

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Mark Le Doux, Chairman; David Petry, Vice Chairman; Vahrij Manoukian; Frank Cadwell and Peter Band

Selectmen absent: None

Staff present: Kimberly Galipeau, Interim Town Administrator; Tom Bayrd, Director of Public Works; Donald McCoy, Director of Emergency Management; and Paul Armstrong, Camera Operator

**COMMUNITY ROOM**

Chairman Le Doux convened the September 21, 2015, Selectmen's meeting at 7:00 PM in the Town Hall Community Room.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC COMMENTS**

None

**MEETINGS****Introduction of Pastor, Hollis UCC**

Chairman Le Doux introduced the Board to the newly appointed Pastor of the Hollis United Congregational Church, the Reverend Tanya Stormo Rasmussen. Rev. Rasmussen, who hails originally from Wisconsin, and previously served other parishes in the Boston area, recently returned from service at Oxford University in England. The Board wished her well at her new post, and offered the services of the Town to assist her in her new position.

**Jennifer Deenik, Recipient of the Presidential Award for Excellence in Science**

Chairman Le Doux introduced the Board to Souhegan High School 10<sup>th</sup> grade Science teacher Jennifer Deenik, who is also a Hollis resident. Ms. Deenik, an educator with 20 + years of experience, was chosen as the 2013 New Hampshire Science Teacher of the Year finalist for the National Science Foundation's "Presidential Award for Excellence in Mathematical and Science Teaching."

Ms. Deenik introduced her husband, James Oehler, and her parents, Lloyd and Susan Deenik, who were in attendance with her. She explained that the award had been recently presented to her by the National Science Foundation, who funds the program. Every year, three or four semi-finalists are nominated by the State of New Hampshire Board of Education, and the award alternates between K-6 and 7-12 grade math and science teachers. The Board then decides on the finalist for both mathematics and science, and then sends their file onto the National Science Foundation for the award. The mathematics finalist was from Derry, NH.

The award was recently presented to her in Washington DC, where she attended workshops and met with President Barack Obama. Chairman Le Doux noted that one of the reasons she was chosen for the award was due to her unique method of teaching; Ms. Deenik explained that she uses a dynamic inquiry-based strategy for teaching, where a question is answered with another question, and continues, allowing more student interaction and exploration, and is more student-centered than in the past.

D. Petry read the following from President Obama: "The Presidential Award for Excellence in Science and Mathematical Teaching is awarded annually to outstanding K – 12 Science and Mathematics Educators from around the country. The winners are selected by a panel of distinguished scientists, mathematicians, and educators, following selection at the State level. Each year, the award alternates

between K-6 and 7-12 grade teachers. This year (2013), the awardees were chosen from 7 – 12 grade teachers. These teachers are shaping America's success through their passion for math and science. Their leadership and commitment empower our children to think critically and creatively about Science, Technology, Engineering and Math. The work that these teachers are doing in the classroom today will help ensure that America stays on the cutting edge tomorrow."

The Board of Selectmen congratulated Ms. Deenik on the award, and expressed their many thanks for her continuing efforts in educating the children of New Hampshire.

Chairman Le Doux asked for any additional public comments; finding none, he ended the public comment portion of the meeting.

## NEW /OLD BUSINESS

### 1. Emergency Management Plan

Chairman Le Doux thanked Donald McCoy for his efforts and leadership as Director of Emergency Management Team for the Town, and congratulated him on the completed reversion of the Town's Emergency Operations Plan. The revised Plan is being presented to the Board of Selectmen for approval and signature. F. Cadwell noted that the Police, Fire, Communications, School, and Public Works departments all contributed to the revision of the Plan; Chairman Le Doux expressed his thanks on behalf of the Board to all involved.

*MOVED by Mark Le Doux seconded by Peter Band that the Selectmen approve and authorize the Chairman to sign the revised Emergency Operations Plan, which incorporates the NIMS Resolution and Emergency Operations Promulgation. Voting in favor of the motion were Le Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.*

### 2. 2016 Budget Meeting Schedule

Petry read the tentative Budget Meeting Schedule, as follows:

