

PUBLIC MINUTES 7:00 PM

Amended and Approved 11/22/10

1 BOARD OF SELECTMEN'S MEETING 11-8-10 (7:00 PM)

2 Selectmen present: David Petry, Frank Cadwell, Peter Band and Vahrij Manoukian
3 Staff present: Troy Brown, Town Administrator; Paul Calabria, Finance Officer; Virginia
4 Mills, Staff.
5

6 COMMUNITY ROOM 7:00 PM

7 Chairman David Petry convened the November 8st, 2010 Selectmen's meeting at 7:14 PM in the Town
8 Hall Community Room.
9

10 PLEDGE OF ALLEGIANCE/AGENDA REVIEW

11 Virginia Mills led the Board and those present in the Pledge of Allegiance.
12

13 T. Brown reviewed the meeting agenda.
14

15 MEETINGS

16 1. Jeff Babel, Public Works Director

- 17 a. **Snow & Ice Policy.** Board reviewed the Snow Removal and Ice Control Policy. J.
18 Babel explained that the only item that has changed is a reflection of new staffing levels –
19 number of employees (down to 13 from 14) and routes (down to 9 from 10), etc.
20

21 *MOVED by Vahrij Manoukian, seconded by Peter Band, that the Selectmen adopt the*
22 *DPW Snow Removal and Ice Control Procedures as presented.*
23

24 Discussion. F. Cadwell expressed concern that Hollis already has enough ordinances –
25 more than any other town – and questioned the need for this. J. Babel responded that this
26 is more of a policy than an ordinance.
27

28 *Voting in favor of the motion was Manoukian, Petry and Band. Cadwell was opposed.*
29 *The motion PASSED 3-1-0. J. Babel will put the new numbers in the document and*
30 *submit it to the Selectmen for signature.*
31

- 32 b. **Souhegan Regional Landfill District (SRLD) Amended Agreement.** J. Babel
33 presented some history leading to the formation of the SRLD. In 1973-74, the
34 towns stopped open burning and were looking for a way to dispose of trash,
35 resulting in the opening of a landfill in Amherst. Since that time the landfill has
36 been closed and capped. Several changes were made to the original agreement
37 over the years, but none were brought forward to the public to be voted on, so
38 technically the town is still operating under the original agreement. The only
39 difference with the new agreement is the apportionment formulas. P. Band stated
40 that this will need to be approved by Town Meeting; J. Babel agreed and stated
41 that this is why he is bringing it forward. D. Petry asked if the document has been
42 reviewed by town counsel Bill Drescher; J. Babel responded that Mr. Drescher is
43 the attorney for the four towns in the SRLD so he will be reviewing it on behalf of
44 the entire district.
45

46 F. Cadwell asked how the cost share changes by going from valuation to tonnage.
47 P. Band noted that the equalized valuation of Hollis in 1974 was just over \$33
48 million dollars; now it is over \$1.2 billion. Amherst was \$65 million. If the
49 apportionments were based as the original agreement was laid out, the Town of

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50 Amherst would be paying twice what the Town of Hollis pays. J. Babel noted
51 that Amherst is currently paying 45% of the capital assessment; Brookline is
52 13.5%; Hollis is 34%; Mt. Vernon is 6.9%. The capital is everything that comes
53 into the transfer station; the operational is just the trash. P. Band discussed the
54 need to have a complete financial analysis of the entire operation as well as
55 having town counsel Bill Drescher review the document on behalf of the Town of
56 Hollis.

57
58 J. Babel reviewed the current operation, which is under tonnage. Amherst is at
59 39.75%; Brookline 19.3%; Hollis at 31.75%; Mt. Vernon at 9.2%. Capital is done
60 on equalized evaluation, with Amherst at 45.39%; Brookline at 13.53%; Hollis at
61 34.09% and Mt. Vernon at 6.99%. P. Band observed that in the original
62 agreement Amherst capital was twice what Hollis is. F. Cadwell pointed out that
63 Hollis' tonnage is 31% and in the evaluation portion Hollis is paying 34%, so if
64 you go strictly by tonnage in both categories Hollis is going down by 3% in the
65 second category. P. Band requested a cost evaluation of the "old" vs. the "new"

66
67 T. Brown offered to talk to Attorney Drescher regarding coordinating the review
68 for all four towns in the District. V. Manoukian stressed the importance of Mr.
69 Drescher being familiar with the details since he will be legal counsel at Town
70 Meeting. F. Caldwell stated that the Town's costs will be lowered by 3% in one
71 category and it is a fair amount.

