

BOARD OF SELECTMEN'S MEETING

Selectmen present: Mark Le Doux, Peter Band, and Frank Cadwell
Selectmen absent: Vahrij Manoukian and David Petry
Staff present: Kim Galipeau, Town Administrator, Deborah Padykula, Finance Officer, Paul
Armstrong and Don Ryder, Camera Operators

COMMUNITY ROOM

Chairman Le Doux convened the November 8, 2016, Selectmen's meeting at 6:30 PM in the Town Hall
Community Room.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MOMENT OF SILENCE

A moment of silence was taken in honor of Hollis resident, Robert Labednick, who passed away
peacefully on October 4, 2016 with his family by his side.

AGENDA REVIEW

The Selectmen's agenda was reviewed.

PUBLIC HEARING

Chairman Le Doux explained the purpose of the hearing was to obtain input from the community on the
proposed crosswalk, located on Main Street / NH Route 122. All those in attendance were in favor of the
crosswalk. M. Le Doux stated the cost of installation is approximately \$5,000 and two parking spaces
will be relocated in front of the Farley Building.

The Board opened the public hearing at 6:34 PM.

Maryanne Shanley (7 Buttonwood Drive)-Inquired about the status of the project. Chairman Le Doux
reiterated that the Town met with the chief engineer from New Hampshire Department of Transportation
(NHDOT) to discuss lighting, location and cost of the crosswalk. The Town provided a Public Hearing to
obtain input from the community. M. Shanley is in support of the crosswalk and flashing lights and felt
the issue is a public safety concern. It was noted that the Hollis Brookline Cooperative School Board
would be responsible for budgeting and funding the project.

Elizabeth Colantuonio (79 Alsun Drive)-Informed the Board that she initiated an online petition and
received 160 signatures and 50 comments. Chairman Le Doux encouraged the citizens that signed the
petition to attend the Hollis Brookline Cooperative School Board budget hearing to voice their comments.

Isabella Colantuonio (79 Alsun Drive)-Stated that she is a 7th grader at Hollis Brookline Middle School
and made a speech in favor of the crosswalk.

David Sacks (43 Jambard Road)-Stated his support for the crosswalk.

Tammy Fareed (9 Winding Valley Road)-Felt that a lack of crosswalk guaranteed a lack of safety. She
felt that crosswalks carry legal responsibilities for drivers. She agreed that a strong cultural push to obey
the crosswalk by both drivers and pedestrians is also needed in the community. She noted that the
crosswalk topic has been discussed since 2002. She is in favor of the crosswalk.

Jeffrey Aulback (Brookline resident)-Stated that his son was hit by a vehicle at this location. He thanked the Selectmen for working with the Hollis Brookline Cooperative School Board and the State of New Hampshire to look into installing a crosswalk. The U.S. Department of Transportation has online videos dedicated to crosswalk safety. He is planning on working with the Hollis Brookline Cooperative School Board on educating the kids about crosswalk safety.

Nicholas Bird (18 Alsun Drive)-Stated that his concerns revolve around the line of sight, due to the parking spaces in that area. He felt that drivers are not able to see pedestrians until they are next to the road. He would like to see light reflectors installed in addition to the crosswalk. Chairman Le Doux reiterated that two parking spaces will be removed and there will be no parking near the crosswalk to alleviate the line of sight concern.

Anna Birch (16 Broad Street)-Would like to see other protective measures such as flashing lights or lights on a timer, in addition to the crosswalk. She suggested that foot traffic be improved around the school to increase safety, in addition to the crosswalk.

Kathy Mauch (33 Truell Road)-Agreed that the kids could use training on crossing the street. She would like to see reflector lights or signs in addition to the crosswalk. Chairman Le Doux reminded the audience that the road is a state road with its own list of rules and regulations that need to be taken under consideration and balanced with the rural character of the community.

Traci Weaver (0 Dow Road)-Made two suggestions, including more police presence in that area to deter vehicles from speeding and she would like the Town to continue with the project even if the Hollis Brookline Cooperative School District does not fund it.

Charlotte Troddyn (32 Hideaway Lane)-Inquired about the timeline for the project. Chairman Le Doux stated that once the project is approved by the State of New Hampshire, it should only take approximately one to two weeks to complete.

With no further comments from the public, the hearing was closed at 6:56 PM.

F. Cadwell stated his support for the project and would like to see a square pylon incorporated into the project, as a speed deterrent. He would also like to see parents volunteer as crossing guards during the peak times before and after school.

P. Band is also in support of the project and would like to see it progress as quickly as possible.

MOVED by Peter Band seconded by Frank Cadwell that the Board of Selectmen of the Town of Hollis fully support authorizing the Hollis Brookline Cooperative School Board to work directly with New Hampshire Department of Transportation to organize the installation of a crosswalk and supporting safety signs as they deem appropriate for the protection of citizens and children who utilize the schools. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

BUDGET WORKSHOP

1. Emergency Management-Don McCoy

D. McCoy reported that there is no change in the Emergency Management budget. He would like a generator for the Lawrence Barn Community Center in order to use it as a temporary warming station or temporary mini shelter for a few people in the community.

