

1 **BOARD OF SELECTMEN’S MEETING**

2 Selectmen present: Chairman Mark Le Doux, David Petry, Frank Cadwell, Peter Band and Vahrij  
3 Manoukian  
4 Selectmen absent: None  
5 Staff present: Kimberly Galipeau, Town Administrator, Paul Armstrong and Bill Moseley, Camera  
6 Operators  
7

8 **COMMUNITY ROOM**

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

10  
11 **PLEDGE OF ALLEGIANCE**

12 The Pledge of Allegiance was recited.

13  
14 **MEETINGS**

15 **1. Board Appointment Interview**

16 Brian Major, Zoning Board of Adjustment (ZBA) Chairman explained the purpose and responsibilities  
17 of the ZBA and introduced Meredith West as a new applicant for the ZBA. Meredith has lived in Hollis  
18 for two years and is a zoning and development attorney. B. Major stated that Meredith attended a ZBA  
19 meeting and has the full support from the ZBA to recommend Meredith for the open alternate position.

20  
21 **a. Meredith West, Zoning Board of Adjustment, Alternate Member (term exp. 4/30/19)**

22 *MOVED by David Petry, seconded by Peter Band that the Selectmen approve Meredith West to*  
23 *fill the open Alternate position on the Zoning Board of Adjustment, with a term expiration date*  
24 *of 4/30/19. Voting in favor of the motion were Le Doux, Petry, Cadwell, Manoukian and Band.*  
25 *No one was opposed. The motion PASSED 5-0-0.*

26  
27 **2. Recreation Commission**

28 Kyle Gillis, Recreation Director and Joe Connelly, President of Hollis/Brookline Cal Ripken (HBCR)  
29 Baseball, requested permission to install a bullpen at Nichols Field. The bullpen would be installed  
30 along the 3<sup>rd</sup> base line. The project will be funded by HBCR, who will work closely with the Hollis  
31 Recreation Commission to ensure no existing infrastructure will be negatively affected. Once the  
32 project is complete, the town will retain ownership of the bullpen. J. Connelly reported that Nichols  
33 Field is the site for approximately 300 games and practices each year, resulting in more than 2,000  
34 pitchers and catchers warming up each year. The bullpen will alleviate many safety concerns involving  
35 players and bystanders in and around the field.

36  
37 The bullpen meets all deed restrictions requirements. It was suggested that HBCR contact the Chair of  
38 the Old Home Days Committee to gain input on how the bullpen may affect the annual Old Home Days  
39 event.

40  
41 **a. Request to install a bullpen at Nichols Field**

42 *MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen approve the*  
43 *installation of a bullpen at Nichols Field, contingent upon input from Old Home Days*  
44 *Committee. Voting in favor of the motion were Le Doux, Petry, Cadwell, Manoukian and Band.*  
45 *No one was opposed. The motion PASSED 5-0-0.*

46  
47 **NEW / OLD BUSINESS**

48 **1. Acceptance of Retirement**

49 On behalf of the Board of Selectmen, Chairman Le Doux thanked Tom Bayrd, Department of Public  
50 Works Director for his 23 years of service to the Town of Hollis, and wished him well in his retirement.  
51

52 **a. Thomas Bayrd, Director of Public Works, effective June 29, 2018**

53 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen accept the retirement*  
54 *of Thomas Bayrd, Director of Public Works, with an effective date of June 29, 2018. Voting in*  
55 *favor of the motion were Le Doux, Petry, Cadwell, Manoukian and Band. No one was opposed.*  
56 *The motion PASSED 5-0-0.*  
57

58 **2. Department of Public Works (DPW) – Paving Contract Extension**

59 DPW Director, Tom Bayrd received several quotes for paving the remaining portion of Pine Hill Road  
60 and paving all of Witches Spring Road.  
61

62 *MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve the*  
63 *recommendation from DPW Director, Tom Bayrd to hire R&D Paving and All States Asphalt to*  
64 *pave Pine Hill Road and Witches Spring Road, in the amount of \$688,779 and grant Tom Bayrd*  
65 *authority to sign all applicable documents related to the paving contract. Voting in favor of the*  
66 *motion were Le Doux, Petry, Cadwell, Manoukian and Band. No one was opposed. The motion*  
67 *PASSED 5-0-0.*  
68

69 M. Le Doux inquired about the status of the fence at the Transfer Station. The cost of the fence is  
70 approximately \$25,000-\$30,000 and is included in the 2018 budget, which will be approved at Town  
71 Meeting on March 17, 2018.  
72

73 **3. Cooperative Agreement for Nashua and Manchester Regional Stormwater Coalitions MS4**  
74 **Compliance**

