

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Mark Le Doux, David Petry, Frank Cadwell, Vahrij Manoukian and Peter Band  
Selectmen absent: None  
Staff present: Kim Galipeau, Town Administrator, Bill Moseley, Camera Operator

**COMMUNITY ROOM**

Chairman Le Doux convened the March 13, 2017, Selectmen's meeting at 6:35 PM in the Town Hall Community Room.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA REVIEW**

The Selectmen's agenda was reviewed.

**NEW/OLD BUSINESS****1. Certificate of Appointment, Chairman, Stefanowicz and Birch Properties**

M. Le Doux informed the public that the Town will be closing on the Stefanowicz Property on Friday, March 17, 2017. The Board will likely close on the Birch Property within the next few weeks, although a closing date has not been scheduled. The Chairman asked the Board to approve the wording of the Certificate of Appointment and make a motion to authorize him to close on both properties on behalf of the Town.

*MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen sign and approve the Certificate of Appointment as written for both the Stefanowicz and Birch Properties. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.*

**2. Primex, Contribution Assurance Program (CAP),****a. Workers Compensation & Property Liability Insurance**

Primex is offering a CAP agreement for both Workers Compensation and Property Liability Insurance. The Board reviewed both agreements to confirm that they both had an escape clause. The current insurance coverage is effective through December 31, 2017. This agreement is for three years and offers the Town a guarantee that the insurance rates will not be increased more than 10% per year. The Board reviewed the amount of claims for the last five years and felt it was prudent to sign the agreement as Primex establishes rates using the previous five years of claim experience. Over the next few years, the Town will be losing very low claim years as part of the calculation.

*MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen sign and approve the Primex, Contribution Assurance Program agreements as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.*

**3. Special License(s)**

**a. H/B Rotary Fast 5K Road Race, Thursday June 8, 2017, 6:25pm-7:10pm**

*MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen approve the special license for Hollis Brookline Rotary Club Fast 5K Road Race, Thursday June 8, 2017, 6:25pm-7:10pm. Voting in favor of the motion were Le Doux, Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.*

**4. Appointment(s)**

- a. Jonathan Bruneau, Conservation Commission Regular Member (term exp. 4/30/20)**
- b. Joseph Connelly, Conservation Commission Alternate Member (term exp. 4/30/20)**
- c. Cheryl Quaine, Conservation Commission Alternate Member (term exp. 4/30/19)**
- d. Peter Jones, Historic District Commission Alternate Member (term exp. 4/30/19)**

The Board discussed their appointment policy in general. The Selectmen used to interview new volunteers. As a Board they felt it was a good practice affording them the opportunity to meet with them in person. Moving forward it was decided that prior to appointing new volunteers, the Town Administrator will schedule a meeting with the new volunteer along with the Chairman of the applicable Board. D. Petry would like to also take an opportunity to meet with volunteers at the time of their re-appointment. Nobody objected. The Board tabled tonight's appointments and asked the Town Administrator to schedule the new volunteers to attend the next meeting along with the HCC and HDC chairs.

**ADMINISTRATIVE BUSINESS****1. Assessing Work****2016 ABATEMENTS**

<b>Case #</b>	<b>MBLU</b>	<b>Owner</b>	<b>Location</b>	<b>Amount to be Abated (with interest)</b>
2016-003	008-029	Felita Y. Carr 2001 RT	8 Baldwin Lane	\$5609.06

The Board reviewed this abatement request at the last meeting and approved the request with a different dollar amount than recommended. F. Cadwell visited the Assessing office after the last meeting to discuss this request and learned that when abatement requests are presented to the Board the amounts are already agreed upon by the Town (MRI) and property owner. He suggested that the Board should review the abatement agreements before the property owner. The Board agreed. The Board felt that MRI should review the abatement request and make a recommendation to the Board prior to the property owner agreeing to an amount. The Board asked the Town Administrator to inform the Assessing Department that this will be the process moving forward. F. Cadwell felt that the case they are reviewing tonight should be approved as presented because the Town (MRI) has already agreed to the amount.

MOVED by David Petry, seconded by Peter Band that the Selectmen approve the 2016 abatement, case #2016-003, as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.

## NOTICE OF INTENT TO CUT WOOD OR TIMBER

Operation #	MBLU	Owner	Location
17-223-01	005-034-001	Hollis Conservation Commission	Runnells Bridge Road

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Notice of Intent to Cut Wood or Timber, operation #17-223-01, as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.

### 2. Approval of Warrants

#### a. Wages - 2/23/2017 (\$151,750.68)

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

#### b. Accounts Payable – 3/09/2017 (\$160,477.62)

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

#### c. Benefit Strategies - 3/09/2017 (\$7,013.22)

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

### 3. Approval of Public Minutes – 2/27/17

MOVED by David Petry, seconded by Vahrij Manoukian that the Selectmen approve the public minutes of February 27, 2017, as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.

### 4. Approval of Non Public Minutes – 2/27/17

MOVED by David Petry, seconded by Vahrij Manoukian that the Selectmen approve the non-public minutes of February 27, 2017, as submitted and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.

### 5. Weekly Meetings and Announcements

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

The Hollis Brookline COOP Annual Meeting will be held on Monday, March 13<sup>th</sup> at 7:00pm at the Hollis Brookline High School Gymnasium.

Town Meeting will be held on Saturday, March 18<sup>th</sup> beginning at 10am at the Hollis Brookline High School Gymnasium.

MEETING DATE CHANGE: Town Elections will be held on Tuesday, March 21st from 7am-7pm at the Lawrence Barn. Due to inclement weather the meeting was rescheduled from Tuesday, March 14, 2017.

#### NON-PUBLIC SESSION

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

The Board entered non-public session at 7:17 PM.

#### CONCLUSION OF NON-PUBLIC SESSION

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen come out of NON-public session in accordance with RSA 91-A:3-II (b) hiring. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 5-0-0.*

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen seal the minutes of the NON-public session in accordance with RSA 91-A:3-II (b) hiring. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 5-0-0.*

The Board came out of non-public session and entered into public session at 7:50PM.

#### ADJOURNMENT

*MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen adjourn the meeting. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Manoukian. No one was opposed. The motion PASSED 5-0-0.*

The Board adjourned at 7:50 PM.

Respectfully Submitted,  
Kimberly Galipeau, Town Administrator