

BOARD OF SELECTMEN'S MEETING 2-11-08

Selectmen present: Melinda Willis, Vahrij Manoukian, Mark LeDoux and David Petry
Absent: Mark Johnson
Staff present: Troy Brown, Town Administrator; Cathy Hoffman, Secretary; Paul Armstrong,
Volunteer Camera Operator

COMMUNITY ROOM (6:15 PM)

Chairman Willis called the meeting to order at 6:15 PM. The Board voted to enter non-public session.

NON-PUBLIC SESSION

MOVED by Mark LeDoux, seconded by Vahrij Manoukian that the Selectmen enter NON-public session in accordance with RSA 91-A: 3-II – (c) for the consideration of a matter which, if discussed in public, would likely affect adversely the reputation of any person. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.

The Board entered non-public session at 6:16 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Vahrij Manoukian, seconded by Mark Ledoux that the Selectmen seal the minutes and come out of NON-public session in accordance with RSA 91-A: 3-II – (c). Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.

The Board came out of non-public session and entered public session at 6:35 PM.

PUBLIC HEARINGS

1. NH Division of Historical Resources – Historical & Architectural Survey-continued from 2-4-08: Heritage Commission member Bette Finnern summarized the purpose of survey. The intent of this survey is to identify and provide historical data for pre-1960 properties in order to track historical trends in Hollis. All existing historical data will be integrated with location data. The location data would be in the form of maps provided by the Nashua Regional Planning Commission (NRPC) under contract with the Town. This data would be kept at Town Hall as a reference source. It would be available in digital format for use by Town Hall employees, committee and board members, and to the public.

Currently the data is from many sources and is not organized. The grant would enable the incorporation of all of the data into one centralized database. Approximately 450 properties, totaling 20,000 acres would be involved in the survey.

M. LeDoux stated that this is an admirable project. He questioned the timeframe for completing the survey. Heritage Commission Chairman Honi Glover responded that the work on the grant must be completed by September 2008.

D. Petry commented that he and T. Brown met with H. Glover and B. Finnern on Friday to discuss the project in detail. Changes were made to the application. All of the work is to be done on a volunteer basis, with assistance from Town Hall staff if necessary. M. Willis stated that H. Glover is the contact for the grant. The project lead is B. Finnern and Kim Dogherty would be responsible for accounting. Expenditures would be reviewed and approved by the Selectmen. If Town Hall staff

52 assistance is required, she recommended that the Heritage Commission coordinate with T. Brown.
53 She added that any contracts must be signed by the Board of Selectmen.

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55 V. Manoukian commented that the privacy of our citizenry must be respected. The Heritage
56 Commission will be collating existing information only. He clarified that this survey has nothing to
57 do with demolition of structures.

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59 There was no public input. M. Willis closed the public hearing.

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61 *MOVED by Mark LeDoux, seconded by David Petry that the Selectmen authorize Town*
62 *Administrator Troy Brown to work with the Heritage Commission to execute the grant*
63 *application. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one*
64 *was opposed. Johnson was absent. The motion PASSED 4-0-0.*

65 66 NEW BUSINESS

67 1. Petitions

68 a. **Handicapped Transportation:** M. Willis read the petition, which asks the Town of Hollis to
69 “work with interested community members and neighboring towns to develop a plan for
70 providing reliable, affordable, handicapped accessible transportation to town residents who are
71 unable to drive themselves to necessary appointments.” M. Willis stated that the Board supports
72 the idea but the petition was submitted after the deadline. She recommended establishing a
73 committee to study this issue. M. LeDoux commented that the Town has a moral responsibility to
74 provide this kind of service to its citizens. The Board must also consider the cost requisites. There
75 is the potential of cost sharing with other towns. V. Manoukian noted that there are many
76 residents in Town that transport elderly persons to their appointments on a volunteer basis. T.
77 Brown was asked to initiate the formation of a committee.

