

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Frank Cadwell, Vahrij Manoukian, Peter Band Mark Le Doux (via teleconference), and David Petry (via teleconference)  
Selectmen absent: None  
Staff present: Kimberly Galipeau, Town Administrator, Paul Armstrong, Camera Operator

**COMMUNITY ROOM**

Selectman Manoukian convened the May 2, 2016, Selectmen's meeting at 7:00 PM in the Town Hall Community Room.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA REVIEW**

The Selectmen's agenda was reviewed.

**PUBLIC COMMENT**

Laura Bianco commented that she was there to observe the meeting. Ms. Bianco has been a resident of Hollis for over 18 years and expressed a desire to be more involved in the community. She has completed a Volunteer Interest Form for the Conservation Commission and attended one of their meeting.

**MEETING****1. Financial Review**

Deborah Padykula, Finance Officer provided a financial review of the Town's budget, including expenditures and revenues through April 2016. Expenditures are on schedule and the overall budget is expended by 26 percent. The Town will be purchasing a vehicle for the Hollis Police Department to replace the one that was in an accident earlier in the year. Although some money was received from the insurance company, it was not enough to cover the cost of a new vehicle. Approximately \$24,000 will be expended from the contingency line to account for the difference. Ms. Padykula stated that this is the first expenditure item from the contingency line in the current budget year.

Revenues are ahead of scheduled, collecting at approximately 35 percent, with the Town Clerk collecting at approximately 34 percent. The Town received \$140,000 from Land Use Change Tax already this year. The overtime expenditures for Police are down due to vacant positions from the beginning of the year. Overtime expenditures are also down for DPW due to a light winter season.

Selectmen Petry inquired about the Solid Waste Disposal line. The invoices are paid at the beginning of the quarter.

The field work for the audit is complete. When the financial statements are complete, the engagement partner will present the findings to the Board during a meeting.

The Unassigned Fund Balance at the end of 2015 was approximately 2.9 million, which is a \$206,000 decrease to meet budget guidelines.

**2. Capital Lease Agreement-DPW Equipment**

The 5 year lease agreement came in at a rate of 2.74% for a loader and dump truck for the DPW. It was also noted that the total lease payment came in approximately \$7,000 under the anticipated amount for both pieces of equipment.

50  
51 *MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen authorize Deb*  
52 *Padykula, Finance Officer, to enter into a Master Lease Purchase Agreement on behalf*  
53 *of the Town of Hollis with Tax-Exempt Leasing Corporation and to sign any paperwork*  
54 *pertaining to the lease agreement. Voting in favor of the motion were Le Doux, Petry,*  
55 *Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.*  
56

## 57 NEW/OLD BUSINESS

### 58 1. Crosswalk Update (Main Street / NH Route 122)

59 The Selectmen reviewed the accident report from Police Chief, Jay Sartell. The report stated that on  
60 Main Street there were 106 accidents from 2004 to present. Of the 106 accidents, 24 resulted in injuries.  
61 The Police Department began using their current records management system in 2004. In the same time  
62 period there have been 14 accidents involving the intersections with Monument Square. Of the 14  
63 accidents, 4 resulted in injuries. None of the accidents involved pedestrians or the school. They were  
64 mostly from failure to yield and distractions at the intersections. The report will be included in the file for  
65 reference.  
66

67 Tom Bayrd is researching the crosswalk requirements through the New Hampshire Department of  
68 Transportation. It was suggested that the Highway Safety Committee assist with the research for the  
69 crosswalk.  
70

71 Selectman Petry spoke with the District Engineer for the State of New Hampshire and was informed that  
72 the next step in the process was to coordinate a meeting between the Town and the State to discuss the  
73 preliminary details of the crosswalk. It was noted that the proposed crosswalk may be very similar to the  
74 one on Depot Road.  
75

76 Chairman Le Doux commented that although the request was to research a crosswalk, there may be other  
77 options including flashing lights in both directions, or a speed limit sign saying 20mph when flashing.  
78 The Town is gathering information on multiple opportunities to calm traffic in that area, during specific  
79 times of the day. No decisions have been determined, but when the information and researched is  
80 reviewed, the Town will hold a public hearing to obtain input from the community.  
81

82 Selectman Petry encouraged the Highway Safety Committee to obtain all of the necessary data prior to a  
83 recommendation to the Board in the future.  
84

### 85 2. NH DRA – Report of Town Officials (MS-123)

86 The MS-123 is a report of all Appointed and Elected Town officials that is submitted annually to the New  
87 Hampshire Department of Revenue Administration.  
88

89 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the MS-*  
90 *123, Report of Town Officials. Voting in favor of the motion were Le Doux, Petry,*  
91 *Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.*  
92

### 93 3. Committee Reports

94 Selectman Cadwell reported that the Athletic Field project continues to move forward. The next step is to  
95 have the Planning Board approve the proposed plan.  
96

Selectman Petry reported that the Agricultural Commission is creating specific rules to determine if any stewardship is required by the Commission for newly acquired properties. The Board will review the rules for any future leases that may have agricultural uses.

Selectman Manoukian reported that the Heroin-Opioid Panel presentation that was held on May 5<sup>th</sup> went really well with over 400 people in attendance. The feedback from the community suggested having another presentation in September. Brookline Town Administrator, Dave Pease recorded the presentation which will run on cable channel 12 when the editing is finalized.

#### ADMINISTRATIVE BUSINESS

##### 1. 2016 Tax Warrant (\$13,773,693.00)

*MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the 2016 Tax Warrant in the amount of \$13,773,693.00, as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.*

Chairman Le Doux stated that the first half of the annual taxes are due by July 1, 2016. The Town does not send reminder notices to the citizens.

##### 2. Approval of Warrants

###### a. Wages - 5/5/2016 (\$145,490.81)

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

###### b. Accounts Payable - 5/5/2016 (\$162,886.92)

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

###### c. Benefit Strategies - 5/5/2016 (\$7,645.20)

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

##### 3. Approval Public Minutes - 5/2/16

*MOVED by Peter Band seconded by Mark Le Doux that the Selectmen approve the public minutes of Monday, May 2, 2016 as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian and Band. No one was opposed. Cadwell abstained. The motion PASSED 4-0-1.*

##### 4. Approval Non-Public Minutes - 5/2/16

*MOVED by Peter Band seconded by Mark Le Doux that the Selectmen approve the Non-public minutes of Monday, May 2, 2016 as submitted and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Manoukian, and Band. No one was opposed. Cadwell abstained. The motion PASSED 4-0-1.*

##### 5. Weekly Meetings and Announcements

The weekly meetings and announcements were reported for the week of May 15, 2016 – May 21, 2016.

Memorial Day Celebrations will take place at the Town Common on Monday, May 30, 2016 at 5:30 PM.  
In the case of inclement weather the ceremony will take place at the Lawrence Barn.

Household Hazardous Waste Day will take place on Thursday, June 2, 2016 at the Nashua Public Works  
Garage, located at 9 Stadium Drive in Nashua from 3:00 PM-7:00 PM. The cost is \$10 per vehicle,  
additional charges over 10 gallons or 20 pounds. Latex paint, electronics and medications are not  
permitted. Please see [www.nashuarpc.org/hhw](http://www.nashuarpc.org/hhw) or call 424-2240 for more information.

**ADJOURNMENT**

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

The Board adjourned at 7:36 PM.

Respectfully submitted,  
Chrissy Herrera, HR Coordinator/Administrative Assistant