

BOARD OF SELECTMEN'S MEETING- 2-11-13 (6:37 PM)

Selectmen present: David Petry, Frank Cadwell, Vahrij Manoukian (arrived at 7:01pm) and Mark Le Doux.
Selectmen absent: Peter Band
Staff present: Troy Brown, Town Administrator and Paul Armstrong, Volunteer Camera Operator

COMMUNITY ROOM 7:01 PM

Chairman Petry convened the February 11, 2013 Selectmen's meeting at 6:37 PM in the Town Hall Community Room.

PLEDGE OF ALLEGIANCE

Mark Le Doux led the Board, and those present, in the Pledge of Allegiance.

MEETINGS

1. USI Consulting Group – GASB 45 Report

USI Consulting Group was unable to attend the meeting. The Town Administrator agreed to schedule a conference call for the next Board meeting.

2. Lynn Schur – Lawrence Barn History Exhibit

Lynn Schur was one of the architects hired to design the Lawrence Barn. She requested the Board's permission to install a permanent exhibit depicting the history of the Barn. She stated that a permanent exhibit was a part of the original plan. Sharon Howe and John Butler recently created and presented a PowerPoint presentation for the Hollis Historical Society meeting. The presentation depicted the Barn's history. The idea was to install story boards near the loft located adjacent to Depot Road. The story boards will include text and photos. The boards will be installed so that the post and beams were still visible. D. Petry recommended installing protective covering. M. Le Doux suggested using a pulley system to raise and lower the exhibit. This would serve to protect the exhibit as well as keep the Barn feel to the building. L. Schur thanked the board for their suggestions.

The Board would like a formal recommendation from the Hollis Heritage Commission (HHC) before approval is given. Lynn Schur agreed to contact David Sullivan, HHC Chairman, to ask the committee to make a formal recommendation. She contacted Rick Towne, Fire Chief, to make sure the sprinkler system was not an issue. He confirmed that it was not an issue.

M. Le Doux stated that the Board was in favor of the project and no further approval from them was needed. The Heritage Commission will need to be contacted to approve the project.

MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen authorize the installation of an historic exhibit at the Lawrence Barn with Heritage Commission approval. Voting in favor of the motion were Petry, Cadwell, and Le Doux. No one was opposed. The motion PASSED 3-0-0.

3. Carolyn Madden, Old Home Day Banner Request

Carolyn Madden, Old Home Days Chairperson, requested approval to install sponsored banners during the Hollis Old Home Days event. The banners will be hung on the fence along Depot Road from Wednesday through Saturday. The Old Home Day Committee fundraises year round to host the event. Carol Connor has volunteered to help the Old Home Day Committee create a sponsorship program. The program would hopefully generate enough funds to allow the committee to reach their fundraising goals sooner than the week of Old Home Days.

The Selectmen restricted the size of each temporary banner to match the size of an event specific sign. Individual banners could not exceed 32 square feet of sign surface area. The Selectmen prohibited banners on any section of fence located next to the crosswalk.

MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen authorize the Old Home Days Committee to erect banners on the fence adjacent to Depot Road for the Old Home Days event from Wednesday through Saturday. Each banner must meet the conditions of the Hollis Zoning Ordinance for Event Specific Sign permits. Voting in favor of the motion were Petry, Cadwell and Le Doux. No one was opposed. The motion PASSED 3-0-0.

4. Jim Belanger, Town Moderator, 2013 Town Election and Meeting Discussion

Jim Belanger, Town Moderator, and Tom Gehan, Budget Committee Chairperson, sat with the Board to discuss the 2013 Town elections and meeting. T. Brown handed out the revised 2013 Warrant Articles. J. Belanger reviewed the agenda for the 2013 Annual Town Meeting with the Board. He read through individual warrant articles and stated the estimated time allotted for each article. Town meeting will begin at 7:00pm and conclude at 10:45pm. Jim Belanger requested the wording of Article 9 (Lawrence Barn Parking Lot) is amended to include reference to the specific paving plan "C" discussed at the Public Hearing. The Board announced that Town Elections will be held at the Lawrence Barn Community Center on Tuesday, March 11, 2013 from 7:00am – 7:00pm.

