

BOARD OF SELECTMEN'S MEETING

Selectmen present: Chairman Mark Le Doux, David Petry, Frank Cadwell and Vahrij Manoukian (arrive at 7:07 PM and left at 8:11PM))
Selectmen absent: Peter Band
Staff present: Kimberly Galipeau, Town Administrator, Deborah Padykula, Finance Officer, 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.

Chairman Le Doux acknowledged, welcomed and thanked those in attendance.

BUDGET WORKSHOP

Chairman Le Doux stated that the Budget Committee's guidance for the town's operating budget is 2.2%. The proposed budget is currently \$8,406 under guidance.

1. Emergency Management (Don McCoy)

Don McCoy reported that the total for the proposed budget is \$7,300, which is the same as last year.

2. Information Technology (Dawn Desaulniers)

A new line item was added to the department to account for online document storage. Tablets will be installed in the Police Department vehicles out of the current year budget. The hardware/software line increased to account for ongoing upgrades. Funds had previously been taken from the project line item to help cover cost. The town is working towards migrating away from Windows 7, since upgrades will no longer be available after 2020. There are currently 10-12 computers currently using Windows 10. D. Desaulniers would like to replace one server a year. The town has a total of five servers for the town. It was reported that backups are kept off site, the servers are not. Selectman Petry would like to convert from paper to electronic documents, which would greatly impact the Public Works Department. He would like to see an implementation plan in next year's budget. Chairman Le Doux suggested that the town consider increasing the amount of storage to 2-3 terabytes, as the town becomes more digitized.

3. Public Works Department (Tom Bayrd & Joan Cudworth)

The total budget for the department is under \$594,000 with a small increase for nonunion salaries. The road rebuilding line of the budget was discussed to some extent, since the town received \$192,000 from the state to use toward road maintenance and rebuilding. Selectman Cadwell suggested either reducing the total amount of the department budget by \$64,000 each year for the next three years or completing a road in need, ahead of schedule if there is one. DPW Director stated that he would like an updated road plan from NRPC since some roads have been completed out of schedule. Witches Spring Road has deteriorated faster than planned and will need to be rebuilt ahead of schedule. Selectmen Cadwell stated that according to the road study, approximately \$600,000 a year is needed to maintain the town's roads. Selectmen Petry made the suggestion to refer to the road assessment created by NRPC to determine how to best utilize the funds for the upcoming budget.

The board discussed paving the lower portion of the Transfer Station. Selectman Cadwell prefers to have a plan for the completion of the roads, before paving the Transfer Station. T. Bayrd reported that he is not anticipating a rebate related to paving, for this upcoming year.

The DPW has a 2005 dump truck that is scheduled for replacement in 2018. Selectman Cadwell questioned the replacement schedule for the vehicles and would like to obtain 16-20 years from a vehicle before replacement. The Board directed T. Bayrd to provide a list of the vehicle fleet to include the make, model, year, mileage, and proposed replacement date.

Chairman Le Doux stated that the town started utilizing the capital lease program for vehicles to keep expenditures more level funded. It was added that the department needs to balance the needs of the vehicles with the financial capabilities of the town, in order to keep a level tax rate.

Chairman Le Doux suggested utilizing funds from the undesignated fund balance to relieve some of the costs associated with vehicles and equipment for DPW. T. Bayrd will let the Finance Officer know as soon as possible if the road building line should be decreased by \$64,000 or if it should remain at \$375,000.

J. Cudworth reported that the quote for the fence replacement at the Transfer Station was \$26,000 and suggested that it be replaced this year or possibly next year.

4. Fire Department / Health (Chief Rick Towne)

Chief Towne stated that the ambulance, engine and rescue truck currently respond to calls. Chief Towne proposed the purchase of a rescue truck to eliminate the need for the engine truck to respond to all of the calls. The rescue truck would be able to handle vehicle fires without the assistance of the engine truck.

Chief Towne reported that the call line reflects an increase in funds, due to the hours used for call fire fighters. There is no change in pay rate. The Board agreed to add \$8,000 to the call line to account for scheduling and efficient coverage for the department.

The Health Department's budget is level funded. Approximately \$5,000 was expended due to mosquitos spraying in town. Spraying generally takes place from April through September.

5. Police Department (Chief Joe Hoebeke and prior Chief Jay Sartell)

Chief Hoebeke reported that he is promoting the custodial position for the Police Department to full time status. The department is planning on hiring a prosecutor to handle their cases. The budget for wood pellets has decreased, since propane is being utilized more than the wood pellets. There was a vehicle recall from Ford for possible CO2 leaks. Until the recall was completed, CO2 detectors were installed in the vehicles as a preventative measure. Ford believes the problem is a result of aftermarket installation of equipment and in good faith, covered the costs associated with retrofitting the vehicles. Overall, the department was at 1.1% increase, which remains under guidance.

Chairman Le Doux stated that Health insurance rates are expected to decrease to 7.9%, stating that last year the rate increased to 14%.