72
73 The Board requested that J. Babel furnish detailed information on "this year's
74 number vs. next year's number". T. Brown asked if the rates are in effect with or
75 without the agreement. J. Babel responded that the new rates do not take effect
76 until 2012. T. Brown asked what happens if the Town does not approve the
77 agreement. J. Babel responded that the Town could withdraw from the District.
78 He noted that selectmen from other towns sit on the SRLD board, and feel
79 confident that their communities will support the agreement.

80

81 **2. Paul Calabria, Finance Director**

82 **a. Budget Committee Hearing Conflict (02/02/11).** Because there is a Co-op
83 Budget Hearing scheduled for Tuesday, Feb. 8, the Hollis Budget Committee
84 would like to reschedule their hearing for Monday, Feb. 7, which would mean
85 cancelling the Selectmen's meeting. Board members unanimously agreed that this
86 would be fine.

87 **b. 2010 Tax Warrant Approval (2nd half).** P. Calabria stated that the tax bills have
88 been prepared and are ready for mailing pending the Selectmen's approval.

89
90 *MOVED by Peter Band, seconded by Frank Cadwell, to approve the tax warrant*
91 *in the amount of \$13,645,989.00. Voting in favor of the motion were Band,*
92 *Cadwell, Manoukian and Petry. No one was opposed. The motion PASSED 4-0-*
93 *0.*

94

95 **c. 2010 Tax Rate Explanation.** P. Calabria discussed the two biggest drivers for
96 the tax rate increase, which are the Town Hall renovations and the decrease in

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revenue for not being able to use the fund balance. The tax rate in 2009 was \$4.99 and the new rate is \$5.60, which is a \$.61 increase or 12.2% increase over 2009. The Town Hall renovation, which was approved by the voters, has a cost of \$400,000 for a tax rate impact of \$.52. The fund balance revenue reduction is \$350,000 for a tax impact of \$.28. Finally, from 2009 to 2010 there was only a ¼ of 1% increase in the tax base. The Selectmen noted that the 11% increase is only on the town portion of the tax rate, and is mostly non-recurring, in particular the Town Hall renovation, which received strong support at Town Meeting. P. Band added that the Town has held a flat budget for three years.

d. Tax Anticipation Note

As directed by the Selectmen, P. Calabria has the paperwork to open up a tax anticipation note, along with Atty. Drescher's opinion. P. Calabria has been working with Mark McLaughlin of the school district on revising the monthly cash flow needs. The numbers have been revised downward to the point where the tax anticipation note will not be needed unless something unforeseen comes up; however, it is recommended that the Selectmen still sign the note. P. Band explained how the money for the schools "flows through the Town's coffers". F. Cadwell asked about the cost; P. Calabria responded that it is paying for Atty. Drescher's time to draft the opinion letter plus the 1.24% rate.

MOVED by Peter Band, seconded by Frank Cadwell, that the Selectmen sign the tax anticipation note. Voting in favor of the motion were Band, Cadwell, Manoukian and Petry. No one as opposed. Motion PASSED 4-0-0.

ADMINISTRATIVE BUSINESS**1. Approval of Minutes**

a. Public 11/1/10 – *MOVED by Frank Cadwell, seconded by Vahrij Manoukian, to approve the public minutes of 11/1/10. Voting in favor: Cadwell, Manoukian, Band and Petry. No one was opposed. Motion PASSED 4-0-0.*

b. Non-Public 11/01/10 – *MOVED by Frank Cadwell, seconded by Vahrij Manoukian, to approve and keep sealed the non-public minutes of 11/01/10. Voting in favor: Cadwell, Manoukian, Band and Petry. No one was opposed. Motion PASSED 4-0-0.*

2. Weekly Meeting Schedule and Announcements: V. Manoukian announced the Town board, committee and commission meetings for the week of Nov. 7-13, 2010. He also reminded everyone of the UEM (Unused/Expired Medications) disposal day to be held on Saturday Nov. 13 from 10AM-2PM at the Hollis Police Department, 9 Silver Lake Road.

