

BOARD OF SELECTMEN'S MEETING

Selectmen present: Mark Le Doux, Chairman; David Petry, Vice Chairman (via telephone); Vahrij Manoukian; Peter Band; and Frank Cadwell.

Selectmen absent: None

Staff present: Kimberly Galipeau, Interim Town Administrator; Deb Padykula, Finance Officer; Connie Cain, Asst. to the Assessor; and Paul Armstrong, Camera Operator

COMMUNITY ROOM

Chairman Le Doux convened the public meeting at 7:02 pm in the Town Hall Community Room.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by Chairman Le Doux.

AGENDA REVIEW

Chairman Le Doux reviewed the Selectmen's Agenda.

LAWRENCE BARN**1.) Historical Agricultural Display – Mary Lou Ward**

M. Ward began the conversation with the proposed agricultural display that was part of the original plan for the Lawrence Barn. The items in the proposed display were used on Hollis farms, including some from the original Lawrence Family Farm on Depot Road. The former Lawrence Barn committee feels that their mission has not been completed without the display.

The agricultural items would be displayed in the former loft area, which is above the present kitchen and smaller meeting room to the east end of the barn. There would not be public access to the area, although items would be displayed in such manner to be viewed by the public. Some items, such as the 23 foot long apple ladder, are too large for the area, and these items would hang across or over the exposed beams. There are approximately 20 items for the display, and are currently stored at the gambrel barn on Woodmont West and the Hollis Historical Society building; the wagon base is presently in front of Janet Lawrence's former home on Depot Road, and the current owners are aware that it will be moved for the display. Along with the display, a small plaque honoring the donors is also proposed.

Brookdale Farms have offered the use of one of their forklifts to assist in moving some of the heavier items to the loft area. After some discussion with the Hollis Building Inspector David Gagnon, he felt using the forklift would not damage the floor. P. Band asked what the weight of the heaviest item is; at least several hundred pounds. P. Band suggested that a block and tackle might be more appropriate, and suggested that DPW Director Tom Bayrd be consulted prior to moving any items. Chairman Le Doux also suggested that a wireless webcam be installed so that items can be viewed via the Town's website as a digital display. Fredricka Olson, Main St., suggested that a diagram be created, to identify the items and to explain use and history. Chairman Le Doux felt that a "bleacher" type of display would allow clearer view for the display. D. Petry asked if any of the items would be in reach of the public; no, they would be permanently displayed in the loft area. There are no existing stairs to that area, and none are planned. D. Petry asked if items could be displayed in the gambrel barn at Woodmont West instead. David Sullivan, Heritage Commission Chair, stated yes. D. Petry felt that the original reconstruction of the barn was for use as a community center, not for historical displays; it is a working building with heavy use by the community, and he did not want the building to be so full of historical items that the public use was discontinued. M. Ward explained that the loft area where the display is proposed is "dead area" not accessible or used by the public. Jim Cram, the

original project engineer, has been consulted to determine what weight the area will support, and based on his minimum calculations of 20 psi, the loft area could support a minimum of 7300 pounds. The combined total weight of the items is considerably below that estimate.

MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen approve 1.) the proposed display of historical agricultural items; 2.) Request the assistance of DPW Director Tom Bayrd for help with the project; and 3.) Payment of the dedication plaque for the display from the Selectmen's Discretionary Fund. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 5-0-0.

2.) Historical Poster Display & Partition Wall – Lynn Schur

The Lawrence Barn committee had also planned to exhibit historical information on the original Barn and the reconstruction; this was to be displayed on a partition wall to be built. When this had been originally presented to the Board, they had requested that the Heritage Commission's approval be obtained before starting work. L. Schur is attending to update the Board on this part of the project, and present the proposals for the historical display.

