

BOARD OF SELECTMEN'S MEETING 12-5-11

Selectmen present: David Petry, Frank Cadwell, Mark Le Doux (7:15 PM), Vahrij Manoukian and Peter Band

Staff present: Troy Brown, Town Administrator; Deb Padykula, Finance Officer; Cathy Hoffman, Assistant Town Administrator; Paul Armstrong, Camera Operator

COMMUNITY ROOM

Chairman David Petry convened the December 5th Selectmen's meeting at 7:00 PM.

PLEDGE OF ALLEGIANCE/AGENDA REVIEW

Selectman Frank Cadwell led the Board and those present in the Pledge of Allegiance

T. Brown reviewed the agenda. He noted that the first review of the Town budget by the Budget Committee is scheduled for Monday December 12th. There was one addition to the agenda regarding the renewal of the annual agreement with William Hall Jr. to cut timber on Town property.

PUBLIC COMMENT

There was no public comment.

BUDGET WORKSESSION

1. Library Trustees Budget Discussion: Library Director Lucinda Mazza thanked the Board for agreeing to allow her and Trustees Michelle Repp and Stephanie Stack to revisit the library budget. She stated that there have been two new developments since the last discussion with the Selectmen. Because of these developments the Trustees are requesting an increase of \$4,500.00 to the 2012 library budget. This increase would bring the total budget request for 2012 to \$286,977. 00. L. Mazza explained that at the last Selectmen's meeting the Board voted to grant 3% pay increases to Town employees. The library employees were not included in this step increase. She recommended using \$3,500.00 of the \$4,500.00 request to implement a 3% pay increase for library staff. This increase would not apply to her or the pages.

The second issue is the library phone system. L. Mazza informed the Board that since the October snowstorm the library's phone system has not worked and, because of its age, cannot be fixed. TDS Telecom has loaned the library a two-line system through December 31st. The estimate from TDS to install a new phone system is \$5,700.00. The monthly charge would be an additional \$144.00. She stated that this is not a practical solution, especially if the Town would be purchasing a new Town-wide phone system in accordance with the CIP plan. L. Mazza stated that she did investigate alternatives to the TDS system and was confident that a two-line system could be purchased and installed for \$1,000.00.

F. Cadwell questioned if these costs could be recovered by raising fees. L. Mazza explained that the library budget is very tight. Accounts have been adjusted to cover expenses. The cost to have TDS install lines for the temporary phone system was \$500.00. \$4000.00 was taken from the salary account to offset the cost of software support. She stated that fees would not be raised. V. Manoukian asked if the library has a "rainy day" fund. L. Mazza explained that the Friends of the Library donate money for books and materials. By State law, the fines assessed must be used for library materials. F. Cadwell questioned if fees from out of Town patrons could be used to offset costs. L. Mazza commented that there are not many out of Town users. The fee for non-resident users is \$35 per person. S. Stack clarified that all library financial statements, including revenues and expenditures are disclosed in the Town's Annual Report.

The Board discussed the request. D. Petry questioned the \$5,000.00 per year software maintenance agreement. L. Mazza explained that the TLC software is specific to libraries. She added that this

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53 software is crucial to everyday library operations. M. Le Doux commented that the library must have
54 adequate infrastructure. He stated that he supports the \$3,500.00 salary increase for staff. F. Cadwell
55 stated that the reason for the employee pay increase was because of the increase in cost share for
56 health insurance. There are library staff members who are included on the Town's health insurance.
57 Regarding the phone system, L. Mazza was asked to work with T. Brown. T. Brown stated that since
58 the phone system failed because of the October snowstorm, the Town's insurance may cover a
59 portion of the replacement costs.

60
61 *MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen, in fairness to all*
62 *employees, include an additional \$3,500.00 in the Hollis Social Library 2012 budget for staff*
63 *raises, as presented. Voting in favor of the motion were Petry, Cadwell, Le Doux and Band.*
64 *Manoukian was opposed. The motion PASSED 4-1-0.*

- 65
66 **2. Review of Draft Budget, CIP Plan and Warrant Articles:** D. Padykula informed the Board that
67 adjustments voted on at the November 21st meeting have been made to the budget. These changes
68 include the 3% pay adjustments, the addition of the IT Specialist salary and benefit costs and funding
69 the Exocom system at the Communications Center. Reductions were made to the Recreation
70 Director's salary and the recreation field maintenance accounts.

