

BOARD OF SELECTMEN'S MEETING 12-6-10 (6:00)

Selectmen present: David Petry, Frank Cadwell, Vahrij Manoukian and Peter Band

Absent: Mark Le Doux

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

COMMUNITY ROOM 6:00 PM

Chairman David Petry convened the December 6, 2010 Selectmen's meeting at 6:00 PM in the Town Hall Community Room. The Board immediately voted to enter into a non-public session.

NON-PUBLIC SESSION

MOVED by Peter Band seconded by Frank Cadwell that the Selectmen enter into a NON-public session in accordance with RSA 91-A: 3-II (a) for the consideration of personnel matters. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

The Board entered into a non-public session at 6:01 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen come out of NON-public session in accordance with RSA 91-A: 3-III. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen seal the minutes of the NON-public session in accordance with RSA 91-A: 3-III. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

The Board came out of non-public session at 6:43 PM and entered public session at 6:45 PM.

PLEDGE OF ALLEGIANCE/AGENDA REVIEW

Public Works Director Jeff Babel led the Board and those present in the Pledge of Allegiance.

T. Brown reviewed the meeting agenda. He stated that J. Babel would be discussing filling a temporary part-time vacancy in his department.

MEETINGS

1. Arnold McCalmont-Fire Pond Maintenance: The Board reviewed the Powers Road fire pond maintenance matter with Public Works Director Jeff Babel. D. Petry summarized the issues. He stated that Mr. McCalmont is asking for reimbursement in the amount of \$1,600 for the crushed stone he purchased to restore the bank that was disturbed by muskrats. Mr. McCalmont also has informed the Board that the culvert to the fire pond has broken apart. J. Babel stated that his department does not maintain fire ponds. He added that this culvert is not a priority. There is no threat of road failure due to the condition of the culvert. It would be more of a cosmetic repair. T. Brown noted that the Fire Chief and Jeff Babel have determined that the muskrat activity is not disruptive to the viability of the fire pond. The Board thanked J. Babel for his input.

2. Jeff Babel

a. School Recycling Program: J. Babel stated that the Hollis Brookline Middle School does single stream recycling of bottles, aluminum cans and paper. The students that are

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spearheading the recycling campaign would like permission to bring these recyclables to the transfer station. There could be a cost impact, but it would not be significant. Consensus of the Board was to support the Middle School's recycling efforts.

- b. **Part –Time Temporary Position:** J. Babel informed the Board that if this position is not filled, he would have to fill the position with full-time employees or reduce the transfer station hours of operation. He stated that this position is approximately ten hours per week. These hours are typically cut back during the summer. This employee would be working Saturdays at the transfer station and would also cover for full-time employees at the transfer station during vacation or sickness. The 2010 budget is \$10,000 for this position. \$9,000 has been expended.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen authorize Public Works Director Jeff Babel to fill the vacant temporary part-time position at the transfer station, as requested. Voting in favor of the motion were Petry, Cadwell, and Band. Manoukian was opposed. Le Doux was absent. The motion PASSED 3-1-0.

T. Brown complimented J. Babel and thanked him and his crew for their assistance in cleaning up the spoils and the restoration of the site at Flints Pond. He added that because of Jeff's efforts, the costs for trucking and disposal of the spoils were much lower than expected. He saved the Town money.

3. **Paul Hemmerich-Town Hall Construction Project:** P. Hemmerich reviewed the current status of the Town Hall construction project budget. From the total budget of \$246,010.50, \$17,182.85 has been spent to date. He noted that the Town got a good deal on the plywood for the roof. He stated that there are several unknown costs. These costs include the lightning protection upgrade, which would bring this item up to code. Other items that have been discovered during the construction include the spliced support beam in the basement under the first floor. This beam is separating. He felt that it would be worth the effort to have this beam engineered and repaired while the other construction work is being done. He estimated that the cost would be approximately \$20,000. He added that he does not believe there is an imminent danger, but the beam should be repaired. F. Cadwell questioned whether this item would be included in the scope of the warrant article for the Town Hall renovation and structural repair work. T. Brown stated that he would review the wording of the warrant article approved at the 2010 Town Meeting. P. Hemmerich noted that the other items that need attention are the roof drain vent pipe, knob-n-tube wiring replacement in the tower and attic, and chimney repair and waterproofing. There is also a broken single-pane window on the second floor that should be repaired. It is possible that the contractor would make this repair at no cost to the Town.

Overall, the attic reinforcement is close to completion, the shingle replacement is 50% completed and the tower reinforcement has not been started. The completion date for the entire project is December 21st.

