

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Chairman Mark Le Doux, David Petry, Frank Cadwell and Peter Band (via teleconference)  
Selectmen absent: Vahrij Manoukian  
Staff present: Kimberly Galipeau, Town Administrator, Paul Armstrong, 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.

**BUDGET WORKSHOP****1. Capital Improvement Plan (CIP)****Vehicles / Equipment**

The radio consoles for the Police Department will be postponed to 2019 and will be included on CIP. Town Administrator, Kimberly Galipeau would like to include a new vehicle for the Building Inspector for the 2020 budget. The Board inquired whether a retiring DPW vehicle or retiring Police Department vehicle could be used instead of a new vehicle. Chairman Le Doux stated that all of the Ford vehicles at the Police Department had been recalled. Selectman Cadwell recommended that the purchase of the DPW Dump Truck be postponed to 2019. The Board appeared to agree with the recommendation although Chairman Le Doux suggested that the board receive confirmation from DPW Director, Tom Bayrd prior to approving the recommendation. Selectman Cadwell inquired about the vehicle replacement schedule for the Police Department, since there have been two vehicle accidents within the past couple of years. It was questioned how the replacement vehicles impact the rotation schedule.

**Town Hall Security Window**

Town Administrator, Kimberly Galipeau met with a vendor who specializes in security equipment, regarding the installation of a security window at Town Hall. Selectman Petry inquired about the cost of the project. The project is listed under the trust fund, but the cost estimate needs confirmation. Town Administrator will obtain three quotes and provide an amount to the Finance Officer, accordingly. The project may include a window from the Assessing Department. Chairman Le Doux recommended encumbering the funds as soon as possible.

**Transfer Station Paving**

The Board agreed to postpone paving of the lower portion of the transfer station to later date.

**2. Revaluation Capital Reserve Fund**

The Board agreed to add \$14,000 to the fund for the 2018 budget.

**3. Cemetery Trustees**

The budget for the cemetery is level funded.

**4. Library Trustees**

Chairman Bob Bartis and Library Director, Laura Klain presented the Library budget, stating that the budget has been flat for the past five to six consecutive years. The library is currently staffed with 11 people, two of which are full time and nine part time. Over the course of 24 months, five employees resigned for full time employment elsewhere. The Board of Trustees formed a subcommittee to recruit, interview, check references, hire and train, potential candidates. The Trustees would like to hire a third

full time employee and requested an increase of \$16,000 in the budget. The total for the department would be \$315,000. The board was in favor of the proposal.

#### 5. Recreation Commission

Kyle Gillis presented the budget request, which includes a \$1,600 increase from last year. The increase is attributed to field maintenance and electricity for the portable lights. The Hardy South field will be usable by late summer, so it has a full year to grow. The commission will hold a special meeting this Wednesday to discuss two possible properties for use of recreation fields. Site estimates have been completed at both the Stefanowicz property and the Siergiewicz property. The Siergiewicz property is located in the area of Witches Spring and South Merrimack Road. Once a property is determined to be the best fit for recreational fields, the commission will present a recommendation to the Selectmen for support. Cost, accessibility and agricultural restriction with the Stefanowicz property, pose some concerns for fields, where the Siergiewicz property pose fewer concerns that may be more manageable, such as wet lands. It was noted that the Siergiewicz property was once used for recreational purposes and the owners would prefer to see it used for the same purposes again in the future. The measurements for the rectangular fields are based on a woman's lacrosse field, which can accommodate an array of purposes. It was noted that the costs associated with each property may be similar since the Siergiewicz property will need to be purchased, but will be less money to build and the Stefanowicz property although already purchased, will need access from the road to the proposed parking area.

#### 6. Town Hall

Town Administrator, Kimberly Galipeau stated that the major change for the department is attributed to the addition of a receptionist position. The position was a funded position, previously approved in 2001. The receptionist position is full time with benefits. There was a decrease in the printing line for election ballots since it will not be needed for the 2018 budget. The Master Plan is also not reflected in the special projects line of the budget. The funds will be encumbered in order to complete the project for next year. Funds in the amount of \$2,500 were budgeted for the stormwater annual report. The new permit is scheduled to be released in July 1, 2018 and is a five year permit. Once the permit is released, the town will budget accordingly for the following year. NRPC is working with the town on the project and is currently mapping the outfall in the regulated areas. This cost for mapping is included in the membership with NRPC. There is a slight increase in the line item to account for Municipal dues.