71
72 D. Padykula reviewed the budget guidance worksheet of the proposed 2012 budget compared to the
73 2011 appropriated budget approved at Town Meeting. To arrive at budget guidance in 2011, debt
74 service, capital outlay, capital reserves, the DPW block grant, the library roof and transfers to special
75 revenue funds were deducted from the total. T. Brown pointed out that the 2011 budget was over
76 guidance by \$86,000.00. Excluding warrant articles, the 2012 proposed budget is actually \$90,000.00
77 less than 2011. However, with the library adjustment, the 2012 proposed budget is \$96,844.00 over
78 budget guidance. M. Le Doux commented that the debt service is decreasing by \$24,000.00 each
79 year. T. Brown noted that open enrollment for health insurance is scheduled for next week. The
80 numbers for health insurance will vary depending upon the number of employees signing on to the
81 Town's insurance and which plan options they choose.

82
83 P. Band questioned if the Executive Management Services account would be funded at \$70,000. D.
84 Padykula responded yes. This account will be discussed with the Budget Committee at the December
85 12th meeting.

86
87 The Board discussed using the remaining \$136,000.00 from the Town Hall structural repairs and
88 roofing project to cover the 2012 CIP projects that are listed under the Municipal Buildings and
89 Facilities Maintenance Expendable Trust Fund. M. Le Doux commented that these CIP projects total
90 approximately \$170,000.00. Currently, \$50,000.00 is the proposed appropriation for this trust fund.
91 M. Le Doux stated that it makes sense to add the balance from the Town Hall project to this fund to
92 address the CIP projects.

93
94 T. Brown advised the Board to consider voting on the preliminary proposed operating budget prior to
95 discussing warrant articles and the CIP plan. D. Petry commented that the Board must consider the
96 total, which includes the operating budget and the warrant articles. His concern is the effect on the tax
97 rate. The Board compared the 2011 appropriations to the proposed 2012 appropriations and
98 determined that the effect on the tax rate would be inconsequential. The net change is \$90,000.00. If
99 the remaining Town Hall project funds are returned to the general fund the net change would be a
100 negative \$46,000.00.

101
102 *MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen approve a preliminary*
103 *operating budget of \$9,198,090.00 for 2012. Voting in favor of the motion were Petry, Cadwell,*
104 *Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*

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The Board reviewed the draft warrant articles.

Article 1- Official Reports: Not discussed

Article 2-Union Contract/Fact Finder Report: D. Petry stated that there would either be a tentative contract agreement or a fact finder's report. M. Le Doux questioned the deadline for submitting a proposal. T. Brown responded that by RSA (Revised Statutes Annotated), the final date for the union to submit a proposal is February 7th. However, the Budget Committee has established a deadline in January. The Budget Committee needs adequate time to review the proposal before they have a public hearing. D. Petry asked T. Brown to notify the union's attorney of the Budget Committee's deadline and request that he advise the union members to move their deadline to coincide with the Budget Committee's.

Article 3-Approval of Union Sidebar Agreement: This article would be considered if an agreement with the union is not reached.

Article 4-Old Home Day Special Revenue Fund: This \$50,000.00 appropriation is offset by revenue.

Article 5-Compensated Absences Payable Expendable Trust Fund: This is the usual amount appropriated for this account. Increased appropriations are typically not supported by the Budget Committee. T. Brown pointed out that if every employee retired or left employment, there would be a \$128,000 deficit in this fund. M. Le Doux suggested increasing this appropriation incrementally over the next few years. Board members agreed to support the \$20,000.00 appropriation this year in consideration of the taxpayers.

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen support funding the Compensated Absences Payable Expendable Trust Fund in the amount of \$20,000.00. Voting in favor of the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.

Article 6-Municipal Buildings and Facilities Maintenance Expendable Trust Fund: D.Petry commented that the proposed appropriation of \$50,000.00 would not be adequate to cover the planned projects unless Article 7 passes. M. Le Doux agreed.

MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen support funding the Municipal Buildings and Facilities Maintenance Expendable Trust Fund in the amount of \$50,000.00.

