

BOARD OF SELECTMEN'S MEETING

Selectmen present: Mark Le Doux, Peter Band, Frank Cadwell, Vahrij Manoukian and David Petry
Selectmen absent: None
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 21, 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.

BUDGET WORKSHOP**1. Budget Committee Final Guidance and 2017 Operating Budget Review**

The Budget Committee set final guidance allowing relief for both health insurance and NH Retirement. They added \$111,000 to the preliminary guidance figure, making the final operating budget guidance number \$10,109,333. D. Padykula added that the only amount that may change in the budget is the solid waste amount since the final review of that budget will take place during the last week in November.

2. 2017 Warrant Article Review

Town Elections will take place on Tuesday, March 14, 2017 at the Lawrence Barn Community Center from 7:00 AM-7:00 PM. Town Meeting will take place on Saturday, March 18, 2017 at the Hollis Brookline Cooperative High School at 10:00 AM. The Board reviewed the following warrant articles.

ARTICLE 1 – Officials Reports

No Discussion

ARTICLE 2 – Old Home Day Special Revenue Fund

No Discussion

ARTICLE 3 – Compensated Absences Payable Expendable Trust Fund

The purpose of the fund is to cover the Town's liability for all employees unused Paid Time Off (PTO). When an employee retires, resigns, or is terminated, the Town pays out any unused PTO. The Board is working towards building the fund to cover the liability, which is currently \$250,000. In 2016, the Town added \$40,000 to the fund. For the 2017 budget year, \$75,000 will be requested.

ARTICLE 4 – Revaluation Capital Reserve Fund

The Board approved funding \$14,000 for this article from the unassigned fund balance. It was noted that this fund does not impact taxes.

ARTICLE 5 – Municipal Buildings and Facilities Maintenance Expendable Trust Fund

After some discussion, it was determined that the fund should be reduced since the requests total \$19,000. The Board approved funding this article from the unassigned fund balance.

50
51 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen reduce*
52 *the fund to \$100,000. Voting in favor of the motion were Le Doux, Band, Petry,*
53 *Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.*
54

55 **ARTICLE 6 – Establish a Contingency Fund (\$70,000)**

56 It was reported that approximately \$25,000 currently remains in the fund and will be allocated to the
57 unassigned fund balance for next year's budget. The unassigned fund balance is anticipated to increase to
58 3.5 million.
59

60 **ARTICLE 7 – PLACEHOLDER: Collective Bargaining Agreement, Local 1801 Town**
61 **Hall/Department of Public Works**

62 A placeholder for this article is contingent upon the vote for the Collective Bargaining Agreement from
63 AFSCME Council 93 Local 1801.
64

65 **ARTICLE 8 – PLACEHOLDER: Veterans Tax Credit**

66 The Board is in support of including the article.
67

68 **ARTICLE 9 – PLACEHOLDER: Stefanowicz Properties 25-Year Lease Agreement**

69 F. Cadwell was concerned with the wording in the article that indicated the property will be used for
70 agricultural purposes. He felt that public input suggested using the land for recreational purposes. M. Le
71 Doux would like to see the land utilize a multipurpose use.
72

73 **ARTICLE 10 – 2017 Operating Budget**

74 The Finance Director is currently waiting on the bonds to close on the land acquisition. D. Padykula will
75 be able to budget for the principal and interest payments when the closing date for the land purchase is
76 determined. Interest and principal payments for a six month period were estimated for the budget based
77 on 2.55 percent interest rate. There is a total of 4.8 million dollars encumbered for bonds.
78

79 It was noted that the Town is currently using approximately \$100,000 from the unassigned fund balance
80 to offset the operating budget.
81

82 *MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen make the*
83 *associated amendments to the warrant in order to make the tax rate flat or lower. Voting*
84 *in favor of the motion were Le Doux, Band, Petry and Cadwell. No one was opposed. The*
85 *motion PASSED 5-0-0.*
86

87 **ARTICLE 11 – To Transact Any Other Business That May Legally Come Before Said Meeting**
88

89 **3. Capital Improvement Plan**

90 No Discussion
91

92 **4. Revenues**

93 D. Padykula reported that revenues increased by \$25,000, mostly due to vehicle registrations.
94

95 **NEW/OLD BUSINESS**

96 **1. Department of Public Works**

97 **a. Beaver Brook "Recycle That" Collection Box**

MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve a "Recycle That" Collection box at the Hollis Recycling & Transfer Station. Voting in favor of the motion were Le Doux, Band, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

b. Holiday Schedule

MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the request to close the Transfer Station and Stump Dump at noon on December 24, 2016 and December 31, 2016. Voting in favor of the motion were Le Doux, Band, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

ADMINISTRATIVE BUSINESS

1. 2016 Equalization Municipal Assessment Data Certificate

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen approve the 2016 Equalization Municipal Assessment Data Certificate. Voting in favor of the motion were Le Doux, Cadwell, Petry, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.

