

**BOARD OF SELECTMEN'S MEETING- 06-10-13 (7:01 PM)**

Selectmen present: Mark Le Doux, Vahrij Manoukian, Peter Band, Frank Cadwell (arrived at 7:02pm) and David Petry (via telephone)  
Staff present: Troy Brown, Town Administrator and Paul Armstrong, Volunteer Camera Operator

**COMMUNITY ROOM**

Acting Chairman Le Doux convened the June 10, 2013 Selectmen's meeting at 7:01 PM in the Town Hall Community Room.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA REVIEW**

Troy Brown reviewed the Selectmen's agenda.

**PUBLIC COMMENT**

None

**NEW / OLD BUSINESS**

**1. Town Hall Exterior Improvement Project**

**Review D.L. King & Associates Proposal**

T. Brown stated that five contractors submitted proposals for the town hall exterior improvement project. Four of the five contractors attended a site walk held in May to discuss the project. D.L. King & Associates was one of the four contractors that attended. T. Brown stated that D.L. King returned two or three times after the site walk with different sub contractors. D. L. King submitted the lowest proposal for the project with a base bid price of \$294,493.00. The base price included a \$20,000 allowance for replacing rot and decayed wood. D.L. King offered to reduce the base price by the \$20,000 and the Town could submit change orders to replace decayed wood. In the Request for Proposal, the Board of Selectmen requested a price for 100% lead abatement. D.L. King submitted a price of \$63,600.00.

T. Brown explained that it was impossible to remove 100% of the lead unless all of the wood was replaced. M. Le Doux questioned if there was any reason the Town could not accept the base bid. Arthur E. King Jr. explained that 100% lead abatement was only required for children under the age of twelve. A school, daycare or HUD Housing would be required to remove the lead. A. King Jr. mentioned a new product by Fiberlock that would encapsulate the lead. It was an additional cost of \$30-35,000. He also mentioned another product made by Fiberlock that was non toxic. The product is wiped over the trim and wiped off and then power washed off. The product removes 90% of the lead on the surface. A. King Jr. stated that the estimated cost of applying this product would be \$40,000.

F. Cadwell questioned the difference between the three options of 100% lead removal, encapsulation of lead and scraping and painting the building. Dean King stated that for 100% removal of lead, all of the paint is removed from the wood including all visible flecks of paint and sanding of the wood is done by hand. The process includes several applications of the Fiberlock product. D. King stated that for encapsulation of lead, the wood is scraped, sanded and then the Fiberlock encapsulating paint is applied as the primer. The base price was to scrape, prime and paint the wood with regular paint. This option would leave lead paint on the building. F. Cadwell confirmed that any option would not remove all of the lead. D. King confirmed.

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D. Petry questioned if it would be more cost effective to replace the wood trim on the building. Steve Dirksen, Project Manager, explained that the dental work alone along the roofline would make replacing the wood cost prohibitive.

D. Petry was in favor of accepting the base bid for scraping, priming and painting the wood. M. Le Doux stated that the project cost would be around \$322,500 if the Board decided to encapsulate the lead. D. Petry thought he heard earlier that the paint application would only last ten years. He felt this was quick and questioned why. A. King Jr. stated that top of the line Sherwin Williams paint will be used on the trim and Cabot stain, which is also top of the line, will be used on the cedar shakes. D. Petry wanted confirmation that the siding would be solid white stain. The project manager confirmed.

P. Band was also in favor of awarding the proposal for the base bid amount less the \$20,000 withholding for rotted wood. P. Band was against the additional lead removal and stated that the Town was under no statutory obligation to remove the lead.

V. Manoukian was also in agreement with D. Petry and P Band that the contract should be awarded for the amount of \$274,493.00. V. Manoukian asked what the next step in the process was. T. Brown stated that he would like to be authorized to work with D.L. King to draft an agreement. V. Manoukian reminded T. Brown that he wanted an escape clause to protect the Town. T. Brown explained that a performance bond will be in place. A. King Jr. stated that his company guaranteed 100% satisfaction regarding performance. If the Town deemed the work inadequate the project could be completed with the bond. V. Manoukian asked if all of the workers would be covered by insurance. A. King Jr. confirmed that he had more than adequate insurance for all employees working at the job site.

F. Cadwell questioned the \$20,000 allowance. He asked if it was for trim. D. King explained that the allowance was not just for trim. \$20,000 was budgeted to replace rotted trim and rotted barn boards underneath the siding.

