

**BOARD OF SELECTMEN'S MEETING**

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

**COMMUNITY ROOM**

Vice Chairman Petry convened the February 23, 2015, Selectmen's meeting at 7:00 PM in the Town Hall Community Room.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA REVIEW**

Vice Chairman Petry reviewed the Selectmen's agenda.

**PUBLIC COMMENT**

None

**MEETINGS****1. Moderator James Belanger – 2015 Election / Town Meeting Discussion**

James Belanger distributed a handout with the proposed meeting schedule for the Annual Town Meeting being held on Saturday, March 14, 2015 at 9am at the Hollis Brookline High School. J. Belanger invited Drew Mason, Pro Tem Moderator and Tom Gehan, Budget Committee Chairperson so that all parties may coordinate times. Everyone discussed the tentative times it will take to discuss the warrant articles. Everyone agreed that they would not stop to take a lunch break. They all felt the meeting should conclude by 2pm.

J. Belanger asked the Board if they supported voting on warrant articles for trust fund appropriations (articles #3-6) together. Nobody objected. V. Manoukian will make a motion and D. Petry agreed to second the motion. Article #2 is for the creation of an expendable trust fund. M Le Doux will make the motion and discuss the article. D. Petry agreed to second the motion.

T. Gehan has four slides to present at Town Meeting. He will discuss the 10% rule, the spending rule of thumb and the tax rate. His presentation will last approximately 15 minutes. This presentation will occur after the election results announcement. J. Belanger feels it will be 11:30am when discussion of Article #7 begins. V. Manoukian will make the motion. P. Band will second the motion. Article #8 is for approval of the 2015 Operating Budget. T. Gehan will speak to Article #8 and decided to make the motion. P. Band will second the motion. They allowed 30 minutes to discuss the Operating Budget. M. Le Doux will also present this article.

The Board felt that a member of the Land Protection Study Committee will present Article #9 to discuss the conservation easement. J. Belanger agreed to contact Peter Baker, Conservation Commission member to discuss if he will be presenting this article. M. Le Doux will make the motion. V. Manoukian will second the motion. The Board felt that 15 minutes is not enough time to discuss article #9. The Board changed the time to 45 minutes.

J. Belanger feels it will be 1:00pm when discussion of Article #10 (withdrawal from the Cooperative School District) begins. The Board felt that it will take about an hour to discuss the article. M. Le Doux will make the presentation and motion. F. Cadwell will second the motion.

The Board discussed the possibility of Article #9 and Article #10 becoming ballot votes. J. Belanger offered to announce that he has five people that would like a ballot vote. The five people are the Board of Selectmen. D. Petry stated that people may feel more comfortable voting via ballot on Article #10. J. Belanger will amend the schedule as discussed and redistribute to the Board.

T. Brown confirmed that the Department of Public Works is scheduled to set up the Lawrence Barn Community Center for voting day on Tuesday, March 10, 2015 from 7:00am – 7:00pm. J. Belanger asked if DPW is also ready to plow the parking lot if necessary. T. Brown agreed to e-mail the Public Works Director confirming his department's tasks surrounding Election Day. He will cc: Mark Le Doux and James Belanger.

J. Belanger announced the Selectmen Schedule for voting day at the Polls. D. Petry is on the ballot and will serve as the backup.

7:00am – 9:00am, V. Manoukian

9:00am – 1:00pm, F. Cadwell

1:00pm – 4:00pm, M. Le Doux

4:00pm – 7:00pm, P. Band

T. Gehan mentioned that he needs the anticipated cost by year for the police leased vehicles from the Town.

J. Belanger, State Representative, mentioned a bill in Concord that proposed after paying the school tax for 36 years a taxpayer would no longer need to pay the school tax. J. Belanger stated that both bills he proposed regarding eminent domain are still moving forward. There are also three bills that pertain to the Veteran tax exemption. All three bills will considerably expand the exemption. He agreed to keep the Board posted. T. Gehan questioned a bill regarding state aid. It appeared that it would negatively impact Brookline which in turn impacts Hollis as part of the Cooperative.

J. Belanger was not involved in that bill. There is a lot of talk about SB 2. J. Belanger stated that the Cooperative School District has a vote on their ballot for SB 2.

## NEW /OLD BUSINESS

### 1. New Hampshire Retirement System (NHRS) Group II Certification Form

The Police Department previously had three sergeant positions. The Town was informed that only two sergeant positions are certified through NHRS. The Board will be presented with a promotion request at their next meeting and T. Brown would like to make sure the position is certified through NHRS prior to the request for promotion. D. Petry asked if the Police Department budget will change. T. Brown stated no. The Police Chief budgeted for the promotion.

*MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen sign the New Hampshire Retirement System Group II Position Certification form, as presented. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

## 2. Special License(s)

## a. New Hampshire Ride 2 Recovery Honor Ride

The special license was approved and signed by both the Fire and Police Chief.

*MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve and authorize the Chairman to sign the special license for the Ride to Recovery on Saturday, May 30, 2015 from 11:00am-3:00pm., as presented. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

## b. Mill Yard Triathlon

The special license was approved and signed by both the Fire and Police Chief.

*MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve and authorize the Chairman to sign the special license for the Millyard Triathlon on Sunday, May 3, 2015 from 9:30pm-11:30am (Hollis portion)., as presented. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

## 3. Resignation

## a. Margaret "Peggy" Larkin, Supervisor of the Checklist

The Board received a resignation from Margaret Larkin, Supervisor of the Checklist. The Board thanked Ms. Larkin for her five years of service to the Town of Hollis.

*MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen accept the resignation of Margaret Larkin as presented. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

## 4. Police Station and Town Hall Heating System RFQ Update

T. Brown stated that the Request for Qualifications was mailed to fifteen different companies as well as posted on a list serve. T. Brown met with three contractors last week and walked through the Town Hall and Police Station. The bids are due next Friday. P. Band would like to see a quote for a propane system as well. He asked the Town Administrator to present all of the options. D. Petry would like a fixed cost contract without surprises. T. Brown believes that the amount budgeted would also cover a propane system. D. Petry agreed with P. Band that he would like to compare the bids for the wood system with bids for a propane system.

## 5. Committee Reports

None

## 6. Other

Earlier in the week, V. Manoukian asked the Town Administrator's Office to draft a thank you letter to the Director of Public Works for his volunteer work. He cleared the roads of snow at the East Cemetery with his personal equipment on his own time. The Town Administrator presented the letter.

V. Manoukian would also like to recognize the entire Department of Public Works for a job very well done during each and every snow storm. D. Petry would like to invite the Public Works Director to the next Board meeting being held on Monday, March 9, 2015 to publicly thank him and his department. D. Petry would also like to get a budget update. T. Brown stated that he believes the DPW overtime budget is more than 70% spent. D. Petry would like to have a discussion about some proactive measures for the upcoming year.

D. Petry was contacted by a few Hollis senior residents. They are struggling with the amount of snow and asked if there is any assistance available. D. Petry has a few ideas and felt that the Town Administrator could contact the Boy Scouts and ask for their help. The Police Chief has a list of residents that he does wellness checks for and that could help determine who may need assistance. T. Brown agreed that it is a great place to start and will contact the Police Chief and Boy Scouts.

**ADMINISTRATIVE BUSINESS****1. Assessing / Tax Collection****Notice of Intent to Cut Wood or Timber**

Operation # 14-223-20	Owner: Mary Ann Wesoly	Map/Lot: 019-031
Location: 57 Wright Rd	Acreage: 8.75	Acreage of Cut: 4.00

*MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen sign and approve the Notice of Intent to Cut Wood or Timber for Operation #14-223-20, as presented. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

**Report of Timber Cut & Tax Levy**

Operation: 14-223-04	Owner: Beaver Brook Assoc	MBLU: 017-024
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**Timber Tax Levy: \$686.31**

*MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen sign the Certification of Timber Cut and authorize the Tax Collector to collect \$686.31 in Timber Tax, as presented. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

**2. Approval of Warrants****a. Employee Reimbursements - 02/12/2015 (\$10,599.28)**

*MOVED by Frank Cadwell seconded by Peter Band that the Selectmen approve the employee reimbursement warrant as submitted. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

**b. Accounts Payable - 02/12/2015 (\$51,023.44)**

*MOVED by Frank Cadwell seconded by Peter Band that the Selectmen approve the accounts payable warrant, as submitted. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

**c. Wages – 02/12/2015 (\$165,757.00)**

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

**3. Weekly Meetings and Announcements**

P. Band announced the board and committee meetings for the week of February 22, 2015 – February 28, 2015.

**4. Approval Public Minutes 02/09/15**

*MOVED by Peter Band seconded by Frank Cadwell that the Selectmen approve the public minutes of Monday, February 9, 2015 as submitted. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

## 5. Approval Non - Public Minutes 02/09/15

*MOVED by Peter Band seconded by Frank Cadwell that the Selectmen approve the non public minutes of Monday, February 9, 2015 as submitted and keep them sealed. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

## 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 (a) dismissal, promotion, compensation, (b) hiring and (c) reputation. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

The Board entered non-public session at 7:43 PM.

## CONCLUSION OF NON-PUBLIC SESSION

*MOVED by Vahrij Manoukian seconded by Peter Band that the Selectmen come out of NON public session in accordance with RSA 91-A:3-II (a) dismissal, promotion, compensation, (b) hiring and (c) reputation. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

*MOVED by Vahrij Manoukian seconded by Peter Band that the Selectmen seal the minutes of the NON-public session in accordance with RSA 91-A:3-II (a) dismissal, promotion, compensation, (b) hiring and (c) reputation. Voting in favor of the motion were Petry, Cadwell, Manoukian 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 8:14PM.

## Wage Adjustment

*MOVED by Vahrij Manoukian seconded by Peter Band that the Selectmen approve a wage adjustment for the position of the Town Clerk for election work. The amount will be adjusted to \$25.15 per hour, Grade XVI, Step 5 on the non-union pay scale and retroactive to January 1, 2015. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

## ADJOURNMENT:

*MOVED by Vahrij Manoukian seconded by Peter Band that the Selectmen adjourn. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 4-0-0.*

The Board adjourned at 8:15PM.

Respectfully submitted,  
Kimberly Dogherty, Asst. Town Administrator