

BOARD OF SELECTMEN'S MEETING 3-14-11 (6:29 PM)

Selectmen present: David Petry, Frank Cadwell, Mark Le Doux, Peter Band and Vahrij Manoukian

Staff present: Troy Brown, Town Administrator; Doug Smith, Interim Finance Officer; Cathy Hoffman, Assistant Town Administrator

COMMUNITY ROOM

Chairman David Petry convened the March 14th, 2011 Selectmen's meeting at 6:29 PM.

Justice of the Peace Cathy Hoffman administered the oath of office to Vahrij Manoukian and Frank Cadwell who were recently re-elected to the Board for three year terms.

Following the swearing in of V. Manoukian and F. Cadwell, the Board voted to enter into a non-public session in accordance with RSA 91-A:3-II.

NON-PUBLIC SESSION

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

The Board entered into a non-public session at 6:31 PM.

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-III. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

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-III. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

The Board came out of non-public session and entered into public session at 7:15 PM

PLEDGE OF ALLEGIANCE/AGENDA REVIEW

Town Administrator Troy Brown led the Board and those present in the Pledge of Allegiance.

ELECTIONS

Vahrij Manoukian made a motion to nominate David Petry to the position of Chairman of the Board of Selectmen. The motion was seconded by Frank Cadwell. There were no further nominations. Voting in favor of the motion were Cadwell, Manoukian and Band. No one was opposed. Petry abstained. Le Doux was absent. The motion PASSED 3-0-1.

Vahrij Manoukian made a motion to nominate Frank Cadwell to the position of Vice Chairman of the Board of Selectmen. The motion was seconded by Peter Band. There were no further

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52 nominations. Voting in favor of the motion were Petry, Manoukian and Band. No one was
53 opposed. Cadwell abstained. Le Doux was absent. The motion PASSED 3-0-1.
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55 Frank Cadwell made a motion to nominate Mark Le Doux to the position of Clerk of the Board of
56 Selectmen. The motion was seconded by Peter Band. There were no further nominations. Voting
57 in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux
58 was absent. The motion PASSED 4-0-0.
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60 MEETINGS

- 61 **1. Doug Smith, Interim Finance Director:** D. Smith recommended that the Board create a new policy
62 regarding electronic disbursements. Previously, these transfers, which include bond payments and
63 payments to the administrators of the Town's health insurance, were not reviewed by the Selectmen.
64 He stated that the new policy should outline the review and signature process.
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66 D. Smith informed the Board that the Town's previous letter of credit in the amount of \$870,000 was
67 secured at a rate of 1.25% and was good for six weeks. He added that he would be contacting local
68 banks regarding M. Le Doux's motion at the March 7th meeting to secure a standby letter of credit in
69 the amount of One Million Dollars to ensure the adequacy of the Town's cash flow.

- 70 **2. Roche Larochelle, CMA Engineering**

71 **a. Ash Street Sidewalk Project:** R. Larochelle updated the Board on the Ash Street Sidewalk
72 Project. He stated that the Town received seven sealed bids, which were opened on February 24th.
73 Hawkins Construction Company, based in New Ipswich, New Hampshire, submitted the low bid
74 of \$237,592.10. The high bid was \$328,537.00. The construction estimate was halfway between
75 at \$252,729. He stated that Hawkins Construction is on the New Hampshire Department of
76 Transportation's (NHDOT) pre-qualified contractor list. Hawkins is a smaller company that is
77 experienced in this type of project. References from past projects all indicate that the company's
78 work was satisfactory.