3. Abatements. P. Band announced requests for abatements on the following properties:

2010-001	Runnells Bridge Rd	Vacant	004-062	\$605.00
2010-002	48 Fed. Hill Rd	SFR	059-014	\$26.00
2010-003	11 Pierce Ln	SFR	025-046	\$3092.00

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144	2010-004	53 Lorna St	Mobile Home	12A-53L	\$500.00
145				TOTAL	\$4223.00

146
147 *MOVED BY Peter Band, seconded by Vahrij Manoukian, to approve the*
148 *abatements as presented. Voting in favor: Band, Manoukian, Cadwell and Petry.*
149 *No one was opposed. Motion PASSED 4-0-0.*

150
151 4. **Timber Tax Levy.** *MOVED by Peter Band, seconded by Vahrij Manoukian, to*
152 *approve the timber tax levy for Lot 049-009 in the amount of \$777.27. Voting in*
153 *favor: Band, Manoukian, Cadwell and Petry. No one was opposed. Motion*
154 *PASSED 4-0-0.*

155
156 5. **Notice of Intent to Cut.** *MOVED by Peter Band, seconded by Vahrij*
157 *Manoukian, to approve the Intents to Cut for Operation 10-223-14 (241 Hayden*
158 *Road and 3 additional lots) and Operation 10-223-15 (145 Hayden Road).*
159 *Voting in favor: Band, Manoukian, Cadwell and Petry. No one was opposed.*
160 *Motion PASSED 4-0-0.*

161
162 **NEW BUSINESS**

163
164 1. **Special License – Nicholas Jennings Memorial Bonfire.** *MOVED by Frank*
165 *Cadwell, seconded by Peter Band, to approve the application for a Special*
166 *License for the Nicholas Jennings Memorial Bonfire. Voting in favor: Cadwell,*
167 *Band, Petry and Manoukian. No one was opposed. Motion PASSED 4-0-0.*

168
169 2. **Event Specific Sign –** *MOVED by Peter Band, seconded by Vahrij Manoukian, to*
170 *approve the application for an event specific sign for the Hollis Arts Society. This*
171 *permit is for seven locations. Voting in favor: Band, Manoukian, Band and*
172 *Cadwell. No one was opposed. Motion PASSED 4-0-0.*

173
174 3. **Appointment**
175 **Donna Cooksey – Alt Planning Board (04/30/13).** *MOVED by Vahrij*
176 *Manoukian, seconded by Frank Cadwell, to approve the appointment of Donna*
177 *Cooksey as an alternate member of the Planning Board. Voting in favor:*
178 *Manoukian, Cadwell, Petry and Band. No one was opposed. Motion PASSED 4-*
179 *0-0.*

180
181 4. **Town Administrator’s Report.**
182
183 **A. Conservation Commission Appointment of Heather Jusseaume.** *Because*
184 *Heather is under the age of 18, LGC (Local Government Center)*
185 *recommends that she be appointed as a “friend”. This appointment has been*
186 *reviewed and approved by the Hollis Conservation Commission.*
187 *MOVED by Peter Band, seconded by Frank Cadwell, to appoint Heather*
188 *Jusseaume as a Friend of the Conservation Commission. Voting in favor:*
189 *Band, Cadwell, Petry and Manoukian. No one was opposed. Motion*
190 *PASSED 4-0-0.*

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- B. Petition and Pole License.** This is to locate one pole on Hardy Lane. *MOVED by Vahrij Manoukian, seconded by Peter Band, to approve the Petition and Pole License for PSNH and TDS Telecom to locate one pole on Hardy Lane. Voting in favor: Manoukian, Band, Petry and Cadwell. No one was opposed. Motion PASSED 4-0-0.*
- C. Work on Town Hall.** Troy Brown announced that the work has begun on the Town Hall roof. The work is expected to take from four to six weeks.
- D. Flints Pond Hydroraking Project.** Town representatives attended a productive meeting in Concord with representatives of DES to work out issues that have arisen with the Flints Pond Hydroraking Project. It appears that DES will allow the Town to deposit the “spoils” on the Town-owned property to dry out and eventually be shipped to a landfill operation. T. Brown requested that the Selectmen direct the DPW to do the work; otherwise a contractor will have to be hired. *MOVED by Vahrij Manoukian, seconded by Frank Cadwell, to direct the Hollis Dept. of Public Works to carry out the work necessary to move the material from the Flints Pond hydroraking to an approved landfill. D. Petry requested that the motion be amended to reflect that Gary Flaherty will be overseeing the project. The motion was so amended. Voting in favor: Manoukian, Cadwell, Petry and Band. No one was opposed. Motion PASSED 4-0-0.*

