

BOARD OF SELECTMEN'S MEETING 12-19-11

Selectmen present: David Petry, Frank Cadwell, Vahrij Manoukian and Peter Band
Absent: Mark Le Doux
Budget Committee: Chris Hyde
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 19th Selectmen's meeting at 7:07 PM. The Board voted to enter into a non-public session.

NON-PUBLIC SESSION

MOVED by Vahrij Manoukian seconded by Peter Band 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 6:30 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Peter Band, seconded by Vahrij Manoukian 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 Peter Band, seconded by Vahrij Manoukian 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 and entered public session at 7:07 PM.

PLEDGE OF ALLEGIANCE/AGENDA REVIEW

Selectman Peter Band led the Board and those present in the Pledge of Allegiance.

T. Brown reviewed the agenda. He noted that George Sansoucy would not be attending tonight's meeting. Joe Lessard, Municipal Resources Inc., will be giving an overview and answering questions regarding the appraisal of utilities for taxation purposes.

PUBLIC COMMENT

Municipal Building Water Supply Well: John Anderson asked Board members to reconsider drilling a municipal well on the Hardy field, which would be used to supply water to several Town buildings. The leak in the Hollis School District (HSD) water line was actually located between the wellhead off of Rocky Pond Road and Route 130. It is the Town's responsibility to maintain this section of the water line. He added that the Cooperative School District is drilling a new well and will be submitting a warrant article to supply water from this well to the Middle School.

D. Petry questioned if John Anderson had read the existing agreement between the HSD and the Town regarding the water system. J. Anderson responded no. D. Petry stated that this agreement is not advantageous to the Town. The HSD is a different entity with a different budget. The agreement states

53 that the HSD could charge the Town for water use and maintenance. The existing water line also provides
54 water to the Middle School and to private residences. The Board has been advised to get out of this
55 agreement and put the Town buildings on a separate system. For the public's information this agreement
56 between the HSD and the Town will be posted on the Town's website.

57 **Taylor Property Purchase:** J. Anderson also commented on the purchase of the Taylor property. He
58 stated that the Hollis Conservation Commission is into conservation. Conservation is the reason that this
59 commission receives 50% of the Land Use Change Tax (LUCT). J. Anderson stated that he is in favor of
60 purchasing the Taylor property, but this parcel has nothing to do with conservation. He believes that the
61 Town should purchase this land because the purchase is actually preventing future development.

62 **Police and Fire Radio Equipment Upgrade Project:** Paul Armstrong questioned the status of the fire
63 and police radio equipment upgrade project. \$90,000.00 was approved for this project at Town Meeting
64 2011. It has been nine months and he would like to know when this project will be completed. Police
65 Chief Jay Sartell explained that the project is running late because of the length of time it took to finalize
66 the contract and receive all of the permits. Currently, police, fire and communications are waiting for the
67 poles that will be installed at the voter locations on Pine Hill Road, the stump dump and at the Hollis
68 Brookline High School. Funding for this project will be encumbered.

69 **Town Revaluation:** Chris Hyde stated that he would like to avoid having the Town do a full revaluation
70 of properties. He would like to address other options with the assessors later in the meeting.

71 MEETINGS

72 1. Thomas Dufresne, Hollis Conservation Commission

- 73 a. **Authorization to Purchase the Taylor Property:** T. Dufresne explained that this is a 17- acre
74 parcel that was previously approved as a seven lot, single-family home subdivision. The property
75 does meet the Conservation Commission's criteria for preservation. The parcel is contiguous to
76 open space and other conservation land. The property is also located over the Flints Pond aquifer
77 and could provide a potential well site for a future municipal water supply. The property is
78 located on a major road and is a gateway to the Town. The property owner is selling the land to
79 the Conservation Commission at a bargain price. He added that Attorney Quinn has researched
80 and confirmed a clear title to the property.

81
82
83 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen approve the*
84 *purchase of the Taylor property, as recommended by the Hollis Conservation Commission.*
85 *Voting in favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed.*
86 *Le Doux was absent. The motion PASSED 4-0-0.*

87
88 The Board appointed Town Administrator Troy Brown to act as agent for the Board as follows:

