and in most instances make it easier since there is no waiting around for those on-call employees to get to the garage. Mr. Yeaton explained that the way the trucks are built now, all the controls are right there and set for the drivers and the need for an extra individual is obsolete.

Selectman Bailey made a motion to amend the policy to state “optional, drivers’ discretion for using a wing man”. Selectman Bailey seconded the motion, the motion passed.

4. MEETING MINUTES

Chairman Campbell made a motion to accept the meeting minutes dated August 12, 2026. Selectman Bailey seconded the motion, the motion passed.

Chairman Campbell made a motion to accept the meeting minutes dated July 22, 2026. Selectman Bailey seconded the motion, the motion passed.

5. MANIFEST MOTION

Chairman Campbell made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 21323 – 21350 a/k/a Vouchers 34 & 35 in the amount of \$252,041.78 (includes 226 direct deposit stubs) and Accounts Payable Check number 036489 – 036566 a/k/a Voucher 35 in the amount of \$547,718.38. Selectman Bailey seconded the motion, the motion passed.

6. CONSENT AGENDA

Chairman Campbell made a motion to approve the Consent Agenda for August 26, 2026. Selectman Bailey seconded the motion, the motion passed.

- Denied Elderly Exemption – Map 12 Lot 57
- Intent to Cut – Map 3 Lot 1 Sand Knoll Road
- Cemetery Deed -- K. Pierce (Harvey Memorial)
- Yield Tax Levy – Map 11F Lot 27 \$125.21; Map 11P Lot 183 \$464.67; Map 3 Lot 225 \$469.96; Map 4 Lots 52 & 52-1 \$1,891.72; Map 23 Lot 42 \$343.49

7. TOWN OFFICES – SAFETY UPGRADES

The Town Administrator reviewed a quote that was received for the safety upgrades which she has discussed and recommended to the Board over the past few years which were budgeted for this year in the Buildings Capital Reserve Fund. Ms. Buno said after the Building Inspector was assaulted last year, the need to protect the employees escalated. The Board had also been previously notified that she and the Building Inspector were actively looking for pricing for the project. She said three companies were contacted who reviewed the project and assisted with the process, but only one company had the time to do the work and submit a quote, who can meet the timeline and work during closed hours on various items. She would like the Board to allow the project to move forward. The Selectmen reviewed a plan which calls for removal of a couple interior walls, the building of three new walls and three service windows, changing out flooring, a couple of doors, and drop ceiling materials, and moving a bathroom with separate plumbing services. Selectman Bailey suggested moving one of the new walls from one side of the window it will begin at, to the opposite side of the same window. Ms. Buono said she would be concerned about making the lobby area too small if that change is made considering some of the files from the Town Clerk's Office can be in the larger office area and still be easily accessible to the staff since it's going to basically be a flowing work area for everyone during work hours and those files are not accessed frequently. Selectman Pelletier suggested posting the project to try to get additional interest. The Board agreed to have it posted and will review the status at the next Selectmen's Meeting.

8. MANAHAN PARK

The Selectmen and Town Administrator met at Manahan on August 24th to look at the bath house and beach house to talk about how they would like to move forward on the changes/upgrades that have been discussed over the last couple of years. One item discussed during the site walk was changing the toilets and sinks, the current equipment is in poor condition. Selectman Pelletier is concerned about the cleanliness; he suggested to the Director about creating a plan to include a cleaning schedule during the day and how to make it happen. Currently, it is part of the rotation done by the lifeguards when they need to take time away from the lifeguard stand. Selectman Bailey talked about the current water and septic issue and the need for that to be addressed as well. One of the future steps will be a meeting with the Trustees of the Trust Funds regarding the Manahan Trust. Ms. Buono stated that we still need to get some sort of pricing in order to start discussing how to move forward and

recommended talking with Fieldstone Engineering, who is currently working on the Manahan boundaries about adding septic, water and a building to their scope of work, the Board agreed.