P. Band stated that last year's appropriation was reduced to \$37,000.00. He questioned if the additional \$13,000.00 was for the fire station roof repair. Chief Towne stated that the current estimates for the roof repair range from \$7,000.00 - \$12,000.00. P. Band recommended that Chief Towne speak to voters regarding the fire station roof repair at Town Meeting.

Voting in favor of the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.

Article 7-Unexpended Town Hall Renovation and Structural Repair Funds: This article proposes to designate the balance of the Town Hall project funds in the amount of \$136,000.00 to the Municipal Buildings and Maintenance Expendable Trust Fund. T. Brown explained that on December 31, 2011 the funds will lapse and this balance will be returned to the general fund. The intent of re-appropriating this money from the general fund at Town Meeting is to address the 2012 CIP projects as discussed earlier in the meeting. Following an explanation regarding the deficiencies of the current phone system, which is one of the items on the CIP, M. Le Doux made the following motion.

156 *MOVED by Mark Le Doux, seconded by David Petry that the Selectmen support Warrant Article*
157 *7 as presented.*
158

159 V. Manoukian asked for clarification of what happens to this money. T. Brown stated that at the end
160 of this year the funds lapse and the balance returned to the general fund as undesignated.
161 Undesignated funds remain in the general fund and can be used by the Selectmen for emergencies,
162 approved by the DRA, or to offset the tax rate. This warrant article asks the taxpayers to designate the
163 balance of these funds for a specific purpose. F. Cadwell stated that the taxpayers were promised that
164 any remaining money from the Town Hall project would be returned to the general fund. He was in
165 favor of letting the funds lapse and using the money to reduce taxes. P. Band commented that this
166 amount seems like too much of a “blank check”. After further discussion the Board voted on the
167 motion.

168
169 *Voting in favor of the motion were Petry and Le Doux. Cadwell, Manoukian and Band were*
170 *opposed. The motion FAILED 2-3-0.*
171

172 **Article 8-Vehicle Purchase:** This article appropriates \$30,000.00 for the purchase of a pick up truck
173 for the Public Works Department. This new truck would replace the oldest truck, which would be
174 auctioned to the highest bidder.

175
176 *MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen support Article 8, as*
177 *presented. Voting in favor of the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No*
178 *one was opposed. The motion PASSED 5-0-0.*
179

180 **Article 9-Vehicle Lease:** Article 9 authorized the Selectmen to enter into a five year lease agreement
181 in the amount of \$150,000.00 to lease a plow truck for the Public Works Department. M. Le Doux
182 questioned the interest rate. D. Padykula stated that the current rate quoted to her was 3.68%.
183 However, this rate can only be locked in for ninety days. M. Le Doux advised locking in an interest
184 rate as soon as possible so that there are no surprises at Town Meeting.

185
186 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen support Article 9,*
187 *as presented. Voting in favor of the motion were Petry, Cadwell, Le Doux, Manoukian and Band.*
188 *No one was opposed. The motion PASSED 5-0-0.*
189

190 **Article 10-Municipal Water System:** The purpose of this article is to appropriate funding in the
191 amount of \$75,000.00 to construct a water system to serve four Town buildings and the Wheeler
192 House. The Board agreed to rename the warrant article **Article 10 - Town Water Well Serving the**
193 **Lawrence Barn, Town Hall, Hollis Social Library, Always Ready Engine House and the**
194 **Wheeler House (Hollis Historical Society).**

195
196 *MOVED by Mark Le Doux, seconded by Vahrij Manoukian that the Selectmen support Article 10*
197 *with the recommended amendments. Voting in favor of the motion were Petry, Cadwell, Le Doux,*
198 *Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*
199

200 **Article 11-Appropriation of NHDOT Bridge Aid Funding:** T. Brown explained that this
201 appropriation is contingent upon receiving \$237,463.78 from the State, which represents the 80%
202 match of the cost to replace the South Merrimack Road Bridge.