L. Schur informed the Board that the Heritage Commission had granted their approval for the four historical posters, which will highlight the following topics: 1.) Lawrence Barn History; 2.) Original Construction; 3.) Reconstruction 4.) Rebirth as a Community Center. Originally planned to be displayed on the proposed partition wall, this display is now proposed to be displayed on the exterior of the building, on the north wall between the entrances. The size of the "posters" will be 24 x 36 inches, in color, and printed on aluminum, which allows for exterior installation, are easy to maintain and clean and are permanent. L. Schur brought a sample of the finished poster, which included one of her husband's photos printed using the proposed method. The installation of the posters will be on 2 horizontal "gerts" which will allow the posters to be viewable to the public. The display will be similar to that of a museum plaque type. Along with the historical information, volunteers who worked on the barn reconstruction, private donors, and those who contributed historic and other information to the project will be recognized on the posters.

The second part of the project will be the construction of the partition wall originally intended for the poster display. The partition wall will now provide storage for the extra tables, chairs and voting booths now stored at the barn. The material will match the existing as close as possible, and will be accessed via a side door. The Heritage Commission has also approved this construction.

L. Schur stated that the materials and cost for both projects has already been obtained through private donors; the poster printing will be funded by "Nipmugs," a local chapter of the Questers, a national organization that promotes preservation and restoration of historically significant buildings; the partition rough sawn boards are being donated by Lorin and Nanci Rydstrom; the reclaimed timbers donated by Aaron Sturgis, a preservation timber framer; and Kim Kellner and Ken Bonns are donating their time and expertise in constructing the partition and worked on the original barn reconstruction.

MOVED by Vahrij Manoukian seconded by Peter Band that the Selectmen give final approval for the partition wall construction and historical poster installation as proposed. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 5-0-0.

PUBLIC COMMENT

Barbara King, of Barton Road, asked the Board if a Warrant Article relating to the dissolution of the Hollis-Brookline Coop (Coop) was going to appear on the 2016 Ballot. She felt that this information should be made public and asked what the cost to fully dissolve the Coop will be. She asked that the Board make sure the information was made publicly available, and that she had passed on a list of questions to the School Board which she had not yet received answers in reply. Her concern was that if a Warrant Article was approved, not all issues in regards to the Coop dissolution had been considered.

Chairman LeDoux explained that the 2015 Warrant Article regarding the dissolution of the Coop had been amended at the Town Meeting by Dan Peterson, a Hollis resident, to ask that, instead of moving forward with the dissolution, the Hollis Board of Selectmen create an exploratory committee to review and conduct analyses of all components involved in the Coop dissolution. This was approved, and the Board created the "Select Committee on Educational Review" (SCOER) at that time. The committee has run into difficulty obtaining historical data from the New Hampshire Dept. of Education (NHDOE), which significantly funded part of the Hollis-Brookline High School building. Either no records were kept or the records cannot be located by the NHDOE. Rather than rushing to judgment, the Board has requested that the SCOER retrieve what data they could, and present that information to the Board as soon as possible; this is anticipated in January 2016. Chairman Le Doux further stated that he had spoken with SAU #41 Superintendent Andrew Corey earlier in the day to request that he identify additional resources that may be needed to provide the same service to Hollis schools in the event that the dissolution takes place and the cost of procuring those services; it is felt that it will occur at some point. Chairman Le Doux also requested that Superintendent Corey investigate other items that might be lost in the dissolution, such as socio-economical and personnel changes, and how that might impact students and the communities.

Chairman Le Doux stated he is very concerned about the lack of fiscal data from the NHDOE. The Board feels as if the NHDOE does not wish to provide the information. Given the lack of sufficient data, the Board feels it is premature to start any official movement towards the Coop dissolution until additional data is received, and open discussions have been held on both sides towards costs and other items relating to the dissolution. There might be other solutions to dissolving the Coop which have not yet been discussed or investigated. Additionally, Hollis has agreed to fund 70% of any new capital improvements over the next 3 years, and while it is not felt that it will be necessary during that time, this would also need to be considered before moving forward. Ultimately, the Board wants to do the best for the students and keep the quality of education the same, regardless of whether or not the Coop is dissolved.