5. BUDGET WORKSHOP.

P. Band reported that the guidance from the Budget Committee for the upcoming cycle is for a “flat budget”. Finance Officer Paul Calabria reported that the \$5,400 increase has been removed from the Library, as directed by the Selectmen. Also removed is the \$5,000 from the Police Dept. for weapons. The Selectmen also decided to not replace the position of equipment operator at the DPW. This results in a decrease of \$8,412 in employee benefits, \$40,581 in highway administration, and \$20,000 in employee health insurance expendable trust fund.

F. Cadwell asked about the cost of health insurance. T. Brown responded that there is no way to know an exact number at this point, adding that it is best to leave it high, as a “worst case”. \$100,000 is for health insurance and \$20,000 is for compensated absences and expendable trust funds for the buildings. P. Calabria stated that this is currently \$172,000 over guidance from the Budget Committee. One option discussed by the Board was to move the \$40,000 in town buildings and grounds for library repair to a warrant article. D. Petry asked what has been done about going back to the department heads; T. Brown stated that he has not asked the department heads to revisit their budgets. V. Manoukian noted that the department heads should be asked to see if they can find any more reductions. D. Petry added that the DPW has already done it “by default” and asked if other departments should be asked to do the same thing. V. Manoukian responded “at least”. P. Band noted that in order to achieve a flat budget the money will have to come from somewhere. F. Cadwell stated that the DPW

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238 workforce has been cut by 7%; if the other departments could produce a 3% cut
239 the number could be reached. T. Brown asked if the library would be included in
240 this. V. Manoukian responded that it would. P. Band stated that the problem with
241 the library is that they get a lot of funding from non-tax sources.
242

243 *MOVED by Peter Band, seconded by Vahrij Manoukian, to direct the department*
244 *heads of the “untouched departments” (Police, Fire and Town Hall, Library) to*
245 *search for ways to save money in the aggregate to make up for the expected*
246 *\$100,000 increase in health insurance. Discussion. F. Cadwell clarified that it is*
247 *3% in total workforce hours that he is asking for. P. Band noted that he put it as a*
248 *dollar amount in the aggregate, leaving it up to the department heads to figure it*
249 *out how to come up with the money. T. Brown responded that the 3% of total*
250 *hours is something everyone can apply uniformly. It might be reducing patrol*
251 *hours; reducing hours of coverage at the fire station. There are salary, hours and*
252 *total bottom line. D. Petry clarified that the reductions can come from anywhere*
253 *in their departments. T. Brown responded that everyone has already cut their*
254 *operating expenses as much as they can – the only thing left to cut is hours, wages*
255 *and benefits. F. Cadwell clarified that he is simply asking that the department*
256 *heads be asked if they can cut 3% of the workforce hours in their departments;*
257 *this does not require a motion. P. Band agreed, noting that the goal is to come up*
258 *with \$100,000. V. Manoukian added that \$100,000 is the minimum. D. Petry*
259 *responded that the department heads should be given the opportunity to come*
260 *back with their numbers; if their response is that they cannot make the cuts, then*
261 *the Selectmen will have to make some decisions. T. Brown stated that he feels*
262 *the directive is unfair; if the Board wants to see the impact of a 3% reduction in*
263 *work hours, the Board should review what is presented and decide what could be*
264 *implemented and what does not make sense. D. Petry agreed that this is fair and*
265 *requested a response from all the department heads.*
266

