

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: David Petry, Vice Chairman; Vahrij Manoukian; and Frank Cadwell.  
Selectmen absent: Mark Le Doux, Chairman; Peter Band.  
Staff present: Kimberly Galipeau, Interim Town Administrator; Deb Padykula, Finance Officer; and Paul Armstrong, Camera Operator

**COMMUNITY ROOM**

Chairman Petry convened the November 9, 2015, Selectmen's meeting at 7:02 PM in the Town Hall Community Room.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by Paul Armstrong.

**AGENDA REVIEW**

K. Galipeau reviewed the Selectmen's agenda.

**BUDGET WORKSHOP****1.) Heritage Commission; David Sullivan, Chair**

D. Sullivan presented the 2016 Budget, and noted that the Heritage Commission is requesting a \$500.00 increase to cover the cost of moving a 40 foot storage unit from the Pheasant Lane Mall in Nashua to Hollis, which has been donated by JC Penney. The storage unit will be placed near the "White" Garage at Woodmont West. The moving cost estimate is \$875.00, and the increase will allow the Heritage Commission to cover those costs. With the placement of the storage unit, this will eliminate the storage needs at the Stump Dump and the Farley Building for the Cooper Shop formerly on Broad Street. There were no additional questions from the Board.

**2.) Cemetery Trustees; Melinda Willis, Chair, and Raul Blanche, Member**

M. Willis presented the 2016 Budget, stating that there is \$0.00 variance between the 2015 and 2016 requests, but explained that the Trustees are requesting a split in the Trust Funds account. At this time, there is \$7500 in the account; the Trustees are seeking to split this account into two lines, one to remain as Trust Funds for continuing care of plots in the amount of \$5000; the other, in the amount of \$2500, to be established as a new special project account. Due to RSA restrictions, the Trust funds can only be spent in accordance with restrictions detailed in the RSA, and the split of this Trust Fund account will allow for more flexibility while maintaining the original Trust Fund account. D. Petry stated that it appeared that no funds have been spent from the Cemetery account to date; M. Willis responded that expenses incurred in the fall for grub control, landscaping, and other items have not been processed yet. F. Cadwell asked if the Trustees have a contract for landscaping, and if yes, is it multi-year? M. Willis stated yes, that they are in the second year of their 3-year contract. V. Manoukian asked if the water supply issue had been addressed. M. Willis explained to the Board that this year, the Cemetery Trustees turned off the water supply early, due to drought conditions. The supply well had been running low, and to conserve both the pump and the water, it was recommended by the DPW Director that the well be closed off early, and the lines had been blown out about a month ago. R. Blanche stated that the Trustees are investigating possible solutions, such as having an electronic monitor/sensor system installed, so that notice is given when the water is low. V. Manoukian commended the Cemetery Trustees and DPW Personnel for their work on maintaining the Town cemeteries. He informed the Board that DPW Director, Tom Bayrd, plows the Town cemeteries on his own time with his own equipment.

V. Manoukian asked how many additional lots were available in the East Cemetery; approximately

50+; K. Galipeau noted that about 10 burials annually take place. M. Willis stated that the Trustees will be starting the process of mapping out the expansion areas over the winter in preparation of the time when they are needed.

As an aside from the Cemetery Trustee discussion, M. Willis noted that the Select Committee on Educational Review has come to the point where the Committee needs to meet with the Board. After some discussion, the anticipated date for this meeting was set as November 30, 2015.

**3.) Library Trustees; Robert Bartis, Chairman**

D. Petry noted that the parking lot paving was delayed until Spring 2016. Board Members did not have any questions at meeting time.

