

1 **BOARD OF SELECTMEN'S MEETING**

2
3 Selectmen present: David Petry, Mark Le Doux, Vahrij Manoukian, Peter Band and Frank Cadwell
4 Staff present: Troy Brown, Town Administrator, Deborah Padykula, Finance Officer (excused
5 at 9:50pm) and Paul Armstrong, Volunteer Camera Operator. In audience: James
6 Sartell, Police Chief and Dawn Desaulniers, IT Director
7

8 **COMMUNITY ROOM**

9 Chairman Petry convened the July 22, 2013 Selectmen's meeting at 7:33 PM in the Town Hall
10 Community Room.
11

12 **PLEDGE OF ALLEGIANCE**

13 The Pledge of Allegiance was recited.
14

15 **AGENDA REVIEW**

16 Troy Brown reviewed the Selectmen's agenda. The Hollis Energy Commission requested permission to
17 give a presentation regarding the heating and cooling system at the Police Station. The presentation is not
18 on the meeting agenda.
19

20 **PUBLIC COMMENT**

21 **Gail Maloney, 455 Silver Lake Road** introduced herself as a professional photographer. She is having
22 problems with TDS Telecom and has for a long time. Her major problem is that their technology is
23 outdated and large photo files can't be transmitted. She is unable to transmit professional photos to her
24 customers. She received a request last Thursday to photograph someone but it had to be done quickly. She
25 took the photos, downloaded them to her \$4,500 Mac from her \$8,000 camera and went to send them that
26 Thursday evening but her modem was not working for the fourth time in three years. She promised the
27 photos would be delivered by the next morning. Her husband called TDS in Wisconsin and she was
28 unable to deliver the photos. G. Maloney has called TDS once or twice a year for three or four years about
29 her DSL service. Her expensive camera creates large .tif files that she needs to be able to send. A TDS
30 employee came to her home for a service call and explained that things weren't calibrated properly and he
31 replaced her modem. She questioned what the problem was with TDS. He explained that TDS did not
32 want to spend the money to update the service. She was disappointed with the answer. The TDS
33 employee stated that TDS should offer fiber optic next year but couldn't guarantee that the service would
34 reach the north end of Hollis.
35

36 G. Maloney requested that the Board of Selectmen make sure that fiber optic service is provided to the
37 north end of Town when it is offered next year. D. Petry understood her frustration. He mentioned that
38 there are other companies that provide internet service to residents. G. Maloney was aware of the options
39 but stated that it would cost her \$4,000 to run wires to her home. D. Petry stated that the Board was in the
40 process of reviewing a TDS proposal which would expand to the television and cable market. D. Petry
41 recommended she look into Verizon and explore other options. She thanked him. The Board had not yet
42 seen a map of the proposed locations for fiber optic service. G. Maloney asked the Board to please keep
43 in touch with her.
44

45 **David Sullivan, 23 Powers Road**, requested permission to speak about the public hearing process that
46 transpired around Town Hall. D. Petry denied the request based on the fact that it was announced that
47 Town Hall would not be discussed tonight. D. Sullivan stated that he was not commenting on Town Hall.
48 D. Petry allowed five minutes. D. Sullivan began by stating that the mission of the Hollis Heritage
49 Commission was to promote the proper recognition, use and protection of resources, tangible or
50 intangible that are valued for their historic cultural, aesthetic, or community significance within their
51 natural, built, or cultural contexts. By the Selectmen holding the Public Hearing, D. Sullivan heard
52 conversations at the diner and church regarding the color of Town Hall.

53 He thanked the Board for holding the Public Hearing and stated that he knew that it was difficult to please
54 everyone. He felt the Heritage Commission failed to change the color of the building but the Committee
55 preserved the intangible things like community preservation discussions. He again thanked the Board for
56 creating the atmosphere for discussion.
57

58 D. Petry made a quick rebuttal. He stated that a meeting was held prior to Town Meeting in the
59 Community Room regarding the Town Hall Project. Input was requested and received from the Historic
60 District Commission, Heritage Commission and the Historical Society. The Town Hall Project, from a
61 budget perspective, has been on the Board's agenda since last September. D. Petry wanted to make sure
62 the public and the press was aware that the Board has gathered input for many months. Input was not just
63 requested at the last meeting. D. Petry applauded the Heritage Commission for their effort. D. Petry stated
64 that the Historic District Commission not the Heritage Commission is the regulating body for the Town
65 Hall Project.
66