9. OTHER BUSINESS

- A. Selectman Pelletier asked if the town has a nepotism policy. Ms. Buono said no, but if the Board chooses to, it can be added. A policy will be drafted for the Selectmen to review.
- B. Selectman Pelletier said the Board received information from Jennifer Schamel at the last meeting; he feels that information she provided about assessments should be reviewed and considered added to the website. Further discussion will take place at the next meeting.
- C. Selectman Pelletier recommends having capital expenses spelled out and voted separately when being paid. Ms. Buono said that's not a problem if the Board would like and noted that at the last meeting, a capital expense was called out as part of the manifest motion approval. Chairman Campbell doesn't feel it's necessary to make individual motions on individual invoices since the capital expense invoices that are paid will be listed on the manifest as part of the approval of that manifest through a motion. Ms. Buono also said that when the Board approves projects like the project discussed tonight, it is stated if the money is coming from a capital reserve fund, and which fund it comes from. She suggests at the time the Board moves forward with a project, for the Board to make the motion at that time to approve the expenses from whatever funds the money is coming from. Ms. Buono said there are miscellaneous expenses that come out of capital reserve funds throughout the year, and those can continue to be called out as part of the manifest approval motions at regular meetings. The approval of the manifest was also discussed with Selectman Pelletier stating that he doesn't feel he knows what is being approved. Chairman Campbell said moving forward all capital expenses are going to be spelled out as part of the manifest motion as well.

Selectman Pelletier made a motion to approve capital expenses with a motion and when the check is cut, it will be listed separately on the manifest. Selectman Bailey seconded the motion, the motion passed.

- D. Selectman Pelletier talked about the website, he feels there is a lack of in-house IT expertise and is suggesting a technology committee be formed to be responsible for the website and he would like to talk further about this at the next meeting.

10. TRUSTEES OF THE TRUST FUNDS (TTF)

Ms. Buono updated the Board on the discussion at the last Board meeting regarding the Town's request for reimbursement not being discussed or approved at their last meeting. She said she sent an email to all the members requesting that they meet within 10 days to take up the request for reimbursement since it's close to \$100,000. Ms. Buono said she immediately received a response from the Chairman who stated that as chairman, the agenda is at her discretion, and that they would not meet within the requested 10-days but will take up the request in either September or October. None of the other two Trustees responded to the request. Ms. Buono said within a prior email from the TTF Chairman, she questioned the towns process and how she feels the Selectmen are not following the RSA regarding approval of payments from capital reserve funds. Ms. Buono said the Selectmen are and do follow the RSA since no money is sent out for payments until the Board approves the payment of the invoices via the manifest approval process. A meeting has since been scheduled for September 11th.

11. WOOD WOOLEN

Ms. Buono said it was mentioned earlier in this meeting by Mr. McClure about a new park being built across the river and wanted to again state that is part of the ongoing Woods Woolen Mill Site Project. She said the money

for this project has been paid with various grants through the Department of Environmental Services and EPA, as well as some money from the Dana Crane fund, and not taxpayer money.

12. BUDGET PROCESS

Ms. Buono asked the Selectmen if they want the same format as last year, meet with the departments during regular Selectmen's meetings. They agreed to keep that same format and add work sessions if needed.

13. POLITICAL SIGNS

Ms. Buono asked the Selectmen if they are still comfortable allowing political signs on Town property as is the current policy. She said last year there were complaints about individuals handing out materials and political solicitations at the Transfer Station. The Selectmen will continue to allow signs to be placed two weeks prior to an election with removal within one week after elections. The Board agreed that political solicitation on Town property should not be allowed.

Chairman Campbell made a motion no political solicitation on Town Property and at the Transfer Station. Selectman Pelletier seconded the motion, the motion passed.

14. BOARD OF SELECTMEN MEETING GUIDELINES

Chairman Campbell distributed the written meeting guidelines to the Board for their review. Verbal guidelines are already in place, but these add to those by calling out public decorum and speaking allowances while attending the meetings. The policy as written with those changes would read:

Meeting Schedule

The Board of Selectmen meets on the second and fourth Wednesdays of each month. Meeting dates may be adjusted to accommodate holidays, and additional work sessions may be scheduled as needed.

