

1 **BOARD OF SELECTMEN’S MEETING**

2 Selectmen present: Vice Chairman, David Petry, Frank Cadwell, Peter Band and Vahrij Manoukian  
3 Selectmen absent: Mark Le Doux  
4 Staff present: Kimberly Galipeau, Town Administrator, Deborah Padykula, Finance Officer, Paul  
5 Armstrong and Bill Moseley, Camera Operators  
6

7 **COMMUNITY ROOM**

8 Hollis Town Hall Community Room, located at 7 Monument Square, Hollis, New Hampshire.  
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10 **PLEDGE OF ALLEGIANCE**

11 The Pledge of Allegiance was recited.  
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13 **PUBLIC COMMENT**

14 V. Manoukian spoke about Children of the Fallen Patriots, which is a foundation that provides college  
15 scholarships and educational counseling to military children who have lost a parent in the line of duty.  
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17 **AGENDA REVIEW**

18 The Selectmen’s agenda was reviewed.  
19

20 **MEETINGS**

21 **1. Highway Safety Committee Recommendations**

22 The Highway Safety Committee presented the following recommendations to the Board of Selectman. The first  
23 recommendation was to install a “No Left Turn” sign southbound on Route 122 at South Merrimack Road. The  
24 second recommendation was to replace the Stop Sign at Wheat Lane and Route 122 to a Yield Sign. The last  
25 recommendation was to install Stop Signs at the intersection of Keyes Hill Road and Federal Hill Road and the  
26 intersection of Keyes Hill Road and Rocky Pond Road.  
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28 *MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen approve the request to*  
29 *install a “No Left Turn” sign southbound on Route 122 at South Merrimack Road and to change the*  
30 *Yield Sign to a Stop Sign at Wheat Lane and Route 122. Voting in favor of the motion were Petry,*  
31 *Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.*  
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33 *MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve the request*  
34 *to install Stop Signs at the intersection of Keyes Hill road and Federal Hill Road and the*  
35 *intersection of Keyes Hill Road and Rocky Pond Road. Voting in favor of the motion were Petry,*  
36 *Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.*  
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38 A Public Hearing will be scheduled for the proposed installation of the Stop Signs.  
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40 The Highway Safety Committee is working with the Department of Public Works and Hollis Police Department  
41 regarding the installation of convex mirrors at some intersections in town.  
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43 **2. Lease Agreements**

44 D. Petry suggested Section 2, Subsection 5 “Assignment/sub-leasing” of both lease agreements reflect that sub-  
45 leasing is prohibited by the LESSEE. He felt that sub-leasing creates extra oversight and management that may  
46 be unnecessary and potentially problematic for the LESSOR.  
47

48 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the Stefanowicz*  
49 *Farm Lease Agreement between Lull Farm LLC (Mr. David Orde) and the Town of Hollis, with the*  
50 *removal of “without the written consent of the LESSOR” under Section 2, Subsection 5,*

51 *Assignment/sub-leasing. The term ending date of the agreement is 10/31/2017. Voting in favor of*  
52 *the motion were Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED*  
53 *4-0-0.*

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55 *MOVED by Vahrij Manoukian, seconded by Vahrij Manoukian that the Selectmen approve the East*  
56 *Cemetery Farm Lease Agreement between Lull Farm LLC (Mr. David Orde) and the Town of Hollis,*  
57 *with the removal of "without the written consent of the LESSOR" under Section 2, Subsection 5,*  
58 *Assignment/sub-leasing. The term ending date of the agreement is 12/31/2017. Voting in favor of*  
59 *the motion were Petry, Band, Manoukian and Cadwell. No one was opposed. The motion PASSED*  
60 *4-0-0.*

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62 **3. Recreation Commission**

63 Recreation Director, Kyle Gillis and Recreation Chairman, Dave Belanger informed the Board that the  
64 Recreation Commission met at the Stefanowicz property for a site walk and to discuss possible locations for  
65 recreation fields. Mr. Gillis stated that a maximum of 10 acres is needed for two rectangular recreation fields.  
66 Information pertaining to field dimensions and parking lot spaces was distributed to the Board.