67 MEETINGS

68 1. Appointment of Interim Public Works Director – Tom Bayrd

69 Tom Bayrd has volunteered to serve as the Interim Public Works Director. F. Cadwell was
70 confident in his ability to undertake the responsibility of the position. The Board thanked
71 T. Bayrd for stepping up and the extra effort.
72

73 *MOVED by Frank Cadwell seconded by Mark Le Doux that the Selectmen appoint Tom Bayrd,*
74 *DPW Foreman, as the Interim Public Works Director. Voting in favor of the motion were Petry,*
75 *Le Doux, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED 5-0-0.*
76

77 2. Hollis Budget Committee

78 Tom Gehan called the Hollis Budget Committee meeting to order at 7:50pm. Budget Committee
79 Members present were Tom Gehan, Chairman, Susan Benz, Betsey Cox-Buteau, Chris Hyde,
80 Mike Harris, Tom Jambard and Peter Band, Selectmen Representative. Members joined the
81 Board of Selectmen at the head table.
82

83 a. Bond Refinancing

84 M. Le Doux stated that six months ago he and Deborah Padykula, Finance Officer, began
85 discussing ways to conserve capital costs. They discussed two bonds. The first bond was
86 issued in 2004 with an outstanding balance of \$1,000,000.00 and the second bond issued
87 in 2005 had an outstanding balance of \$4,900,000.00. The bond issued in 2005 carried a
88 4.25% - 4.50% interest rate. D. Padykula stated that the bond issued in 2004 was callable
89 in 2015 and the bond issued in 2005 was callable in 2016. M. Le Doux stated that the
90 closer the Town gets to the call date, the lower the arbitrage costs are for issuing new
91 bonds at lower rates. M. Le Doux stated that although multiple bonds are not costing a lot
92 of money, they are not saving a lot of money until the call feature strikes.
93

94 M. Le Doux presented a one page refunding analysis. He stated that today's rates are
95 3.3% and a month and a half ago the rates were 2.7%. M. Le Doux stated that if a 1% rate
96 difference of 2.3% was possible the savings on the call date of 10/15/2015 would be
97 \$712,576.00 in interest payments over a period of the remaining bonds. The analysis
98 outlined the different savings based on the differential.
99

100 M. Le Doux stated that there was a cost associated with refinancing bonds. If the Town
101 refinances the bond next year because the rates drop, he recommended only refunding the
102 \$4,900,000.00 bond. The fees associated with refinancing would be approximately
103 \$70,000 - \$80,000.

104 The cost represents legal fees, accounting fees, fairness opinion documents and
105 underwriting fees. M. Le Doux would like to expend the funds associated with the
106 refinance cost from the undesignated fund balance.
107

108 M. Le Doux recommended holding a Public Hearing to explain the refinancing process to
109 taxpayers. He would then request that the Board of Selectmen authorize the Finance
110 Officer along with himself to work with the financial advisor. M. Le Doux would like the
111 Budget Committee's opinion and Board approval so that if the rates drop in the next 12
112 months the Town is ready to take action.
113

114 D. Padykula stated that although the rates are high and that nothing could officially take
115 place at the moment, she had a lot of preparation that needed to be done prior to actually
116 refinancing the bonds. D. Padykula would like the Board's approval to proceed. If she
117 received permission, when the rates dropped, the Town would be prepared to act quickly.
118

119 M. Harris questioned the actual refinance process. M. Le Doux explained that it was his
120 understanding that the Town would go through a new underwriting process and new
121 bonds would be issued. The new bond proceeds are put into an escrow account and there
122 is a period of arbitrage between the time that the new bonds exist and the old bonds
123 become callable. During that time period, there is an expense. The expense could be as
124 high as \$300,000 - \$400,000. Back four months ago, it would have been less than
125 \$100,000. Once the bonds are callable, they can be redeemed. This is when the Town
126 will realize significant savings.
127

128 C. Hyde pointed out if the refinancing charges were rolled into the bond, there would be
129 new debt created. M. Le Doux agreed and stated that the charges should be expended
130 from the undesignated fund balance. T. Gehan questioned who the bond council was.
131 M. Le Doux stated that Devine Millimet was one of the best firms in the business. M. Le
132 Doux also stated that the Municipal Bond Experts they have been working with have
133 worked with Concord, Manchester, Bedford and Londonderry.
134

