

BOARD OF SELECTMEN'S MEETING

Selectmen present: Chairman Mark Le Doux, David Petry (teleconference, arrived at 7:07 PM), Frank Cadwell, Peter Band (dismissed at 8:15 PM) and Vahrij Manoukian (dismissed at 8:15 PM)
Selectmen absent: None
Staff present: Kimberly Galipeau, 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.

AGENDA REVIEW

The Selectmen's agenda was reviewed.

PUBLIC HEARING**1. Stop Sign Ordinance(s)****a. Lone Pine Lane at Rideout Road**

At 6:30 p.m. Chairman Le Doux opened the Public Hearing to receive public comment for enacting an ordinance to erect a stop sign on Lone Pine Lane at Rideout Road. With no comments from the public, the public hearing was closed.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the installation of a stop sign on Lone Pine Land at Rideout Road as recommended by the Highway Safety Committee. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 5-0-0.

NEW / OLD BUSINESS**1. Acceptance of Retirement/Resignation****a. James Sartell, Police Chief (effective 11/03/17)**

Chairman Le Doux announced that Police Chief Jay Sartell will be retiring from the Town of Hollis, effective November 3, 2017. Chief Sartell expressed his gratitude and appreciation to the Board and community for their continued support over the past 20 years.

Chief Sartell recommended Lieutenant Joseph Hoebeke to fill the Chief of Police position. He felt Lieutenant Hoebeke would be the best fit for the Police Department.

Chief Sartell reported that the Communications Department and the Police Department budgets are completed. The Department is looking into adding a part time prosecutor as well as a part time Lieutenant position. Chief Sartell will be attending the first budget meeting on November 6, 2017 to support Lieutenant Hoebeke's presentation of the budget and to answer any questions.

Each Selectmen congratulated and thanked Chief Sartell for his years of service in the community. They wished him the best of luck in his new endeavor and complimented him on a well-established and functioning department, noting the smooth transition regarding his replacement.

Chairman Le Doux recently spoke with former Chief Russell Ux, who spoke well of Chief Sartell and Lieutenant Hoebeke. He congratulated Chief Sartell on his retirement and wished him success in his future endeavors.

Chief Sartell presented grant funding from the New Hampshire Department of Highway Safety for the 2018 budget. There are four grants, one of which pertains to radar equipment and the other three relating to traffic enforcement, such as impaired driving, distracted driving and seatbelt enforcement.

Selectman Petry was in route to Town Hall, so he requested to postpone the discussion and approval for the funding to the end of the meeting, where he could review the documents in person.

b. Mary Jeffery, Conservation Commission

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen regretfully accept Mary Jeffery's resignation and thanked her for her five years of service on the Conservation Commission. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

c. Linda Statkus, Recreation Commission

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen regretfully accept Linda Statkus' resignation and thanked her for her two years of service on the Recreation Commission. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

d. Stacy Diamantini, Energy Committee

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen regretfully accept Stacy Diamantini's resignation and thanked her for her three years of service on the Energy Committee. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

e. Christine Furman, Energy Committee

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen regretfully accept Christine Furman's resignation and thanked her for her three years of service on the Recreation Commission. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

2. Special License Approval

a. Haunted House and Halloween Fun Fair, Saturday, October 21, 2017 from 3:30pm-10:00pm at the Hollis Upper Elementary School

MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen approve the Special License for the Haunted House and Halloween Fun Fair on Saturday, October 21, 2017 from 3:30pm-10:00pm at the Hollis Upper Elementary School. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

3. Committee Reports

a. Budget Committee

Selectmen Cadwell reported that the Budget Committee met on October 10, 2017 and decided that the preliminary guidance for the Town of Hollis is 2.2%. It was suggested to use the grant funds from the State of New Hampshire in the amount of \$192,000 for road maintenance over

the next three years. Selectmen Petry requested additional information from DPW Director, Tom Bayrd before accepting the recommendation from the Budget Committee.

b. Recreation Commission

Selectmen Cadwell reported that the improvement project for South Hardy Recreation Field is now complete. The Recreation Commission continue to work toward the implementation of two recreation fields at the Stefanowicz property. Based on cost estimates, the Recreation Commission will prepare a warrant article.

c. Conservation Commission

Selectmen Band stated that the Conservation Commission continues to move forward with the Howe Property purchase. The property includes a 40 acre conservation easement on the Howe Property off Ranger Road. The Conservation Commission will hold a public hearing as required, to proceed with the purchase.

d. Highway Safety Committee

Selectman Petry wished to correct the record from the previous Selectmen's meeting regarding the tractor signs for South Merrimack Road. He recently met with the Wright's at their residence and witnessed firsthand the speeding traffic as it relates to the line of site on their property. He recommended the installation of the tractor signs as well as temporary pop up signs for residents to use, on an as needed basis.