79 **b.** R. Larochelle reviewed the project estimate history and budget summary. The Town's cost
80 participation is 20% of the total project cost. The current budget is \$310,000 (\$62,000-Town,
81 \$248,000-NHDOT). As bid, the cost total is \$346,653 (\$69,331-Town, \$277,322-NHDOT). This
82 leaves a shortfall of \$7,331, which would be the Town's responsibility. D. Petry questioned why
83 the engineering estimate nearly doubled. R. Larochelle explained that the reason for the increase
84 is because that the engineering must now comply with the requirements for ARRA funding,
85 which includes additional oversight of the project. D. Petry asked if the \$237,592.10 is a fixed
86 cost. R. Larochelle responded no. With construction projects there are always contingencies for
87 unforeseen issues.
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89 F. Cadwell stated that he does not support the \$7,331 expenditure. He noted that the Town
90 appropriated an expenditure of \$310,000 for the project. He questioned if additional money could
91 be spent on this project. D. Petry asked what the options for the project would be if the project
92 cost remained at \$310,000. R. Larochelle presented the options. He stated that the project could
93 be withdrawn and the funding returned. The project could also be delayed for a year, in which
94 case it would have to be rebid and the costs most likely would increase. Another option would be
95 to revise the scope of the project. This would require submission of a new application, which
96 must be approved by the Transportation Enhancement Advisory Committee (TEAC). He added
97 that there are no guarantees that a new application would be approved. F. Cadwell recommended
98 verifying the wording of the warrant articles that appropriated money for the sidewalk project.
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100 F. Cadwell asked the question: Do we need the sidewalk? Is it a need or a want? There are roads
101 in Town that are in tough shape and need to be repaired. How many people will actually use the
102 sidewalk? T. Brown stated that he does a lot of shopping in Hollis. Ash Street is essentially
103 Hollis's business district. A sidewalk will improve pedestrian movement within the district and

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104 will address the existing drainage issues. The sidewalk would also benefit the “Safe Routes to
105 School” grant program. He added that improvements to the Four Corners intersection are
106 scheduled for 2023.

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108 R. Larochelle commented that the sidewalk would be a huge safety improvement. It also would
109 improve access to local businesses. The Town would be getting a \$400,000 project at a cost of
110 \$69,000. Regarding the overage costs, an appeal could be made to the NHDOT for them to cover
111 these costs. He noted that the length of the contract for the sidewalk construction is 120 days.
112 The Board agreed to table further discussion to the March 28th Selectmen’s meeting.

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ADMINISTRATIVE BUSINESS**1. Approval of Minutes- Public (3/7/11) and Non-Public (3/7/11))**

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115 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the*
116 *public minutes of March 7, 2011, as submitted. Voting in favor of the motion were Petry,*
117 *Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED*
118 *4-0-0.*

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120 *MOVED by Mark Le Doux, seconded by Vahrij Manoukian that the Selectmen approve and keep*
121 *sealed the non-public minutes of March 7, 2011, as submitted. Voting in favor of the motion were*
122 *Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion*
123 *PASSED 4-0-0.*

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2. Report of Timber Cut and Abatements

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a. Report of Timber Cut- Operation #10-223-16, Tax Map/Lot 003-030

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127 *MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen authorize the Tax*
128 *Collector to collect \$18.23 in timber tax for Operation #10-223-16, as submitted. Voting in favor*
129 *of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was*
130 *absent. The motion PASSED 4-0-0.*

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F. Cadwell stated that he does not support the approval of the abatements for Cases 2010-005 and 2010-016. He questioned the refund amounts and the revised assessments on these properties. Vote on these abatement applications was tabled. The Board will ask for an explanation of the abatements from the Assessors.

3. Selectmen Assignments and Action Items: D. Petry asked Board members to review last year’s Selectmen’s assignment list for potential changes. He also asked Board members to review and comment on the Action Item list. He would like to update and address items on this list once a month. Other pending items include the review and amendment of the personnel policy. Items to be addressed in the policy are the employee earned time and insurance buy out.

D. Petry commented that the advisory vote on the future of the Farley Building was not a good representation of the townspeople. F. Cadwell stated that even though he agreed with the majority vote to demolish the building, he does agree that 95 votes out of a population of over 7,500 is not a decisive vote.

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157 **ADJOURNMENT**

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159 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen adjourn. Voting in*
160 *favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux*
161 *was absent. The motion PASSED 4-0-0.*

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163 The Board adjourned at 8:30 PM.

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165 Respectfully submitted,

166 Cathy Hoffman

167 Assistant Town Administrator