135 T. Gehan questioned when the \$70,000 payment would be due. D. Padykula confirmed
136 that when the Town moved forward with refinancing the bonds, payment would be due.
137 If the Town did not refinance the bonds, there would be no cost to the Town. D. Petry
138 offered to provide an outline to the Budget Committee explaining the steps of the
139 process.
140

141 The Town's lower than expected bond rating by Moody's was discussed. C. Hyde
142 explained that high bond ratings normally correlated with the commercial valuation of the
143 Town more than it does anything else. He gave Bedford, NH as an example. It has a large
144 industrial commercial base combined with high end homes. M. Le Doux would like to
145 question Moody's about how they generate the bond ratings. He would first like to
146 provide them with the updated financial statements that reflected the amount of
147 \$1,800,000.00 in the undesignated fund balance.
148

149 C. Hyde questioned when the \$1,000,000.00 bond matured. D. Padykula stated 2019.
150 He also questioned when the \$4,900,000.00 bond matured. M. Le Doux stated 2035.
151 C. Hyde recommended that the Board of Selectmen outline the conditions of the process
152 relating to cost, expense, interest rates very clearly during the Public Hearing. C. Hyde
153 would like the Board to contact the Department of Revenue to assure that a public
154 hearing regarding the matter was sufficient. His concern was that the Board was not
155 presenting a specific dollar amount.

PUBLIC MINUTES 7:33 PM

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156 M. Le Doux agreed that the Board needed to determine exactly what was legally
157 expected of them at the Public Hearing. The Board intended to disclose any and all
158 information they had regarding the matter at the Public Hearing. D. Padykula stated that
159 normally the resolution suggested is written as follows, "The Town would like a net
160 present value savings of 3% of the outstanding principal balance". She stated that in this
161 case that amount was approximately \$175,000.00. The Boards discussed using the
162 undesignated fund balance as a funding source for the expense. T. Jambard questioned
163 the process of accessing the funds in the undesignated fund balance. D. Petry agreed to
164 inquire and get back to T. Jambard with an answer. M. Le Doux explained the
165 redemption process that will occur on October 15, 2015 when the bond is callable.
166

167 Everyone agreed that if the interest rate did not drop to at least 2.5% it was not worth
168 pursuing. C. Hyde requested that each bond is broken out separately including the cost
169 associated with the process. Everyone agreed that they needed to find out more
170 information about the requirements of holding a Public Hearing for this purpose.
171 T. Gehan wondered if the Board could hold a generic hearing. D. Petry would like to hold
172 a joint meeting when the Public Hearing is conducted.
173

174 Mark Le Doux recapped the discussion by stating that the following matters needed to be
175 addressed.

- 176 • What does Moody's utilize as their criteria to determine the bond rating
- 177 • What will the cost structure be for doing a combined underwriting fee for the
178 \$5,900,000.00 vs. only the \$4,900,000.00 bond
- 179 • A report showing the cost savings for 50 basis points and 100 basis points,
180 identify the timing issues and explain the arbitrage costs.
- 181 • Question the RSA that governs bond refinancing and the nature of the public
182 hearing. What is the Board of Selectmen supposed to authorize in order to
183 proceed
- 184 • How long does the process take once the Town decides to proceed
- 185 • Is there any Department of Revenue Administration involvement.
186

187 **b. 2nd Quarter Financial Review**

188 Deborah Padykula, Finance Officer, presented a 2nd Quarter Financial Review. The
189 reports she passed out were through June, 2013. She reported that most accounts were
190 50% expended. She stated that a few accounts were overspent, mainly overtime accounts.
191 She referenced DPW-Overtime, Acct #01-4311-0-119 which was 87% spent. FEMA
192 funding in the amount of \$7,500.00 was received for the February storm to offset the
193 overtime account. The Town received \$22,000.00 total for the February storm.