DATE	TIME	DEPARTMENT
Friday, October 16, 2015	3:00 PM	Operating & Capital Budgets Due
Monday, November 2, 2015	6:30 PM	Emergency Management
	7:00 PM	Information Technology
	7:30 PM	Public Works Department
	8:00 PM	Fire Department / Health
	8:30 PM	Police Department / Animal Control
	9:00 PM	Communications
	9:30 PM	Capital Improvement Plan
Monday, November 9, 2015	6:30 PM	BOS Meeting
	7:00 PM	Charitable Organizations
	7:15 PM	Cemetery Trustees
	7:30 PM	Library Trustees
	7:45 PM	Recreation Commission
	8:00 PM	Town Hall
	8:15 PM	Legal
	8:30 PM	Employee Benefits / Insurance
	8:45 PM	Revenues
	9:00 PM	Capital Improvement Plan
Monday, November 16, 2015	7:00 PM	Budget/CIP Workshop & BOS Meeting

continued

DATE	TIME	DEPARTMENT
Monday, November 23, 2015	7:00 PM	Budget/CIP Adoption & BOS Meeting
Monday, November 30, 2015	7:00 PM	Budget/CIP Adoption (if needed)
Monday, December 7, 2015	7:00 PM	1 <sup>st</sup> Budget Review - Budget Committee
Monday, January 11, 2016	7:00 PM	2 <sup>nd</sup> Budget Review - Budget Committee
Friday, January 15, 2016	Noon	Annual Town Administrative Reports Due
Tuesday, February 2, 2016	6:30 PM	Public Hearing - Budget Committee
Friday, February 5, 2016	Noon	Annual Town Budgetary Reports Due
Friday, February 12, 2016	Noon	Annual Town Report Print Deadline
Tuesday, March 8, 2016	7AM - 7PM	Election Day
Saturday, March 12, 2016	10:00 AM	Town Meeting - Budget Adoption

### 3. Kinder-Morgan Gas Pipeline

Interim Town Administrator Kimberly Galipeau received a letter on September 16<sup>th</sup> from Kinder-Morgan (KM) in regards to the proposed alternative route. Chairman Le Doux read from the letter: "...As you might be aware, Tennessee (Tennessee Gas Pipeline Co. LLC) is continuing to evaluate the feasibility of alternative routes in and around your community, taking into account engineering constructability design assessments, environmental considerations, and stakeholder involvement...Our outreach team will be in contact with you to discuss this alternative."

Kat McGhee, Chairman of the Pipeline Impact Study Taskforce (PIST), stated that she was in attendance at the recent Town of Amherst Pipeline meeting, and KM had notified attendees of this proposal which had been reworked based on the Town of Amherst's concerns in regards to protecting land in their community. This new alternative route is preferred by the Town of Amherst, and is the final revision to be presented to FERC. The affected area in Hollis is on the extreme northeast boundary, along the existing railroad line and Town owned land, however, there are concerns due to the existing watershed area along that route, and includes Witches Brook wetlands. While the 1342 feet of impact is minimal compared to other communities, K. McGhee has asked members of PIST to review the information provided, and offer any new comments/arguments on the route. K. McGhee noted that with this route change proposal, it makes Hollis the 10<sup>th</sup> municipality to be affected by the proposed pipeline construction. Band noted that only a small part of Town impacted, but as the total area located in wetlands, he would like to assess the environmental impact to the Town and area as a whole, as any incident along the route could potentially impact sensitive waterways.

Chairman Le Doux requested that K. McGhee and PIST review and report back to the Board at their earliest opportunity; K. McGhee requested that the Town divulge the information previously gathered to and participate along with other affected municipalities in the Town Coalition, which comprises of Town Administrators/Managers from these municipalities. Chairman Le Doux noted that releasing the requested information would be contingent on advice of legal counsel, and cannot make publicly available until this is received.

### 4. Propane Bids for 2015-2016 Season

Tom Bayrd, Director of Public Works, has received 4 bids from local companies to provide propane to the Town for the period of October 1, 2015 to June 30, 2016 for Town Buildings. The bids came in at \$1.495 per gallon; \$1.28 per gallon; \$1.499 per gallon, and \$1.09 per gallon. Chairman Le Doux asked if the lowest bid meets the Director's approval; it does. If usage is over the estimated 15,000 gallon total for the season, will the price be honored? The director believes so.

MOVED by Mark Le Doux seconded by David Petry that the Selectmen accept the bid and enter into a contract for propane delivery, at the rate of \$1.09 per gallon, submitted by Suburban Propane for the 2015-2016 season, 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.

**5. DPW Street and Parking Lots Paving**

Chairman Le Doux asked for an update on the Wright and Ranger Roads paving projects; Director Bayrd indicated that Ranger Road is in the final stages of the project, and that Wright Road will have the top coat completed within the next 2 weeks. The parking lots at both the Lawrence Barn and the Hollis Social Library are in the process of finalizing plans prior to paving; striping issues at the Library are in the process of resolution.