#### Department of Public Works

The town originally planned to expend \$600,000 for road rebuilding. DPW Director thought that the department could complete two miles of Witches Spring Road, complete Pine Hill Road and complete a portion of Farley Road and therefore requested an additional \$192,000 for next year's budget, bringing the total budget to \$792,000.

#### 7. Legal

Town Administrator, Kimberly Galipeau stated that the legal budget is level funded for next year, although the 2017 budget is over expended by \$30,000, primarily due to outstanding code enforcement issues, personnel and land acquisition. Funds could be allocated from the contingency fund and health insurance fund to account for the excess costs in the legal budget.

#### 8. Employee Benefits / Insurance

It was reported that Retirement is 2%. The health insurance budget is an estimate at this point, since the town is currently holding open enrollment for the employees for health and dental insurance.

#### Compensated Absences Fund

The board allocated \$75,000 to the Compensated Absences Fund last year. The liability to the town is approximately \$270,000. The current amount in the fund is \$84,000. By the end of the year the town will expend approximately \$50,000 due to resignations and retirements of employees. The suggestion was made by Chairman Le Doux to relieve the Undesignated Fund Balance by \$100,000 and allocate it to the Compensated Absences Fund. The fund would then have \$184,000 toward the \$270,000 total liability. It was agreed to fund the Contingency Fund at \$70,000. Chairman Le Doux suggested that the departments encumber or identify any special projects by the end of the year so the town can budget and plan accordingly. Even with all suggested modifications to the budget, the town remains under guidance.

#### 9. Revenues

The revenues are expected to increase by \$19,000. This is mostly due to an increase in Money Market interest in the amount of \$8,000, an increase to the Brookline Dispatch Annual fee of \$5,270, and an increase of \$2,600 to the Highway Block Grant.

#### NEW / OLD BUSINESS

##### 1. Special License Approval

###### a. Hollis Woman's Club, Luminary Event, Saturday, December 9, 2017 at 4:30PM

*MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Special License for the Hollis Woman's Club, Luminary Event, Saturday, December 9, 2017 at 4:30PM. Voting in favor of the motion were Le Doux, Petry, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

#### ADMINISTRATIVE BUSINESS

##### 1. Weekly Meetings and Announcements

The weekly meetings were announced for November 12, 2017 – November 18, 2017.

#### PUBLIC COMMENT

Resident Gary Bergeron provided comments on several matters including, the Hildreth Order, request for bids and a current court case. Town Administrator, Kimberly Galipeau provided the Board with background information stating that Mr. Bergeron emailed Ms. Galipeau several times and was told to contact Tom Dufresne, Conservation Commission Chair regarding the Hildreth sign.

A violation was reported to the code enforcement officer who verbally informed the Board of Selectmen and Conservation Commission. As a result, the Conservation Commission Chair posted the property since the violation occurred on conservation land. The Conservation Commission talked about the violation on this property at a public meeting in September of this year. Conservation Commission Chair, Tom Dufresne posted the sign at the direction of the Board of Selectmen and Conservation Commission. Mr. Bergeron questioned if the Selectmen had a meeting to implement the order. Selectmen Petry explained that there were individuals on the property that did not have permission from either the Board of Selectmen or Conservation Commission to use conservation land for personal use. Mr. Bergeron disagreed that the violation occurred on conservation land and questioned who made the order. It was reiterated that the Conservation Commission Chair posted the order.

Mr. Bergeron requested clarification on the bid process for the Stefanowicz property. Chairman Le Doux stated that the Agricultural Commission initiated the request for bids for one year lease for the property. Three or four bids were received and reviewed. The Agricultural Commission provided a recommendation for a one year contract to two separate entities. One entity will use the land for agricultural purposes and the other will be using the land for maple sugaring.

Mr. Bergeron reported that he was served with an order regarding ordinance violations. He stated that he is not represented by legal counsel, but needed clarification on the status of the court case. He was told that several attorney meetings have been conducted in attempts to resolve the issue prior to now.

Mr. Bergeron questioned the timing of these incidents and accused the town of collusion. Selectman Cadwell stated that the Agricultural Commission is a dedicated group of individuals who do a great job and provided the board with a recommendation for the Request for Bid. The town has a new Code Enforcement Official who felt is necessary to handle both violations in the manner that was taken. He emphasized that these matters are in no way connected.

A member of the audience stated her name and that she was videotaping the meeting and stated that she is an aspiring journalist.

**ADJOURNMENT**

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

The Board adjourned at 7:44 PM.

Respectfully Submitted,  
Christine Herrera, Administrative Assistant/HR Coordinator