194 M. Le Doux questioned if the Town had to apply for FEMA funding. D. Padykula stated
195 yes. Someone questioned why the DPW –Telephone, Acct#01-4311-0-201 was 82%
196 spent. D. Padykula stated that the department purchased cell phones for employees and it
197 was not budgeted for. The department discontinued using pagers. Pagers were budgeted
198 for in the DPW-Hired Equipment, Acct#01-4312-1-402 and the line is under spent. The
199 Police overtime budget was overspent. She referenced Police-Overtime, Acct #01-4210-
200 0-119 which was 72% spent. The overage was due to an open full time position and two
201 police officers are out injured on Workers Compensation. There is offsetting savings in
202 the Union Salary account. J. Sartell, Police Chief, planned to hire a new officer to fill the
203 vacant position in late October.
204

205 D. Padykula stated that a surplus of \$25,126.86 existed for INS-Workers Comp. Acct#
206 01-4196-0-300. The Town will receive a credit of \$33,000.00 from Primex for the Risk
207 Pool Surplus. The Town only budgeted for an \$8,000.00 surplus.

208 T. Gehan questioned the delinquency rate of property taxes. D. Padykula stated that to
209 date the property taxes are 95% collected which is comparable to previous years.
210 T. Brown gave an update on the progress of the assessment revaluation process. C. Hyde
211 questioned why the budget has not yet been expended. D. Petry requested that the Town
212 Administrator draft a schedule and outline of the assessment revaluations and present it to
213 the Board of Selectmen at the next meeting. The Board will then update the Budget
214 Committee. Everyone discussed the land use change tax revenue and the outdated
215 software terminology. M. Le Doux would like the Budget Committee to support new
216 financial software in 2014.

217
218 D. Padykula stated that the Town has \$9,000,000.00 cash. The Board of Selectmen
219 recently voted to open a money market account with Century Bank. The interest rate is
220 .50%. The Town was previously collecting .01% with Citizens Bank. D. Padykula stated
221 that the audit is almost concluded and she just received the final list of items still needed.
222 The auditing firm is hoping to have the financial statement completed by August.

223
224 **c. Hollis Energy Committee – Police Station Heating and Cooling System**

225 T. Brown stated that two years ago replacement of the Police Station heating system was
226 identified in the Building and Maintenance Trust fund. The amount raised was
227 \$25,000.00. During that year the Hollis Energy Committee conducted an energy audit. It
228 was determined that the heating system had major problems and \$25,000 was not
229 sufficient funding to correct the problem. The Energy Committee requested that the
230 Police Chief hold off on the project. The Energy Committee applied for a grant to replace
231 the entire heating and cooling system.

232
233 The Board welcomed Venu Rau, Hollis Energy Committee member. V. Rao made a
234 presentation last year regarding a pay for performance grant. Included in the grant request
235 was the heating and cooling project. The Energy Committee was unable to obtain the
236 grant. He stated timing issues regarding town meeting as a reason.

237
238 V. Rao described the Hollis Police Station HVAC system. It includes seven air handling
239 units and nine air conditioners. The HVAC system is an open loop system. Certain parts
240 of the building are extremely hot that even in the winter the air conditioners run in that
241 area. The system is inefficient. From January 1, 2011 through March, 2013, the cost to
242 maintain the existing system was \$11,140.64.

243
244 AEC Group Inc. recommends, as part of their investment grade audit, a high efficiency
245 electrical air-source heat pump system with energy recovery capability. The estimated
246 cost for the new system is \$150,000.00 - \$175,000.00. The estimated savings is \$4,380.00
247 per year. The maintenance will be significantly less and savings will be greater.

248
249 The Hollis Energy Committee unanimously recommends including \$175,000.00 in the
250 2014-2015 Hollis Town budget to replace the boiler, air conditioning units and AHU's at
251 the Police Station with high efficiency electrical air-source heat pump system with energy
252 recovery capability. The Hollis Energy Committee (HEC) will search and apply for
253 grants. V. Rao was comfortable stating that the HEC will obtain 20% grant funding to
254 defray the \$175,000.00 total project cost. M. Harris and Peter Band asked if \$175,000.00
255 included all cost associated with the project including design. Board members reminded
256 V. Rao that the project would need to go out for bid. The Board inquired whether or not
257 the Fire Station needed a new system. V. Rao was unsure. V. Rao stated that the return on
258 investment was calculated at 28 years. The boards agreed to take the request under
259 advisement and thanked V. Rao for the presentation.

