

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Mark Le Doux, David Petry, Frank Cadwell, and Peter Band  
Selectmen absent: Vahrij Manoukian  
Staff present: Kim Galipeau, Town Administrator, Paul Armstrong, Camera Operator

**COMMUNITY ROOM**

Chairman Le Doux convened the August 29, 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.

Chairman Le Doux provided an update on the health status of Dr. Manoukian, stating that the surgery went well and the doctors believe that all of the cancerous tumor was removed. He will undergo chemotherapy and radiation as a preventative measure. He remains in good spirits and appreciates the support from the community.

**MEETING****1. Constitution Week Proclamation**

The Board of Selectmen proclaimed the week of September 17<sup>th</sup> through September 23<sup>rd</sup> as Constitution Week. Mary Lou Ward and members of the Daughters of the American Revolution (DAR) were in attendance and presented the Board with a copy of the Declaration of Independence. This year marks the two hundred and twenty-ninth anniversary of the signing of the United States of America Constitution.

Dr. Manoukian unexpectedly joined the meeting to say hello and was included in the group picture. Dr. Manoukian explained his health situation leading up to his prognosis as well as his recovery since the surgery. He expressed his gratitude and appreciation to the community and to Christopher Stone, a close friend and colleague, for covering the day to day operations of the pharmacy, during Dr. Manoukian's recovery.

**2. Legislative Update**

State Representatives James Belanger, Carolyn Gargas and Keith Ammon reported on House and Senate Bills that passed legislation. A synopsis was distributed summarizing the bills that specifically pertain to the Board and/or the Town of Hollis. The following House Bills were reviewed: 1198, 331, 527, 1418, 1419, 1219, 1181, 1202, 1353, 1395, 285, 606, 1584, and 430. The following Senate Bills were reviewed: 146, 411, and 482. It was noted that 2 million dollars in grant funding is available for town's to assist law enforcement in addressing the opioid crisis targeting drug dealers and traffickers.

Chairman Le Doux expressed his concern with the financial crisis pertaining to the state retirement program and requested a meeting with additional state and federal representatives in Concord to voice those concerns on behalf of the Town of Hollis.

Selectman Cadwell requested assistance from Mr. Belanger regarding the National Pollution Discharge Elimination System (NPDES) Federal Storm Water Program since it will greatly affect the budget for the Town of Hollis. He is concerned with the increased costs, such as consulting fees, associated with the program that would be mandated by the Federal Environmental Protection Agency (EPA). The costs

would consume over 1% of the Town's budget. It was questioned whether the Town of Hollis should comply with the federal mandate or not.

### 3. Town Moderator, Election Discussion

The itinerary for the State Primary and General Election was discussed in detail. The selectmen will provide a schedule of attendance for the State Primary Election on September 13, 2016 from 7am-7pm as well as the General Election on November 8, 2016 from 7am-7pm. Both elections will take place at the Hollis Brookline High School. Three selectmen and/or designees are required to be present during the duration of both elections.

### 4. Agricultural Commission / Conservation Commission Working Group

Chairman Mark Post and commission member, Dan Harmon of the Hollis Agricultural Commission presented the Board with an outline of a proposed 'Working Group' approach for leasing of Stefanowicz Agricultural Land. This approach would include two people from the Agricultural Commission, two people from the Conservation Commission, one person from Town Hall and one Selectmen representative. The purpose would be to manage the overall process for leasing segment(s) of the Stefanowicz property for agricultural use, with emphasis on transparency and impartiality.

Certain tasks include use assessments, inventory for property segment(s), bid process, negotiating lease terms and requesting and monitoring activities by other organizations. Selectman Cadwell questioned why the Recreation Commission was not part of the working group membership. It was stated that the Agricultural Commission was strictly looking at the agricultural parts of the land at this time. The Conservation Commission has been in contact with the Recreation Commission to scope out parts of the property that would be available for possible recreational use. The working group would make recommendations to the Agricultural and Conservation Commission and would not be a separate committee or commission. The approach needs to be objective and the memberships should relate to that approach in order to have a nonbiased recommendation. The Board was in support of the proposed working group.

Mr. Post discussed the topic of enforcing terms of leases. There are several responsibilities of the Leaser, including inspections, collecting taxes/rent and addressing repairs and/or maintenance. Selectman Petry suggested drafting a lease document with the terms of the lease to accompany the bid opposed to obtaining the lease and negotiating the terms after the fact.

Mark Post stated that a warrant article would be needed to engage in a lease that would cover 2018 because it will be a multi-year lease. The Board will take the suggestion under advisement and ask Counsel.