INVOLUNTARY MERGER OF LOTS – BEAVER BROOK ASSOCIATION

Drew Kellner, President of the Board of Trustees for Beaver Brook Association (BBA); along with Peter Smith, Natural Resources Manager; Lorin Rystrom, BBA Board Member; and Brandon Radcliffe, Staff Member; have requested that the Board approve the restoration of a number of involuntarily merged lots under NH RSA 674:39-aa, II. D. Kellner explained that various times over the past 50 years, some parcels under BBA ownership have been consolidated into other parcels by the Town, and not by request of BBA. It is not known by whom or why these mergers occurred, but it appears this was done as parcels were purchased/donated to BBA prior to 2000. Recently, BBA has put the majority of its properties into Conservation Easements, and wishes to consolidate the parcels to match the same description as in the Conservation Easements. Per the RSA language, the properties must be restored to the original configuration prior to the new consolidation to match the Conservation Easements.

C. Cain, Asst. to the Assessor, was also present at the meeting to answer any questions that the Board may have. She stated that she was unable to find any documents recorded at the Hillsborough County Registry of Deeds regarding any possible lot mergers, nor was she able to find any documents relating to

the same in the Assessing Records. Chairman Le Doux asked how much time would take to research records; D. Kellner stated that BBA has provided book and page references to their deeds along with a map of the properties. C. Cain responded that she was in the process of conducting the due diligence research, but was unknown at this time. The Town has 51 properties on their records; BBA has 135 properties, she has to research ownership records to ensure the data provided by BBA is correct. She noted that both P. Smith and B. Radcliffe have met with Mark Fougere, Town Planner, and herself several times, all parties have been working together to ensure that the final outcome is correctly done and the properties will be accurately identified in both Town and BBA records. (This part of the discussion was difficult to hear because several Selectmen were putting papers over the microphones.) C. Cain and M. Fougere have also had a telephone discussion with Town Attorney William Drescher, who stated that a formal survey showing the final consolidation was not necessary; per RSA requirements the Town must “unmerge” or restore the properties to their original state before the proposed consolidation takes place.

Chairman Le Doux asked D. Petry for his input; D. Petry stated that BBA had come in front of the Planning Board at their last meeting to discuss the proposal; there were no concerns voiced by the Planning Board. C. Cain and Planning Office Staff will continue to work with BBA on the consolidation of the properties as proposed, and is anticipated to be complete prior to the start of the 2016 Tax Year, or April 1, 2016.

MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the restoration of the lots owned by Beaver Brook Association due to involuntary merger by the Town. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 5-0-0.

BUDGET WORKSHOP

1.) 2016 Budget Proposal

D. Padykula has implemented the budget changes as requested by the Board at the November 16, 2015 meeting; these changes resulted in a net decrease of \$62,580 from the previous proposal. This puts the Town’s proposed 2016 Operating Budget at \$187,500 over Budget Committee (BudCom) guidance, primarily due to the \$250,000 increase to employee health insurance and retirement increases. Chairman Le Doux noted that the Board does not have any control over the insurance and retirement increases, but the BudCom feels that the Town should decrease the Operating Budget to compensate for these unanticipated increases. Chairman Le Doux recommended that the budget proposal, with the changes mentioned, be accepted. He also noted that he and K. Galipeau had also discussed these increases, and are proposing that the overage of \$187,500 be taken from the Unexpended Fund Balance, which currently has a balance of about \$3 million; this leaves approximately \$2,815,000 at the end of the year. With this, Chairman Le Doux opened up the matter for discussion among the Board.

F. Cadwell noted the proposal to use money from the Unexpended Fund Balance was discussed at the last BudCom meeting, and while they would be in favor of the proposal, it does not assist the Town in meeting guidance; they would still say that the Town does not meet guidance by that amount. The alternative would be to raise taxes to cover the budget increase. Chairman Le Doux understood the BudCom’s decision, but he did not think that this increase would be seen in ensuing years. F. Cadwell noted that the increases were due to changes in the Federal Affordable Care Act (ACA), commonly referred to as “Obamacare,” and the Town’s own experience over the past year. Chairman Le Doux felt that these increases would have occurred and may have been more if the Town had been self-funded, as the Town’s experience used approximately 98% of the premium paid. The School Districts are in a significantly different pool, and they can’t be used as a comparison.