2. Assessing Work

2016 ABATEMENT

Case #	MBLU	Owner	Location	Amount to be Abated & Refunded
2016-001	Various	Beaver Brook Assoc'n	Various	\$965.00

MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the 2016 Abatement in the amount of \$965.00, as submitted. Voting in favor of the motion were Le Doux, Cadwell, Petry, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.

NOTICES OF INTENT TO CUT WOOD OR TIMBER

Operation #	MBLU	Owner	Location
16-223-09	003-030	William H Hall Rev Trust	Blood & Pepperell Rds
16-223-10	009-004	Town of Hollis	Fieldstone Dr Open Space
16-223-11	003-033 & 008-061	Kevin & Claudine Curran	Blood Rd & 19 Bell Lane

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

REPORT OF TIMBER CUT & TIMBER TAX LEVY

Operation #	MBLU	Owner	Amount of Timber Tax
16-223-02	015-014	Raymond Valle Revoc Trust	\$275.83
16-223-05	015-019	David & Linda Bailey	\$296.01
16-223-06	017-002	George & Gloria Burton	\$1118.66
TOTAL TIMBER TAX LEVY DUE:			\$1690.50

MOVED by Frank Cadwell, seconded by David Petry that the Selectmen accept the Report of Timber Cut and Timber Tax Levy, as submitted. Voting in favor of the motion were Le Doux, Cadwell, Petry, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.

CURRENT USE RELEASE & LAND USE CHANGE TAX

MBLU	Owner	Location	Acres Removed	LUCT
023-003	John D. Hamilton	26 Deacon Ln	0.55	\$550.00

MOVED by Frank Cadwell, seconded by David Petry that the Selectmen accept the Current Use Release & Land Use Change Tax, as submitted. Voting in favor of the motion were Le Doux, Cadwell, Petry, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.

3. Approval of Warrants**a. Wages - 11/07/2016 (\$1,650.00)**

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, Band, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

b. Wages – 11/17/2016 (\$161,089.69)

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, Band, Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 5-0-0.

c. Accounts Payable – 11/17/2016 (\$1,555,213.27)

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

d. Benefit Strategies - 11/17/2016 (\$3,808.38)

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

4. Approval of Public Minutes – 11/07/16

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the public minutes of November 7, 2016, as submitted. Voting in favor of the motion were Le Doux, Band, and Cadwell. Petry and Manoukian abstained. No one was opposed. The motion PASSED 3-0-2.

5. Approval of Non Public Minutes – 11/07/16

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the Non-public minutes of November 7, 2016 and keep them sealed. Voting in favor of the motion were Le Doux, Band, and Cadwell. Petry and Manoukian abstained. No one was opposed. The motion PASSED 3-0-2.

6. Weekly Meetings and Announcements

D. Petry announced the meeting schedule for November 6 - November 12, 2016. Town offices will be closed on November 24, 2016 and November 25, 2016 in recognition of Thanksgiving.

NON-PUBLIC SESSION

MOVED by Vahrij Manoukian seconded by Peter Band that the Selectmen enter NON-public session in accordance with RSA 91-A:3-II-(d) acquisition, sale or lease of real or personal property. Voting in favor of the motion were Le Doux, Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.

The Board entered non-public session at 7:48 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Peter Band seconded by Frank Cadwell 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, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.

MOVED by Peter Band seconded by Frank Cadwell 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, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.

The Board came out of non-public session and entered into public session at 8:05 PM.

MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen authorize Tom Dufresne to expend up to \$5,000 to conduct a survey for the Stefanowicz property. Voting in favor of the motion were Le Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.

ADJOURNMENT

MOVED by Peter Band 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 8:10 PM.

Respectfully submitted,
Chrissy Herrera, HR Coordinator/Administrative Assistant