260 C. Hyde recommending flushing out all major facility concerns prior to supporting any
261 one of them so that the Board could see the big picture. M. Le Doux mentioned that
262 natural gas could be coming to Hollis in the future. Board members discussed the pros
263 and cons of natural gas. V. Rao asked that M. Le Doux please inform the HEC when and
264 if natural gas becomes a serious option. M. Le Doux agreed.
265

266 **d. Review Draft Capital Improvement Plan**

267 Everyone reviewed the Capital Improvement Plan, 2013-2018. T. Gehan was
268 immediately concerned with the \$1,531,514.00 proposed for 2014. He questioned if the
269 listing of projects represented actual priorities in 2014. The Budget Committee's
270 objective for meeting with the Selectmen was to get an earlier sense of how much needs
271 to be invested in 2014 and how the Town might get there. M. Le Doux stated that it was a
272 wish list as described by the department heads. He pointed out that DPW vehicles on the
273 wish list could be leased for 2.5% and then purchased for \$1.00. There are five vehicles
274 that will be purchased for a dollar in 2013 because the leasing terms have expired. The
275 vehicles will now be owned by the Town and have a life span of five to ten years for no
276 cost.
277

278 F. Cadwell explained that the \$425,000.00 being requested in 2014 for rebuilding Rocky
279 Pond Road and Wright Road is in addition to the operating budget. The normal planned
280 and budgeted road rebuilding will occur at the budgeted amount. The Board discussed the
281 amount of funds necessary each year to get back on track and ahead of road maintenance.
282 M. Le Doux stated that \$600,000.00 - \$700,000.00 per year would need to be budgeted to
283 get ahead of the road deterioration cycle. The DPW Director did a road analysis last year
284 and presented it to the Board. M. Le Doux stated that Rte 130 and Rte 111 were slated to
285 be done by the State in 2013. D. Petry agreed to deliver the report to the Budget
286 Committee. The report includes a priority list of all of the roads in Town that need
287 attention including cost. M. Harris preferred to gradually move up to the proper budget
288 amount opposed to budgeting \$600,000 in 2014.
289

290 Board members discussed moving a few projects from 2014 to 2015. D. Petry asked that
291 any additional specific questions be sent to the Town Administrator. T. Gehan wondered
292 when the Board would have a more realistic Capital Improvement Plan. M. Le Doux
293 agreed to the middle of September.
294

295 Union Negotiations Update / General Update

296 C. Hyde realized the Board would be heading into negotiations with union employees. He
297 highlighted the recent fiasco in Detroit and losing track of future obligations. D. Petry
298 reminded C. Hyde that the Board of Selectmen resolved the Town's largest financial
299 obligation last year. The Board has not committed to anything new and will not commit
300 to anything new. M. Le Doux stated that the Town has two unions. The Board is
301 currently in negotiations with the newly formed Town Hall and DPW union discussing
302 the terms of the first contract. The Board is intending to cap the amount of time an
303 employee can earn and also combine earned and sick time into one Paid Time Off (PTO)
304 bank. This is a policy change that will be negotiated with the police and fire union as
305 well. M. Le Doux stated that the Board is funding a portion of employees Health Savings
306 accounts so that they are more committed to their own healthcare costs. M. Le Doux
307 valued Town employees but realized the full package of the cost to employ them must be
308 disclosed. The Board will also be removing individual job descriptions from (future)
309 contracts. The job description of a police officer, firefighter and communications
310 specialist etc will be added to the Personnel Policy. The Personnel Policy and not the
311 union contract will also establish hours of work.

312 M. Le Doux felt that if sufficient notice was given to union employees it allowed the
313 Board to retain management rights to establish work hours. M. Le Doux felt the changes
314 discussed were beneficial to the town, taxpayers and employees.
315

316 **ADJOURNMENT: Budget Committee Meeting**

317 *MOVED by Tom Jambard seconded by Mike Harris that the Budget Committee adjourn. Voting*
318 *in favor of the motion were Gehan, Benz, Cox-Buteau, Hyde, Harris, Jambard and Band. No one*
319 *was opposed. The motion PASSED 7-0-0.*
320

321 The Budget Committee adjourned at 9:24PM.
322

323 The Board of Selectmen took a short recess.
324

325 **NEW/OLD BUSINESS**

326 **1. Bond Payment**
327

328 *MOVED by Peter Band seconded by Vahrij Manoukian that the Selectmen authorize the*
329 *chairman to sign the paperwork to make the bond payment of \$449,925.00 to Citizen's Bank*
330 *due on August 15, 2013. Voting in favor of the motion were Petry, Le Doux, Cadwell,*
331 *Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*
332