89
90 *MOVED by Peter Band seconded by Frank Cadwell: RESOLVED: That Troy Brown is hereby*
91 *appointed as agent of the Board for the purpose of taking all actions appropriate, convenient or*
92 *necessary for closing on the purchase of approximately 17.11 acres, being shown as Lot 5-34-1*
93 *on a plan of land entitled "Subdivision Reversion and Re-Subdivision Plan, Map 5/Lots 33,34,34-*
94 *1, 34-2, 34-3, 34-4, 34-5, 34-6 AND 34-7, James and Lois Taylor & Catherine M. Taylor*
95 *Revocable Trust 130 & 134 Runnells Bridge Road (NH Route 111) Town of Hollis, Hillsborough*
96 *County, New Hampshire," dated July 7, 2011, as revised on August 8, 2011 prepared by*
97 *Sandford Surveying and Engineering, situated in the Town of Hollis County of Hillsborough, New*
98 *Hampshire, from James E. Taylor, Successor Trustee of the Catherine M. Taylor Revocable Trust*
99 *Agreement of July 31, 2003, including the power to accept the deeds of conveyance on behalf of*
100 *the Board and the Town of Hollis, and to execute, deliver, and accept, agreements, deeds,*
101 *certifications, affidavits, or such other forms, disclosures, or documents he deems appropriate,*
102 *convenient or necessary to accomplish any of the foregoing, and to expend, pay and deliver funds*
103 *sales proceeds, or other credits in furtherance of the foregoing. 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.

2. **Joe Lessard and Richard Dorset, Municipal Resources Inc.**

- a. **Town Update:** J. Lessard informed the Board that the Town is due to have an assessment update in 2013. The New Hampshire Department of Revenue Administration (NH DRA) requires towns to update every five years. At a minimum the Town should conduct an analysis of sales, recalibrate the model, view and validate sales for the two years prior and complete the field work. D. Petry asked what the Town could do to avoid a full revaluation. J. Lessard responded that a full revaluation would cost the Town approximately \$65/parcel or \$250,000.00 to complete. A statistical analysis and a field review of properties would cost \$30/parcel, which would range from \$110,000.00 to \$120,000.00. F. Cadwell questioned if there were other options. J. Lessard responded no. He explained that physical inspections are one aspect. The other aspect of the update is the sales and cost analysis. A statistical update could be done, but would not solve the grading issues that the Town has experienced. P. Band asked if the statistical update would meet the standards. J. Lessard stated that in order to meet the standards, the Town must review and analyze the sales data for two years prior to the update. Following this analysis a field review must be conducted on all of the parcels. He clarified that no specific tasks are required, but the NH DRA does review the data submitted.

C. Hyde questioned if the Building Inspector, who already inspects homes for code issues, could be trained to field review houses and property for the update. J. Lessard stated that inspections could be performed as sales occur. P. Band commented that the greatest cost seems to be the drive by field inspections. He questioned how much would be saved having the Building Inspector do this work. J. Lessard stated approximately \$3,000.00. T. Brown inquired if MRI could perform these inspections on a monthly basis for the Town. F. Cadwell questioned how much time MRI spends on the abatement and inspection process per parcel. R. Dorset stated 30 minutes or less. T. Brown asked if the Town should be thinking about appropriating money for the revaluation in 2013. J. Lessard responded yes, noting that the NH DRA has the statutory authority to ask the Board of Tax and Land Appeals (BTLA) to require towns to do an update. He added that he has seen this happen in other towns.

- b. **Equalization Report:** J. Lessard reported that there were 69 valid sales. The sales ratio ranged from 102-108%. The coefficient of dispersion (COD) is 10; acceptable is less than 20. The price related differential (PRD) is less than 103. The report meets the State requirements.
- c. **2012 Assessing Services Contract:** J. Lessard stated that there are no changes to the contract except for the term, which ends on December 31, 2012. The Board thanked MRI for keeping costs for assessing services level for the coming year.

MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen approve and sign the contract with MRI, Inc. for assessing services in the amount of \$30,000.00 with a term to expire on December 31, 2012, as proposed. 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.

- d. **Utility Appraisal Contract Proposal:** J. Lessard informed the Board that as of April 1, 2011, the two telephone companies that serve the Town became taxable. TDS Telecom has submitted the data on their utilities. Fairpoint Communications should have the data submitted before the end of the year. Both will be supplemented in 2011 and 2012. Except for telephone companies, utilities are assessed by the State. Having the utilities assessed by the Town does result in a considerably higher value than if assessed by the NH DRA. P. Band commented that it sounds like this would be money well spent to generate additional revenue for the Town. D. Petry asked for what period of time the appraisal would be valid. J. Lessard responded that theoretically, the assessment

155 would be valid for five years. He added that if annual updates were performed, the cost would be
156 significantly lower than the proposed \$22,000.00.

157 **3. Jeff Babel, Public Works Director**

158 **a. Acceptance of a gift (Flag and Flag Pole):** J. Babel explained that the Gate City Striders would
159 like to donate an American Flag and pole for the transfer station. The donation is valued at
160 \$848.80.