M. Le Doux stated that the Lawrence Barn Community Center was not intended to provide refuge to the community in the time of a crisis. He would like to have a generator for the purpose of keeping the utilities operating efficiently at the facility. The Hollis Fire Station, Hollis Town Hall and Hollis Brookline High School are equipped with generators.

The Board will take under consideration securing a water source for the facility before obtaining a generator. F. Cadwell commented that it would be a Capital Improvement item of discussion.

2. Information Technology-Dawn Desaulniers

The only increase is \$400 in the Special Project line for new document storage software. This would be a cloud based document storage system. The cost would be \$5,880 annually with \$4,200 needed up front for the setup of the system. D. Desaulniers would like to use unexpended funds in the amount of \$2,200 from the 2016 budget to pay for some of the costs.

3. Public Works Department-Tom Bayrd

Chairman Le Doux expressed his appreciation for the efforts involved in paving the Transfer Station and noted that it is also ADA compliant.

The amount in the Building Supply line was moved from the Road Rebuilding department to the Town Buildings and Grounds department in the budget. The line was also increased by \$1,000.

F. Cadwell asked if the Union Salary lines decreased due to the retirement of a long term employee. D. Padykula stated that the budget lines have not yet been adjusted to reflect the anticipated decrease.

4. Fire Department / Health Officer-Chief Rick Towne

Although \$60,000 was allocated for the Hollis Fire Department roof, the estimate came in at \$30,000. Repairs for the ceiling in the bay and replacements of carpets were two capital improvement items for consideration. R. Towne would like to use unexpended funds from this year toward the replacement of carpets. The overall budget is flat, excluding salaries.

The increase in the Health Services budget is \$7,300 due to mosquito spraying for the entire year. The spraying will cover the recreational fields and Transfer Station for June, July, August, May and September. The request to spray was already approved earlier this year.

It is anticipated that three vehicles will need to be replaced within the next 5 -7 years. The vehicles will include a rescue truck, pump and engine truck. The Board suggested replacing the rescue truck in 2018, the engine truck in 2019 and the pump truck in 2020 in order to stagger the expense from the budget.

5. Police Department / Animal Control-Chief Jay Sartell

J. Sartell stated that he has seen reductions in energy spending in this department and has reflected the associated decrease in the budget. F. Cadwell asked if it would be possible to decrease the vehicle fuel line, similar to those in the other departments. J. Sartell will review the budget and determine if that is a possibility.

6. Communications-Chief Jay Sartell

The Board authorized J. Sartell to purchase a repeater, using contingency funds, for the department as soon as possible.

7. Capital Improvements

Chairman Le Doux suggested that all departments review and bring forth any large expense items that require interest, since interest rates will most likely increase in the following years. F. Cadwell reminded the Board of the expense for the two land acquisitions that will be expended from next year's budget. The interest rates for those bonds are around 2.5 %.

8. Health Agencies-Kim Galipeau

It was reported that \$39,008 was the total request for the 2017 year, which is a decrease from last year.

9. Other Departments

Chairman Le Doux listed the following departments with either a decrease or no change in their proposed budget. Those department include; Hollis Social Library, Cemetery, Executive, Town Clerk, Assessing, Finance, Zoning Board, Historic District and Legal.

Tax Collector Department was up 0% or \$170. Building and Septic has less than a 1% increase. Recreation increased by \$2,000. Employee Benefits, Health Insurance is going up \$67,000 and Retirement is going up \$44,000. The Planning Department will have a slight increase for special projects. Buildings and Grounds budget also had an increase. Workers Compensation increased by six percent. The Town received a credit in 2016 of approximately \$28,000, but will not receive any credit in 2017.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen accept the recommendations from staff and adopt the 2017 proposed budget, as submitted. Voting in favor of the motion were Le Doux, Band, Cadwell. No one was opposed. The motion PASSED 3-0-0.

M. Le Doux stated that long term notes in 2015 were \$759,000. In 2016, it went down to \$702,000 and will be \$695,000 in 2017. The interest on the long term notes was \$138,409 in 2015, \$166,405 in 2016, and will be \$148,000 in 2017. This result in approximately \$400,000 in savings to taxpayers.

NEW/OLD BUSINESS**1. Department of Public Works****a. Catch Basin Contract Approval**

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen authorize DPW Director, Tom Bayrd to proceed with the process of awarding the bid to Hartigan Wastewater Services for Catch Basin Cleaning for the 2017 calendar year. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

b. R&D Paving & All State Asphalt Contract Approval

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve to extend the contract with R&D Paving, with no change in cost from last year and approve the contact with All State Asphalt for grinding, as recommended by DPW Director. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

2. Retirement

197 **a. James Saytanides, Department of Public Works (effective 12/31/16)**

198 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen accept the*
199 *resignation of James Saytanides from the Town of Hollis after 17 years of service as the*
200 *Transfer Station Attendant, effective 12/31/16. Voting in favor of the motion were Le*
201 *Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*
202

