

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Chairman Mark Le Doux, Vice Chairman David Petry, Frank Cadwell and Peter Band  
Selectmen absent: Vahrij Manoukian  
Staff present: Deborah Padykula, Interim Town Administrator, Paul Armstrong and Bill Moseley,  
Camera Operators

**COMMUNITY ROOM**

Hollis Town Hall Community Room, located at 7 Monument Square, Hollis, New Hampshire.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**MEETINGS****1. Recreation Commission**

Recreation Director, Kyle Gillis reported that the Recreation Commission is requesting to relocate the flagpole currently in the outfield of the softball diamond of Nichols Field, to the tree line, closer to Depot Road. This would allow for open field space in a lighted area. The estimated cost for relocation the flagpole is approximately \$3,700. It was noted that funds are available in the Recreation Commission budget to cover the cost for the project.

**a. Nichols Field Flagpole Location**

*MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve installing a new flag pole near the tree line, closer to Depot Road which will provide more field space, as recommended by the Recreation Commission. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

**b. Handicapped Parking on Orchard Drive**

Chairman Le Doux reported that the Highway Safety Committee discussed the request for handicapped parking on Orchard Drive. The Highway Safety Committee deferred the request to the Board of Selectmen, since they are Road Agents for Hollis. Currently, there are designated handicapped parking spaces at the Lawrence Barn Community Center. If the request were granted, approximately 4-5 regular parking spaces would need to be removed from Orchard Drive. Hardscaping would also need to be considered in order to provide access from the vehicles to the field.

Recreation Director, Kyle Gillis reported that the request was originally brought to the Recreation Commission for consideration. The Recreation Commission was open to the request and exploring the options. The request was then sent to the Highway Safety Committee for consideration. The Selectmen agreed that due to the potential cost associated with the installation of the handicapped parking spaces, they do not wish to pursue the project at this time.

**2. Department of Public Works****a. NH Route 130 / Route 122 Turning Lanes Project**

Department of Public Works (DPW) Director, Todd Croteau met with Nashua Regional Planning Commission (NRPC) who has the "Hollis Four Corners Project" on their project schedule since about 1998. The project includes widening and add turning lanes at the intersection of NH Rt. 130 and NH Rt. 122. The total cost estimate for the project was approximately 6 million dollars. The town's portion would be approximately 1.2 million. The properties abutting the intersection would be acquired by the state in order to allow for space for the additional lanes. NRPC would like to know if the Board of Selectmen would like to pursue the project or not.

P. Band stated that when this project came up in the past, the community was not in support of the project. The Board unanimously did not support the NH Route 130/Route 122 Turning Lanes Project. That information will be relayed to NRPC, so they can remove it from their project schedule.

**b. Public Works Director Update**

DPW Director, Todd Croteau provided an update on new and existing DPW projects. It was reported that the Hollis Social Library and Lawrence Barn Community Center is in need of painting and would like to include the projects in the 2019 budget. T. Croteau was directed to provide preliminary cost estimates for both projects and present them to the Budget Committee on September 10, 2018.

**Town Hall**

It was reported that Town Hall is in need of roof repairs near the foyer, by the Community Room. That project will proceed through the bid process since the potential cost estimates could be significant. DPW has the materials to repair the ADA ramp in the front of Town Hall and will include it on the project schedule to be completed in the near future. The clock in the bell tower at Town Hall is in need of maintenance. A specialist will be contacted to perform the appropriate repairs to the clock and include it on a maintenance schedule, moving forward.

**Street Paving**

Paving on Pine Hill Road was completed about a week ago. DPW is currently reclaiming Witches Spring Road, with the intention to repave it by next week. NRPC should be finished with the field work for the 10 year road maintenance plan for the town and should have the final report by October, in time for the 2019 budget. If the report is not complete by that time, DPW will move forward with road maintenance for other streets, including Farley Road to Pine Hill Road.

**Street Lighting**

T. Croteau proposed an LED upgrade to the current street lights. The proposed project was vetted through the Hollis Energy Committee. The Town currently has 82 street lights. The town currently spends \$11,504 a year for electricity and maintenance of street lights. If all of the street lights were switched to LED, the cost would be \$5,924 a year. The cost of changing out the street lights is \$18,761 with an incentive of \$8,200 from Eversource, totaling \$10,561.