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200 P. Band asked if the fund balance was used to cover the overage, would there be two different
201 positions at Town Meeting, one from the Board, and one from the BudCom. F. Cadwell and
202 Chairman Le Doux did not think so. F. Cadwell noted that the BudCom raised guidance from 1% to
203 2% to help cover the increases; the Board met with the Department Heads and found some additional
204 decreases, and should request additional relief from the BudCom to help cover increases. He does not
205 think that there will be two different positions; the BudCom will just say that the Town does not meet
206 guidance.

207
208 Chairman Le Doux stated that all Department Heads have done a fantastic job on keeping their
209 department costs as low as possible; the health insurance and retirement increases are not controlled
210 by Town, and reiterated the changes are due to ACA enactment. Notwithstanding, the new Police and
211 Fire Collective Bargaining Agreement is felt to be satisfactory. Chairman Le Doux asked Police Chief
212 Jay Sartell if the agreement had been accepted by the Union yet; Chief Sartell thought it had been, but
213 has not received any official notice, Chairman Le Doux asked to follow up with the Union on the
214 status. The employee contribution to the health insurance premium of up to 25% of the premium is
215 included in that Collective Bargaining Agreement.

216
217 V. Manoukian felt that the individual department budgets should be left as is; the Town requires
218 services provided by all departments, and that the health insurance and retirement increases should be
219 left to the Townspeople to decide on. He informed Board members that on Thanksgiving, the Fire
220 Chief and the Fire Department were putting out fires in the Town Forest, and to ask departments for
221 additional cuts would mean that services may not be able to be provided in a timely manner.
222 Chairman Le Doux felt that all departments manage their budgets very well with what they have and
223 the quality of service provided to Town residents and visitors shows that. He noted that the Town's
224 bond rating has gone from junk to AA2 over the past few years, and he is not going to ask for
225 additional department cuts. He personally felt that the Assessing contract should be part of the
226 operating budget, with significantly increased activity in the housing market over the past year; this
227 will impact the Assessing Office and Assessors workload over the coming year. The \$20,000
228 proposed cut to the DPW Salt line item should not be removed as it's too difficult to gauge the usage
229 year to year, and it would be very difficult to justify including in the future. The Town's previous
230 experience with self-funded healthcare was abysmal and he did think returning to that type of plan
231 would be beneficial to the Town or its employees. V. Manoukian noted that the Town residents
232 require services, and the cost of those services has been about \$9 million over the past few years;
233 residents have received excellent service. Town Departments are continually asked to significantly
234 cut their budgets, and this continues to put the Town in position of jeopardizing this service. He felt
235 that the budget should be left as is. P. Band felt the same, and if the alternative to using funds from
236 the Unexpended Fund Balance is to raise taxes, he would prefer that the Unexpended Fund Balance
237 be used.

238
239 D. Petry asked F. Cadwell if the BudCom had provided any suggestions on what items should be
240 reviewed for additional decreases; F. Cadwell answered they had not. D. Petry felt this was
241 unfortunate; if they are requesting additional decreases, they should provide guidance to where they
242 felt cuts could be made without jeopardizing essential services. F. Cadwell stated that some areas of
243 the budget were within guidance, some were not; those within guidance should be left alone. D. Petry
244 stated that he did not want to start a precedent of taking monies out of the Unexpended Fund Balance
245 to compensate for overages. He also felt that the BudCom may be concerned with different aspects of
246 the budget, but does not voice those concerns. D. Petry also suggested to the Board that personnel be
247 reviewed to ensure that Town departments are adequately staffed, and is that staff at the right level
248 and mix. Salaries constitute the majority of all department budgets, and it is not fair to the Department