67  
68 P. Band suggested the Recreation Commission work with the Planning Department to create a conceptual  
69 drawing of the property with an overlay of field locations. He felt this would be beneficial for assessing the  
70 boundary areas and farming buffers that may be required between the proposed field and the proposed farming  
71 operation.

72  
73 Although it was estimated that the project could cost up to \$1,000,000, D. Petry stated that a detailed cost  
74 estimated would be needed as soon as possible.

75  
76 D. Belanger suggested a meeting between the Town of Hollis, Recreation Commission and Hollis School  
77 District to further discuss and review current and proposed recreation fields.

78  
79 D. Petry added that a preliminary study may be needed to determine the feasibility of the project, before  
80 proceeding. He would like to move forward with the 2018 bid process for farming the property, with a  
81 placeholder for the proposed field locations.

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83 **4. Financial Review**

84 Deborah Padykula, Finance Officer provided a financial review of the Town's budget, including expenditures  
85 and revenues through April 2017. It was reported that the overall expenditure budget is 27% spent. Most of the  
86 accounts are on track, being about 33% spent. There are a few accounts that are trending higher, such as the  
87 legal budget which is at 45% spent due to personnel and land acquisitions. The police overtime account is 61%  
88 spent due to having an employee out on Workers Compensation and filling an open position in April. There will  
89 be funds in the union account to cover the overage amount. The DPW overtime account is 87% spent due to  
90 snow removal from the beginning of the year.

91  
92 Revenues are on track, with 30% collected thus far. Ms. Padykula provided an update on the 2016 audit, stating  
93 that the field work from the visit in April was completed and they are currently working on the financial  
94 statements. After deducting \$359,000 from the unassigned fund balance for articles voted at Town Meeting, the  
95 amount in the fund, as of December of 2016 is \$3,328,000.

96  
97 D. Padykula provided an update on the projects allocated in the Maintenance Fund, stating that the Fire  
98 Department completed painting, carpeting and ceiling repairs at the station. The Police Department plans to  
99 complete the exterior lighting, interior and exterior painting and carpeting repairs. The Town Hall project

100 includes carpeting in the community room. The Lawrence Barn project includes the purchase of a generator for  
101 the facility.  
102

103 **NEW / OLD BUSINESS**

104 **1. 2017 Tax Warrant (\$14,078,776.00)**

105 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the 2017 Tax*  
106 *Warrant in the amount of \$14,078,776.00, as presented. Voting in favor of the motion were Petry,*  
107 *Band, Manoukian and Cadwell. No one was opposed. The motion PASSED 4-0-0.*  
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109 **2. DRA – Report of Town Officials (MS-123)**

110 The MS-123 is a report of all Appointed and Elected Town officials that is submitted annually to the New  
111 Hampshire Department of Revenue Administration.  
112

113 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the MS-*  
114 *123, Report of Town Officials, as presented. Voting in favor of the motion were Petry,*  
115 *Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*  
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117 **3. Acceptance of Retirement / Resignation**

118 **a. Deanna Denman, Police Department (effective 6/1/17)**

119 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen regretfully*  
120 *accept the resignation of Deanna Denman for retirement. Voting in favor of the motion*  
121 *were Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-*  
122 *0.*  
123

124 **b. Ross Rawnsley, Communications Department (effective 6/23/17)**

125 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen regretfully accept*  
126 *the resignation of Ross Rawnsley. Voting in favor of the motion were Petry, Manoukian,*  
127 *Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*  
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129 **c. Zoning Board of Adjustment, Gerald Moore**