78 b. **Lower Property Taxes:** This is a legal petition that has been placed on the Town Warrant. This
79 petition, if passed, would be forwarded to our State Representatives, State Senator and the
80 Governor. The petition calls for a rejection of the pledge for “no new taxes”, and for the adoption
81 of “a revenue system that lowers property taxes”.

82 2. **Appointment of Deputy Fire Wardens:** The Board appointed deputy fire wardens and issuing
83 agents as recommended by Fire Chief Rick Towne. These appointees are authorized to issue burn
84 permits and citations.

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86 *MOVED by Mark LeDoux, seconded by David Petry, THAT the Selectmen appoint Kenneth*
87 *Towne, Donald McCoy, George R. Burton, J. Clark Lambert, Ronald DeBlois, Donald Fyfe,*
88 *Joseph Kearns, Justin Martineau, Robert Boggis, Jennifer Govostes, Edward Greene, Daniel*
89 *Gorman, Scott Hunter and Joseph Brulotte as Deputy Fire Wardens, as recommended by Fire*
90 *Chief Rick Towne. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry.*
91 *None were opposed. Johnson was absent. The motion PASSED 4-0-0.*

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93 *MOVED by Mark LeDoux, seconded by David Petry, THAT the Selectmen appoint Sandra*
94 *Bohling and Sheryl Corey as Issuing Agents, as recommended by Fire Chief Rick Towne. Voting*
95 *in favor of the motion were Willis, Manoukian, LeDoux and Petry. None were opposed. Johnson*
96 *was absent. The motion PASSED 4-0-0.*

97 98 3. Warrant Approval

99 a. A/P February 6, 2008:

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101 *MOVED by David Petry, seconded by Vahrij Manoukian, THAT the Selectmen sign the Accounts*
102 *Payable Warrant dated February 6, 2008. Voting in favor of the motion were Willis, Manoukian,*
103 *LeDoux and Petry. None were opposed. Johnson was absent. The motion PASSED 4-0-0.*

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b. P/R February 6, 2008:

MOVED by David Petry, seconded by Vahrij Manoukian, THAT the Selectmen sign the Pay Roll dated February 6, 2008. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. None were opposed. Johnson was absent. The motion PASSED 4-0-0.

- 4. Correspondence:** The Board received a letter and a phone call from a resident of the Hollis Village Depot regarding cable service. There have been frequent periods when cable service has been out for several hours. These outages occurred repeatedly on Thursdays. On the day of the State Primary service was out from 4-7 PM. The resident also stated that when she called Charter to complain, her call was forwarded to an associate in India. M. Willis noted that after hearing of this problem she also tried to contact Charter. Their response was unsatisfactory. M. LeDoux commented that as part of their current contract, Charter is mandated to respond within a reasonable period of time. He stated that he would contact Attorney Epstein regarding this apparent breach of contract. He also reminded residents that the Town is currently receiving input from cable customers regarding Charter. Customer feedback is a part of the contract negotiations. Cable Advisory Committee Chairman Bruce Harrison is compiling quite a list of grievances.

5. Town Administrator's Report:

- a.** T. Brown reminded Board members that he would be attending the Managers/Legislative Policy Meeting on Friday, February 15th.
- b.** T. Brown announced that House Bill 1339 was defeated in committee last week. Don Ryder stated that there are two other bills regarding temporary property tax deferrals based on income that are being revised and combined into one bill by a House subcommittee. Representative Dick Drisko sponsored one of these bills (HB 1283). The bill will not be ready this year. He added that there has been a lot of opposition to the bill because it essentially sets the Town up as a bank.
- c.** T. Brown informed the Board that Beaver Brook Association has donated \$2,000 to the Town in lieu of taxes.

MOVED by David Petry, seconded by Vahrij Manoukian, THAT the Selectmen accept Beaver Brook Association's donation of \$2,000 in lieu of taxes. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. None were opposed. Johnson was absent. The motion PASSED 4-0-0.

- d.** The 2007 Annual Town Report is nearing completion and will be delivered to the printer at the end of this week.

