

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; Deborah Padykula, Finance Officer; and Paul Armstrong, Camera Operator

COMMUNITY ROOM

Chairman Le Doux convened the September 28, 2015, Selectmen's meeting at 7:03 PM in the Town Hall Community Room.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA REVIEW

Mark Le Doux reviewed the Selectmen's agenda.

2014 AUDIT REPORT – Melanson Heath & Co

Chairman Le Doux, on behalf of the Board, welcomed Cheryl Stephens-Burke of Melanson Heath & Co; who is presenting the final Town of Hollis 2014 Audit Report.

C. Stephens-Burke stated that the 2014 Audit was a clean audit, and no discrepancies were found. Due to this, there is no "management letter" in the report, as it is felt that the methods used by the Town are in compliance with the Governmental Accounting Standard Board requirements. She quoted the Opinion section of the Audit (page 2), "In our opinion, the financial statements...present fairly...the respective financial position of the government activities, the major fund, and the aggregate remaining fund information of the Town...as of December 31, 2014."

Discussion of the Audit Report findings commenced; from the report findings, the Unassigned Fund Balance at the end of 2014, in the amount of \$2,721,913.00, is about where the Town should be. Chairman Le Doux reminded those present that approximately 4 years ago, this balance was about \$150,000. As of the meeting time, it is anticipated that the 2015 fund balance will increase over the 2014 balance approximately \$300,000 due to changes in the overlay fund.

C. Stephens-Burke also noted that there is an unspent amount of \$317,651 at the end of 2014, due to unanticipated increases in revenues to Town. Additionally, due to the 2014 bond refunding/refinancing, the Town was able to save approximately \$426,000.

MOVED by Mark Le Doux seconded by David Petry that the Selectmen accept the 2014 Audit Report as presented by Melanson Heath & Co. Voting in favor of the motion were Le Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.

P. Band noted that in reviewing the audit report, the Town's present bonded debt, given as approximately \$7 million, should be reduced by 50% by the year 2019.

Chairman Le Doux requested that D. Padykula and Melanson Heath & Co staff investigate the possibility of the Town fund a retirement system for employees instead of participating in the State Retirement system due to rising costs of Town contributions.

51 OLD/NEW BUSINESS
5253 1. MS-535 OFFICIAL FINANCIAL BUDGET REPORT
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55 *MOVED by Vahrij Manoukian seconded by Peter Band to approve the MS-535, Official Financial*
56 *Budget Report, as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian, Cadwell*
57 *and Band. No one was opposed. The motion PASSED 5-0-0.*
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59 2. 3rd QUARTER FINANCIAL REVIEW
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61 D. Padykula presented the 3rd Quarter Financial & Revenue Reports for review. She stated that at this
62 time, all departments should be at about 75% of their budgets. Most departments are in line with the
63 estimate, but Overtime at three departments is higher. The Police Department has overages due to
64 understaffing, and Communications due to employees being out for on medical leave during the year.
65 It is felt that unused funds in Union line items will compensate for overages in these two departments.
66 The third overtime overage is in the DPW, and is due to unanticipated weather conditions in the
67 2014-2015 Winter Season; some funding from the Federal/State government is anticipated to cover
68 some of the overage for this department.

69 Conversely, there are several items which are under-spent, and anticipated to remain so through the
70 end of 2015. These line items include NH Retirement; the Planning Contracted Services; Legal Costs,
71 Vehicle Fuel Costs and Contingency accounts have unspent funds, and are anticipated to have a
72 remaining unexpended fund balance of approximately \$120,000 total.
73

74 Chairman Le Doux noted that due to staff changes at Town Hall, there will be some unanticipated
75 savings in the Executive Fund, and informed the Board that the unspent Legal Account balance was
76 due to having Town Hall staff research and provide information to Counsel which allowed for some
77 savings, and commended staff for their involvement. He further noted that the Town had been able to
78 enter into an energy contract via the Nashua Regional Planning Commission (NRPC) at a cost of
79 \$0.0808 per kw hour of use, which should also provide energy savings to the Town.
80

81 Other items noted: the Cemetery Committee should have funds available for grub control application
82 if needed before the end of the year; the Lawrence Barn parking lot paving funding had come from
83 unspent funds from the Health Insurance and Workers Compensation line items.
84

85 Chairman Le Doux noted that Town Hall employees had recently visited Amherst Town Hall to view
86 and discuss their new records system which allows greater public access and ease of locating
87 documents via databases. The estimated cost of digitizing Hollis' records would be \$4200 annually,
88 in addition to a one-time start up fee of \$2600. Along with this, he is recommending that several
89 tablets for staff be purchased for use in the field. He has tasked IT Director Dawn Desaulniers to
90 research comparative systems and tablets, and he reminded members that he will be bringing this
91 forward for consideration before the end of the year.
92

93 P. Band noted that total revenue which primarily comes from vehicle registrations appears to be on
94 track for the year. D. Padykula reminded the Board that the State Meals & Room tax proceeds are not
95 received until the end of the year, and that will add to Town revenue. Additionally, there is about
96 \$20,000 to be received from grant funding for the new Pellet Furnace installations.
97

98 D. Petry felt that the contingency fund should be left as is; with winter coming up, there may be a
99 need for unanticipated funds. Additionally, there are some minor maintenance/repairs to be made at
100 Town Facilities.

MOVED by Peter Band seconded by David Petry that the Selectmen accept the 3rd quarter Financial Review Report 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.

D. Padykula stated that she is expecting the 2015 Tax Rate to be set by the end of October, and is not expecting any significant changes to the tax rate. Chris Hyde of the Budget Committee stated that at this time, the anticipated Budget Committee guidance for the Town will be at 1% increase over 2015, which falls in line with that as previous years. The next Budget Committee meeting will be October 13, 2015.