*MOVED by Peter Band seconded by Vahrij Manoukian that the Selectmen award the Town Hall Renovation project contract to D.L. King & Associates in the amount of 274,493.00 with a \$20,000 contingency for change orders. The contract did not include Alternative 1 (100% lead abatement) or Alternative 2 (dark paint). Voting in favor of the motion were Petry, Le Doux, Manoukian, Band and Cadwell. No one was opposed. The motion PASSED 5-0-0.*

M. Le Doux questioned if T. Brown was being appointed as Clerk of the Works. T. Brown confirmed. M. Le Doux thanked T. Brown for his efforts on the project.

## 2. TDS Telecom – Draft Television Franchise Agreement

M. Le Doux reported that he attended a very productive meeting between TDS Telecom (TDS) and the Cable Advisory Committee (CAC) last week. TDS drafted a cable franchise agreement for the Town to review. M. Le Doux explained that currently Charter Communications provides internet and cable to the Town of Hollis. Charter Communications is operating under an old license and an expired contract. The CAC has requested information from Charter but has yet to receive it. TDS presented a modern contract that met current federal laws. M. Le Doux recommended that the Board accept the TDS contract pending legal review. The contract will generate income and additional services for the Town. TDS will provide the same public access channels. Video broadcasting will also be available at three sites and not just in the community room.

## PUBLIC MINUTES 7:01 PM

## Draft Copy

105 *MOVED by Vahrij Manoukian seconded by Peter Band that the Selectmen send the*  
106 *proposed TDS Telecom contract to legal counsel for review. Voting in favor of the motion*  
107 *were Petry, Le Doux, Manoukian, Band and Cadwell. No one was opposed. The motion*  
108 *PASSED 5-0-0.*  
109

110 M. Le Doux stated that after legal review the Board of Selectmen would still need to approve  
111 the contract. P. Band asked for highlights of the contract. M. Le Doux stated that it was a 15-  
112 year contract and was aggressively priced. The head station will be located in Hollis, NH.  
113 The contract would not cover the entire Town. There is a small section of Town on the East  
114 side that is serviced by Fairpoint Communications. The franchise fee is 3% of gross revenue  
115 and increases to a maximum of 5%. The contract is non exclusive.  
116

**3. Appointment****Charles Husk, Agricultural Commission (term exp 04/30/2016)**

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118 *MOVED by Peter Band seconded by David Petry that the Selectmen appoint Charles Husk*  
119 *as an alternate member to the Agricultural Commission (term ends April 30, 2016). Voting in*  
120 *favor of the motion were Petry, Le Doux, Manoukian, Band and Cadwell. No one was*  
121 *opposed. The motion PASSED 5-0-0.*  
122

123  
124 D. Petry extended his condolences to CJ and his family. Lucy Husk was a great lady that  
125 contributed so much to the Town of Hollis.  
126

**4. Flint Pond Association****Raffle Request**

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129 The Flints Pond Improvement Association (FPIA) has requested permission from the Board  
130 to hold a raffle to raise funds for their ongoing pond restoration efforts. M. Le Doux  
131 confirmed that Old Home Days Committee approved the raffle request. T. Brown confirmed.  
132

133 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the*  
134 *Flints Pond Improvement Association's raffle permit request, as presented. Voting in favor of*  
135 *the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The*  
136 *motion PASSED 5-0-0.*  
137

**5. Eagle Scout Awards**

138  
139 M. Le Doux announced that James Plummer, Alexander Ivan Thyng, Willard Wider and  
140 Aaron Pepin are receiving their Eagle Scout Award this weekend. The award ceremony will  
141 be held at the Hollis Congregational Church at 1:00pm on Sunday, June 16, 2013.  
142

**6. Committee Reports**Budget Committee

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145 P. Band stated that the Budget Committee would like to hold a joint meeting with the Board  
146 of Selectmen in July. They would like to discuss upcoming scheduling and bonding items.  
147 M. Le Doux recommended July 22<sup>nd</sup> or 29<sup>th</sup>.  
148

Recreation Commission

149  
150 F. Cadwell stated that the Recreation Commission meets on the first Wednesday of every  
151 month at 7pm. Interested residents are welcome to attend. There are several vacancies on the  
152 Commission.  
153