The Board asked the Town Administrator to get updated quotes for the Town Hall Renovation Project to present at town meeting. Tom Gehan agreed to work with Troy Brown to update the PowerPoint slides for Town Hall.

J. Belanger invited Governor Hassan to speak at the Hollis Memorial Day Celebration. He agreed to inform the Board if she would be attending the celebration.

ADMINISTRATIVE BUSINESS

1. Public Minutes of January 28, 2013:

MOVED by Vahrij Manoukian seconded by Mark Le Doux that the Selectmen approve the public minutes of Monday, January 28, 2013 as submitted. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

2. Non-Public Minutes of January 28, 2013:

The minutes were not available. Approval was tabled until the next meeting.

3. Warrants:

a. Employee Reimbursements-1/30/13 (\$8,101.57)

MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen approve the employee reimbursement warrant as submitted. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

b. Accounts Payable: 1/31/13 (\$1,475,623.69)

MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen approve the accounts payable warrant, as submitted. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

c. Wages: 1/30/13 (\$132,731.40)

MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen approve the wages, as submitted. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

PUBLIC MINUTES 6:37 PM

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4. Weekly Meeting Schedule and Announcements:

D. Petry announced the board and committee meetings for the week of February 10, 2013 – February 16, 2013.

5. Abatements / Assessing Administrative Work:**REPORT OF TIMBER CUT & TIMBER TAX LEVY**

Reports of Timber Cut have been submitted, and timber tax is due, as follows:

PACKET #1

<u>Operation #</u>	<u>Map/Lot</u>	<u>Tax Due</u>
12-223-09	034-010	\$538.14
12-223-28	028-059	858.14
TOTAL DUE:		\$1396.28

MOVED by Frank Cadwell, seconded by Mark Le Doux that the Selectmen sign the Notice of Intent to Cut Wood or Timber and authorize the Tax Collector to collect \$1,396.28 in Timber Tax, as presented. Voting in favor of the motion were Petry, Cadwell, Le Doux and Manoukian. No one was opposed. The motion PASSED 4-0-0.

PACKET #2 – No Timber Cut on any of these properties to date

<u>Operation #</u>	<u>Map/Lot</u>	<u>Tax Due</u>
12-223-26	028-017	\$0
12-223-27	028-053	0
12-223-29	034-014	0
12-223-30	034-015	0
TOTAL DUE:		\$0.00

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve and sign the certification of timber cut, no taxes due, as presented. Voting in favor of the motion were Petry, Cadwell, Le Doux and Manoukian. No one was opposed. The motion PASSED 4-0-0.

NOTICES OF INTENT TO CUT WOOD OR TIMBER

The following owners have submitted Intents to Cut for the following properties. Bailey Brook Revocable Trust is the successor Trust to some of the Hildreth Trust properties on Birch Hill.

<u>Operation #</u>	<u>Owner</u>	<u>Map/Lot</u>	<u>Location</u>
12-223-33	Kevin & Claudine Curran	008-061	19 Bell Ln (via Spaulding Ln)
12-223-34	Bailey Brook Rev Trust	034-041	Hayden Rd – Cell Tower Lot3
12-223-35	Bailey Brook Rev Trust	034-010	Hayden Rd – Simoneau Lot
12-223-36	Bailey Brook Rev Trust	034-015	Hayden Rd – Hardy Lot
12-223-37	Bailey Brook Rev Trust	028-053	Hayden Rd – Gelazauskas Lot
12-223-38	Bailey Brook Rev Trust	028-059	Hayden Rd – Chickadee Lot

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen sign and approve the Notice of Intent to Cut Wood or Timber as presented. Voting in favor of the motion were Petry, Cadwell, Le Doux and Manoukian. No one was opposed. The motion PASSED 4-0-0.