- e.** T. Brown reviewed the Town Meeting timeline:

February 18th

- Public Hearing on Special Funds
- Signature of the warrant
- Selectmen-Assignments for presentation of warrant articles

February 25th

- Discussion of T. Brown's six-month review
- Preliminary review of Town Meeting information material

March 3rd

- Final review of Town Meeting information material-M. Willis recommended inviting Town Moderator Dr. Jim Squires to this meeting. M. LeDoux asked the Board to consider making computer disks containing the current financial statements available to residents who attend the meeting with their laptop computers. He stated that good governance comes from public participation and involvement. He also suggested renting a high lumen projector for the presentation of the budget and warrant articles so that voters can see the presentations clearly.

155 T. Brown noted that drafts of the budget and the warrant articles have been posted on the
156 Town website.

157 • T. Brown's six-month review

158 **March 10th**

159 • Final Town Meeting discussions

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162 6. Committee Reports

163 a. M. LeDoux informed the Board that the Historic District Commission (HDC) is in the process of
164 reviewing its regulations. The Commission has initiated an on-line web blog that allows members
165 to exchange thoughts about revisions, and allows the public to view these exchanges. These on-
166 line discussions should facilitate the process.

167 b. M. LeDoux reported that in 2007 current use fees were 11% less than in 2006.

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169 OLD BUSINESS

170 1. **Special Study Committee:** The Board reviewed T. Brown's resolution to establish the Hollis
171 Brookline Cooperative School District Ad Hoc Study Committee. T. Brown stated that he is working
172 with Peter Baker and Roger Saunders on the formation of this committee. He questioned the
173 composition of the committee and what the Board would like the committee to do. M. LeDoux
174 commented that the committee should be composed of people who have mathematical skills and an
175 understanding of statistics, business and capital costs. M. Willis added that the committee should have
176 a mission statement and one member could be a school affiliate. D. Petry stated that his preference
177 would be to include a representative from Brookline on the committee, but he did not believe it to be
178 a necessity. T. Brown questioned the number of members on the committee. D. Petry felt that the list
179 of volunteers submitted by P. Baker and R. Saunders would be sufficient and should be considered.
180 M. LeDoux proposed a membership of five regular and two alternate members. He also
181 recommended that the committee keep an open line of communication with Brookline.

182

183 Regarding the deliverables, M. LeDoux stated that the committee should project to buildout the
184 current Co-op system and also the cost to devolve the Co-op. M. Willis noted that considerations
185 should include, projected school population, staffing requirements, building costs and facilities needs
186 both with and without the co-op. Board members questioned how detailed the study should be. The
187 next steps are to formulate the mission statement, establish the committee and appoint members.

188 2. **Elderly Exemption Modification:** T. Brown stated that Assistant to the Assessor Connie Cain has
189 submitted information detailing the impact of increasing the elderly exemption. The data shows that a
190 10% increase in the exemption would not provide relief. Because of the assessment update, property
191 values are expected to increase approximately 15%. This relates to an increase in the amount of
192 property taxes paid. C. Cain calculated the allowable reward with increases of 10%, 12%, 15% and
193 17%. The 17% award increase would produce the least tax impact (.67%) to those who qualify. After
194 further discussion Board members agreed to support a 15% increase to the exemption award and a
195 10% increase to the assets and income requirement. T. Brown noted that the Town's assessed value is
196 currently 77%. This proposed increase could be considered a step adjustment. The Board could revisit
197 the issue again in 2-3 years.

198 3. **Pine Hill Road Stop Sign Removal:** M. LeDoux read resolution 2008-01, which authorizes the
199 removal of the Nashua bound stop sign at the intersection of Pine Hill Road, Ranger Road and Howe
200 Lane. The resolution includes documentation of the history and the dates when decisions were made.