Meeting Conduct

Members of the public who attend Board meetings are expected to be courteous, respectful, and non-interruptive while the Board conducts its business.

Board meetings are meetings held in public; they are not public meetings. Unless the Chair invites public comments on a matter under discussion, attendees should not interrupt the Board's conversation or insert comments. Interruptions prevent the Board from having constructive and effective discussions.

The Chair will issue one warning to any individual who interrupts the meeting. If the behavior continues, the individual may be asked to leave. Outbursts or disruptive behavior will not be permitted.

Agenda Requests

Individuals who wish to speak with the Board about a specific topic must request to be placed on the agenda by contacting the Town Administrator no later than noon on the preceding Friday of the scheduled meeting. The Town Administrator may be reached at 603-464-7970 or Laura@Hillsboroughnh.net.

Requests to be placed on the agenda must clearly describe in detail the subject to be discussed. Any handouts or supporting information that will be referenced during the discussion must also be submitted with the request so that they can be distributed to the Board as part of their meeting information. Individuals will not be placed on the agenda unless the topic is clearly identified so the Board can prepare and conduct a productive meeting. Public comments or interruptions will not be allowed by the Chair during these appointments.

Public Comment

Public comment during a Selectmen's meeting is limited to three minutes per individual. There will be no back-and-forth discussion between the Board and members of the public during this portion of the meeting.

Public comment is intended as an opportunity for individuals to briefly share their opinion on a particular subject. It is not intended for requesting discussion with the Board. Anyone who wishes to discuss a topic with the Board should contact the Town Administrator and request it to be added to the agenda.

Chairman Campbell wanted to also add that only the person who makes an appointment with the Selectmen will do the speaking during that time. Selectman Pelletier wanted to wait until the next meeting for further discussion. Selectman Bailey said he is in favor of adopting the guidelines with Chairman Campbell's addition.

Chairman Campbell made a motion to adopt the Selectmen's Meeting Guidelines. Selectman Bailey seconded the motion; the motion passed with Selectman Pelletier opposing.

15. NONPUBLIC SESSION

Chairman Campbell made a motion to go into nonpublic session at 8:17 p.m. under RSA 91-A: 3 II (c) Reputation. 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.

Ms. Buono spoke with the Board about events which involved various individuals.

Chairman Campbell made a motion to come out of nonpublic session at 8:48 p.m. Selectman Pelletier seconded the motion. Roll call vote: Bailey – yes, Campbell – yes, Pelletier – yes. The motion passed.

16. OLD MILL FARM ROAD/MINOTT ROAD BOND

Ms. Buono brought up a road bond that the Town currently holds a bond for Old Mill Farm Road and Minott Road that we have not taken ownership of for a couple of reasons, but one that we are more than likely to take ownership of in the near future. The bond was initially put into place in anticipation of the Town taking ownership prior to the development being fully built out so that there were funds available if heavy equipment damaged the road as the other houses were being built. Since that didn't happen, and since currently when the Board makes the decision of whether to take the road or not all the lots will be built on, she said the development owners are asking for the Board's permission to use some of that money to pave the remaining surface and make some necessary repairs. The Board briefly discussed this and is open to it but would like to revisit it once they have paving prices to show the Board.

17. ICE RINK FOR GRIMES FIELD

Ms. Buono gave the Selectmen the pricing to replace a liner for the ice rink that the Parks Director would like to purchase from the revolving fund to be placed at Grimes Field. She said replacement liners for the 40'x80' rink are \$880 and for a 60'x100' would be \$1,544. The Director also sent forward another option being to purchase an inexpensive PVC system with a large tarp but noted that it would be prone to set up issues due to the slope of the area. He said they could also flood a basketball court that would have a concrete lip, which would require a new court but one is needed anyway. Selectman Bailey still is not in favor of having an ice rink saying that he doesn't feel there is enough demand and the NE climate isn't favorable for one. The Board decided not to move forward with the winter addition of an ice rink for Grimes Field.