333 **2. Town Hall Exterior Color**

334 T. Brown compiled the input received via e-mail, handwritten notes and public comments at
335 the Public Hearing. There were 93 responses of which 53 preferred white and 40 preferred
336 the Victorian color. Last week, D. Petry asked the Town Administrator to contact D. L. King
337 & Associates to get a better estimate of the cost to change the color from white. T. Brown
338 was unable to obtain the cost. He only knew that the cost was \$8,100.00 and believed the cost
339 did not include the community room addition.
340

341 F. Cadwell questioned if he was weighing in on two options or three options. The first option
342 was white siding and white trim. The second option was clear siding with darker trim. The
343 third option was the Victorian colors presented at the public hearing. D. Petry felt Board
344 members should weigh in on all three options. T. Brown confirmed that the contractor did not
345 submit an estimate to change the colors per the Victorian color scheme submitted at the
346 public hearing. The \$8,100.00 quoted for a color change by D. L. King & Associates was for
347 clear siding with a dark/neutral trim.
348

349 D. Petry asked for the amount of the current contract. T. Brown stated approximately
350 \$275,000.00. He reminded the Board that there was approximately \$20,000 in expected
351 change orders to change rotted trim and etc. \$20,000 was a minimum amount. Although
352 Environmental Protection Agency guidelines will be followed, there is no lead abatement
353 planned. Any other environmental abatement was also not covered.
354

355 D. Petry read in an e-mail submitted by a resident that the original building plan was designed
356 for another Town and was not designed for Hollis. The Town purchased the design because
357 residents could not afford to have an original design done for Hollis. D. Petry asked the
358 Town Administrator if the information was correct. The Town Administrator did not answer.
359 D. Petry believed the Town did not choose the original color scheme and that the architect
360 mandated it. The color scheme was the architect's personal preference based on when the
361 building was designed and the standards at the time. He doubted Hollis residents at that time
362 weighed in on the color scheme. D. Petry stated that the project is a repair project and not a
363 renovation project.

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V. Manoukian was in support of a full renovation of Town Hall and refuses to undertake a renovation project piece by piece. He also thought it was a shame to pass by the building every day and see the outside in such disrepair. He felt the Board should spend the funds as authorized at the 2013 Annual Town Meeting and return any excess funds to the taxpayers.

P. Band gave the color scheme a lot of thought after speaking to many people in town. He also read many e-mails. P. Band is voting to keep the building white. He felt it was important to maintain the current color palette in the center. His decision was also based on finances. Painting the building white was a known cost. He reiterated that his primary reason for voting to paint the building white was that white harmonized with the other building in the center. P. Band thanked David Sullivan and the Heritage Commission for bringing up a lot good points and spurring excellent discussion. He felt that David Sullivan educated everyone on the subject.

M. Le Doux supports historic preservation. The Town Hall needs to be repaired and returned to some form of its former glory. He felt Town Hall is the centerpiece of Town. M. Le Doux was unaware that the building had another color. He spoke to many long time residents and they only ever remember the building being painted white. M. Le Doux did not think this was the last time the Board would discuss the paint color of Town Hall. There would be a renovation project in the future on the inside of the building and the building would be painted again. M. Le Doux would like to leave one side of the building (not visible from the road) natural. He thought that having a side by side visual would help make a decision. The Historic District Commission preferred white but their jurisdiction stretched only to what could be seen from a public way. He thought it would be a minimal cost and taxpayers could see what it would look like. He stated that a majority of residents that he spoke to preferred white because it was traditional.

F. Cadwell stated that he is the Selectmen's Representative to the Historic District Commission (HDC). He stated that the HDC met on February 7, 2013 and voted that they preferred white. F. Cadwell thought it was unfair to the 142 property owners in the District, the schools and the Town that have always followed the HDC regulations if the Board just ignores the HDC's recommendation this one time. His decision was based on three factors. Public sentiment preferred white, the cost factor and the compelling public testimony regarding town needs versus wants. The Board of Selectmen should vote to paint the building white and follow the HDC's recommendation.