**4.) Recreation Commission; Kyle Gillis, Coordinator, and David Belanger, Chairman**

D. Belanger noted that an increase of \$1600 is requested, primarily due to cost increases for services. Along with this, they need to replace some equipment, including basketball rims, and repairs to the backboard. Antrik Irrigation will be replacing the sprinkler heads in the baseball fields with new models that won't get clogged as often, this has been one of the biggest expenses over the past 5+ years, and it is hoped with the new heads, that this expense will decrease. D. Petry asked if there were any expenses that should be considered a capital improvement rather than an operating expense; a brief summary of 2015 expenses occurred. F. Cadwell asked if the ball field line item funding is enough; a brief discussion took place, and it was agreed that the line item be adjusted from \$2100 to \$2500. D. Petry asked if the new electric contract provided service to the concession stands; yes, as well as the tennis courts, field lighting, etc. D. Belanger noted that Cal Ripken had donated light bulbs for the new ball field lights, and Stellos Electric donated time and equipment to replace the old bulbs with the new and do any necessary electric work at no charge to the Town. This provides additional field lighting and allows for more use. An unanticipated expense was that a pump failed on the west side of Depot Road, and had to be replaced; this cost was \$4500 from the Facilities Improvements account. Due to the pump replacement, some items scheduled for 2015 were put off until 2016. D. Petry informed them that there was an emergency repair/maintenance fund for Town Buildings, and that this type of expense could be billed to that fund in the future; Recreation Commission members were not aware of the fund. D. Petry also suggested that landscaping be contracted via the DPW.

For 2016, the Recreation Commission proposed constructing a new playing field in the Hardy South area; the Board felt that this proposal should be a 2016 Warrant Article as a Capital Improvement. D. Petry stated that Budget Committee support for the proposal would be needed, and recommended that a presentation be created to submit to them. D. Petry asked the Recreation Commission to present a site plan to the Planning Board prior to construction as a courtesy, due to wetlands and other considerations. D. Belanger stated that the area would only be raised up and capped. F. Cadwell felt that a need has been demonstrated over the past 10+ years, but the proposal still needs Budget Committee and Town approval. D. Petry still has concerns about parking, as the area in question is used for Nichols Field parking, especially during Old Home Days and other similar events. He felt that any proposal should include addressing how parking will be dealt with. Also for 2016, the Recreation Commission is proposing 2 ice rinks for winter, one dedicated to hockey use, the other for public skating, due to scheduling issues over the past winter. Public skating lot will be smaller than the hockey rink, and will be dependent on the parking lot paving ongoing. Discussion continued, and turned to other Recreation Commission matters still in discussion stages, but not planned for 2016.

**5.) Charitable Contributions; Kim Galipeau, Interim Town Administrator**

In 2015, the Town donated \$28,500 to various charities that service the Hollis community. The 2016 requests received total \$42,500, which includes requests from previous recipients and 3 new requests.

All charities have stated that Hollis residents have access to their services, but some were vague in their description of services provided directly to Hollis residents. F. Cadwell felt that the recipients should be those that the Board feels worthy to support; a charitable request can be made by any agency that meets the guidelines. D. Petry felt that the Board should review new information received from the agencies and discuss further; F. Cadwell noted that one request is for approximately 40% of the 2016 total requests. K. Galipeau suggested that for 2017, a Committee be formed to research the charitable requests and agencies, so that an informed recommendation can be made to the Board. D. Petry reminded Board members that some of the agencies requesting funds may receive funding via other tax sources, such as State or Federal assistance. The Board will review and discuss again.

**6.) Town Hall Budget; Deb Padykula, Finance Officer**

D. Padykula explained that the Town Hall budget includes Executive, Finance, and other components of Town governance. There was a \$27,000 decrease to Town Hall salaries, due to changes in employee positions/salaries. F. Cadwell asked about the funding for the Agricultural signs; D. Petry will address with the Agricultural Commission and report back to Board.

Town Clerk has requested a \$13,000 increase for Federal elections in 2016; this includes both primary and general elections. The State has also increased their fee structure, which is offset in the revenue accounts. The Deputy Town Clerk salary has been increased for additional hours and step increase. The software maintenance costs have also increased, with the overall Town Clerk budget increase of about 10%, primarily due to the upcoming Federal Elections.