75 The stormwater coalition agreement would provide each participating community with shared resources,  
76 such as education and outreach materials. The agreement includes a request for a onetime fee of \$2,000  
77 to participate in all services, activities and events associated with the MS4 permit. The purpose for  
78 presenting the draft agreement to the Selectmen is to determine if the Town would be willing to commit  
79 to the participation fee. Although there is no anticipation of changes to the draft document, the final  
80 agreement would be presented to the Selectmen for review and approval at a later date. If the Selectmen  
81 chose to move forward with the agreement, the fee could be expensed from the Special Studies account,  
82 in the budget.  
83

84 Kimberly Galipeau, Town Administrator provided some information pertaining to the MS4 permit,  
85 stating that the town completed the permit in 2003, which expired in 2008. An annual report has been  
86 submitted each year, as required. The Environmental Protection Administration (EPA), who  
87 administers the permit, is expecting the new permit to be released on July 1, 2018. Once that permit is  
88 released, there will be several requirements for the town to be in compliance with the new permit. The  
89 Town plans to hire a consultant to draft all required plans such as the Stormwater Management Plan,  
90 Elicit Discharge Plan and Notice of Intent for the new permit.  
91

92 The Selectmen had several concerns with the town joining the coalition. They requested additional  
93 information on the participants and their interests, including a position paper on policy, any potential  
94 political motivation or state and/or federal lobbying from NRPC and SNHPC, since they are both part of  
95 the agreement. The role of the coalition and consultants was unclear. To avoid an overlap in services,  
96 the roles would need to be clarified. The Selectmen would like to know the coalition's stance on the  
97 adoption of the 2017 National Pollutant Discharge Elimination System permit, which could possibly be

98 overturned in legislation. Overall, the Selectmen feel that they do not have enough information to take  
99 action on this request, at this time. The Town will file for an exemption to the permit, with the  
100 knowledge that it may not be granted since it was not granted in the past.  
101

#### 102 4. 2018 Warrant Article Review

103 The Town received a Petition Warrant Article to pave Wood Lane. The required amount of signatures  
104 were included, so the Petition Warrant Article will be included on the ballot at Town Meeting. Since  
105 the cost was not included in the Petition Warrant Article, Tom Bayrd was asked to obtain a quote for the  
106 paving of Wood Lane. The quote reflected a cost of approximately \$100,000. If the Petition Warrant  
107 Article passes, it does not mandate that the paving will be completed this year and could be included for  
108 consideration for the subsequent year. The Selectmen did not take a position on the Petition Warrant  
109 Article.  
110

111 D. Petry would have preferred to hear from the residents on Wood Lane to discuss cost and procedures  
112 for this type of road project, prior to the Petition Warrant. Since Wood Lane is a scenic road, the  
113 Planning Board will need to have a Public Hearing to obtain input. It was noted that paving Wood Lane  
114 had previously been on the Town Warrant in 2005, but did not pass.  
115

#### 116 5. Special License

##### 117 a. Colonial Garden Club Annual Plant Sale, Saturday, May 12, 2018 (9:00pm-12:00pm)

118 *MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen approve the Special*  
119 *License for the Colonial Garden Club Annual Plant Sale on Saturday, May 12, 2018 from*  
120 *9:00pm-12:00pm. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and*  
121 *Cadwell. No one was opposed. The motion PASSED 5-0-0.*  
122

#### 123 6. Donation to Heritage Commission

124 The Heritage Commission received a donation from the Le Doux Family for the Cooper Shop. The  
125 Town of Hollis will receive the funds to the Heritage Commission from the Le Doux Family to use  
126 towards the Cooper Shop.  
127

128 *MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen accept the funds to*  
129 *Heritage Commission from the Le Doux family to use towards the Cooper Shop. Voting in*  
130 *favor of the motion were Petry, Band, Manoukian and Cadwell. No one was opposed. Le Doux*  
131 *abstained. The motion PASSED 4-0-1.*  
132

### 133 ADMINISTRATIVE BUSINESS

#### 134 1. Assessing Work

#### 135 REPORT OF WOOD OR TIMBER CUT

137 Operation #	MBLU	Owner	Timber Tax Levy
138 17-223-10	019-022-001	Kyle & Danielle LeClair	\$144.46
139 17-223-13	019-022	George & Stella Demetri	\$211.26

140 **TOTAL DUE: \$355.72**

141  
142 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen accept the Report of*  
143 *Wood or Timber Cut for Operations # 17-223-10 and # 17-223-13, as submitted. Voting in*  
144 *favor of the motion were Le Doux, Cadwell, Petry, Manoukian and Band. No one was opposed.*  
145 *The motion PASSED 5-0-0.*  
146

## 147 NOTICE OF INTENT TO EXCAVATE

148 Operation #	MBLU	Owner	Location
149 17-223-03	014-037-026	Cutter Place Properties LLC	Cutter Place – Road Itself
150 17-223-04	015-071-A	Lone Pine Hunters Club	Lone Pine Ln – Road Itself

