

BOARD OF SELECTMEN'S MEETING

Selectmen present: Chairman Mark Le Doux, David Petry (arrive 6:41 PM), Frank Cadwell and Vahrij Manoukian (dismissed 7:50 PM)
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.

A moment of silence was taken in honor of long term Hollis resident, Dick Drisko, who recently passed.

A moment of silence was also acknowledged for those affected by the tragedy that took place in Las Vegas, Nevada.

AGENDA REVIEW

The Selectmen's agenda was reviewed.

PUBLIC COMMENT

Fred Courchaine, 5 Ann Street stated his concerns regarding air and noise pollution from Jennings Excavation. Although he knew that the case is being investigated, he felt it was not progressing quickly since they continue to operate. He showed the Board an advertisement for landscaping services from Jennings Excavation and questioned whether these services were permitted. He also questioned if the Planning Board was aware of the situation, since the process would have entailed notifying the abutters. He would like the operations to cease while the case is under investigation. Chairman Le Doux explained that the Town has been working with legal counsel and is planning on discussing the case during non-public session, later this evening. Discussions include relocating machinery, hours of operation and other restrictions. The case may move toward litigation if a resolution is not reached. Litigation could take up to a year or more to resolve.

Kimber Harmon, 106 North Pepperell Road provided an update on the Annual Luminary Event scheduled for Saturday, December 9, 2017. Ms. Harmon spoke with Fire Chief Towne and stated that the homes located in the Historic District that chose to participate in the event, will need burn permits, due to the open flames of the candles. Ms. Harmon will work with Chief Towne to coordinate notifying the residents and obtaining the permits. It was noted that there is no fee for the burn permit. Ms. Harmon requested that a Selectman light the Christmas tree in the Town Common again this year. Selectman Petry and Dr. Manoukian volunteered to light the tree. Ms. Harmon requested additional "No Parking" signs for Monument Square.

MEETINGS**1. Melanson Heath & Company****a. 2016 Audit Report**

Scott McIntire and Rebecca Gamsby presented the 2016 Audit report, stating that the books and records of the Town were found to be in good working order. Reconciliations were done regularly and timely and no significant audit entries were needed. The Town is in compliance with the Governmental Accounting Standard Principals. The accrual of the net Other Post Employment Benefit (OPEB) obligation and the net Pension Liability are two significant accounting estimates in the Financial Statements.

The unmodified opinion from Melanson Heath & Company is that the financial statements are in accordance with the Generally Accepted Accounting Principles for local governmental agencies. It was reported that there will be a few new accounting standards on the horizon that will affect the long term financial statements. One of the accounting standards affect leases, the other brings additional disclosure to the Town's OPEB liability, which relates to retiree healthcare.

MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen accept the 2016 Audit Report, as presented by Melanson Heath & Company. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

b. MS-535 Official Financial Budget Report

MOVED by David Petry, seconded by Mark Le Doux that the Selectmen approve the MS-535, Official Financial Budget Report, as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

2. Deborah Padykula, Finance Officer

a. 3rd Quarter Financial Review

Finance Officer, Deb Padykula presented the 3rd Quarter Financial summary, including the revenue and expenditure reports. Overall, the budget is doing well. The expenditure budget is approximately 70% spent. Most departments are in line with where they should be at 75% or less spent. The budget for legal expenses will be over drawn due to code enforcement cases, personnel issues and land acquisitions. Funds from either the Health Insurance or Retirement budget could be used to cover the costs for legal expenses. The contingency budget could also be used, however Ms. Padykula didn't think that was needed at this time.

Revenues are also doing well. Ms. Padykula will adjust the estimated revenues with the DRA based on the Town Clerk Department's increase in revenues. The adjustment will be approximately \$100,000 due mainly to motor vehicle registration.

MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen accept the 3rd Quarter Financial Report, as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

NEW / OLD BUSINESS

1. Stefanowicz Property Lease Recommendation

The Hollis Agricultural and Conservation Commission Joint Working Group reviewed three bids for the Stefanowicz Property Agricultural 2018 Lease. They recommend the Selectmen accept the Lull Farm proposal, subject to negotiating and executing a lease by October 31, 2017. The Group also recommends allowing Mr. Larry Poulin to tap trees during the requested period in 2018.

MOVED by David Petry, seconded by Vahrij Manoukian that the Selectmen approve leasing the Stefanowicz property to Lull Farm, for the term of one year and to allow Mr. Poulin to tap trees during the requested period, as recommended by the Agricultural and Conservation Commission Joint Working Group. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

2. Tractor Sign Request (South Merrimack Road)

The Board received a request for two tractor signs on South Merrimack Road. It was thought that the signs would deter fast moving traffic, so tractors could safely access the resident's agricultural fields

and driveway. Selectmen Cadwell and Petry inquired about the amount of state regulated signs oppose to local signage. Selectmen Petry would like to consider the alternatives to the sign request and added that if the issue was speed control, that the town will need to increase monitoring traffic in that area. The Board of Selectmen deferred the request for tractor signs on South Merrimack Road to the Agricultural Commission for further review.

3. Nashua Regional Planning Commission

a. Nashua Region Solid Waste Management District's Household Hazardous Waste Cooperative Agreement

Transfer Station Manager Joan Cudworth presented the Board with the Cooperative Agreement for Household Hazardous Waste Collection and confirmed that the Nashua Region Solid Waste Management District is the company that is contracted by NRPC to manage the waste. The dues for 2019 will increase from last year due to rising costs associated with the growing participation rates and larger volumes of waste.

MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen approve the Nashua Region Solid Waste Management District's Household Hazardous Waste Cooperative Agreement, as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

4. Brookline and Mason Dispatch Agreement

It was stated that although 40% of service calls are from towns outside of Hollis, the Communications Department performs a variety of tasks beyond just fielding calls. Chairman Le Doux suggested a 5% increase each year for the next three years.

MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the Brookline and Mason Dispatch Agreement with a 5% increase each year for the next three years, as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

5. 2017-2018 Budget Schedule

The Board reviewed and accepted the draft 2017-2018 Budget Schedule.

6. Personnel Policy & Non-Union Wage Discussion

It was proposed that the Board take the Non-Union Wage Discussion under advisement at this time and discuss it at the next meeting. Selectmen Petry suggested that the Department Heads review and provide input on any proposed changes to the Personnel Policy prior to Board approval. Although there may be Department Policies, it was recommended that the Personnel Policy include a section relating to personal use of town assets. It was also suggested that the Personnel Policy be signed annually, even if no changes are made to the document. Town Employees are currently completing a Sexual Harassment Training refresher. Primex recommends the completion of a refresher course at least every three years.

7. Special License Approval

a. Neighborhood Block Party, Sunday, October 15, 2017, 4:00pm-6:30pm

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Special License for the Neighborhood Block Party on October 15, 2017 from 4:00PM-6:30PM. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.

8. Petition and Pole License

a. Pole #21-1236 on South Merrimack Road

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve pole license #21-1236 on Merrimack Road, dated 5/29/2017, as presented. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.

b. Pole #12-0574 on Toddy Brook Road

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve pole license #12-0574 on Toddy Brook Road, dated 7/24/2017, as presented. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.

9. Committee Reports

a. Highway Safety Committee

The Board of Selectmen will hold a Public Hearing at the 10/16/17 meeting for the installation of a stop sign at Lone Pine Lane and Rideout Road, as recommended by the Highway Safety Committee.

b. Agricultural Commission

The Agricultural Commission provided a recommendation for the land leases, which was discussed earlier in the meeting.

c. Recreation Commission

The Recreation Commission will receive budget guidance from the Budget Committee next week and attend an upcoming Selectmen meeting with an update on the proposed recreation fields at the Stefanowicz property.

d. Land Protection Study Committee (LPSC)

The Land Protection Study Committee met on September 11, 2017 to discuss several proposed properties. Chairman Le Doux suggested that the LPSC recommend any properties to the Conservation Commission, for discussion. Since the Selectmen are responsible for negotiating the pricing for land, land owners should come directly to the Board for a non public discussion.