The Finance Department, which includes Finance, Assessing and Tax Collectors budgets, is up 2%, primarily due to salary increases. Payroll is now done in-house, which allows for an \$1800 annual savings. D. Padykula asked for the Board's direction in how to cover the increase to the Assessing contract, as there is a revaluation account to which funds have been allocated by the Board annually to cover costs associated with the 5 year mandated Town-wide Assessing Update. At the present, the account balance is approximately \$28,000. Some discussion took place, with D. Petry explaining to the Board and audience that the contract with the Assessing firm recently changed to a multi-year contract to include the 2018 Assessing Update, which will provide significant savings to the Town. (See Selectmen minutes of October 26, 2015.) The Board will review and request further guidance in this matter. There were no issues with the Tax Collector items, and the Legal budget was left flat, as it is unpredictable what funds may be needed.

Employees Benefits, Health Insurance account includes an increase of \$241,000 due to premium increases set by the Local Government Center (LGC). D. Padykula explained that the Town is individually rated based on claims in the past year; D. Petry asked if some of the increases arose from Federal changes to the Affordable Care Act, or "Obamacare;" D. Padykula stated yes. Additionally, claims were up in the past year, which lead to the 29% increase. 2014 was the first year that the Town had been individually rated under LGC; the Town had also been rated in this manner while self-funded. F. Cadwell asked if the Budget Committee would be made aware of the increase at the next meeting, as guidance has yet to be determined and this needs to be taken into account; yes, and will also discuss options for covering the amount other than general taxation, such as using funds from the Undesignated Fund Balance, although the Board is loathe to consider that option. D. Padykula noted that other municipalities in the State saw a 3 to 21% increase for 2016, and was dependent on a variety of items, including claims. Last year, there was a slight decrease in the premium, and of the 56 full-time Town employees, 75% are enrolled in the high deductible Lumenos plan, which is a significantly lower premium than the Blue Cross plan, with both plans having the same premium increase. D. Petry felt that further review is needed, both for 2016 and future years.

Employees Benefits, NHRS, Retirement, also saw an increase for 2016, up \$17,000, or 3% over 2015. Rates change every 2 years. Life & Disability Insurance increased 28%, or \$12,500, due to an increase in payments in 2015.

Town Insurances, Workers Compensation decreased about 21%, or approximately \$20,000. The

Town Insurance Liability increased \$6800, or 8%; V. Manoukian asked why there was such a significant change. D. Padykula stated there has been an increase in accident claims and building damage over the past year. V. Manoukian asked if any consideration was given to the Town after the installation of the CC Cameras in all buildings; he felt that this action would lead to a decrease. D. Petry tasked D. Padykula with informing Primex of the camera installations, and enquiring if this would lead to any decrease in the premium.

**7.) Planning & Zoning Boards, Kim Galipeau & Deb Padykula**

No significant changes to either budget. K. Galipeau noted that the Planning Board Secretary's hours will increase 4 hours weekly to provide coverage for the department, but this is offset by a decrease in the Planner contract amount. This was previously approved by the Board.

**8.) Revenues**

D. Padykula stated that Revenues have been left as for 2015; Motor Vehicle fees have increased, and the Meals & Room tax has not been paid, this is usually received in December, and is expected to be slightly higher than anticipated. The Conservation Easement Grant was budgeted at \$200,000, and the Highway Block Grant anticipated is based on historical data, with one additional payment expected.

**9.) Capital Improvements**

Other than the \$20,000 for the Emergency Management Road sign being removed, and the \$25,000 Police Camera/Safety Equipment item being moved to their operating budget, there were no changes.