4. **Flints Pond Association-Milfoil Treatment Grant:** The Board discussed the second phase of the Flints Pond project with Beth Flagler, President of the Flints Pond Improvement Association (FPIA), Past-President Bruce Moran and David Connor. T. Brown commented that because the trucking costs are going to be less than expected, the first phase of the project will come in within the budget. The second phase is the chemical treatment for the milfoil. B. Flagler explained that the Town and FPIA have been awarded a 50/50 grant from the New Hampshire Department of Environmental Services (NHDES) for aquatic weed control. Though the NHDES has reduced the percentage match of these grants to 30%, this project, because of special circumstances, was given the 50% match. The treatment has changed. Previously, one herbicide, 2, 4-D was going to be used. Now the recommended treatment would consist of the application of a combination of chemicals; the 2, 4-D and Triclopyr. She added that both of these chemicals are registered with the EPA and the company, Aquatic Control Technology, Inc, is certified to apply the product. These two products were used

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105 successfully in Lake Winnisquam in 2010. P. Band questioned the safety of the chemical treatment.
106 B. Moran responded that Amy Smagula, Exotic Species Program Coordinator for the NHDES, has
107 agreed to meet with the Board to answer any questions about the treatment.
108

109 B. Flagler questioned if the Town or the FPIA would be responsible for administering the grant. D.
110 Petry felt that the FPIA and the Town should be co-applicants. V. Manoukian agreed.
111

112 F. Cadwell asked if the hydro-raking project has been completed. T. Brown responded yes, except for
113 the cleanup and restoration. F. Cadwell also questioned the change to the two chemicals. The Board
114 agreed to invite Amy Smagula to a Selectmen's meeting. D. Petry stated that he would like to have a
115 document from the State regarding the safety of the chemicals that will be used for the treatment.
116

117 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen invite Amy Smagula*
118 *to meet with the Board and proceed with acceptance of the grant with the Town and the Flints*
119 *Pond Improvement Association as co-applicants. Voting in favor of the motion were Petry,*
120 *Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED*
121 *4-0-0.*
122

ADMINISTRATIVE BUSINESS**1. Approval of Minutes-Public, 11/22/10 and Non-Public, 11/22/10**

126 *MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen approve the public*
127 *minutes of November 22, 2010, as submitted. Voting in favor of the motion were Petry, Cadwell,*
128 *Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.*
129

130 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve and keep*
131 *sealed the non-public minutes of November 22, 2010, as submitted. Voting in favor of the motion*
132 *were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The*
133 *motion PASSED 4-0-0.*
134

2. Warrants

- 136 **a. Employee Reimbursements-11/22/10 (\$394.47)**
137 **b. Payroll-11/29/10 (\$131,467.78)**
138 **c. Accounts Payable-11/29/10 (\$232,739.99)**
139 **d. Hillsborough County Tax-11/08/10 (\$1,365,807.00)**
140

141 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve and sign*
142 *the warrants, as submitted.*
143

144 P. Band questioned the Hillsborough County tax. C. Hoffman explained that the county tax
145 decreased slightly from last year.
146

147 *Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed.*
148 *Le Doux was absent. The motion PASSED 4-0-0.*
149

150 V. Manoukian brought up an issue he had with the two invoices submitted for the chemical
151 testing of the Flints Pond spoils. In particular, he objected to the \$200 charge for traveling time
152 from Milford. He stated that this charge is unacceptable. T. Brown informed the Board that he did
153 contact ChemServe and talked to the owner after V. Manoukian brought up the matter. The
154 owner explained that there is a standard rate for the individual tests. The charges in question are
155 an hourly rate that includes the time it takes to prepare the sample containers, pack up the
156 vehicles, and travel to the site. The charge also includes the collection, labeling and sealing of the

157 samples. It is not just travel time. The two invoices are for the two rounds of testing. The first
158 round was to determine if the material contained levels of arsenic that would require the spoils to
159 be trucked to a landfill. When the testing indicated high levels of arsenic, the Town was obligated
160 to complete a second round of testing to meet the requirements of the Waste Management
161 Division of the New Hampshire Department of Environmental Services (NHDES). Once the
162 spoils are removed from the site, another round of testing will be required by the Wetlands
163 Bureau to determine if the underlying soils were contaminated. He added that Wetlands Scientist
164 Gary Flaherty would be taking these samples.

165
166 V. Manoukian reiterated his objection that these charges are unacceptable. He stated that it was
167 too much money and the invoices should not be paid. This contract for this service should have
168 gone out to bid. T. Brown responded that due to issues with this project, the Town was forced to
169 act quickly. The Town has a relationship with ChemServe and because of this relationship,
170 ChemServe was able to respond and acted quickly on the Town's behalf. A public bid process
171 would have delayed the necessary testing and the spoils would be sitting on the ground all winter.
172 T. Brown stated that he made an executive decision to get the testing done as quickly as possible.
173 ChemServe did exactly what they were asked to do. It is not right that they should not be paid.