267 P. Calabria continued his review of possible cuts. He noted that the Board has not
268 taken action on the \$10,000 that J. Babel offered to take out of roadside mowing.
269 D. Petry stated that he is not in favor of this because it would be going back to not
270 getting the whole town done every year. F. Cadwell observed that the \$30,000
271 will do most of the town, which is how it has traditionally been done. P. Band
272 stated that this proposal is “getting the glass half-full”. D. Petry discussed the
273 importance of specifying to the contractors exactly what is to be done for the
274 \$30,000. Consensus is to remove the \$10,000 from hired equipment.
275

276 *MOVED by Peter Band, seconded by Vahrij Manoukian, to reduce roadside*
277 *mowing by \$10,000, thereby decreasing the variance from \$25,000 to \$15,000.*
278 *Voting in favor: Band, Manoukian, Band and Petry. No one was opposed.*
279 *Motion PASSED 4-0-0.*
280

281 The final item under road rebuilding is replacing the F150 truck for \$30,000. P.
282 Band recalled that \$6,000 was put into the existing truck last year so it should not
283 be replaced at this time.
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285 *MOVED by Peter Band, seconded by Vahrij Manoukian, to delete the F150 truck*
286 *at a cost of \$30,000 from the DPW budget. Voting in favor: Band, Manoukian,*
287 *Band and Petry. No one was opposed. Motion PASSED 4-0-0.*
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291 T. Brown noted that the block grant increase has been removed. This was also in
292 road rebuilding. This item is “in and out” and set off 100% by grant money. D.
293 Petry requested that a column be added to the budget to show all “in and out”
294 items.
295

296 T. Brown asked about the \$40,000 under Town Buildings and Grounds for the
297 Library Roof. D. Petry stated that he would like to have Selectman LeDoux
298 present before making a decision on this item. D. Petry stated that, in his opinion,
299 this is a repair that is needed now. P. Band stated that he will not be present for
300 the next meeting, but he believes this should be a warrant article. F. Cadwell
301 agreed with D. Petry that it should be kept in the budget because it is a repair that
302 needs to be done. V. Manoukian stated that he would not support this.
303

304 *MOVED by Vahrij Manoukian, seconded by Peter Band, to table formal action on*
305 *this item until next week when Mark LeDoux is present. Voting in favor:*
306 *Manoukian, Band, Cadwell and Petry. No one was opposed. Motion PASSED 4-*
307 *0-0.*
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309 T. Brown concluded by stating that he will have the 3% reductions available for
310 the Selectmen to review at the next meeting.
311

312 **6. Fire Chief Rick Towne –**

313 **a. Ambulance and Equipment Purchase**

314 Chief Towne requested permission to withdraw the sum of \$157,169 from the
315 Ambulance Fund for the purchase of a new ambulance. There is also a need to
316 replace defibrillators and stretchers for a cost of \$75,000, bringing the total
317 request to \$232,169. The purchases will be done as separate withdrawals.
318

319 *MOVED by Vahrij Manoukian, seconded by Peter Band, to authorize Chief*
320 *Towne to withdraw the amount of \$232,169 from the ambulance fund. Discussion.*
321 It was noted that this will have no tax impact; this account is funded through
322 insurance reimbursement and other sources, but not tax dollars. D. Petry asked
323 how much will be left in the fund following this withdrawal. Chief Towne
324 responded that there will be \$100,000 remaining in the fund. He added that the
325 old ambulance, which is 10 years old, will be going out to bid, and it takes
326 approximately four months to get the new one. *Voting in favor: Manoukian,*
327 *Band, Cadwell and Petry. No one was opposed. Motion PASSED 4-0-0.*
328

329 **b. Old Engine**

330 Chief Towne noted that the high bid for the sale of the old engine truck came in at
331 \$7100.00 and he would like to proceed with that transaction.

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332 *MOVED by Vahrij Manoukian, seconded by Peter Band, to authorize Chief*
333 *Towne to sell the truck for \$7100.00. Voting in favor: Manoukian, Band,*
334 *Cadwell and Petry. No one was opposed. Motion PASSED 4-0-0.*
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340 **7. ADJOURNMENT**

341 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell, that the Selectmen*
342 *adjourn. Voting in favor: Manoukian, Cadwell, Petry and Band. No one was*
343 *opposed. The motion PASSED 4-0-0.*
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345 The Board adjourned at 8:25 PM.
346 Respectfully submitted,
347 Virginia Mills, staff
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