**7. Other**Finance Office

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## PUBLIC MINUTES 7:01 PM

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156 M. Le Doux has been discussing negotiation strategies with the Finance Office for the high  
157 interest bonds. One bond matures in 2035 at 4%. Four percent is high and M. Le Doux  
158 believes that it can be reduced to 2% or less. Doing this would abbreviate the time, lower the  
159 rate and incur a significant savings to the taxpayer. The bonds in question were issued 5-7  
160 years ago. P. Band stated that the term would be shorter and the rate would be lower. M. Le  
161 Doux confirmed and asked P. Band to share the information with the Budget Committee.  
162

163 M. Le Doux reported that the Finance Officer would like to open a money market account  
164 with Century Bank. Century Bank is a Massachusetts Bank that is offering the Town an  
165 interest rate of 0.50%. All of the funds deposited into this account would be collateralized or  
166 guaranteed. All of the Town's money is currently with Citizens Bank, which is earning at an  
167 interest rate of 0.01%. Tax revenue is coming in and the Finance Officer requested  
168 permission from the Board to deposit funds into the Money Market Account with Century  
169 Bank to gain more interest. P. Band questioned if the funds were insured. M. Le Doux  
170 confirmed and stated that the funds were cross collateralized.  
171

172 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen authorize the*  
173 *Finance Director to open a money market account with Century Bank, as discussed. Voting*  
174 *in favor of the motion were Petry, Manoukian, Le Doux, Cadwell and Band. No one was*  
175 *opposed. The motion PASSED 5-0-0.*  
176

177 Dog Warrant

178 The Board reviewed the unlicensed dog warrant. The Town Clerk sent out a final notice and  
179 the deadline for payment is June 20, 2013.  
180

181 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve and*  
182 *sign the Dog Warrant. Voting in favor of the motion were Petry, Manoukian, Le Doux, Band*  
183 *and Cadwell. No one was opposed. The motion PASSED 5-0-0.*  
184

185 Deputy Town Clerk

186 Alison Falk, Deputy Town Clerk, submitted her resignation effective in September. Nancy  
187 Jambard, Town Clerk, requested that the Board begin the process of hiring a replacement.  
188 N. Jambard would like to hire and train someone while Alison is still working. T. Brown  
189 requested permission to advertise the position as it exists today. D. Petry asked T. Brown to  
190 make sure that the number of hours and benefit coverage was very clear in the deputy tax  
191 collector job description. T. Brown stated that he was working with the Town Clerk. D. Petry  
192 would like the Board to approve the job description prior to the position being publicized.  
193

194 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen authorize the*  
195 *Town Administrator to advertise the job opening for the position of Deputy Town Clerk with*  
196 *the condition that the Board approves the job description prior to publicizing. Voting in favor*  
197 *of the motion were Petry, Manoukian, Le Doux, Cadwell and Band. No one was opposed. The*  
198 *motion PASSED 5-0-0.*  
199

200 Lawrence Barn Community Center (LBCC)

201 Janet Lawrence requested permission to install a memorial tree for her husband William  
202 Lawrence at the Barn. A dogwood tree will be planted and a stone from the family farm  
203 added at a later date. The Board discussed alternate locations and agreed to visit the site  
204 again.  
205

206 **ADMINISTRATIVE BUSINESS**

207 **1. Approval Public Minutes 05/28/13**

PUBLIC MINUTES 7:01 PM

Draft Copy

208 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the*  
 209 *public minutes of Tuesday, May 28, 2013 as submitted. Voting in favor of the motion were*  
 210 *Petry, Manoukian, Cadwell and Band. No one was opposed. Le Doux abstained. The motion*  
 211 *PASSED 4-0-1.*  
 212

213 **2. Approval Non-Public Minutes 05/28/13**

214 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the*  
 215 *non-public minutes of Tuesday, May 28, 2013 and keep them sealed. Voting in favor of the*  
 216 *motion were Petry, Manoukian and Cadwell. Band was opposed. Le Doux abstained. The*  
 217 *motion PASSED 3-1-1.*  
 218

219 *MOVED by Peter Band seconded by Frank Cadwell that the Selectmen unseal the non-public*  
 220 *minutes of Tuesday, May 28, 2013. Voting in favor of the motion were Petry, Cadwell and*  
 221 *Band. Manoukian was opposed. Le Doux abstained. The motion PASSED 3-1-1.*  
 222

223 **3. Approval Warrants**

224 **a. Employee Reimbursements – 06/04/13 (\$3,717.10)**

225 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve*  
 226 *the employee reimbursement warrant as submitted. Voting in favor of the motion were Le*  
 227 *Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED*  
 228 *5-0-0.*