LAND USE CHANGE TAX (LUCT) & CURRENT USE RELEASES

<u>Map/Lot</u>	<u>Location</u>	<u>Owner</u>	<u>LUCT Amt</u>	<u>Reason</u>
006-010-012	26 Blacksmith Ln	Matthew & Elizabeth Tavano	\$15,900.00	House Lot
026-067-003	Benjamins Way	Aaron & Karen Young	\$18,750.00	House Lot
032-045-005	Howe Lane	James Seager	\$12,700.00	Cell Tower Site
		TOTAL DUE:	\$47,350.00	

MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen sign and approve the Land Use Change Tax and Current Use Release as presented. Voting in favor of the motion were Petry, Cadwell, Le Doux and Manoukian. No one was opposed. The motion PASSED 4-0-0.

2012 ABATEMENTS

Case #	Location:	Tax Map/Lot:	Owner:	Amount of Refund:	Interest Due:	Total Refund:
LUCT 2012-002	Rocky Pond Rd	028-050	Jeffrey & Jennifer Pouliot	\$870.00	\$22.17	\$892.17
2012-002 119	Rideout Rd	015-005	Dieffenbacher & Carlo	\$747.00	\$8.84	\$755.84
2012-006	16 Silver Lake Rd	052-025	Hollis MT4 A Props	\$582.00	\$8.80	\$590.80
TOTAL ALL REFUNDS:					\$4151.90	

MOVED by Mark Le Doux, seconded by Vahrij Manoukian that the Selectmen approve the abatements for a total refunded amount of \$4,151.90, as recommended by Municipal Resources Inc. Voting in favor of the motion were Petry, Cadwell, Le Doux and Manoukian. No one was opposed. The motion PASSED 4-0-0.

NEW/OLD BUSINESS

1. PSNH and TDS Pole Permit

MOVED by Vahrij Manoukian seconded by Mark Le Doux that the Selectmen approve the pole license #22-0555, dated 12/21/2012. Voting in favor of the motion were Petry, Cadwell, Le Doux and Manoukian. No one was opposed. The motion PASSED 4-0-0.

2. MRI Contract Renewal

The Department of Revenue Administration (DRA) reviewed the contract submitted to the Town by Municipal Resources Inc. (MRI) to provide general assessing services. The DRA found the contract compliant with applicable statutes and rules although, they did not warrant the contract against any errors or omissions.

MOVED by Vahrij Manoukian that the Selectmen approve the contract submitted by Municipal Resources Inc. There was no second.

M. Le Doux asked the Town Administrator to contact MRI to provide a copy of their error and omissions policy to the Board. He would also like the Town of Hollis to be added as a "named insured" on their policy at no additional cost. This language should be added to the proposed contract under special conditions.

Troy Brown stated that the Board budgeted \$40,000 for assessing services. The Board preferred to have the invoice broken out segregating re-evaluation work from normal fees. The Board preferred to receive a quarterly invoice for re-evaluation work, so the Town wasn't paying for services before they were rendered. The contract needs to be amended to reflect the normal and customary fees. The Town would like to have coverage against errors and omissions.

Vahrij Manoukian withdrew his earlier motion to approve the contract submitted by Municipal Resources Inc.

3. 2013 Assessment Review Contract

T. Brown presented three proposals for the assessment review. He received four proposals in total, ranging from \$49,500 to \$112,000. He recommended the town hire Vision Government Solutions. Their bid was \$55,700. The Town budgeted \$56,000 for the assessment review. The low bidder was disqualified because their proposal did not meet the bid specifications.

The Board discussed an escape clause. There will be a performance bond and penalties clearly outlined in the contract.

MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen authorize the Town Administrator to enter into contract discussion with Vision Government Solutions for development of a contract for assessing review. Voting in favor of the motion were Petry, Cadwell, Le Doux and Manoukian. No one was opposed. The motion PASSED 4-0-0.