D. Petry echoed P. Band's comments and thanked David Sullivan and the Heritage Commission for presenting another color option. D. Petry felt it was extremely important for residents to understand that just because historic preservation said you need to return a building to its original state doesn't mean residents should have to return the building to a color that they would not choose. He understood the theory but the color scheme was a bad choice from the beginning and based on one architect's opinion during that era. The color scheme was based on what the architect thought looked good on the building. D. Petry felt the majority of residents were in favor of keeping the building white. He was also in favor of keeping the building white.

MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen revert to the approved Town Hall Renovation project contract with D. L. King & Associates using the white stained shingles and the white painted wood trim. Voting in favor of the motion were Petry, Le Doux, Cadwell, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.

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M. Le Doux asked if there was any interest in staining the siding not visible from the road with a natural color. Other members were not in favor.

3. East Cemetery Flag Pole

The Board of Selectmen asked the Cemetery Trustees to erect a flag on the pole at East Cemetery. The Trustees were not opposed to erecting a flag but there were a few things that needed to be done first. Electricity would need to run to the pole so the flag could be lit and a flag would need to be purchased. The Trustees did not have the funds in their budget. V. Manoukian stated that it was one wire and a flag. He felt if the Trustees could afford to install a water system in the cemetery then they could afford to fly a flag. D. Petry questioned if any of the other cemeteries had a flag pole (lit). T. Brown stated no. D. Petry felt if they do it for one cemetery they should do it at the other four cemeteries. T. Brown did not believe that any other cemetery had electricity. The East Cemetery has service because of the water pump. D. Petry recommended installing a solar light. D. Petry asked that the Cemetery Trustees consider installing a solar light at their meeting being held the next night. The Board asked Paul Armstrong, Dunwell Electric, if he would take a look at the project and provide the Board with a rough estimate for hard wired and solar power. D. Petry asked that the discussion is placed on the next meeting agenda for consideration. The next meeting will be held on Monday, August 12, 2013.

4. Iron Works Lane Intermunicipal Agreement

The Board reviewed a letter dated June 24, 2013 from Tad Putney, Brookline NH Town Administrator. The 3-year contract to maintain the portion of Iron Works Lane (approx 800 feet) located in Brookline expired in April. T. Putney presented two options to the Board.

1. The two towns enter into a four year agreement. Hollis provides regular maintenance for all of Iron Works Lane during the first, third and fourth years of the agreement. Brookline provides regular maintenance for all of Iron Works Lane during the second year of the agreement.
2. The current agreement is renewed for a three-year period at a cost to the Town of Brookline of \$1000.00 per year.

T. Brown recapped that the Public Works Director was opposed to Brookline plowing the road because the road was comprised of primarily Hollis residents and Brookline does not use salt. The Board discussed the length of the road and the pros and cons to Hollis Residents if the two towns are unable to reach an agreement.

By consensus vote, the Board of Selectmen proposed a counter offer to the Town of Brookline, New Hampshire. Hollis will maintain the portion of Iron Works Lane in Brookline for \$1,800.00 per year for three years.

5. Deputy Town Clerk Position Update

The Town clerk received 12-15 applications for the Deputy Town Clerk position. The Town Administrator authorized the Town Clerk to begin reviewing applications and scheduling interviews. He asked the Board how involved in the process they wanted to be. D. Petry would like the Board to be involved. The Town Clerk should do the initial job screening to select three candidates. The Board will have an opportunity to meet the candidates, check references and work history and conduct a background check. The Board will then weigh in on the recommendation for final hiring approval. D. Petry stated that all departments including Police, Fire, DPW and Town Hall will follow the hiring process described above. He was clear that there would be no exceptions.

468 D. Petry felt the Board of Selectmen and the residents had the right to weigh in when it
469 pertained to hiring a new employee.
470

471 In the end, it will be the Town Clerk that makes a hiring recommendation to the Board of
472 Selectmen. D. Petry pointed out that the Town Clerk was an elected position with the salary
473 paid by collected fees. The Deputy Town Clerk will be a regular part-time employee. The
474 Board requested that the final three candidates appear before the Board after the background
475 checks have been completed.
476

477 6. Other

478 **Hollis Heritage Commission (HHC) / Farley Building Report** - F. Cadwell stated that the
479 Heritage Commission completed and presented a report for the Farley Building to the Board.
480 The Board also received funding at Town Meeting (March 13, 2012) to stabilize and preserve
481 (mothball) the Farley Building. F. Cadwell was unsure if the work had been started.
482