The timeframe to complete the project is approximately two weeks. Eversource will not be responsible for the maintenance for the LED lights once they are switched over. The LED lights have a ten year warranty. When asked about the brightness of the lights, it was reported that brighter LED lights can be purchased, so the lighting does not appear dull or washed out. Finance Director, Deborah Padykula confirmed that there are funds available in the Municipal Building budget to cover the cost of this project. The Board requested that a Request for Proposal (RFP) be completed and presented to the Board of Selectmen.

**Solid Waste & Recycling**

It was reported that the town is not receiving returns on recyclables from the solid waste department, since they are simply no longer accepting recyclables.

**Stormwater**

Transfer Station Manager, Joan Cudworth is close to completing the Notice of Intent (NOI) to file a Stormwater permit (MS4) with the Environmental Protection Agency (EPA), which is federal mandate adopted by the State of New Hampshire. The main concerns from EPA is sanitary sewer, street

sweeping, catch basins and salt usage, to name a few. The Town of Hollis currently maintains those areas and does not have sanitary sewer, so the financial impact of the permit will not be as cumbersome as some of the neighboring communities. T. Croteau and J. Cudworth are currently working with NRPC in regards to mapping for the elicit discharge detection and elimination mapping.

#### **Souhegan Regional Landfill District (SRLD)**

The financial report was reviewed, stating that the trend in revenues are declining where trucking costs are increasing. Funds from the recyclables are not covering the cost of the transportation. Overall, SRLD may be requesting additional funds from the Town at the end of the year. The overall budget for solid waste disposal for Hollis is approximately \$282,445.

#### **Compost**

One option for reducing the cost for solid waste is composting. J. Cudworth proposed a pilot program, which consists of 40 families bringing their compost to the Transfer Station, which will then be maintained in a compost pile at the stump dump until springtime. J. Cudworth and Mike Limoges will be attending a compost training in the spring of 2019. The compost would then be available to residents by summer of 2019.

Bob Thompson, Hollis Brookline Middle School Principal stated that the school started composting with the help of Joan Cudworth. At the end of the year, there was approximately 2,000 pounds of compost. They use the compost for the greenhouse at the school and track the financial tie to the garbage that is submitted to waste management.

### **NEW BUSINESS**

#### **1. Board, Commission and/or Committee Appointment(s)**

##### **a. Todd Croteau, Souhegan Regional Landfill District**

*MOVED by David Petry, seconded by Peter Band that the Selectmen approve the appointment of Todd Croteau to the Souhegan Regional Landfill District. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

##### **b. Joan Cudworth, Souhegan Regional Landfill District**

*MOVED by David Petry, seconded by Peter Band that the Selectmen approve the appointment of Joan Cudworth to the Souhegan Regional Landfill District. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

##### **c. Dan Harmon, Agricultural Commission, Alternate Member (term exp. 4/30/21)**

*MOVED by David Petry, seconded by Peter Band that the Selectmen approve the appointment of Dan Harmon to the Agricultural Commission, with a term expiration date of 4/30/21. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

##### **d. Michael Madden, Agricultural Commission, Regular Member (term exp. 4/30/21)**

*MOVED by David Petry, seconded by Peter Band that the Selectmen approve the appointment of Michael Madden to the Agricultural Commission, with a term expiration date of 4/30/21. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

#### **2. Event Specific Sign Permit Approval on Town Property**

##### **a. Hollis Apple Festival & Band Concert (9/8/18-10/8/18)**

148 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Event*  
149 *Specific Sign Permit for Hollis Apple Festival & Band Concert for 9/8/18-10/8/18. Voting in*  
150 *favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion*  
151 *PASSED 4-0-0.*  
152

153 **b. Hollis Grape Festival (8/9/18-9/9/18)**

154 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Event*  
155 *Specific Sign Permit for Hollis Grape Festival for 8/9/18-9/9/18. Voting in favor of the motion*  
156 *were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*  
157

158 It was noted that the Board addresses Event Specific Sign Permit Requests on a case by case basis so  
159 this request would not set precedence for future requests.  
160

161 **3. Sign Permit Approval on Town Property**

162 **a. Installation of a new sign – Hollis Brookline Middle School**

163 Bob Thompson, Hollis Brookline Middle School Principal stated that the new sign will be a vinyl  
164 material and will have an antique look. The Historic District Commission reviewed and supported the  
165 request, however the Board of Selectmen would need to formally approve the request because it is on  
166 town property.  
167

168 *MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Sign*  
169 *Permit for the installation of a new Hollis Brookline Middle School sign in front of the Farley*  
170 *Building. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was*  
171 *opposed. The motion PASSED 4-0-0.*  
172

173 **4. Special License(s)**

174 **a. Hollis Montessori School Road Race, October 20, 2018 from 10:00am-11:30am**