161
162 *MOVED by Vahrij Manoukian, seconded by Frank Cadwell that the Selectmen accept the*
163 *donation of the American Flag and pole valued at \$848.80 from the Gate City Striders, as*
164 *presented by Public Works Director Jeff Babel. Voting in favor of the motion were Petry,*
165 *Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED*
166 *4-0-0.*

167
168 The Board thanked the Gate City Striders for their generous donation.
169

170 **PUBLIC HEARING**

171 **1. Acceptance of Shipley Drive:** J. Babel explained that Administrative Assistant Becky Crowther
172 discovered that there is no record of Shipley Drive ever being officially accepted by the Town. D.
173 Petry opened the public hearing. There was no public comment.

174
175 *MOVED by Vahrij Manoukian, seconded by Peter Band that the Selectmen accept Shipley Drive*
176 *as a Town road, as recommended by Public Works Director Jeff Babel. Voting in favor of the*
177 *motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent.*
178 *The motion PASSED 4-0-0.*

179
180 J. Babel informed the Board that he has received permission from the New Hampshire Department of
181 Environmental Services to proceed regarding the use of the Hardy field as a potential well site, which
182 would supply water to several municipal buildings.

183
184 **Presentation:** Board members took this opportunity to thank Paul Armstrong for another year of
185 volunteering to operate the cameras during the Selectmen's meetings. Chairman Petry presented Paul a
186 card signed by Board members containing gift cards to Lowes and the Texas Roadhouse.

187
188 **2. Farley Building Committee (FBC) Study Report:** D. Petry apologized to the public stating that this
189 public hearing should have been held prior to the Selectmen voting on the recommendation of the
190 FBC. However, he noted that due to budget constraints, it does not make sense for the Board to
191 support the recommendation at this time. If residents disagree, there is the option of submitting a
192 petition warrant article to the Town Administrator for placement on the ballot at Town Meeting 2012.

193
194 Chairman of the FBC John Anderson and Heritage Commission Representative to the FBC David
195 Sullivan presented the final report of the committee to the Board and the public. J. Anderson
196 summarized the report beginning with the makeup of the committee and the committee's charge. He
197 then reviewed the history of the Farley Building from the time the land was purchased (1874) and the
198 building constructed (1877), through all of the additions and alterations to the current status of the
199 building. He stated that since 2005 the building has been vacant and neglected. The options
200 considered by the committee, including the projected timelines and costs are as follows.

- 201
202
- 203 • **Renovate/Restore**, (downsizing the building and restoring the structure to the 1904
204 configuration), timeline 26 - 32 months at a cost of \$3,200,000.00
 - 205 • **Mothball**, timeline 8 - 9 months at a cost of \$200,000.00
 - **Replace**, timeline 26 - 32 months at a cost of \$2,700,000.00

- 206 • **Demolish/Site Restoration**, timeline 5 - 7 months at a cost of \$100,000.00

207
208 Committee member and Historic District Commission Chairman Spencer Stickney commented that
209 the Farley Building's designation to the New Hampshire Preservation Alliance's "Seven to Save"
210 endangered properties list and its inclusion on the National Registry ensure that the building cannot
211 be demolished without public hearings and a Town vote. D. Sullivan explained that the "Seven to
212 Save" designation builds awareness of, and supports grant applications for historic preservation. He
213 noted that Richard Brown, a member of the FBC, donated \$2,000 to repair the Farley Building roof in
214 order to prevent further water damage. There is also grant money available to complete a historical
215 assessment of the building.

216
217 J. Anderson reviewed the potential uses for the building. Uses include the relocation of the Town
218 Clerk's office, which would save the rental costs at the current location; relocation of the children's
219 library and relocation of some or all of Town offices.

220
221 J. Anderson reviewed the votes taken by the committee on the four options bulleted above. He noted
222 that some of the options could be undertaken simultaneously. The one unanimous vote was to pursue
223 grants and donations toward assessment, mothballing or renovation of the Farley Building.

224
225 D. Petry asked for further explanation regarding the Farley Building's status of being listed on the
226 National Register. D. Sullivan clarified that the Farley Building is a contributing building to the
227 Hollis Village Historic District, which as a whole is listed on the National Register. D. Petry
228 questioned if hearings would be required. D. Sullivan responded yes. D. Petry stated for the record
229 that the Farley Building was in disrepair prior to 2005 when the Town took over the building. Both
230 the Hollis School District and the Co-op School District failed to maintain the building. He added that
231 the motion to mothball the building was denied 2-3 at a previous meeting.

232
233 D. Petry opened the public hearing.
234 **Richard Brown, Hayden Road**, stated that the Always Ready Engine House was successfully
235 restored with volunteer work. The Town seems to be concerned with liability. However, the cost of
236 mothballing the Farley Building could be reduced if volunteers with woodworking skills would be
237 allowed to design and construct the louvers that would be installed on the windows to improve
238 ventilation. He commented that the ventilation solution was determined assuming that the walls in the
239 building were plaster. There could be a difference because the building has tin walls and ceilings. The
240 Town needs more information. Also ventilation grills may already exist on the floors. These could
241 be used in conjunction with the fan on the furnace to ventilate the building. F. Cadwell asked R.
242 Brown which of the four options he preferred. R. Brown stated that ultimately he would like to see
243 the building saved. F. Cadwell questioned the need for the building. R. Brown responded that the
244 Town is paying \$1,000.00 per month in rent for the Town Clerk's office space. This and other Town
245 offices could be relocated to the Farley Building. Also, there has been talk of relocating the children's
246 library. R. Brown would like to see the building held for a potential use.