**6. New Wood Pellet Furnaces at Town Hall & Police Station**

P. Band asked if wood pellets had been received at both locations; Director Bayrd stated yes; and inspections for Town Hall are complete. David Gagnon, Building Inspector, and Rick Towne, Fire Chief, are in the process of completing inspections at the Police Station, and the pellets have been delivered. Galipeau noted that only 2 bids for pellets had been received, and the decision to award the contract to a local company had been made at a cost of approximately \$14,100.

**7. Town Hall Generator Proposal**

A proposal for upgrading the standby generator for Town Hall has been received from Dunwell Electric. The current generator is undersized for present use, and only provides electricity to the furnace and some lights in an emergency. The proposal allows for the correctly sized generator to be installed, with the existing generator to go to the Lawrence Barn, which does not currently have one.

Dunwell Electric has quoted 2 options to resolve the emergency power issues:

1. Rewire the existing generator switch and panel to a maximum of 50 amps, and install one 15 kw portable Generac 1500E generator. Cost is estimated at \$5190.00;
2. Install a 25 kw Caterpillar LP Fuel generator with enclosure and auto switch. This must be mounted on a concrete pad with a buried fuel tank and retaining wall. Cost is estimated at \$60,000.

Paul Armstrong was asked to participate in the conversation for Dunwell Electric. Armstrong stated that he is not a furnace expert and was not privy to all of the conversations in regards to the new furnace system. As he understood, the existing generator could not handle the power needs of the new furnace system and for Town Hall in emergencies. At the present time, not all of Town Hall is connected to the stand-by generator, and with the need for two motors for the new system, it was recommended that a larger stand-by generator be installed in order to properly support the new furnace and essential electricity needs for Town Hall in an emergency.

Chairman Le Doux felt there were sufficient monies remaining in the Facilities Expendable Trust Fund to install the new generator under Option #1; Galipeau noted that there is approximately \$22,000 in the fund. Chairman Le Doux felt Option #2 was not feasible due to size and lack of space; Petry agreed.

MOVED by David Petry seconded by Mark Le Doux that the Selectmen enter into a contract with Dunwell Electric to install an emergency generator to replace the existing, undersized generator at Town Hall; the existing generator will be repurposed for use at the Lawrence Barn. The quoted cost for installation, given as Option #1 in Dunwell Electric's letter of 9-18-2015, is \$5190.00 Voting in

favor of the motion were Le Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.

As an aside to the conversation, F. Cadwell felt that the existing generator could run both oil furnaces and lights in an emergency. Chairman Le Doux explained that the larger of the two oil furnaces was removed when the new wood pellet furnace was installed due to inefficiencies. The smaller oil furnace remained as it supplies heat to the Community Room. Discussion of furnaces, extreme weather conditions, and other circumstances where generator power may be needed.

As a result of this discussion, it was felt that the removal of the older, larger oil furnace may have been done without full disclosure to the Board. Chairman Le Doux and K. Galipeau will investigate the matter and report back to the Board.

#### 8. Property Appraisal Approval

Chairman Le Doux stated that the Hollis Conservation Commission (HCC) and the Hollis Land Protection Study Committee (LPSC) have been discussing the purchase of approximately 400 acres from a long-time Hollis property owner. He would like the Board to approve funding the property appraisal at an estimated cost of \$6900. With this approval, the following contingency is to be added: "If the Taxpayers of the Town of Hollis approve continuing with the property purchase by the Town at Town Meeting, the cost of the appraisal will be allocated to the purchase price of the properties. If the Taxpayers do not approve the purchase, the property owner(s) shall reimburse the Town for one-half of the appraisal cost."

D. Petry asked if the HCC had been consulted in the matter; Chairman Le Doux stated they had not, and will address further in non-public session. F. Cadwell felt that prior appraisals for potential purchases had not been funded in such manner; Chairman Le Doux explained that grant application processes have changed and that the Town should control any appraisal for property that may be brought forward for Town consideration. F. Cadwell also noted that the properties have not been brought forward to the Selectmen or to the Budget Committee for consideration and determination of the fiscal impact. Chairman Le Doux stated that until the value and price have been established, the possible land purchase cannot move forward.

*MOVED by David Petry seconded by Peter Band that the Selectmen approve the funding the appraisal as presented, and with the contingency stated. Voting in favor of the motion were Le Doux, Petry, Manoukian and Band. Cadwell opposed. The motion PASSED 4-1-0.*

#### 9. Special License – Hollis Woman's Club

Kimber Harmon, President, and Chris Furman, Steward, of the Hollis Woman's Club have requested a Special License for the evening of December 12, 2015. They would like to present a "Hollis Holiday Luminaria" to precede the Hollis Town Band's Annual Holiday Concert. The event would include luminaries being placed around Monument Square and sidewalks, and a "parade" by Santa Claus from the Square to the Lawrence Barn where children can visit with Santa. The lighting of the luminaries would be between 5:00 to 5:30 pm, and the activities at the Barn would end prior to the start of the concert at the Hollis-Brookline High School Auditorium.