249 Heads to ask them to cut budgets due to salary increases as part of a Collective Bargaining
250 Agreement. F. Cadwell agreed, and felt that guidance should be established each year to account for
251 those increases, which are voted and approved by the Townspeople at Town meeting. Chairman Le
252 Doux stated that most Collective Bargaining Agreements typically include a 3% salary increase
253 annually, and it is difficult to make budgets work when guidance is set at 1%. P. Band and Chairman
254 Le Doux felt that the salary increases approved at Town Meeting should be exempt from the guidance
255 calculations and removed when establishing guidance figures. D. Petry reminded the Board that there
256 was no Police and Fire Union Collective Bargaining Agreement in place for the 2015 Town Meeting,
257 so there was no salary increase included in last year's budget. A brief discussion continued regarding
258 calculating salary increases in future Collective Bargaining Agreements along with previous
259 statements. D. Petry felt that the increases are only part of the problem, and do not reflect all costs
260 included in an agreement. Chairman Le Doux gave as an example to explain to the viewing audience
261 that when the proposed Collective Bargaining Agreement was renegotiated, to adjust for issues within
262 the NH Retirement System (NHRS), 28% of the proposed increase in employee benefits and salaries
263 was due to the increase in NHRS costs. The Town currently pays between \$700,000 to \$800,000 into
264 the NHRS fund, and does not have any control over these costs. D. Padykula agreed, and stated that
265 when she is asked to compute the costs for any such agreement, she cannot accurately gauge the
266 impact, as these costs can significantly change from year to year, and the local government has no say
267 in the cost. The Board's consensus is that items that it does not have any controls over, such as
268 healthcare and retirement benefit increases, should not be included in guidance calculations in the
269 future. Chairman Le Doux felt that it was time to have a candid discussion of these matters with the
270 BudCom over guidance calculations.

271
272 V. Manoukian asked if the health insurance premium increase was not included in the budget
273 proposal, would the Town meet guidance; yes. He is tired of cutting necessary items out of
274 department budgets when items outside the Board's control have to be included. P. Band agreed, and
275 asked D. Padykula if she could create a report excluding those items. D. Petry would appreciate more
276 defined recommendations from the BudCom when they ask for additional decreases; giving a
277 percentage without any suggestions or recommendations is not helpful.

278
279 *MOVED by Frank Cadwell that the Selectmen approve the budget recommendation as made by*
280 *Chairman Mark Le Doux. There was no second, so the motion was dismissed, and did not pass.*

281
282 Chairman Le Doux asked Board members if they approved putting the Warrant Articles previously
283 removed from operating budget back into the budget, D. Petry agreed. F. Cadwell stated that the
284 Board had previously set the total budget number of \$2.5 million as the limit, why change that now?
285 Chairman Le Doux felt that if the health insurance increase was removed from the budget, the
286 guidance number would substantially be met; he felt that the Board had done its job. D. Petry felt that
287 more control over staffing levels and agreements could be done and lead to lower budgets in the
288 future. Chairman Le Doux noted that the Town falls into a different category or pool due to ACA
289 changes, this lead to the health insurance premium increase, and the Town had no control over that.
290 Under new ACA laws, the Town was re-categorized into a different insurance pool which lead to the
291 increase. P. Band agreed and felt that this change needed to be addressed with the BudCom at their
292 joint meeting on December 7th. Chairman Le Doux noted that he would be electronically attending the
293 meeting, as he will be out of Town.

294
295 Chairman Le Doux reiterated his willingness to fund the overage from the Unexpended Fund Balance
296 rather than raising taxes if the BudCom does not increase guidance.
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2.) Capital Improvements

Chairman Le Doux reviewed the proposed Warrant Articles, noting that the current bond obligations for 2016 are \$1,100,000, which is down \$500,000 from 2015. Of the proposed Warrant Articles for 2016, the largest is for the Hardy South Field Construction; other Warrant Articles include the Fire Truck software, the Police body cameras, and DPW replacements for the Dump Truck and Loader, among other usual Warrant Articles. The total for these items is \$219,800. Chairman Le Doux noted that if \$180,000 was taken from the Unexpended Fund Balance to pay for the Warrant Articles as requested, the net effect to the Tax Rate would be \$0, and would secure all items.