203
204 *MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen support Article 11, as*
205 *presented.*
206

207 P. Band questioned the wording "...to repair, improve or reconstruct roads, culverts and bridges." T.
208 Brown explained that the bridge had to be replaced. The Town appropriated the money to replace the
209 bridge in 2007. J. Babel applied for aid from the State, but money was not available at that time. The
210 State promised that when the funding became available, the 80% match would be returned to the
211 Town. The Board discussed designating this money for road repairs versus placing the money in the
212 general fund. D. Petry commented that there is support from Budget Committee members to fund
213 road repairs. T. Brown stated that the check is definitely coming. This warrant article asks voters at
214 Town Meeting to appropriate this money for a specific purpose. After further discussion the Board
215 voted on the motion.

216
217 *Voting in favor of the motion were Petry, Cadwell and Le Doux. Manoukian and Band were*
218 *opposed. The motion PASSED 3-2-0.*

219
220 **Article 12-Discontinuance of the Employee Health Insurance Expendable Trust Fund:** Due to
221 the change in health insurance this fund is no longer needed. Employee health insurance is now
222 included in the Employee Benefits account of the operating budget.

223
224 *MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen support Article 12, as*
225 *presented. Voting in favor of the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No*
226 *one was opposed. The motion PASSED 5-0-0.*

227
228 **Article 13-2012 Operating Budget:** Approval of the operating budget was voted on earlier in the
229 meeting.

230 **Article 14-To transact any other business that may legally come before said meeting:** Not
231 discussed.

232
233 Regarding the CIP plan, T. Brown stated that there are several items that have not been addressed. He
234 questioned how the Selectmen would like to deal with these items since Article 7 was defeated.
235 \$50,000.00 was appropriated for the Municipal Buildings and Maintenance Expendable Trust Fund.
236 This amount will not cover all of the items on the 2012 CIP plan. Expenditures for the Hayden Dam,
237 Police Department plumbing and HVAC, and the Fire Station roof repair total over \$47,000.00. T.
238 Brown stated that by pushing off these projects from year to year nothing is accomplished. An
239 example is paving the parking lot at the Lawrence Barn. The barn is used for Town elections and as a
240 community center. Paving would improve conditions making maintenance and access easier,
241 especially during mud season. He added that other Town buildings have paved parking lots. D. Petry
242 stated that the Lawrence Barn Committee wanted a gravel parking lot to preserve rural character. The
243 Board discussed the issue of deferring maintenance. M. Le Doux commented that the Townspeople
244 should decide on the CIP projects. D. Petry stated that at a minimum the library carpet, the roof repair
245 at the fire station and the phone system are critical to address. T. Brown commented that the HVAC
246 system for the Police Department has been discussed for several years. If it breaks down, it would
247 have to be fixed. Petry questioned the amount of funding available in the Municipal Buildings and
248 Facilities Maintenance Expendable Trust Fund. T. Brown stated that the remaining balance in the
249 Management Services fund is committed. There is approximately \$11,000.00 in the Municipal
250 Buildings and Facilities Maintenance Expendable Trust Fund. However, he would like to purchase a
251 temporary generator for the Town Hall. After this purchase, the balance would be \$2,000.00-
252 \$3,000.00. The Board concluded that the best solution would be to increase the amount appropriated
253 for this fund. F. Cadwell agreed that this fund should be built up for the CIP items and for
254 emergencies. T. Brown questioned if the Board would prefer to appropriate the money or take the
255 money from the general fund.

256
257 *MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen amend Article 6 to*
258 *appropriate \$90,000.00 for the Municipal Buildings and Facilities Maintenance Expendable*

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259 *Trust. Voting in favor of the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one*
260 *was opposed. The motion PASSED 5-0-0.*
261

262 Board members agreed that there should be a clear explanation of this \$40,000.00 increase for voters
263 at Town Meeting. D. Petry stated that if this appropriation is not supported by the Budget Committee,
264 the critical items on the CIP should be added to the operating budget.
265

ADMINISTRATIVE BUSINESS

266
267 **1. Weekly Meetings and Announcements:** P. Band announced the board, committee and commission
268 meetings for the week of December 4th through the 9th.