Meeting adjourned at 9:07 pm

A true record
Mary Whalen
Recording Secretary

Date: 9-9-26

Approved by:
Hillsborough Selectboard



Iris Campbell, Chairman

James C. Bailey, III, Selectman



Richard Pelletier, Selectman



200005930
Sanel NAPA - Hillsboro, NH
80 Henniker St
REF _____ VER _____
Hillsboro, NH 03244
(603) 464-5504

QUOTE

Date : 07/30/2026

Time : 13:11

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Order # 328370

30004
HILLSBOROUGH HIGHWAY DEP
45 MUNICIPAL DR
HILLSBOROUGH, NH 03244

Quote By : 233, Lori
Sales Rep : 53, Anthony
Quote Date : 07/30/2026
Quote : 4988

Part Number	Line	Description	Quantity	Price	Net	Total	Taxable
1400601SS	PU	SALTDG 2.0 CY SPREADER ()	1.00	6,336.25	6,082.80	6,082.80	TDP
1400801SS	PU	SALTDG 1.8CY SPREADER ()	1.00	6,191.25	5,943.60	5,943.60	TDP
1400601SSM	PU	SALTDG 2.0 CY SPREADER ()	1.00	6,077.50	5,834.40	5,834.40	TDP
1400801SSM	PU	SALTDG 1.8 CY SPREADER ()	1.00	5,948.75	5,710.80	5,710.80	TDP
6 WEEK LEAD TIME ON 1400601SS							
2 WEEK LEAD TIME ON ALL OTHERS							

**** Prices and Taxes Subject to Change Without Notice ****

Attention : SPREADERS

PO# :

Subtotal	23,571.60
Tax Estimated Using	
NH No Tax 0.0000%	0.00

Quote Total 23,571.60



Snow & Ice Team



Account:	Town of Hillsborough - NH	Quote #:	Q-53298-1
Prepared For:	Emie Butler	Quote Date:	7/30/2026
Email:		Expiration:	9/28/2026
Prepared By:	Mike Kaulbach	Credit Terms:	Net 30
Shipping Terms:	EXW - Ex Works (Seller-Assisted Freight)	Currency:	USD

Notes:

Custom Product

Lead Time:

Hyd Funct. 0

Product

1 N/A Buyers 7' 1.8 Yard Stainless Spreader dual motor electric \$6741.00
initial here _____

Buyers 8' 2.0 Yard Stainless Spreader dual motor electric \$6995.00
initial here _____

Fits extended-bed 1 ton+ trucks with above 10,000 lb GVW (gross vehicle weight).

96 in. stainless steel hopper.

Conveyor and spinner powered by independent electric motors.

Spreads bulk salt or a 50/50 salt/sand mix.

In-cab controls with independent variable speeds for the conveyor and spinner.

14 in. poly spinner broadcasts up to 30 ft

12 in. chain conveyor drive.

Chute is adjustable up to 11-1/2 in.

High quality 304 stainless steel construction for optimum corrosion resistance.

Stainless steel inverted V improves flow and reduces stress on the drive line.

Top screen and tie downs included.

Begin forwarded message:

From: "tmadigan jcmadigan.com" <tmadigan@jcmadigan.com>

Date: July 29, 2026 at 10:42:32 EDT

To: Jamie Abood <jabood@jcmadigan.com>

Subject: Re: 8' Spreaders C&C

PSV8E-BR-1.8-304 SANDER - 8' 1.8CY BRIGGS

304 \$ 4,500.00

99002 SPREADER,HOPPER (S/S) 8' (2.0 CUBIC YARD)

BRIGGS \$ 4,500.00

99003 SPREADER,HOPPER (S/S) 8' (2.0 CUBIC YARD)

HONDA \$ 5,500.00

98520 SPREADER,HOPPER (S/S) 8' (2.2CY) ELEC TEMPEST (CHAIN)

S220C \$ 6,500.00