Chairman Le Doux asked if a decrease of \$15,000 in the Municipal Facilities Emergency Fund was warranted; D. Padykula felt that \$150,000 should be requested, as the fund balance took a hard hit this year. Some emergency repairs included repairs to the Fire Dept. roof, microwave link replacement, siding repairs to the Library, Town Hall, and other buildings, and the Lawrence Barn generator. The replenishment of the Fund has always been a Warrant Article, and should remain so.

MOVED by Peter Band seconded by Frank Cadwell that the Selectmen approve requesting \$150,000 for the Municipal Facilities Emergency Fund as a Warrant Article at the 2016 Town Meeting. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 5-0-0.

D. Padykula estimated that there is approximately \$120,000 left in the 2015 Budget as unallocated funds, with approximately \$6400 to be expended before December 31st for the Building & Zoning software. The Board discussed purchasing the police body cameras in 2015 instead of presenting as a Warrant Article at Town Meeting; Chief Sartell reminded the Board that the Warrant Article includes replacement of Taser weapons along with the purchase of the body cameras, which are in dire need of replacement. Chief Sartell would be happy to present information on the body cameras at Town Meeting to justify the purchase, but felt that purchasing in 2015 would lower the amount being asked for 2016 Capital Improvements. D. Padykula reminded the Board that a contract would need to be in place for purchase prior to December 31, 2015 in order to expend unallocated funds; Chief Sartell stated that the vendor has the contract available, just waiting for approvals; he could have the contract tomorrow if necessary. P. Band felt that if expenditure approved from 2015 funds, presentation should still be made at Town Meeting to inform the public on the new equipment. (Side discussion between two Selectmen made hearing impossible for about 5 minutes.)

P. Band asked if an emergency comes up, where the money is for the contingency funds. D. Padykula answered that any contingency funds are included in the \$120,000 unallocated balance. Chairman Le Doux felt that the police safety equipment and the Fire Department software should be priced out and the respective Chiefs should have the contracts ready to sign by mid-December. If the unallocated funds remain as expected, the contracts can be signed, and funds for payment will be allocated to these two items. Should that occur, the two Warrant Items can then be removed from the 2016 Town Meeting ballot.

In reviewing additional items, Chairman Le Doux suggested increasing the Compensated Absences Warrant Article to \$35,000; leaving the Contingency Fund Warrant Article at \$70,000; the Assessing Revaluation Fund at \$14,000, and the Old Home Days Fund at \$50,000 as this is primarily a pass-through account, and the balance generally remains the same. Based on the increase in requests for funding from Non-Profit and Charitable agencies that provide services to Hollis residents, Chairman Le Doux is recommending that the Charitable Fund Warrant Article be increased to \$43,700. F. Cadwell stated this is an increase of about 50%, and would be difficult to justify to the BudCom when the Town is already over guidance. F. Cadwell felt that the Town Department budget requests are what the Town needs and by

law, the Town must show value for funds expended by the Town, he did not feel that this was adequately shown for the requests. Chairman Le Doux stated that the requests are for significantly more than his recommendation, the fund request has not been increased in more than 5 years, and should be increased to allow those agencies to continue to provide services for Town residents.

The following Warrant Articles are recommended for the 2016 Town Meeting Ballot:

- 1.) New Police & Fire Collective Bargaining Agreement;
- 2.) Operating Budget of approximately \$9 million;
- 3.) Three Capital Improvement requests for:
 - a. South Hardy Field Construction on Depot Road, across from Nichols Field;
 - b. DPW Dump Truck;
 - c. DPW Loader;
 - d. To include the Police Safety-Body Camera Equipment and/or Fire Department Truck software if necessary.
- 4.) Old Home Days Fund;
- 5.) Contingency Fund;
- 6.) Building Maintenance Fund of \$150,000;
- 7.) Compensated Absences of \$40,000;
- 8.) Assessing Revaluation Fund of \$14,000.

K. Galipeau asked if the draft Warrant Articles was needed for the Board presentation to the BudCom on December 7th; yes and Chairman Le Doux will work with her on these articles over the next week.

NEW BUSINESS

1.) Application for Special Request permitting a Public Meeting or Gathering.

