

BOARD OF SELECTMEN'S MEETING

Selectmen present: Vice Chairman David Petry, Frank Cadwell, Peter Band and Vahrij Manoukian
Selectmen absent: Chairman Mark Le Doux
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 COMMENT

Jim Belanger addressed the Board and volunteered to create a Standard Operating Procedure manual for current and future Memorial Day Coordinators that will outline the duties and authority of the position.

Ben Caplin, 93 Nartoff Road asked the board for a status update regarding the concerns with 103 Nartoff Road. He was informed that the town is currently working with legal counsel to investigate the complaint.

Jean Perry, 95 Nartoff Road voiced her concerns with the length of time it has taken to resolve the issues at 103 Nartoff Road. She added that since it affects the value of her property, she would like to be informed of how the problems are being rectified.

Town Administrator, Kimberly Galipeau reiterated that the Town is currently pursuing legal action regarding the property. Since the case is under investigation, the information is not yet available to the public. When the paperwork is filed within the court system, it will then become available to the public.

PUBLIC HEARING

1. Stop Sign Ordinance(s)

a. Keyes Hill Road at Federal Hill Road

MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the installation of a stop sign on Keyes Hill Road at Federal Hill Road as recommended by the Highway Safety Committee. Voting in favor of the motion were Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 4-0-0.

b. Keyes Hill Road at Rocky Pond Road

MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the installation of a stop sign on Keyes Hill Road at Rocky Pond Road as recommended by the Highway Safety Committee. Voting in favor of the motion were Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 4-0-0.

MEETINGS

1. Kevin Anderson-Spaulling Lane Road Complaint

Kevin Anderson, 42 Spaulling Lane voiced his concerns with the road side shoulder improvement project on Spaulling Lane. He submitted a letter and pictures to the Board, which outlined his concerns in detail. He stated that a design plan for this project was needed to evaluate all potential scenarios to determine the most

effective solution to the drainage issues. In his opinion, he felt that a catch basin would have been a better option instead of the storm water drainage swale. Mr. Anderson added that he was not notified of the project and felt that all of the affected residents should have been notified with a brief description of the construction activity being proposed prior to the start of construction.

Tom Bayrd, Department of Public Works (DPW) Director stated that they follow the Nashua Regional Planning Commission (NRPC) recommendations for road improvements. Although the Spaulding Lane Road Improvement Project was scheduled for last year, it was postponed to this year so it could be combined with Love Lane and completed at the same time. It was reported that residents were contacted and made aware of the proposed construction.

Reggie Ouellette, Engineering Consultant for the Town, stated that the DPW Director consults with him and/or NRPC to determine if design plans are needed for specific road maintenance projects, based on any potentially issues. Spaulding Lane was identified as a 'maintenance area' and not having any serious problems. When brought to his attention, Mr. Ouellette recommended that the town pave the driveway up to the property line to avoid erosion and build a headwall at the end of the pipe. This appeared to be a reasonable and cost effective approach.

F. Cadwell stated that the Board of Selectmen and Budget Committee endorse the road improvement plan from the NRPC, which improves town roads within a consistent, anticipated budget, every year. If the Board chooses to complete a design plan specifically for Spaulding Lane, then all roads in town should adhere to the same standard, which could result in a huge expense to the town.

The Board will need to discuss if it is in the town's best interest to have design plans for each road maintenance project in town. Cost is taken into account with minor road improvement projects and may not require design or construction plans. The Board encouraged the DPW Director to work with Mr. Anderson to reach a solution. Moving forward, a notification process will be addressed and implemented.

2. Agricultural Commission

a. Stefanowicz Lease Documents

Mark Post, Chairman of the Agricultural Commission and Dan Harmon, member of the Agricultural Commission propose implementing a one year lease for the Stefanowicz property. The lease would commence November 1, 2017 for portions of unimproved vacant land located in the Town of Hollis and would end October 31, 2018. Currently, portions of the subject property are actively farmed under the terms of a one-year lease that end October 31, 2017. There are no potential uses that would interfere with farming the property during the 2018 year. The full bid packets were distributed to the Selectmen, for review.