K. Harmon requested that parking around Monument Square be restricted during the event so that the luminaries would be visible. Chairman Le Doux asked if Police presence was to be needed during the event; unknown at this time. D. Petry asked if there was to be an alternate date in case of inclement weather; no.



MOVED by Mark Le Doux seconded by David Petry that the Selectmen approve the Special License for the "Hollis Holiday Luminaria" as presented, contingent on the approval of the License by Jay Sartell, Hollis Police Chief, and Rick Towne, Hollis Fire Chief. Voting in favor of the motion were Le Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.

#### 10. Police & Fire Unit #3657 Contract

Chairman Le Doux announced that a tentative agreement has been reached between the Town and the Police & Fire Collective Bargaining Unit #3657. The proposed financial impact to the Town will be \$73,000 for Year One, Year Two to be \$65,700, and Year Three to be \$73,000, for a total of \$211,700. The agreement will be presented at the next Selectmen's meeting for approval prior to submission to the Budget Committee.

#### 11. Health Trust Inc. Application and Membership Agreement

Chairman Le Doux stated that the Town of Hollis is required to sign the application and agreement, per RSA 5-B.

D. Petry read Resolution 2015-02, as introduced 9-21-2015 and adopted 9-21-2015, into the record: "Resolved, that the Town of Hollis shall participate as a member in the Health Trust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement," and NH RSA 5-B."

"Resolved, that Mark A. Le Doux, Chairman of the Board of Selectmen is hereby authorized and directed to execute and deliver to Health Trust, on behalf of the Town of Hollis, the "Application and Membership Agreement" in substantially the form presented to this Meeting. Now therefore be it resolved by the Hollis Board of Selectmen to certify that the foregoing resolution remains in full force and effect without modification."

MOVED by David Petry seconded by Vahrij Manoukian that the Selectmen authorize and direct Mark A. Le Doux to execute the aforementioned Health Trust Inc. Application and Membership Agreement, as adopted. Voting in favor of the motion were Le Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.

#### ADMINISTRATIVE BUSINESS

##### 1. Assessing

##### CURRENT USE RELEASE & LAND USE CHANGE TAX

MBLU	OWNER	LOCATION	ACRES	
			REMOVED	LUCT
039-003-001	Michael & Lindsey McGovern	Pine Hill Rd	7.09	\$24,500
039-003	RGL Development LLC	Pine Hill Rd	9.88	\$23,500
			Total LUCT:	\$48,000

039-003 is being removed as it is an abutter lot to 039-003-001, and no longer meets the 10-acre requirement for CUSE; this property is also pending sale. For the benefit of the listening audience, Chairman Le Doux explained the Current Use Release and LUCT process.

MOVED by Frank Cadwell seconded by Peter Band that the Selectmen sign and approve the Land Use Change Tax and Current Use Releases 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.

**2. Approval Warrants****a. Wages 9-10-15 (\$154,082.60)**

*MOVED by Vahrij Manoukian seconded by David Petry 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 9-10-15 (\$72,452.92)**

*MOVED by Vahrij Manoukian seconded by David Petry that the Selectmen approve the accounts payable warrant, 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 9-10-15 (\$7,260.91)**

*MOVED by Vahrij Manoukian seconded by David Petry that the Selectmen approve the warrant, 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. Weekly Meetings & Announcements**

P. Band announced the board and committee meetings for the week of September 21, 2015 – September 27, 2015.

V. Manoukian had several announcements for the Town.

- a. The Hollis Board of Selectmen and other Town Boards & Committees meetings can now be viewed on TDS Channel 191; the Town of Brookline is Channel 192. He requested that the Town website be updated with this information.
- b. On October 2<sup>nd</sup>, the Hollis Pharmacy will be holding a Flu Clinic from 10:00 am to 12:00 noon. This will be open to the public, and cost will be dependent on insurance.
- c. The Hollis-Brookline Rotary Club unused prescription box is now installed and available in the Hollis Police Station. The box is located in the foyer, and any unused medications can be deposited in the box when the Police Station is open to the public.
- d. The Hollis Heritage Committee Calendars are now available to the public at Town Hall and the Hollis Pharmacy, among other places, for \$20.00 each. This year's theme is the "Doors of Hollis".