203 **3. Appointment-Election Designees**

204 **a. William Moseley, Inspector of Elections (term exp. 04/30/19)**

205 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen appoint William*
206 *Moseley as an Inspector of Elections, with a term expiring 4/30/19. Voting in favor of the*
207 *motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-*
208 *0-0.*
209

210 **b. Don Ryder, Inspector of Elections (term exp. 04/30/19)**

211 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen appoint Don*
212 *Ryder as an Inspector of Elections, with a term expiring 4/30/19. Voting in favor of the*
213 *motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-*
214 *0-0.*
215

216 **c. Thomas Gehan, Inspector of Elections (term exp. 04/30/19)**

217 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen appoint Thomas*
218 *Gehan as an Inspector of Elections, with a term expiring 4/30/19. Voting in favor of the*
219 *motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-*
220 *0-0.*
221

222 **d. Paul Armstrong, Inspector of Elections (term exp. 04/30/19)**

223 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen appoint Paul*
224 *Armstrong as an Inspector of Elections, with a term expiring 4/30/19. Voting in favor of*
225 *the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED*
226 *3-0-0.*
227

228 **e. Robert Bartis, Inspector of Elections (term exp. 04/30/19)**

229 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen appoint Robert*
230 *Bartis as an Inspector of Elections, with a term expiring 4/30/19. Voting in favor of the*
231 *motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-*
232 *0-0.*
233

234 **4. Resignation**

235 **a. David Gibson, Zoning Board of Adjustment**

236 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen accept the*
237 *resignation of David Gibson from the Zoning Board of Adjustment. Voting in favor of the*
238 *motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-*
239 *0-0.*
240

241 **5. Special License**

242 **a. Jennings BBQ/Bonfire, 11/19/16 7:00pm-11:00pm**

243 *MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the*
244 *special license for David Jennings' bonfire and barbeque on November 19, 2016 from*

7:00pm-11:00pm. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

ADMINISTRATIVE BUSINESS**1. 2016 Tax Warrant (\$14,222,882.00)**

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the 2016 Tax Warrant in the amount of \$14,222,882.00. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

2. Approval of Warrants**a. Wages - 10/20/2016 (\$149,213.12)**

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

b. Wages – 11/03/2016 (\$139,324.20)

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

c. Accounts Payable – 10/20/2016 (\$1,451,523.26)

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

d. Accounts Payable – 11/03/2016 (\$220,818.49)

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

e. Benefit Strategies - 10/20/2016 (\$4,297.98)

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

f. Benefit Strategies - 11/03/2016 (\$3,946.98)

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

3. Approval of Public Minutes – 09/26/16

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the public minutes of September 26, 2016, as submitted. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

4. Approval of Non Public Minutes – 09/26/16

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the Non-public minutes of September 26, 2016, as submitted. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

5. Approval of Public Minutes – 10/10/16

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the public minutes of October 10, 2016, as submitted. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

6. Approval of Non Public Minutes – 10/10/16

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the Non-public minutes of October 10, 2016, as submitted. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

7. Weekly Meetings and Announcements

The General Election will take place on November 8, 2016 from 7:00AM-7:00PM at the Hollis Brookline High School. Chairman Le Doux announced the meeting schedule for November 6 - November 12, 2016. Town offices will be closed on November 11, 2016 in recognition of Veteran's Day.

NON-PUBLIC SESSION

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

The Board entered non-public session at 8:37PM.

CONCLUSION OF NON-PUBLIC SESSION

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

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

The Board came out of non-public session and entered into public session at 9:05 PM.

Fire Department:

Rick Towne requested permission to fill the vacant firefighter position. The Board questioned if funding was in the FY17 budget. R. Towne stated yes.

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the request to fill a vacant firefighter position. Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

R. Towne requested permission to change the Fire Department's secretary's grade from a X.8 (\$20.51/hr.) to XII.8 (\$22.61/hr.). Secretaries in all other departments are grade XII. The Board asked if this was included in the FY17 budget. R. Towne stated yes.

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the request to change Sheryl Corey's pay rate from X.8 (\$20.51/hr.) to XII.8 (\$22.61/hr.). Voting in favor of the motion were Le Doux, Band, and Cadwell. No one was opposed. The motion PASSED 3-0-0.

Tax Department:

MOVED by Frank Cadwell, seconded by Peter Band, that the Selectman sign the tax deed waiver for the property located at 19 Farley Road. Voting in favor of the motion were Le Doux, Band and Cadwell. No one was opposed. The motion PASSED 3-0-0.

Collective Bargaining Tentative Agreement: AFSCME Council 93, Local 1801

MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen approve the Collective Bargaining Tentative Agreement between the Town of Hollis and AFSCME Council 93, Local 1801 dated 04/01/17-03/31/20. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

ADJOURNMENT

MOVED BY Frank Cadwell seconded by Peter Band that the Selectman adjourn the meeting. Voting in favor were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

The Board adjourned at 9:10PM.

Respectfully submitted,
Chrissy Herrera, HR Coordinator/Administrative Assistant