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202 *MOVED by Vahrij Manoukian, seconded by Mark LeDoux that the Selectmen approve Resolution*
203 *2008-01 authorizing the removal of the stop sign bound at the intersection of Pine Hill Road,*
204 *Ranger Road and Howe Lane as of February 29, 2008. Voting in favor of the motion were Willis,*
205 *Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED*
206 *4-0-0.*

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208 The Director of Public Works will post a notice of intent to remove the stop sign on site.
209 4. **Sign Appointment Procedures:** The Board signed the amended Committee Appointment Policy. T.
210 Brown stated that according to RSA 42:2, the moderator, town clerk, one of the selectmen or a justice
211 of the peace is authorized to administer the oath of office. He added that the signed certificate of
212 appointment would still be filed with the town clerk.

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214 *MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen sign the amended*
215 *Committee Appointment Policy. Voting in favor of the motion were Willis, Manoukian, LeDoux*
216 *and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.*
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218 5. **Abatement-Map 42/Lot 57-1:** T. Brown explained that due to a measurement mistake an adjustment
219 to the assessment was made for this property. Assessment Associates has recommended an abatement
220 of \$618.32 plus interest.

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222 *MOVED by Mark LeDoux, seconded by Vahrij Manoukian that the Selectmen approve the*
223 *abatement request for property identified as Map 42/Lot 57-1 in the amount of \$618.32 plus*
224 *interest, as recommended by Assessment Associates. Voting in favor of the motion were Willis,*
225 *Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED*
226 *4-0-0.*
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228 6. **FY 2008 Warrant Review:** T. Brown stated that the Department of Revenue Administration's
229 recommendations have been included in the warrant. Article 2 will be amended to include the revised
230 numbers based upon the Board's decision to increase the elderly exemption award 15%. The petition
231 warrant article regarding reducing property taxes has been added to the warrant. A revised warrant
232 will be sent to Attorney Drescher for review.

233 7. **FY 2008 Budget Review:** M. Willis explained that the Board increased allocations for health
234 agencies to \$30,000. It has always been the Board's practice to support agencies that assist Hollis
235 residents. M. LeDoux suggested including contact information and links to these organizations on the
236 Town website. T. Brown will discuss this suggestion with IT Specialist Dawn Desaulniers.

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238 The leasing numbers have been adjusted. The estimates are conservative and the dollar amounts could
239 be lower than anticipated.
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241 ANNOUNCEMENTS/OTHER

242 1. **Weekly Meeting Schedule:** V. Manoukian announced the board and committee meetings for the week
243 of February 11th through the 15th.

244 2. **Household Hazardous Waste Collection Dates:** M. Willis announced that the first household
245 hazardous waste collection date of 2008 is Saturday April 12th. The Public Works garage in Nashua
246 will be open from 8AM-12PM for drop off. Future collection dates and locations are May 3^d, Milford;
247 June 5th, Nashua; August 2nd, Nashua; September 6th, Hudson; October 4th, Nashua and November 1st,
248 Nashua. For more information on accepted items and fees visit the Nashua Regional Planning
249 Commission's website at www.nashuarpc.org

250 3. **Town Hall Closing:** Town Hall offices will be closed on Monday February 18th. The Selectmen will
251 meet on the 18th at 6:30 PM.
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253 APPROVAL OF MINUTES

254 1. **Public Minutes of Monday February 4, 2008**

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256 *Moved by David Petry, seconded by Mark LeDoux that the Selectmen approve the public minutes*
257 *of Monday February 4, 2008 as submitted. Voting in favor of the motion were Willis, LeDoux,*
258 *Manoukian and Petry. No one was opposed. Johnson was absent. Motion PASSED 4-0-0.*

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NON-PUBLIC SESSION

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MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen enter NON-public session in accordance with RSA 91-A: 3-II –(a) and (c) for the consideration of a personnel matter and for the consideration of a matter which, if discussed in public, would likely affect adversely the reputation of any person. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.

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The Board entered non-public session at 8:35 PM.

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CONCLUSION OF NON-PUBLIC SESSION

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MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen seal the minutes and come out of NON-public session in accordance with RSA 91-A: 3-II – (a) and (c). Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.

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The Board came out of non-public session at 9:30 PM.

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ADJOURNMENT

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MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen adjourn. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.

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The Board adjourned at 9:30 PM.

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Respectfully submitted,

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Cathy Hoffman, Secretary