175 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Special*  
176 *License for Hollis Montessori School Road Race on October 20, 2018 from 10:00am-11:30am.*  
177 *Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed.*  
178 *The motion PASSED 4-0-0.*  
179

180 **b. Hollis Grape Festival, September 9, 2018 from 4:00pm-6:30pm**

181 *MOVED by Peter Band, seconded by David Petry that the Selectmen approve the Special*  
182 *License for the Hollis Grape Festival on September 9, 2018 from 4:00pm-6:30pm. Voting in*  
183 *favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion*  
184 *PASSED 4-0-0.*  
185

186 **5. Policy Review**

187 **a. Fund Balance Policy**

188 Chairman Le Doux read the Fund Balance Policy, as follows:  
189

190 **Purpose and Scope:**

191 The general purpose of this policy is to ensure a stable tax rate, an excellent credit rating and to improve  
192 the financial stability of the Town of Hollis by protecting the town against unexpected emergencies,  
193 economic downturns, pending litigation, fluctuating revenues and unanticipated expenditures. This  
194 policy also addresses the minimum unassigned fund balance reserves, the Town's plan to achieve the  
195 target level of unassigned fund balance reserves and the allowable uses of unassigned fund balance  
196 reserves.

**Fund Balance Categories:**

In accordance with Government Accounting Standards Board (GASB), Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the Board of Selectmen recognizes the following in regards to the fund balance.

Fund balance must be classified into one or more of the five following categories:

1. **Nonspendable Fund Balance** – permanent trust funds (nonexpendable portion) non-cash assets such as inventories or prepaid items.
2. **Restricted Fund Balance** – funds legally restricted for specific purposes, such as grant, library, income balance or permanent funds, and capital project fund cannot change purpose.
  - Includes library, grants, and capital project funds, as well as income balances or permanent funds.
3. **Committed Fund Balance** – amounts that can only be used for specific purposes pursuant to a formal vote at Town Meeting; such as expendable trust (capital reserve), nonlapsing appropriations, and other special revenue funds not listed under restricted can change purpose via vote at Town Meetings.
  - The Town Meeting, as the government's highest level of decision-making authority, may authorize special revenue funds in accordance with the provisions of the New Hampshire Revised statutes Annotated (RSAs) and expendable trust (capital reserve funds).
4. **Assigned Fund Balance** – amounts intended by the Board for specific purposes. The Board can choose to delegate this authority to the Town Administrator or Finance Officer, depending on the situation. Items that would fall under this type of fund balance could be encumbrances.
  - Lapse of appropriation - All appropriations shall lapse at the end of the fiscal year unless authorized in accordance with the provision of RSA 32:7.
5. **Unassigned Fund Balance** – residual spendable fund balance after subtracting all of the above amounts.

**Spending Prioritizations:**

- a.) when an expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid first from restricted funds.
- b.) When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:
  - o Committed, Assigned, and Unassigned.

**Appropriate Level of Unassigned General Fund Balance Reserves:**

NH Department of Revenue Administration (DRA) and the Government Finance Officers Association (GFOA) recommend the following guidelines regarding the appropriate level of unassigned fund balance to be retained in the general fund:

- 246
- 247 a.) DRA – Recommends retaining 5% to 10% of the gross general fund operating
- 248 expenditures, including Town, School and County appropriations.
- 249
- 250 b.) GFOA – Recommends retaining 8%-17% of the gross general fund operating
- 251 expenditures, including Town, School and County appropriations.
- 252

253 **Minimum Unassigned Fund Balances:**

254 It shall be the goal of the Town of Hollis to achieve and maintain an unassigned fund balance of at least

255 10% of general fund appropriations as determined by the annual audit of the town using a modified

256 accrual basis.

257

258 **Plan to Achieve Minimum Unassigned Fund Balance:**

259 The undesignated fund balance target level may be achieved by conservatively estimating annual

260 revenues, expenditures and overlay, eliminating encumbrances of funds to carry-over to the following

261 year and refraining from using any portion of fund balance to reduce the tax rate. Furthermore, attaining

262 the target fund balance level of 10% may also be achieved by adding a line item to the annual operating

263 budget for the sole purpose of building fund balance, subject to town meeting approval.

264

265 **Use of Excess Unassigned Fund Balance:**

266 The Board of Selectmen may appropriate any amount of the undesignated fund balance in excess of the

267 designated percentage to offset property taxes as part of the final adopted budget for a fiscal year. In

268 addition, excess funds may be used, upon town meeting approval, for capital improvement projects,

269 equipment replacement and other similar budgetary needs.