174
175 P. Band suggested holding the invoices until the matter is investigated. D. Petry asked T. Brown
176 to request an itemized statement explaining the charges from ChemServe. T. Brown pointed out
177 that the first invoice has been paid. It is the second invoice that is in question.

178 3. Intent to Cut

179 a. Operation #10-223-17, Map 013/Lots 068, 068-002, 068-003 and 068-004

180
181 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve and sign*
182 *the Intent to Cut for Operation #10-223-17, as presented. Voting in favor of the motion were*
183 *Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion*
184 *PASSED 4-0-0.*

186 4. Weekly Meeting Schedule and Announcements: F. Cadwell announced the Town board, 187 committee and commission meetings for the week of December 6th through the 10th.

189 BUDGET WORKSHOP

190 T. Brown stated that the Budget Committee would be meeting on Tuesday December 14th. The first
191 review of the Town budget is scheduled for this meeting. He noted that there have been additional
192 requests for funds that the Selectmen have not addressed. These requests include the Hollis Energy
193 Committee, \$500; the Hollis Seniors Association, \$2,500 and the Agricultural Commission, \$3,400. He
194 added that the Hollis Recreation Commission did submit an alternate budget asking for additional funds.
195 In addition to these requests for funding, Workers Compensation coverage increased to \$130,279. This is
196 an increase of \$13,279 over anticipated. This cost is with Primex, our current vendor. In comparison, the
197 Local Government Center (LGC) would charge \$158,000 for Workers Compensation coverage. This cost
198 would be reduced if LGC were to become the Town's health insurance provider.

199
200 D. Petry stated that the Agricultural Commission has discussed establishing a revolving fund. This fund
201 would be used for maintenance, signs promoting agriculture and printed materials. The Board discussed
202 the requested additions to the budget. V. Manoukian, P. Band and F. Cadwell were not in favor of
203 supporting these requests. D. Petry was in favor.

204
205 *MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen not support the*
206 *budget requests of the Hollis Energy Committee, the Hollis Seniors Association, the Hollis*
207 *Agricultural Commission and the Hollis Recreation Commission. Voting in favor of the motion*

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208 were Cadwell, Manoukian and Band. Petry was opposed. Le Doux was absent. The motion
209 PASSED 3-1-0.

210
211 T. Brown commented that these committees do have the right to ask the Budget Committee for funding.

212
213 The Board asked for the final budget number. The current worksheet shows a budget that is \$114,000
214 over guidance. T. Brown stated that he would submit a revised worksheet for review at the December 13^h
215 Selectmen's meeting. Chairman of the Budget Committee Chris Hyde and the Town's interim finance
216 officer Doug Smith will be invited to participate in next Monday's budget discussion. V. Manoukian
217 suggested a 3% cut in the Selectmen's salaries. The Selectmen will also discuss additional departmental
218 budget cuts at this meeting.

219
220 F. Cadwell noted the discrepancy between union and non-union employee health insurance contributions.
221 Currently, union employees on the single person plan pay \$10.90 or \$14.93 per pay period for the Option
222 1 and Option 2 plans, respectively. Non-union employees enrolled in the single person plan do not
223 contribute. This difference was agreed to years ago as an incentive for non-union employees not to
224 unionize. The Board agreed that all employees should contribute to the plan and the contribution for non-
225 union and union employees should be equal.

226
227 *MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen adjust the non-union*
228 *employee contribution for employees on the single person plan to match the union employee*
229 *contribution. Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one*
230 *was opposed. Le Doux was absent. The motion PASSED 4-0-0.*

231
232 P. Band commented that there is a gap between the proposed budget and guidance. The Board must
233 review the options. He noted that the Budget Committee does not want the library roof repair as a
234 separate warrant article. If the warrant article should fail at Town Meeting, the Town would not be able to
235 fix the roof. The Budget Committee would prefer to include this \$40,000 appropriation in the Town
236 budget.

237
238 **NEW BUSINESS**

239 **1. Town Administrator's Report:** T. Brown commented that the Flints Pond and Town Hall
240 construction updates were discussed earlier in the meeting. He stated that he would be updating the
241 budget documents for Board members.

242 **2. Committee Reports:** There were no committee reports.

243
244 **ADJOURNMENT**

245
246 *MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen adjourn. Voting in*
247 *favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux*
248 *was absent. The motion PASSED 4-0-0.*

249
250 The Board adjourned at 7:50 PM.

251
252 Respectfully submitted,
253 Cathy Hoffman, Assistant Town Administrator