130 *MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen regretfully*  
131 *accept the resignation of Gerald Moore from the Zoning Board of Adjustment. Voting in*  
132 *favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed. The*  
133 *motion PASSED 4-0-0.*  
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135 **ADMINISTRATIVE BUSINESS**

136 **1. Assessing**

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138 **REPORT OF WOOD OR TIMBER CUT**

Operation #	MBLU	Owner	Timber Tax Levy
140 16-223-03	026-009	Richard & Shaleigh Russo	\$624.78
141 16-223-07	029-001 & others*	Raisanen Homes Elite LLC	\$59.99
142 16-223-08	008-048	Etchstone Properties Inc	\$19.35
<b>TOTAL DUE:</b>			<b>\$704.12</b>

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145 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen accept the Report of*  
146 *Wood or Timber Cut for Operations 16-223-03, 16-223-07 and 16-223-08, as submitted.*  
147 *Voting in favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed.*  
148 *The motion PASSED 4-0-0.*

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**2016 ABATEMENTS**

Case #	MBLU	Owner	Location
2016-004	028-001	Timothy & Kathleen Farwell	273 Hayden Road

*MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen deny the 2016 abatement case #2016-004, as submitted. Voting in favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

Case #	MBLU	Owner	Location	Amount to be Abated(no interest)
2016-005	004-013	Morel	20 Southgate Rd	\$1935.00
2016-006	057-006	Donovan	18 Springvale Dr	\$4641.00
2016-007	060-045-022	Giersch & Piani	15 Long Hill Rd	\$2263.00
2016-008	014-047	Nowosiadly & Sui RT	12 Sherwood Dr	\$909.00
2016-011	047-058	Murdock & Wildberger	25-27 Meadow Dr	\$5192.00
<b>TOTAL TO BE REFUNDED:</b>				<b>\$14,940.00</b>

*MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the 2016 abatements for case #2016-005, 2016-006, 2016-007, 2016-008 and 2016-011, as submitted. Voting in favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**2. Approval of Warrants****a. Wages – 5/18/17 (\$149,400.57)**

*MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**b. Accounts Payable – 5/18/17 (\$1,587,015.22)**

*MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve the Accounts Payable, as submitted. Voting in favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**c. Benefit Strategies – 5/18/17 (\$7,565.16)**

*MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve the Benefit Strategies, as submitted. Voting in favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**3. Approval of Public Minutes – 5/8/17**

*MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the public minutes of May 8, 2017, as submitted. Voting in favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

**4. Approval of Non-Public Minutes – 5/8/17**

*MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the non-public minutes of May 8, 2017, as submitted and keep them sealed. Voting in favor of the motion were Petry, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

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**5. Weekly Meetings and Announcements**

The weekly meetings were announced for May 21, 2017 – May 27, 2017.

The Household Hazardous Waste Day will take place on Thursday, June 1, 2017 from 3:00 p.m.-7:00 p.m. at the Nashua Public Works Garage, located at 9 Stadium Drive in Nashua. The cost is \$10 per vehicle, additional charges over 10 gallons or 20 pounds apply. No latex paint, electronics or medication. Please contact [www.nashuarpc.org/hhw](http://www.nashuarpc.org/hhw) or call 603-424-2240 for more information.

The Memorial Day Ceremony will take place on Monday, May 29, 2017 on the Town Common beginning at 5:30 p.m. In the case of inclement weather, the ceremony will take place at the Lawrence Barn Community Center. Additional information can be found on the town’s website at [www.hollisnh.org](http://www.hollisnh.org). Governor Christopher Sununu and Speaker of the House, Shawn Jasper are scheduled to attend the ceremony.

**ADJOURNMENT**

*MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen adjourn the meeting.  
Voting in favor of the motion were Petry, Band, Manoukian and Cadwell. No one was opposed.  
The motion PASSED 4-0-0.*

The Board adjourned at 7:57 PM.

Respectfully Submitted,  
Christine Herrera, Administrative Assistant/HR Coordinator