Trevor Hardy, owner of Brookdale Farm provided information about the Food Safety Modernization Act will be implemented in 2018. The Act will be federally mandated under FDA oppose to USDA, and will impact all commercial farmers significantly.

MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen approve the release of the bid documents of Town Owned Land for Agricultural Use on the Stefanowicz property for the term of one year, commencing on November 1, 2017 and ending October 31, 2018. Voting in favor of the motion were Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 4-0-0.

F. Cadwell shared that the Recreation Commission has allocated funds for the bid of the property and plan on moving forward with the process.

b. Farm Equipment Safety Brochure

The Agricultural Commission created a brochure addressing tractor and farm equipment safety on roadways. The brochure will be mailed to all residents and be available at the Town Clerk's Office as well as the Hollis Police Station.

MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen approve mailing the Farm Equipment Safety brochure to all residents. Voting in favor of the motion were Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 4-0-0.

3. Police Department**a. Energy Project, Lighting Upgrade**

Police Chief Sartell reported that based on an Energy Audit that was completed earlier this year, The Police Department would be eligible for a rebate through Eversource. The saving would be approximately 24% per year on energy costs. The energy bill last year was approximately \$7,800. The projected savings, based on calculations from Eversource, is about \$3,700. Chief Sartell recommended that the Board accept the agreement with Eversource, without the financing option, which is approximately \$1,933.35. The total cost of the project would be approximately \$12,473.20.

When asked if the project was put out to bid, it was stated that Eversource completes a bid process prior to offering the rebate to potential customers.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the Customer Purchase Agreement with Eversource in order to take advantage of the Smart Start Program, without financing through Eversource. Voting in favor of the motion were Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 4-0-0.

b. Request from SAU/Co-Op for crossing guards

Chief Sartell reported that he received a request from the SAU/Cooperative for crossing guards. His idea is to hire someone on a part-time basis, based on an hour in the morning and two hours in the afternoon. Although this position would be managed through the Police Department, the SAU would be responsible for paying not only the wage, but all costs associated with the position. The next step would be for Chief Sartell to present the Board with a Memorandum of Understanding (MOU) to approve.

V. Manoukian suggested involving the Brookline police officers, since the Cooperative would be funding the position. Chief Sartell spoke to some extent about the drug and safety initiatives that are currently being conducted at the schools and in the community. There is an option to contract crossing guards through flagging companies that only perform that type of service.

c. Part Time Lieutenant

Chief Sartell would like to fill the regular part time Lieutenant position in the next few months. This position is already accounted for in the budget, but has not yet been filled. Lieutenant Bailey accepted a full time position with another town, but agreed to cover shifts on a per diem basis, for the time being.

d. Homeland Security Grant

Officer Bergeron applied for a grant in the amount of \$7,000 to be used towards the Advanced Law Enforcement Rapid Response Training.

MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen approve the grant

from Homeland Security in the amount of \$7,000 to use for Advanced Law Enforcement Rapid Response Training. Voting in favor of the motion were Petry, Band, Manoukian, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

e. Emergency Alert System Update

The Emergency Alert System, which is an electronic emergency alert system utilized through computers and mobile applications, is scheduled to go live at the end of August. Town Hall is considering budgeting for the system for next year.

NEW / OLD BUSINESS

1. Renewal of Junk Yard License

MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the renewal of a junkyard license for 80 Witches Spring Road based on the Inspection Report from R. L. Ouellette Associates, LLC. Voting in favor of the motion were Petry, Band, Manoukian, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

2. Building Inspector-Approval of Job Description

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the job description for the Building Inspector, as presented. Voting in favor of the motion were Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

3. Other

V. Manoukian provided an update on the status of his health. He thanked the community for their continued support.

ADMINISTRATIVE BUSINESS

1. Assessing

REPORT OF WOOD OR TIMBER CUT

Operation #	MBLU	Owner	Timber Tax Levy
17-223-01	005-034-001	Hollis Conservation Commission	\$0.00

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen accept the Report of Wood or Timber Cut for Operation #17-223-01, as presented. Voting in favor of the motion were Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

2016 ABATEMENTS

For Denial

Case #	MBLU	Owner	Location
2016-010	056-027	PSNH dba Eversource Energy	Silver Lake Road

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen deny the 2016 Abatement for case # 2016-010, as presented. Voting in favor of the motion were Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.