229 **b. Wages – 06/04/13 (\$143,713.53)**

230 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve*  
 231 *the wages as submitted. Voting in favor of the motion were Le Doux, Petry, Manoukian,*  
 232 *Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.*  
 233

234 **c. Accounts Payable – 06/05/13 (\$299.31)**

235 *MOVED by Peter Band seconded by Frank Cadwell that the Selectmen approve the*  
 236 *accounts payable warrant, as submitted. Voting in favor of the motion were Le Doux,*  
 237 *Petry, Cadwell and Band. Manoukian was opposed. The motion PASSED 4-1-0.*  
 238

239 **d. Accounts Payable – 06/06/13 (\$932,649.12)**

240 *MOVED by Peter Band seconded by Frank Cadwell that the Selectmen approve the*  
 241 *accounts payable warrant, as submitted. Voting in favor of the motion were Le Doux,*  
 242 *Petry, Cadwell and Band. Manoukian was opposed. The motion PASSED 4-1-0.*  
 243

244 **4. Weekly Meetings & Announcements**

245 Peter Band announced the board and committee meetings for the week of June 9, 2013 – June  
 246 15, 2013.  
 247

248 The Hollis Fire Station is hosting a bike rodeo on June 22, 2013 from 9:00am – 12:00pm at  
 249 the Hollis Primary School. Contact the Fire Department for more information.  
 250

251 The Hollis Brookline Rotary Club is hosting the Hollis Fast 5k race on Thursday, June 13,  
 252 2013 from 6:00pm – 7:30pm. Expect traffic delays in the center of town during that time.  
 253

254 **5. Assessing Administrative Work**

255 **2012 ABATEMENTS**

Case #	Location:	Tax Map/Lot:	Owner:	Amount of Refund:	Interest Due:	Total Refund
2012-017	34 Overlook Dr	010-011-120	Hanson	\$2087.00	\$67.58	\$2154.58
2012-031	10 Clinton Dr	004-069	Copenhagen Group	\$6363.00	\$384.46	\$6747.46
<b>TOTAL REFUNDS:</b>						<b>\$8902.04</b>

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262 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the*  
263 *abatements for a total refunded amount of \$8,902.04, as recommended by Municipal*  
264 *Resources Inc. Voting in favor of the motion were Petry, Manoukian, Le Doux, Cadwell and*  
265 *Band. No one was opposed. The motion PASSED 5-0-0.*  
266

**REPORT OF TIMBER CUT**

267  
268 Operation #: 12-223-23  
269 MBLU: 029-001 & 029-037  
270 Location: Federal Hill and Rocky Pond Roads  
271 Owner: Frederick Worcester Trust  
272 **Amount Due: \$298.67**  
273

274 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen sign the Notice of*  
275 *Intent to Cut Wood or Timber and authorize the Tax Collector to collect \$298.67 in Timber*  
276 *Tax, as presented. Voting in favor of the motion were Petry, Cadwell, Le Doux, Manoukian*  
277 *and Band. No one was opposed. The motion PASSED 5-0-0.*  
278

**NON-PUBLIC SESSION**

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281 *MOVED by Peter Band seconded by Frank Cadwell that the Selectmen enter NON-public session*  
282 *in accordance with RSA 91-A:3-II (a) for personnel. Voting in favor of the motion were Petry,*  
283 *Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*  
284

285 The Board entered non-public session at 8:06 PM.  
286

**CONCLUSION OF NON-PUBLIC SESSION**

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289 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen come out of NON-*  
290 *public session in accordance with RSA 91-A:3-II (a) for personnel. Voting in favor of the motion*  
291 *were Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion PASSED*  
292 *5-0-0.*  
293

294 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen seal the minutes of*  
295 *the NON-public session in accordance with RSA 91-A:3-II (a) for personnel. Voting in favor of*  
296 *the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The*  
297 *motion PASSED 5-0-0.*  
298

299 The Board came out of non-public session and entered into public session at 8:35PM.  
300

**ADJOURNMENT:**

301  
302 *MOVED by Peter Band seconded by Frank Cadwell that the Selectmen adjourn. Voting in favor*  
303 *of the motion were Le Doux, Petry, Manoukian, Cadwell and Band. No one was opposed. The*  
304 *motion PASSED 5-0-0.*  
305

306 The Board adjourned at 8:35PM.  
307

308 Respectfully submitted,  
309 Kimberly Dogherty, Assistant Town Administrator  
310