This application was received from Ride2Recovery, a Non-Profit Organization that rehabilitates disabled Veterans through bicycling. The event is for fund-raising purposes, with the route starting at Holman Stadium in Nashua at 9:00 am and ending at Brookdale Fruit Farm Stand at 41 Broad Street on June 4, 2016 at 3:00 pm. Both the Fire and Police Chiefs have approved the application.

MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the Application for Special Request for permitting a Public Meeting or Gathering as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 5-0-0.

2.) Employee PTO Buy-Back requests

D. Padykula informed the Board that this is the time of year that Town employees may request to "buy-back" any accumulated Paid-Time Off, or PTO. For 2015, she has received requests for buy-backs in the amount of \$58,620.30, which is \$2100 over the budgeted amount. In order to fulfill all requests, she is requesting approval from the Board for the unbudgeted amount.

MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve employee requests for PTO Buy-Back in the amount of \$58,620.30. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 5-0-0.

3.) Appointment(s)

Chet Rogers, from Planning Board Alternate to Regular Member (term to expire April 30, 2018).

MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the appointment of Chet Rogers as a Regular Member of the Planning Board. Voting in favor of the motion were

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

ADMINISTRATIVE BUSINESS**1.) Assessing****a.) Report of Timber Cut and the Timber Tax**

The Report of Timber Cut and Timber Tax warrant was presented to the Board for approval for Operation #15-223-09, owned by Flint Hill Real Estate Trust in the amount of \$7.28.

MOVED by Mark Le Doux seconded by Vahrij Manoukian that the Selectmen sign the Certification of Timber Cut and authorize the Tax Collector to collect the Timber Tax in the amount of \$7.28, as presented. Voting in favor of the motion were Le Doux, Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 5-0-0.

b.) Notice of Intent to Cut Wood or Timber

| Operation # | MBLU | Owner | Location |
|-------------|-------------|-------------------|-----------|
| 15-223-17 | 020-062-004 | L & Z Investments | Snow Lane |

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

2.) Warrants**a.) Wages 11-19-15 (\$154,780.35)**

MOVED by Frank Cadwell seconded by Vahrij Manoukian 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 11-19-15 (\$1,494,588.10)

MOVED by Frank Cadwell seconded by Vahrij Manoukian 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.) Benefit Strategies 11-19-15 (\$3,452.37)

MOVED by Frank Cadwell seconded by Vahrij Manoukian 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.) Minutes**a.) Approval Public Minutes, November 9, 2015**

MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the public minutes of Monday, November 9, 2015, as submitted; Mark Le Doux and Peter Band abstaining. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-2.

b.) Approval Public Minutes, November 16, 2015

MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the public minutes of Monday, November 16, 2015, as submitted; Mark Le Doux abstaining. Voting in favor of the motion were Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-1.

c.) **Approval Non-Public Minutes, November 9, 2015**

MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the non-public minutes of Monday, November 9, 2015, as submitted and vote to keep them sealed; Mark Le Doux and Peter Band abstaining. Voting in favor of the motion were Petry, Manoukian, and Cadwell. No one was opposed. The motion PASSED 3-0-2.

d.) **Approval Non-Public Minutes, November 16, 2015**

MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the non-public minutes of Monday, November 16, 2015, as submitted, and to keep them sealed; Mark Le Doux abstaining. Voting in favor of the motion were Petry, Manoukian, Band, and Cadwell. No one was opposed. The motion PASSED 4-0-1.

Weekly Meetings & Announcements

V. Manoukian read the meeting schedule for the week of Monday, November 30 through Sunday, December 7.

NON-PUBLIC SESSION

MOVED by Mark Le Doux seconded by Vahrij Manoukian that the Selectmen enter 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, Band and Cadwell. No one was opposed. Motion PASSED 5-0-0.

The Board entered non-public session at 8:56 pm.

CONCLUSION OF NON-PUBLIC SESSION

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

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

The Board came out of non-public session and entered into public session at 9:55 pm.

ADJOURNMENT

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

The Board adjourned at 9:56 pm.

Respectfully submitted,
Connie Cain
Staff