4. Appointments

The Board received a recommendation from the Historic District Commission to appoint Tom Cook as an alternate member of the Historic District Commission.

Vahrij Manoukian moved and Mark Le Doux seconded to appoint Tom Cook as an alternate member of the Historic District Commission, term expiring on April 30, 2016. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

The Board received a recommendation from the Energy Committee to appoint Peter "Mike" Leavitt as a regular member of the Energy Committee.

Vahrij Manoukian moved and Mark Le Doux seconded to appoint Peter Leavitt to the Energy Committee, term expiring on April 30, 2015. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

5. Tax Anticipation Note (TAN) Approval

MOVED by Vahrij Manoukian seconded by Mark Le Doux that the Selectmen secure a tax anticipation note with Lake Sunapee Bank in the amount of \$3,000,000 at the rate of 1.625% through December 31, 2013. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

6. Lawrence Barn Petition Warrant Article

The Board was advised by Council to take a position on the article. V. Manoukian disagreed that the Board should take a position. Petition articles should be voted on by the public without Selectmen input. He recommended that the Board remain neutral on the article. T. Brown explained that he discussed the matter with the Local Government Center's legal department. The Board of Selectmen is required to take a formal vote on all articles that include an appropriation. F. Cadwell reminded the Board that a few weeks ago they took a position on the article and the Board did not support the article. F. Cadwell stated that it was a good proposal but the project was not a priority in the 2013 budget year.

Moved by Mark Le Doux that the Selectmen vote to support the Lawrence Barn Petition warrant article to allow limited paving of a specific area of the parking lot for public safety.

The Motion was not seconded and therefore, the chairman was unable to call the question to a vote.

7. Committee Reports

~~Cable Advisory Committee~~

Mark Le Doux questioned the status of the Cable contract. The Cable Advisory Committee was recently revamped by appointing new members.

T. Brown stated that the Committee needed to get organized and initiate the meetings with Charter Communications. The Board decided to revisit the cable contract discussions after Town Meeting.

8. Other Business

South Merrimack Road

F. Cadwell drove South Merrimack after leaving the January 28th meeting. At that Meeting, Vahrij Manoukian urged the Board to paint a center yellow line on South Merrimack Road. After driving the road that evening, F. Cadwell felt it was even more dangerous than V. Manoukian warned. M. Le Doux agreed that it was a dangerous road. F. Cadwell urged the Board to take action to make the road safer to drive. The Highway Safety Committee recommended painting safety lines on South Merrimack Road. F. Cadwell was originally concerned with setting precedence but has changed his mind. The Board always retained the right to discuss safety issues on a case by case basis. The Board decided to invite the DPW Director and Highway Safety Committee (HSC) to their next meeting to discuss the options. The Board discussed holding a Public hearing after receiving input from the HSC.

NON-PUBLIC SESSION

MOVED by Vahrij Manoukian seconded by Mark Le Doux that the Selectmen enter NON-public session in accordance with RSA 91-A: 3-II (a) compensation, (b) hiring and (c) reputation. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

The Board entered non-public session at 8:02 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Vahrij Manoukian seconded by Mark Le Doux that the Selectmen come out of NON-public session in accordance with RSA 91-A: 3-II (a) compensation, (b) hiring and (c) reputation. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

MOVED by Vahrij Manoukian seconded by Mark Le Doux that the Selectmen seal the minutes of the NON-public session in accordance with RSA 91-A: 3-II (a) compensation, (b) hiring and (c) reputation. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

The Board came out of non-public session and entered into public session at 8:30PM.

ADJOURNMENT:

MOVED by Vahrij Manoukian seconded by Mark Le Doux that the Selectmen adjourn. Voting in favor of the motion were Petry, Cadwell, Manoukian and Le Doux. No one was opposed. The motion PASSED 4-0-0.

The Board adjourned at 8:30 PM.

Respectfully submitted,
Kimberly Dogherty, Assistant Town Administrator