**4. Town Hall**

Chairman Le Doux noted that several staff members were to visit the Amherst Town Hall for a discussion on digitizing records. Amherst has just completed the project for their Building, Zoning and Planning Departments, which allows greater public access and ease of locating documents via databases. The estimated cost of digitizing Hollis' records would be \$4200 annually, in addition to a one-time start up fee of \$2600. Additionally, as part of bringing Hollis up-to-date, Chairman Le Doux is recommending that a couple of tablets be purchased for use in the field by the Building Inspector and other authorized staff members. As NH RSA requires that permanent hard copies be kept of most documents, he is investigating whether the Farley Building could be utilized for this storage. He would like the Board to consider encumbering unused funds from the 2015 budget for this project.

V. Manoukian reminded Chairman Le Doux that the existing Community Room table was to be replaced this year; Chairman Le Doux will follow up with this item.

342 **5. Approval Public Minutes 9-8-15**

343 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen approve the public*  
344 *minutes of Tuesday, September 8, 2015, as submitted. Voting in favor of the motion were Le Doux,*  
345 *Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.*  
346

347 **6. Approval Non-Public Minutes 9-8-15**

348 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen approve the non-public*  
349 *minutes of Tuesday, September 8, 2015, as submitted, and to keep them sealed. Voting in favor of the*  
350 *motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion*  
351 *PASSED 5-0-0.*  
352

353 **NON-PUBLIC SESSION**

354 *MOVED by Vahrij Manoukian seconded by Peter Band that the Selectmen enter NON-public session*  
355 *in accordance with RSA 91-A:3-II (a) personnel, (c) welfare, (d) land acquisition. Voting in favor of*  
356 *the motion were Le Doux, Petry, Cadwell, Manoukian and Band. No one was opposed. The motion*  
357 *PASSED 5-0-0.*  
358

359 The Board entered non-public session at 8:27PM. P. Band excused himself from the meeting at 8:30pm.  
360

361 **CONCLUSION OF NON-PUBLIC SESSION**

362 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen come out of NON-*  
363 *PUBLIC session in accordance with RSA 91-A:3-II (a) personnel, (c) welfare, (d) land acquisition.*  
364 *Voting in favor of the motion were Le Doux, Petry, Cadwell and Manoukian. No one was opposed.*  
365 *The motion PASSED 4-0-0.*  
366

367 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen seal the minutes of the*  
368 *NON-PUBLIC session in accordance with RSA 91-A:3-II (a) personnel, (c) welfare, (d) land*  
369 *acquisition. Voting in favor of the motion were Le Doux, Petry, Cadwell and Manoukian. No one was*  
370 *opposed. The motion PASSED 4-0-0.*  
371

372 The Board came out of non-public session and entered into public session at 9:10 pm.  
373

374 The Board discussed reinstating the position of Foreman-B in the Public Works Department. T. Bayrd  
375 will post the position opening internally. The Board was in favor of reinstating the Foreman-B position  
376 but would not hire another equipment operator to replace the vacancy if filled internally.  
377

378 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen approve the reinstatement*  
379 *of the Department of Public Works Foreman-B position, as presented. Voting in favor of the motion were*  
380 *Le Doux, Petry, Cadwell and Manoukian. No one was opposed. The motion PASSED 4-0-0.*  
381

382 K. Galipeau presented a job description titled Human Resources Coordinator / Administrative Assistant  
383 that combined the existing Assistant Town Administrator and the Human Resources / Administrative  
384 Assistant job descriptions. She stated that the new position would replace two job descriptions. The Board  
385 discussed the job duties. It was decided to discuss transferring the cemetery job duties to the Department  
386 of Public Works. T. Bayrd agreed to discuss the transfer with the DPW Secretary but had no objections.  
387 K. Galipeau agreed to discuss the transfer with the Union Chapter Chair to make sure that all policies are  
388 followed.  
389



*MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen approve the Human Resources Coordinator / Administrative Assistant job description, as presented. Voting in favor of the motion were Le Doux, Petry, Cadwell and Manoukian. No one was opposed. The motion PASSED 4-0-0.*

*MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen approve hiring a full time (40 hours) Human Resources Coordinator / Administrative Assistant, as presented. Voting in favor of the motion were Le Doux, Petry, Cadwell and Manoukian. No one was opposed. The motion PASSED 4-0-0.*

**ADJOURNMENT:**

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

The Board adjourned at 9:20 pm.

Respectfully submitted,  
Connie Cain  
Staff