151  
152 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Notice of*  
153 *Intent to Excavate for Operations # 17-223-03 and # 17-223-04, as submitted. Voting in favor*  
154 *of the motion were Le Doux, Cadwell, Petry, Manoukian and Band. No one was opposed. The*  
155 *motion PASSED 5-0-0.*

156  
157 **2. Approval Warrants**158 **a. Wages 1-25-18 (\$146,617.06)**

159 *MOVED by Peter Band seconded by Vahrij Manoukian that the Selectmen approve the Wages,*  
160 *as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell, Manoukian and*  
161 *Band. No one was opposed. The motion PASSED 5-0-0.*

162  
163 **b. Wages 2-08-18 (\$151,224.55)**

164 *MOVED by Peter Band seconded by Vahrij Manoukian that the Selectmen approve the Wages,*  
165 *as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell, Manoukian and*  
166 *Band. No one was opposed. The motion PASSED 5-0-0.*

167  
168 **c. Accounts Payable 1-25-18 (\$3,454,167.37)**

169 *MOVED by Peter Band seconded by Vahrij Manoukian that the Selectmen approve the*  
170 *Accounts Payable warrant, as submitted. Voting in favor of the motion were Le Doux, Petry,*  
171 *Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*

172  
173 **d. Accounts Payable 2-08-18 (\$140,270.00)**

174 *MOVED by Peter Band seconded by Vahrij Manoukian that the Selectmen approve the*  
175 *Accounts Payable warrant, as submitted. Voting in favor of the motion were Le Doux, Petry,*  
176 *Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*

177  
178 **e. Benefit Strategies 1-25-18 (\$5,487.62)**

179 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the Benefit*  
180 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell,*  
181 *Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*

182  
183 **f. Benefit Strategies 2-08-18 (\$6,247.62)**

184 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the Benefit*  
185 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell,*  
186 *Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*

187  
188 **g. Bond Payment 1-30-18 (\$566,432.26)**

189 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the Bond*  
190 *Payment, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell,*  
191 *Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*

192  
193 **h. Bond Payment 2-15-18 (\$63,842.43)**

194 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the Bond*  
195 *Payment, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell,*  
196 *Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*  
197

198 **3. Approval Public Minutes 1-22-18**

199 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the Public*  
200 *Minutes of Monday, January 22, 2018, as submitted. Voting in favor of the motion were Le*  
201 *Doux, Petry, Band and Cadwell. No one was opposed. Manoukian abstained. The motion*  
202 *PASSED 4-0-1.*  
203

204 **4. Approval of Non Public Minutes 1-22-18**

205 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the Non Public*  
206 *Minutes of Monday, January 22, 2018, as submitted. Voting in favor of the motion were Le*  
207 *Doux, Petry, Band and Cadwell. No one was opposed. Manoukian abstained. The motion*  
208 *PASSED 4-0-1.*  
209

210 **5. Weekly Meetings and Announcements**

211 The weekly meetings were announced for February 11, 2018 – February 17, 2018.  
212

213 The Hollis Budget Committee will conduct a public hearing for the proposed 2018 Town  
214 budgets and warrant articles. The hearing will be held at the Hollis Town Hall, Community  
215 Room on Wednesday, February 14, 2018 at 6:30PM.  
216

217 Town Election Day is Tuesday, March 13, 2018 at the Lawrence Barn Community Center from  
218 7AM-7PM. Please call the Town Clerk’s office at 465-2064 with any questions.  
219

220 **NON-PUBLIC SESSION**

221 *MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen enter NON-public*  
222 *session in accordance with RSA 91-A:3-II(a)personnel. Voting in favor of the motion were Le*  
223 *Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.*  
224

225 The Board entered non-public session at 7:56 PM.  
226

227 **CONCLUSION OF NON-PUBLIC SESSION**

228 *MOVED by David Petry seconded by Peter Band that the Selectmen come out of NON-public*  
229 *session in accordance with RSA 91-A:3-II(a)personnel. Voting in favor of the motion were Le*  
230 *Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.*  
231

232 *MOVED by David Petry seconded by Peter Band that the Selectmen seal the minutes of the NON-*  
233 *public session in accordance with RSA 91-A:3-II(a)personnel. Voting in favor of the motion were*  
234 *Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-*  
235 *0.*  
236

237 The Board came out of non-public session and entered into public session at 8:21PM.  
238

239 **ADJOURNMENT**

240 *MOVED by David Petry, seconded by Peter Band that the Selectmen adjourn the meeting.*  
241 *Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was*  
242 *opposed. The motion PASSED 5-0-0.*

243

244 The Board adjourned at 8:21 PM.

245

246 Respectfully Submitted,

247 Christine Herrera, Assistant Town Administrator