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve two bi-directional tractor signs for South Merrimack Road, as recommended by the Highway Safety Committee. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

ADMINISTRATIVE BUSINESS

1. Approval of Warrants

a. Wages – 10/05/17 (\$146,286.92)

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

b. Accounts Payable – 10/05/17 (\$247,146.63)

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

c. Accounts Payable – 10/16/17 (\$2,718.87)

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

d. Benefit Strategies – 10/05/17 (\$3,375.36)

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

2. Approval of Public Minutes – 9/11/17

MOVED by Peter Band, seconded by David Petry that the Selectmen approve the Public Minutes of September 11, 2017, as submitted. Voting in favor of the motion were Petry, Band, Manoukian and Cadwell. No one was opposed. Le Doux abstained. The motion PASSED 4-0-1.

3. Approval of Public Minutes – 10/02/17

MOVED by Peter Band, seconded by David Petry that the Selectmen approve the Public Minutes of October 2, 2017, as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. Band abstained. The motion PASSED 4-0-1.

4. Approval of Non-Public Minutes – 10/02/17

MOVED by Peter Band, seconded by David Petry that the Selectmen approve the Non-Public minutes of October 2, 2017, as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. Band abstained. The motion PASSED 4-0-1.

5. Weekly Meetings and Announcements

The weekly meetings were announced for October 15, 2017 – October 21, 2017.

Police Department – Grant Funding Discussion continued

Selectmen Petry inquired whether additional vehicle stops would be conducted in order to comply with the requirements of the grant. Lieutenant Hoebeke stated that the Hollis Police Department would not conduct additional vehicle stops, stating that the grant was not based on fulfilling quotas. The total amount of the four grants is approximately \$18,000.

The community is encouraged to provide input to the Hollis Police Department through the Citizen Complaint/Commendation Forms, which can be found through the town website, at the Hollis Town Hall or at the Hollis Police Department.

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen accept the grants from the New Hampshire Department of Highway Safety for radar equipment and traffic enforcement by the Hollis Police Department. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

NON-PUBLIC SESSION

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

The Board entered non-public session at 7:22 PM.

CONCLUSION OF NON-PUBLIC SESSION

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

MOVED by Mark Le Doux seconded by Peter Band that the Selectmen seal the minutes of the non-public session in accordance with RSA 91-A:3-II-(a) personnel and (e) litigation. Voting in

197 favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was
198 opposed. The motion PASSED 5-0-0.
199

200 The Board came out of non-public session and entered into public session at 8:02 PM.
201

202 *MOVED by Mark Le Doux seconded by Peter Band that the Selectmen appoint Police*
203 *Lieutenant Joseph Hoebeke as the Chief of Police effective November 3, 2017. Voting in favor*
204 *of the motion were Le Doux, Petry, Cadwell, Band and Manoukian. No one was opposed. The*
205 *motion PASSED 5-0-0.*
206

207 Board members, Chief Sartell and K. Galipeau congratulated Joseph Hoebeke on becoming the next
208 Chief of Police for the Town of Hollis.
209

210 A retirement party will be held for Police Chief James Sartell on Thursday, November 9th from
211 4:00pm-6:00pm.
212

213 *MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the acquisition*
214 *of Map Lot 004-661, pursuant to 36-A:4 I, assuming the Hollis Conservation Commission votes*
215 *favorably to accept the property and subject to any conditions the Hollis Conservation*
216 *Commission imposes. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and*
217 *Manoukian. No one was opposed. The motion PASSED 5-0-0.*
218

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

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

225 Selectmen Band and Manoukian were excused at 8:15 PM.
226

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

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

236 The Board came out of non-public session and entered into public session at 8:45 PM.
237

238 The Board discussed adjusting the non-union wage scale for 2018. F. Cadwell stated that budget
239 guidance was set at 2.2%. M. Le Doux stated that the longevity payment should be increased from \$100
240 per year of service to \$150 per year of service.
241

242 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve increasing the*
243 *longevity payment to \$150.00 per year of service. Voting in favor of the motion were Le Doux,*
244 *Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.*
245

246 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve an adjustment*
247 *of 2.2% to the non-union wage scale effective April 1, 2018 and a merit step (3%) or longevity*
248 *payment (\$150) to non-union employees, as presented. Voting in favor of the motion were Le*
249 *Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.*
250

251 The Town Administrator recommended promoting C. Herrera to Assistant Town Administrator.
252

253 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the promotion*
254 *of Christine Herrera to serve as the Assistant Town Administrator, Grade XVIII.1 \$24.64.*
255 *Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The*
256 *motion PASSED 3-0-0.*
257

258 **ADJOURNMENT**

259 *MOVED by Frank Cadwell, seconded by David Petry that the Selectmen adjourn the meeting.*
260 *Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The*
261 *motion PASSED 3-0-0.*
262

263 The Board adjourned at 8:50 PM.
264

265 Respectfully Submitted,
266 Christine Herrera, Administrative Assistant/HR Coordinator