270

271 **Emergency Use of Undesignated Fund Balance:**

272 The Board of Selectmen may appropriate funds from the unassigned fund balance for emergency

273 purposes in accordance with RSA 32:11 even if such use decreases the fund balance below the

274 designated percentage. An emergency purpose does not include the offsetting of property taxes or mis-

275 management of funds.

276

277 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the Fund*

278 *Balance Policy, as presented. Voting in favor of the motion were Le Doux, Petry, Cadwell and*

279 *Band. No one was opposed. The motion PASSED 4-0-0.*

280

281 **b. Investment Policy**

282 Chairman Le Doux stated that investment decisions are made based on best practices, according to state

283 RSAs.

284

285 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the*

286 *Investment Policy, as presented. Voting in favor of the motion were Le Doux, Petry, Cadwell*

287 *and Band. No one was opposed. The motion PASSED 4-0-0.*

288

289 D. Petry reviewed the Purchasing Policy, and would like to discuss the policy in greater detail including

290 feedback from the Department Heads at the next Selectmen meeting. D. Petry would like to include

291 purchase orders to the purchasing procedure. D. Padykula was directed to circulate the current

292 purchasing policy to the Department Heads to review and provide feedback.

293

294 **6. Resignation**

295 **a. Kimberly Galipeau, Town Administrator, effective August 3, 2018**

296 *MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen regretfully accept the*  
297 *resignation of Kimberly Galipeau, Town Administrator and thanked her for serving the town for*  
298 *the past fifteen years. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band.*  
299 *No one was opposed. The motion PASSED 4-0-0.*

301 **7. Municipal Resources, Inc. Contract Approval**

302 The town utilized Municipal Resources, Inc. (MRI) to recruit John MacLean to serve as Interim Town  
303 Administrator, on a temporary basis. John retired as the City Manager in Keene, New Hampshire after  
304 20 years of service. He has extensive experience in all facets of municipal and county government.  
305 John joined MRI as a senior consultant upon his retirement in 2015. P. Band, F. Cadwell, D. Padykula  
306 and C. Herrera met with him recently and feel his knowledge and experience will be a great fit for  
307 Hollis during the transition period. He will be at the Town Hall a couple of days per week while  
308 conducting the candidate search for the permanent Town Administrator position.

309  
310 **a. Town Administrator**

311 *MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve and authorize*  
312 *Deborah Padykula to sign and execute the Professional Service Agreement with Municipal*  
313 *Resources, Inc. (MRI) for John MacLean, Senior Consultant to provide Interim Town*  
314 *Administrator services and assist in the recruitment/selection process for a new Town*  
315 *Administrator. Voting in favor of the motion were Le Doux, Band, Cadwell and Petry. No one*  
316 *was opposed. The motion PASSED 4-0-0.*

317  
318 **8. Other Business**

319 **a. Authorization of Tree Trimming and Removal on Scenic Roads, by Eversource**

320 The Hollis Planning Board met with Eversource on July 19, 2018 to discuss the proposed  
321 cutting/trimming of trees on and around Rideout Road, Wright Road and Richardson Road. The request  
322 of tree trimming and removal by Eversource was approve by the Planning Board.

323  
324 D. Petry stated that the expectation from the Planning Board and Board of Selectmen is that both  
325 Eversource and Asplundh need to clean any branches, tree limbs, and debris from the ground as well.

326  
327 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve tree trimming*  
328 *and removal by Eversource, on the following scenic roads; Rideout Road, Wright Road and*  
329 *Richardson Road. Voting in favor of the motion were Le Doux, Band, Cadwell and Petry. No*  
330 *one was opposed. The motion PASSED 4-0-0.*

331  
332 **b. Highway Safety Committee Update**

333 It was reported that the Highway Safety Committee met today and recommended the installation of stop  
334 signs at the intersection of Deacon Lane and Rocky Pond Road. It was also recommended to install stop  
335 signs on both sides of Wood Lane, prior to paving.