483 F. Cadwell asked the Town Administrator to invite the HHC to the next Board meeting being
484 held on August 12, 2013. The Board would like the HHC to provide the following
485 information,
486

- 487 • Schedule for completion of work
 - 488 • Expenditures to date, invoiced as well
 - 489 • Mold testing results and remediation plan
 - 490 • Overall update
- 491

492 **Request for a Waiver** - James and Sandra Belanger submitted a follow-up letter to the Board
493 and asked for the letter to become part of their application. The letter completes their
494 application for a waiver to waive road frontage requirements. T. Brown spoke to the Town
495 Planner and was told the Planning Board will discuss the waiver request in a few weeks. The
496 Planning Board will make a recommendation for approval or denial to the Board of
497 Selectmen. At that time, the Board of Selectmen will need to vote to approve or deny the
498 request. Either way, the Belanger's will need to appear before the Zoning Board of
499 Adjustment for a waiver.
500

501 ADMINISTRATIVE BUSINESS

502 1. Approval Public Minutes 07/01/13

503 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the*
504 *public minutes of Monday, July 1, 2013 as submitted. Voting in favor of the motion were*
505 *Petry, Le Doux, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED*
506 *5-0-0.*
507

508 Approval Public Minutes 07/08/13

509 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the*
510 *public minutes of Monday, July 8, 2013 as submitted. Voting in favor of the motion were*
511 *Petry, Le Doux, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED*
512 *5-0-0.*
513

514 Approval Public Minutes 07/15/13

515 *MOVED by Vahrij Manoukian seconded by Frank Cadwell that the Selectmen approve the*
516 *public minutes of Monday, July 15, 2013 as submitted. Voting in favor of the motion were*
517 *Petry, Le Doux, Manoukian, Cadwell and Band. No one was opposed. The motion PASSED*
518 *5-0-0.*
519

PUBLIC MINUTES 7:33 PM

Draft Copy

575 Operation: #13-223-11-T Owner: William & Lynn Moseley
576 Map/Lot: 009-058 Location: Depot Road, at Nashua River
577 Acreage: 13.98 Acreage of Cut: 1.00
578 The property owner is clearing a site for construction of a new house towards the northern end of the property.
579 State approval for Construction in the Shoreland area has been received; all property taxes have been paid to date
580 and no bond is required.
581

582 *MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen sign the Notice of*
583 *Intent to Cut Wood or Timber, as presented. Voting in favor of the motion were Petry,*
584 *Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*
585

586 **NON-PUBLIC SESSION**

587
588 *MOVED by Mark Le Doux seconded by Frank Cadwell that the Selectmen enter NON-public*
589 *session in accordance with RSA 91-A:3-II (c) for reputation. Voting in favor of the motion were*
590 *Petry, Cadwell, Manoukian, Le Doux and Band. No one was opposed. The motion PASSED 5-0-*
591 *0.*
592

593 The Board entered non-public session at 10:12 PM.
594

595 **CONCLUSION OF NON-PUBLIC SESSION**

596
597 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen come out of NON-*
598 *public session in accordance with RSA 91-A:3-II (c) for reputation. Voting in favor of the motion*
599 *were Petry, Cadwell, Manoukian, Le Doux and Band. No one was opposed. The motion PASSED*
600 *5-0-0.*
601

602 *MOVED by Frank Cadwell seconded by Vahrij Manoukian that the Selectmen seal the minutes of*
603 *the NON-public session in accordance with RSA 91-A:3-II (c) for reputation. Voting in favor of*
604 *the motion were Petry, Cadwell, Manoukian, Le Doux and Band. No one was opposed. The*
605 *motion PASSED 5-0-0.*
606

607 The Board came out of non-public session and entered into public session at 10:30PM.
608

609 **ADJOURNMENT:**

610 *MOVED by Peter Band seconded by Frank Cadwell that the Selectmen adjourn. Voting in favor*
611 *of the motion were Petry, Cadwell, Manoukian, Le Doux and Band. No one was opposed. The*
612 *motion PASSED 5-0-0.*
613

614 The Board adjourned at 10:30PM.
615

616 Respectfully submitted,
617 Kimberly Dogherty, Assistant Town Administrator
618
619