2. Approval of Warrants

197 **a. Wages – 6/15/17 (\$155,881.57)**

198 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the*
199 *Wages, as submitted. Voting in favor of the motion were Petry, Manoukian, Cadwell and*
200 *Band. No one was opposed. The motion PASSED 4-0-0.*
201

202 **b. Wages – 6/15/17 (\$4,527.95)**

203 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the*
204 *Wages, as submitted. Voting in favor of the motion were Petry, Manoukian, Cadwell and*
205 *Band. No one was opposed. The motion PASSED 4-0-0.*
206

207 **c. Accounts Payable – 6/15/17 (\$70,278.64)**

208 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the*
209 *Accounts Payable, as submitted. Voting in favor of the motion were Petry, Manoukian,*
210 *Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*
211

212 **d. Benefit Strategies – 6/15/17 (\$5,052.66)**

213 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the*
214 *Benefit Strategies, as submitted. Voting in favor of the motion were Petry, Manoukian,*
215 *Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*
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217 **e. Bond Payment – 6/8/17 (\$1,432.75)**

218 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the*
219 *Benefit Strategies, as submitted. Voting in favor of the motion were Petry, Manoukian,*
220 *Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*
221

222 **3. Approval of Public Minutes – 6/5/17**

223 *MOVED by Peter Band, seconded by David Petry that the Selectmen approve the public*
224 *minutes of June 5, 2017, as submitted. Voting in favor of the motion were Petry,*
225 *Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*
226

227 **4. Weekly Meetings and Announcements**

228 Refer to the town website for weekly meetings for June 25, 2017-July 1, 2017. The weekly meetings were
229 announced for July 2, 2017 – July 8, 2017. New Hampshire the Beautiful presented Joan Cudworth, Transfer
230 Station Manager with the fourth annual Environmental Stewardship Award on May 23, 2017 in Manchester, NH
231 at the Northeast Resource Recovery Association (NRRA) Annual Conference and Expo. The press release will
232 be posted on the town website as well.
233

234 **NON PUBLIC SESSION**

235 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen enter NON-public*
236 *session in accordance with RSA 91-A:3-II (b) hiring and (e) litigation. Voting in favor of the*
237 *motion were Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED*
238 *4-0-0.*
239

240 The Board entered non-public session at 8:20 PM.
241

242 **CONCLUSION OF NON-PUBLIC SESSION**

243 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen come out of*
244 *NON-public session in accordance with RSA 91-A:3-II (b) hiring and (e) litigation. Voting in*

245 *favor of the motion were Petry, Band, Manoukian and Cadwell. No one was opposed. The*
246 *motion PASSED 4-0-0.*
247

248 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen seal the minutes*
249 *of the NON-public session in accordance with RSA 91-A:3-II (b) hiring and (e) litigation.*
250 *Voting in favor of the motion were Petry, Band, Manoukian and Cadwell. No one was*
251 *opposed. The motion PASSED 4-0-0.*
252

253 The Board came out of non-public session and entered into public session at 8:45PM.
254

255 *MOVED by Peter Band, seconded by David Petry that the Selectmen approve the*
256 *recommendation from the Town Administrator to hire William Condra as the Building Inspector*
257 */ Code Enforcement Officer. Voting in favor of the motion were Petry, Manoukian, Cadwell*
258 *and Band. No one was opposed. The motion PASSED 4-0-0.*
259

260 **ADJOURNMENT**

261 *MOVED by David Petry, seconded by Peter Band that the Selectmen adjourn the meeting.*
262 *Voting in favor of the motion were Petry, Band, Cadwell and Manoukian. No one was opposed.*
263 *The motion PASSED 4-0-0.*
264

265 The Board adjourned at 8:46 PM.
266

267 Respectfully Submitted,
268 Christine Herrera, Administrative Assistant/HR Coordinator