6. Communications (Chief Joe Hoebeke)

Chief Hoebeke reported that Bob Gavin will be retiring at the end of the year. Chief Hoebeke is currently working on filling the position.

NEW / OLD BUSINESS

1. Board, Committee & Commission Appointment(s)

- a. Paul Edmunds, Conservation Commission, Alternate Member (term exp. 4/30/2020)**

99 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen appoint Paul Edmunds*
100 *as an Alternate Member on the Conservation Commission with a term expiring 4/30/2020.*
101 *Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was*
102 *opposed. The motion PASSED 4-0-0.*
103

104 **b. Michael Bates, Historic District Commission, Regular Member (term exp. 4/30/2020)**

105 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen appoint Michael Bates*
106 *as a Regular Member on the Historic District Commission, with a term expiring 4/30/2020.*
107 *Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was*
108 *opposed. The motion PASSED 4-0-0.*
109

110 **c. Peter Jones, Historic District Commission, Regular Member (term exp. 4/30/2020)**

111 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen appoint Peter Jones as*
112 *a Regular Member on the Historic District Commission, with a term expiring 4/30/2020.*
113 *Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was*
114 *opposed. The motion PASSED 4-0-0.*
115

116 **2. Special License Approval**

117 **a. Bonfire/BBQ for Nicholas Jennings Memorial, Saturday, November 18, 2017 from**
118 **7:00pm-11:00pm**

119 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Special*
120 *License for the Bonfire/BBQ for Nichols Jennings Memorial on Saturday, November 18, 2017*
121 *from 7:00pm-11:00pm. Voting in favor of the motion were Le Doux, Petry, Manoukian and*
122 *Cadwell. No one was opposed. The motion PASSED 4-0-0.*
123

124 **3. Budget Approval**

125 *MOVED by Mark Le Doux, seconded by Vahrij Manoukian that the Selectmen accept the*
126 *recommendations from staff and approve the 2018 proposed budget with modifications, as*
127 *submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one*
128 *was opposed. The motion PASSED 4-0-0.*
129

130 **ADMINISTRATIVE BUSINESS**

131 **1. 2017 Tax Warrant (\$13,639,256.00)**

132 *MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve the*
133 *2017 Tax Warrant in the amount of \$13,639,256.00. Voting in favor of the motion were Le*
134 *Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.*
135

136 **2. Approval of Warrants**

137 **a. Wages – 10/15/17 (\$144,903.84)**

138 *MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Wages, as*
139 *submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one*
140 *was opposed. The motion PASSED 4-0-0.*
141

142 **b. Wages – 11/02/17 (\$139,952.81)**

143 *MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Wages, as*
144 *submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one*
145 *was opposed. The motion PASSED 4-0-0.*
146

147 **c. Accounts Payable – 10/19/17 (\$1,497,062.18)**

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

d. Accounts Payable – 11/02/17 (\$171,462.28)

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

e. Benefit Strategies – 10/19/17 (\$3,305.36)

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

f. Benefit Strategies – 11/02/17 (\$3,155.36)

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

3. Approval of Public Minutes – 10/16/17

MOVED by David Petry, seconded by Mark Le Doux that the Selectmen approve the Public Minutes of October 16, 2017, as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

4. Approval of Non-Public Minutes – 10/16/17

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Non-Public minutes of October 16, 2017, as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

5. Weekly Meetings and Announcements

The weekly meetings were announced for November 5, 2017 – November 11, 2017. A retirement party for Police Chief James Sartell and the swearing in of Lieutenant Joseph Hoebeke will take place on Thursday, November 9, 2017 at the Lawrence Barn Community Center beginning at 4:00PM with presentations beginning at 4:30PM.

NON-PUBLIC SESSION

MOVED by Vahrij Manoukian, seconded by Mark Le Doux that the Selectmen enter non-public session in accordance with RSA 91-A:3-II-(c) reputation. Voting in favor of the motion were Le Doux, Manoukian, Petry, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.

After the motion to enter non-public session, Selectman Manoukian and Selectmen Band left for the remainder of the meeting.

The Board entered non-public session at 8:10 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Frank Cadwell seconded by David Petry that the Selectmen come out of non-public session in accordance with RSA 91-A:3-II-(c) reputation. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.

197
198 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen seal the minutes of the*
199 *non-public session in accordance with RSA 91-A:3-II-(c) reputation. Voting in favor of the*
200 *motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.*
201

202 The Board came out of non-public session and entered into public session at 8:20 PM.
203

204 *MOVED by Mark Le Doux seconded by Peter Band that the Selectmen deny the request to*
205 *waive property tax interest in the amount of \$291.94. Voting in favor of the motion were Le*
206 *Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.*
207

208 **ADJOURNMENT**

209 *MOVED by Frank Cadwell, seconded by David Petry that the Selectmen adjourn the meeting.*
210 *Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The*
211 *motion PASSED 3-0-0.*
212

213 The Board adjourned at 8:22 PM.
214

215 Respectfully Submitted,
216 Christine Herrera, Administrative Assistant/HR Coordinator