3. Town Hall Generator Proposal

The new generator is to be installed on Wednesday, November 11, 2015. This is a holiday for Town Hall Staff, but not for Dunwell Electric, and it was felt that installation on this day would cause fewer disruptions.

4. Special License – Hollis Elementary PTA Annual Haunted House and Halloween Fun Fair, Saturday, October 17, 2015

Amy Kellner of the Hollis Elementary PTA has submitted the Application for a Special License for the Annual Haunted House and Fun Fair, located at the Hollis Upper Elementary School on Saturday, October 17, 2015 from 4:00 pm to 10:00 pm. Both Police Chief Jay Sartell and Fire Chief Rick Towne have signed the license.

MOVED by David Petry seconded by Mark Le Doux that the Selectmen approve the Special License for the "Haunted House and Halloween Fun Fair" 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. Resignation and Appointments to the Planning Board

Chairman Le Doux regretfully announced the resignation of the Planning Board Chairman, Ed Makepeace, after 28 years as a Planning Board member, and 15 +/- years as the Planning Board Chairman. Mr. Makepeace is retiring to Florida in October. Chairman Le Doux, on behalf of the Board, thanked Mr. Makepeace for his long service to the community, and stated that he is an example of volunteerism at its finest.

MOVED by David Petry seconded by Mark Le Doux that the Selectmen accept the resignation of Ed Makepeace from the Planning Board, 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.

To thank Mr. Makepeace for his many years of service to the Town, the Selectmen will be hosting a "retirement" party at the Lawrence Barn preceding the next Planning Board meeting; this is open to the public from 4:00 pm to 6:00 pm on Tuesday, October 20, 2015.

Mr. Makepeace has recommended that the following residents be appointed to the Planning Board.

- a. Brian Stelmack, to Planning Board Regular Member, term to expire April 30, 2016;
- b. Dan Turcott, to Planning Board Alternate Member, term to expire April 30, 2018;
- c. Chet Rogers, to Planning Board Alternate Member, term to expire April 30, 2018.

MOVED by David Petry seconded by Vahrij Manoukian that the Selectmen appoint the residents, as recommended by Ed Makepeace, to the Planning Board, 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.

COMMITTEE REPORTS

Chairman Le Doux noted that the Charitable Purposes line item has not been adjusted in 5 +/- years, and he would like the Board to exercise more oversight on this item, and would like to see the budget for this item increased to \$35,000 for 2016. Members agreed.

K. Galipeau explained that letters will be going out to previous recipients this week, with any request for funding to be submitted within two weeks. She will bring forward to the Board at the next meeting for review and discussion. She noted that there are procedures to be followed with any charitable donations made by the Town.

ADMINISTRATIVE BUSINESS

1. Assessing

NOTICE OF INTENT TO CUT WOOD OR TIMBER

Operation #	MBLU	Owner	Location
15-223-09	014-066	Flint Hill Real Estate Trust	Wright Rd (Read Lane)
15-223-10	020-062	L & Z Investments LLC	Snow Lane; and
15-223-11	020-062-001	L & Z Investments LLC	Snow Lane

MOVED by Peter Band seconded by Vahrij Manoukian that the Selectmen sign and approve the Notices of Intent to Cut Wood or Timber, 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.

MS-1 SUMMARY INVENTORY OF VALUATION

The MS-1 establishes the assessed valuation of the Town and is submitted to the NH Dept. of Revenue Administration annually for use in calculating the Town's tax rate. In 2015, the Town Valuation before any Exemptions is \$1,205,740,962; the 2014 value was \$1,198,054,605.

MOVED by Peter Band seconded by Vahrij Manoukian that the Selectmen sign and approve the MS-1 Summary Inventory of Valuation, 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 9-11-15 (\$8,839.96)

MOVED by Frank Cadwell seconded by Mark Le Doux 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. Wages 9-25-15 (\$9,429.41)

MOVED by Frank Cadwell seconded by Mark Le Doux 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.

c. Wages 9-24-15 (\$166,754.72)

MOVED by Frank Cadwell seconded by Mark Le Doux 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.

d. Accounts Payable 9-10-15 (\$1,803,995.44)

MOVED by Frank Cadwell seconded by Mark Le Doux 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.

e. Benefit Strategies 9-10-15 (\$3,397.37)

MOVED by Frank Cadwell seconded by Mark Le Doux 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.

3. Weekly Meetings & Announcements

P. Band announced the board and committee meetings for the week of September 28, 2015 – October 4, 2015.

Chairman Le Doux announced that there will be an event at the Lawrence Barn on Monday, October 5th, and that traffic in that area will be heavily impacted from about 5:00 am to noon on that day. He asked that residents please plan accordingly.

V. Manoukian reminded the public that Hollis Pharmacy will be holding a Flu Clinic on Friday, October 2, 2015 from 10:00 am to 12:00 noon. This will be open to the public, and cost will be dependent on insurance.

4. Approval Public Minutes 9-21-15

MOVED by Vahrij Manoukian seconded by David Petry that the Selectmen approve the public minutes of Monday, September 21, 2015, as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.

5. Approval Non-Public Minutes 9-21-15

MOVED by Vahrij Manoukian seconded by David Petry that the Selectmen approve the non-public minutes of Monday, September 21, 2015, as submitted, and to keep them sealed. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.

ADJOURNMENT:

MOVED by Vahrij Manoukian seconded by Mark Le Doux 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 7:51 pm.

Respectfully submitted,
Connie Cain
Staff