336  
337 *MOVED by David Petry, seconded by Peter Band that the Selectmen approve the installation of*  
338 *stop signs at the intersection of Deacon Lane and Rocky Pond Road as well as on either side of*  
339 *Wood Lane, Prior to paving, as recommended by the Highway Safety Committee. Voting in*  
340 *favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion*  
341 *PASSED 4-0-0.*

342  
343 **ADMINISTRATIVE BUSINESS**

## 1. Assessing Work

## PA-16, APPLICATION FOR REIMBURSEMENT TO TOWNS &amp; CITIES-STATE FOREST LAND

*MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the PA-16, Application for Reimbursement to Towns and Cities- State Forest Land in the amount of \$35.00. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

## REPORT OF WOOD OR TIMBER CUT

Operation #	MBLU	Owner	Timber Tax Levy
18-223-06	009-059	Stephen T. & Nicole P. Jambard	\$462.67
18-223-07	020-032	Brookdale Fruit Farm Inc	\$2995.77
TOTAL TIMBER TAX DUE:			\$3458.44

*MOVED by Frank Cadwell, seconded by David Petry that the Selectmen accept the Report of Wood or Timber Cut for Operations #18-223-06 and #18-223-07, totaling \$3458.44, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

## 2. Approval Warrants

## a. Wages 7-26-18 (\$147,494.16)

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

## b. Wages 8-09-18 (\$156,040.41)

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

## c. Wages 8-09-18 (\$13,264.31)

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

## d. Accounts Payable 7-26-18 (\$1,761,214.94)

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

## e. Accounts Payable 8-09-18 (\$283,846.24)

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

## f. Benefit Strategies 7-26-18 (\$5,246.89)



390 *MOVED by David Petry, seconded by Peter Band that the Selectmen approve the Benefit*  
391 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band.*  
392 *No one was opposed. The motion PASSED 4-0-0.*  
393

394 **g. Benefit Strategies 8-09-18 (\$5,325.53)**

395 *MOVED by David Petry, seconded by Peter Band that the Selectmen approve the Benefit*  
396 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band.*  
397 *No one was opposed. The motion PASSED 4-0-0.*  
398

399 **3. Approval Public Minutes 7/16/18**

400 *MOVED by Frank Cadwell seconded by Peter Band that the Selectmen approve the Public*  
401 *Minutes of Monday, July 16, 2018, as submitted. Voting in favor of the motion were Le Doux,*  
402 *Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*  
403

404 **4. Other Business**

405 **a. Lawrence Barn Community Center Screen**

406 Chairman Le Doux stated that it has brought to his attention that the residents that use the Lawrence  
407 Barn Community Center frequently, have difficulty seeing presentations on the current screen. IT  
408 Director, Dawn Desaulniers investigated the replacement of the screen and projector system with  
409 something more powerful and appropriate for the size of the room. The cost estimate is approximately  
410 \$10,000 for the replacement of the equipment. Funds to cover the costs would be expensed from the  
411 Capital Reserve Facilities Fund in the budget.  
412

413 *MOVED by Mark Le Doux seconded by David Petry that the Selectmen approve replacing the*  
414 *screen and projector at the Lawrence Barn Community Center out of the Capital Reserve*  
415 *Facilities line of the 2018 budget or to encumber the funds for the 2019 budget. Voting in favor*  
416 *of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion*  
417 *PASSED 4-0-0.*  
418

419 **NON-PUBLIC SESSION**

420 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen enter NON-public*  
421 *session in accordance with RSA 91-A:3-II (b) hiring and (c) reputation. Voting in favor of the*  
422 *motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-*  
423 *0.*  
424

425 The Board entered non-public session at 8:49PM.  
426

427 **CONCLUSION OF NON-PUBLIC SESSION**

428 *MOVED by David Petry seconded by Peter Band that the Selectmen come out of NON-public*  
429 *session in accordance with RSA 91-A:3-II (b) hiring and (c) reputation. Voting in favor of the*  
430 *motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-*  
431 *0.*  
432

433 *MOVED by David Petry seconded by Peter Band that the Selectmen seal the minutes of the NON-*  
434 *public session in accordance with RSA 91-A:3-II (b) hiring and (c) reputation. Voting in favor of*  
435 *the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED*  
436 *4-0-0.*  
437

438 The Board came out of non-public session and entered into public session at 9:37PM.

## PUBLIC SESSION

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the Elderly Exemption Application, referenced as 2018 EE-#3, which was submitted after the April 15<sup>th</sup> deadline, due to accident, mistake or misfortune being proven in accordance with RSA 72:33, I-a and Chapter 400 Revised 421.01 (g). Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the job description for the Town Administrator, as presented. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the Professional Service Agreement with Municipal Resources, Inc. (MRI) to start the recruitment/selection process for the Town Administrator position. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

## ADJOURNMENT

*MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen adjourn the meeting. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

The Board adjourned at 9:58 PM.

Respectfully Submitted,  
Christine Herrera, Assistant Town Administrator / HR Coordinator