D. Petry noted that the first joint Selectmen-Budget Committee meeting will be Monday, December 7, 2015. Once the final guidance number is calculated, this will be sent to the Board. D. Petry asked that Department Heads to attend the November 16<sup>th</sup> Selectmen's meeting to discuss any potential changes to their budgets, as the anticipated guidance number is still expected to be 1% above the 2015 approved budget.

**NEW BUSINESS**

**1.) Resignation**

The Board of Selectmen has received the resignation of Lynn Quinlan from the Conservation Commission. Mrs. Quinlan is stepping down after several years on the Conservation Commission for personal reasons.

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen accept the resignation of Lynn Quinlan from the Conservation Commission, as presented. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

**2.) DPW Holiday Schedule**

Tom Bayd, Director of the Dept. of Public Works, has submitted the holiday hours for the DPW Office and Buildings, as follows:

Wednesday, November 11, 2015 - Transfer Station & DPW Offices are closed;

Thursday, November 26, 2015 - Transfer Station & DPW Offices are closed;

Friday, November 27, 2015 - DPW Offices are closed;

Friday, December 25, 2015 - DPW Offices are closed;

Friday, December 31, 2015 - DPW Offices are closed.

The Transfer Station and Stump Dump will be open regular hours on the Saturday after the holiday.

## ADMINISTRATIVE BUSINESS

## 1.) 2015 Equalization Municipal Assessing Data Certification, Approval and Signature

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve and sign the 2015 Equalization Municipal Assessing Data Certification as presented. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

## 2.) Assessing

## Notices of Intent to Cut Wood or Timber

Operation # MBLU	Owner	Location
15-223-12 046-006	James Seely	449 Silver Lake Rd
15-223-13 003-030	William H Hall Rev Trust	Blood & Pepperell Rds
15-223-14 009-004	Town of Hollis	Fieldstone Dr Open Space
15-223-15 035-063 & 035-063-001	Town of Hollis Agric Comm	Woodmont West-Plain Rd

*MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen approve and sign the Notices of Intent to Cut Wood or Timber as presented. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

## 2015 Abatement - Hardship

Case #2015-001W Abated Amount: \$3971.00, as per decision by Board on May 18, 2015.

*MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen approve and abate Case #2015-001W as presented. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

## 3.) Approval Warrants

## a. Wages 11-5-15 (\$146,340.37)

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the wages as submitted. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

## b. Accounts Payable 11-5-15 (\$225,414.43)

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the accounts payable warrant as submitted. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

## c. Benefit Strategies 11-5-15 (\$3477.37)

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the warrant as submitted. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

## 4.) Weekly Meetings &amp; Announcements

F. Cadwell announced the board and committee meetings for the week of Monday, November 9, 2015 through Sunday, November 15, 2015.



V. Manoukian announced that there will be a memorial service for Veteran Gerald Walsh at the Lawrence Barn on Saturday, November 14, 2015 from noon to 2:00 pm. The public is welcome to pay their respects to Mr. Walsh, who recently passed.

**5.) Approval Public Minutes 10-26-15**

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the public minutes of Tuesday, October 26, 2015, as submitted. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

**6.) Approval Non-Public Minutes 10-26-15**

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the non-public minutes of Tuesday, October 26, 2015, as submitted, and to keep them sealed. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

**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 (b) hiring. Voting in favor of the motion were Petry, Manoukian and Cadwell. No one was opposed. The motion PASSED 3-0-0.*

The Board entered non-public session at 8:17PM.

**CONCLUSION OF NON-PUBLIC SESSION**

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

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen seal the minutes of the NON-public session in accordance with RSA 91-A:3-II (b) hiring. Voting in favor of the motion were Petry, Cadwell and Manoukian. No one was opposed. The motion PASSED 3-0-0.*

The Board came out of non-public session and entered into public session at 8:40PM.

**ADJOURNMENT:**

*MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen adjourn. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion passed 3-0-0.*

The Board adjourned at 8:41 pm.

Respectfully submitted,  
Connie Cain  
Staff