2. Approval of Public Minutes (11/21/11)

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271 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the public*
272 *minutes of November 21, 2011, as submitted. Voting in favor of the motion were Petry, Cadwell,*
273 *Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*
274

3. Approval of Non-Public Minutes (11/21/11)

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277 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve and keep sealed*
278 *the non-public minutes of November 21, 2011, as submitted. Voting in favor of the motion were*
279 *Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-*
280 *0.*
281

4. Warrants**a. Employee Reimbursements-11/23/11 (\$390.37)**

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285 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve and sign the*
286 *Employee Reimbursement Warrant in the amount of \$390.37, as submitted. Voting in favor of the*
287 *motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion*
288 *PASSED 5-0-0.*
289

b. Payroll-11/23/11 (\$136,115.42)

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292 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve and sign the*
293 *Payroll Warrant in the amount of \$136,115.42, as submitted. Voting in favor of the motion were*
294 *Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-*
295 *0.*
296

c. Accounts Payable-11/28/11 (\$1,245,801.69)

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299 *MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen approve and sign the*
300 *Accounts Payable Warrant in the amount of \$1,245,801.69, as submitted. Voting in favor of the*
301 *motion were Petry, Cadwell, Le Doux and Band. Manoukian was opposed. The motion PASSED*
302 *4-1-0.*
303

5. Intent to Cut:**a. Operation #11-223-16, Tax Map/Lots 040-006 and 040-002, Federal Hill Road:**

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307 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve and sign*
308 *the Intent to Cut for Operation #11-223-16, Tax Map 040 Lots 006 and 002, as submitted. Voting*
309 *in favor of the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one was*
310 *opposed. The motion PASSED 5-0-0.*

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312 **6. Memorandum of Agreement:** T. Brown presented the agreement between the Town and William
313 Hall Jr. regarding timber harvesting on Town property. The only amendment to the agreement is the
314 term expiration date. The term of the yearly agreement will now expire on March 31st.
315

316 *MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen authorize the Chairman*
317 *to sign the annual agreement with William Hall Jr. for timber cutting on Town property. Voting*
318 *in favor of the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one was*
319 *opposed. The motion PASSED 5-0-0.*
320

BUSINESS

321 **1. Committee Reports:** There were no committee reports
322 **2. Other Business:** M. Le Doux expressed his displeasure with PSNH's response to the October
323 snowstorm. 96% of Hollis was without power for at least 5-6 days. He recommended installing
324 underground utilities in areas that are threatened by trees. T. Brown commented that aggressive trim
325 trimming and cutting might be a less expensive approach. F. Cadwell added that underground utilities
326 are very expensive to install. V. Manoukian stated that in Maine all trees within twenty feet of power
327 lines are cleared. D. Petry suggested inviting a representative from PSNH to a meeting to discuss tree
328 cutting.
329

NON-PUBLIC SESSION

330
331 *MOVED by Mark Le Doux seconded by Peter Band that the Selectmen enter into a NON-public*
332 *session in accordance with RSA 91-A:3-II (a) and (c) for the consideration of personnel matters*
333 *and for the consideration of matters, which if discussed in public, would likely affect adversely*
334 *the reputation of any person. Voting in favor of the motion were Petry, Cadwell, Le Doux,*
335 *Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*
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339 The Board entered into a non-public session at 8:50 PM.
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CONCLUSION OF NON-PUBLIC SESSION

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342 *MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen come out of NON-public*
343 *session in accordance with RSA 91-A:3-III. Voting in favor of the motion were Petry, Cadwell, Le*
344 *Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*
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347 *MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen seal the minutes of the*
348 *NON-public session in accordance with RSA 91-A: 3-III. Voting in favor of the motion were*
349 *Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The motion PASSED 5-0-*
350 *0.*
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352 The Board came out of non-public session at 9:45 PM and voted on a motion as follows:
353

354 *MOVED by Mark Le Doux, seconded by Vahrij Manoukian that the Selectmen authorize a*
355 *payroll rate change for Police Chief Jay Sartell from \$39.02 (grade 25.6) to \$40.19 (grade 25.7),*
356 *as per the contract agreement. Voting in favor of the motion were Petry, Cadwell, Le Doux,*
357 *Manoukian and Band. No one was opposed. The motion PASSED 5-0-0.*
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363 **ADJOURNMENT**

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365 *MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen adjourn. Voting in favor*
366 *of the motion were Petry, Cadwell, Le Doux, Manoukian and Band. No one was opposed. The*
367 *motion PASSED 5-0-0.*

368

369 The Board adjourned at 9:46 PM.

370

371 Respectfully submitted,

372

373 Cathy Hoffman

374 Assistant Town Administrator