Mark Post asked the Board what will happen to the land next summer since there is currently a farmer leasing the land. Chairman Le Doux stated that the Town has not purchased the land yet and if something were to come up between now and then the Board would possibly create an Interim Agreement. The land will be purchased Fee Simple which means no encumbrances or leases.

## NEW/OLD BUSINESS

### 1. Ironworks Lane Intermunicipal Agreement

*MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Ironworks Lane Intermunicipal Agreement as recommended by DPW Director, Tom Bayrd. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**2. Appointment-Don Ryder, Election Coverage (term exp. 04/30/19)**

*MOVED by David Petry, seconded by Frank Cadwell that the Selectmen appoint Don Ryder as a Selectman Representative for town elections, with a term expiring 4/30/19. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**3. Committee Reports**

Selectmen Cadwell reported that the Budget Committee distributed a tentative meeting schedule, with the first review of the Town Budget scheduled for December 12, 2016.

**ADMINISTRATIVE BUSINESS****1. Assessing****a. MS-1 Extension**

*MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the recommendation that the Town request an extension of the deadline to file the annual MS-1 document from September 1<sup>st</sup> to October 1<sup>st</sup> due to a delay in receiving the Utility values from George Sansoucy's office and a delay in receiving the Utility Values from the NH DRA. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**b. PA-16 Application for Reimbursement for Forest Land**

This is the annual accounting to the Dept. of Revenue Administration for reimbursement for the Forested portion of the Silver State Park owned by the State of NH. The reimbursement amount is around \$30-35 annually.

*MOVED by David Petry, seconded by Frank Cadwell that the Selectmen accept the application for reimbursement for Forest Land. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**2. Approval of Warrants****a. Wages - 8/11/2016 (\$154,131.05)**

*MOVED by David Petry, seconded by Peter Band that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**b. Wages - 8/16/2016 (\$7,510.00)**

*MOVED by David Petry, seconded by Peter Band that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**c. Wages - 8/25/2016 (\$146,382.73)**

*MOVED by David Petry, seconded by Peter Band that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**d. Accounts Payable - 8/11/2016 (\$46,073.55)**

MOVED by David Petry, seconded by Peter Band that the Selectmen approve Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

**e. Accounts Payable - 8/25/2016 (\$1,413,299.36)**

MOVED by David Petry, seconded by Peter Band that the Selectmen approve Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

**f. Benefit Strategies - 8/11/2016 (\$5,334.15)**

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Benefit Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

**g. Benefit Strategies - 8/25/2016 (\$5,211.05)**

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the Benefit Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

**3. Approval Public Minutes - 8/8/16**

MOVED by David Petry seconded by Peter Band that the Selectmen approve the public minutes of Monday, August 8, 2016 as submitted. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

**4. Approval Non Public Minutes – 7/26/16**

MOVED by David Petry seconded by Frank Cadwell that the Selectmen approve the NON public minutes of Monday, July 26, 2016, and to keep them sealed. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

**5. Approval Non Public Minutes – 8/8/16**

MOVED by David Petry seconded by Frank Cadwell that the Selectmen approve the NON public minutes of Monday, August 8, 2016, and to keep them sealed. Voting in favor of the motion were Le Doux, Petry, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.

**6. Weekly Meetings and Announcements**

Selectman Petry announced the meeting schedule for August 28 – September 3, 2016, noting that the Historic District Commission meeting on September 1<sup>st</sup> was cancelled.

Hollis Historical Society will hold an Attic Treasure Sale on Saturday, September 3, 2016 from 9:00am-1:00pm behind the Wheeler House Museum in the Ice House.

Old Home Days will be September 16-17, 2016 at Nichols Field on Depot Road. For more information, please check [www.hollisoldhomedays.org](http://www.hollisoldhomedays.org) or through the town website at [www.hollisnh.org](http://www.hollisnh.org).

**NON-PUBLIC SESSION**

MOVED by David Petry seconded by Frank Cadwell that the Selectmen enter NON-public session in accordance with RSA 91-A:3-II (d) land acquisition. Voting in favor of the

*motion were Le Doux, Petry, Cadwell, and Band. No one was opposed. The motion PASSED 4-0-0.*

The Board entered non-public session at 8:45 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 (d) land acquisition. Voting in favor of the motion were Le Doux, Petry, Cadwell, and Band. No one was opposed. The motion PASSED 4-0-0.*

*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 (d) land acquisition. Voting in favor of the motion were Le Doux, Petry, Cadwell, and Band. No one was opposed. The motion PASSED 4-0-0.*

The Board came out of non-public session and entered into public session at 9:05 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, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

The Board adjourned at 9:05 PM.

Respectfully submitted,  
Chrissy Herrera, HR Coordinator/Administrative Assistant