F. Cadwell felt that the Conservation Commission and the LPSC may be duplicating efforts regarding acquiring and preserving land and suggested that the Conservation Commission work directly with the Board of Selectmen for any potential land projects.

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the disbandment of the Land Protection Study Committee. The Board thanked the members for the dedicated service to the Town of Hollis and encouraged them to volunteer on the Conservation Commission. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.

ADMINISTRATIVE BUSINESS

1. Assessing Work

NOTICE OF INTENT TO CUT WOOD OR TIMBER

Operation #	MBLU	Owner	Location
17-223-09	020-029-004	Sunrise Homes LLC	Nutting Lane

196 *MOVED by David Petry, seconded by Mark Le Doux that the Selectmen approve the Notice of*
197 *Intent to Cut Wood or Timber for Operation #17-223-09, as submitted. Voting in favor of the*
198 *motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.*
199

200 REPORT OF WOOD OR TIMBER CUT

202 Operation #	202 MBLU	202 Owner	202 Timber Tax Levy
203 17-223-02	203 062-033	203 Abraham Jacob & Jeeva Abraham	203 \$755.05

204
205 *MOVED by David Petry, seconded by Mark Le Doux that the Selectmen accept the Report of*
206 *Wood or Timber Cut for Operation #17-223-02, as submitted. Voting in favor of the motion*
207 *were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.*
208

209 2. Approval of Warrants

210 a. Wages – 9/21/17 (\$145,735.52)

211 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Wages, as*
212 *submitted. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed.*
213 *The motion PASSED 3-0-0.*
214

215 b. Accounts Payable – 9/21/17 (\$1,728,851.51)

216 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Accounts*
217 *Payable, as submitted. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was*
218 *opposed. The motion PASSED 3-0-0.*
219

220 c. Benefit Strategies – 9/21/17 (\$3,475.36)

221 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Benefit*
222 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one*
223 *was opposed. The motion PASSED 3-0-0.*
224

225 3. Approval of Public Minutes – 9/11/17

226 Approval of public minutes from September 11, 2017 were tabled to the next meeting.
227

228 4. Weekly Meetings and Announcements

229 The weekly meetings were announced for October 1, 2017 – October 7, 2017.
230

231 It was requested that the Energy Committee change their meetings to a different night, so the Selectmen
232 can attend. The Energy Committee currently meets on Monday evenings, which conflict with the Board
233 of Selectmen meetings.
234

235 The Household Hazardous Waste Day is scheduled for Saturday, October 7, 2017 from 8:00AM-
236 12:00PM at the Nashua Public Works Garage, located at 9 Stadium Drive in Nashua. The cost is \$10
237 per vehicle, additional charges over 10 gallons or 20 pounds. No latex paint, electronics, or
238 medications. Please see www.nashuarpc.org/hhw or 424-2240 for more information.
239

240 NON-PUBLIC SESSION

241 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen enter non-public session in*
242 *accordance with RSA 91-A:3-II-(a) personnel and (e) litigation. Voting in favor of the motion were Le*
243 *Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.*
244

The Board entered non-public session at 8:06 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-(a) personnel and (e) litigation. Voting in favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.

MOVED by Frank Cadwell seconded by David Petry 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 favor of the motion were Le Doux, Petry and Cadwell. No one was opposed. The motion PASSED 3-0-0.

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

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 and Cadwell. No one was opposed. The motion PASSED 3-0-0.

The Board adjourned at 8:45 PM.

Respectfully Submitted,
Christine Herrera, Administrative Assistant/HR Coordinator