247 **Spencer Stickney, Proctor Hill Road**, stated that there are underlying issues regarding this building.
248 The school is using the building for storage. D. Petry clarified that the school did ask the Selectmen
249 for permission to store items in the Farley Building. S. Stickney commented that the schools should
250 have maintained and repaired the building. There are also property line issues with the Middle
251 School. D. Petry explained that the Board is in the process of addressing this issue. Regarding uses, S.
252 Stickney stated that this building could be used by the Recreation Department, the Town Clerk and
253 for meetings. The site has ample parking. The Farley Building is one of the oldest structures in Town.
254 The building should be mothballed for future preservation. His biggest fear is that the building will be
255 demolished and lost forever.

256 **Michael Askenaizer, Irene Drive**, thanked the Farley Building Committee and Selectmen for
257 holding this hearing. Regarding preservation, he stated that the Farley Building is not the same

258 building it was when it was constructed. So much of the building has been altered that the building is
259 no longer historically significant. It is a patchwork. Any restoration efforts would produce a replica.
260 This site would be perfect for a public park or a new building. It does not make sense to preserve the
261 building.

262 **Bob Labednick, Truell Road**, stated that he is against the project. He believes that the cost to rebuild
263 the structure is not accurate. He estimated that the cost would be more like \$4,000,000.00. If the
264 renovation is delayed, in fourteen years the cost would be \$6,000,000.00. He added that if the choice
265 is to rebuild, the funding should be raised through private donations.

266 **Roger Saunders, Van Dyke Road**, expressed his view in favor of mothballing the building for future
267 restoration. The Farley Building is located in the Town Center amongst other historic buildings. It
268 represents the character of the Town. The Town cannot afford to restore the building at this time and
269 until there is a justifiable need. If the Town had to acquire land to build a new building, the cost
270 would be the same or greater than the cost of restoration.

271 **Chris Hyde, Arbor Lane**, questioned if the building has asbestos. J. Anderson responded that there
272 is a limited amount, noting that asbestos removal was considered in the remediation costs. C. Hyde
273 stated that the deconstruction of the building would be labor intensive. Demolition would be easy. He
274 asked what the cost differential would be. J. Anderson explained that the committee did get a quote to
275 take the building down, haul the material away and restore the site. This cost was \$100,000.00. C.
276 Hyde commented that this building represents a lot of things to a lot of people. The building has been
277 neglected by the Hollis School District and the Cooperative School District during the time that the
278 building was leased. Currently, the Town has other infrastructure items that have been neglected, such
279 as Town roads and other Town and school buildings. Our roads and parking lots are deteriorating and
280 need to be paved. The Town Hall windows should be replaced and the exterior of the building is
281 obviously in need of work. The Police Department's HVAC system is failing and the elementary
282 school should have a new heating system. There also has been talk of relocating the SAU office,
283 which would leave the current building vacant. The Town has twenty public buildings to maintain
284 and it's a struggle to do. The issues of insulating and heating the Farley Building are far from optimal.
285 He questioned if there is a driving need for this building. J. Anderson stated that if restoration of the
286 building does not occur in the next 3-5 years, the building would have to be mothballed in accordance
287 with the forestry service guidelines. C. Hyde stated that the reality is that the building will not do the
288 Town any good just sitting around. If that is the case, then the building should be taken down and the
289 site reclaimed as a park. If the plan is to eventually reconstruct the building for a needed use, he could
290 not see throwing away \$200,000.00 to mothball the building.

291 **Dick Lates, Van Dyke Road**, supports the recommendations of the Farley Building Committee. This
292 building has historic significance and it is the Town's responsibility to preserve historic buildings. If
293 demolished, the options go away. The building must be stabilized. Mothballing buys the Town time
294 to consider other options. This is a commanding site in the Town Center. He would like to see the
295 building mothballed for future restoration.

296 **David Gilmour, Depot Road**, questioned that if the building were mothballed at a cost of
297 \$200,000.00, would any of the work be useful for the future restoration? J. Anderson stated that the
298 structural work on the roof potentially could be saved. He added that this would be a question for a
299 restoration contractor. D. Gilmour asked if the Board has considered taking another vote on the
300 disposition of the building. D. Petry responded that the vote would be reconsidered if the FBC's
301 recommended option had been different from the option voted on by the Board. The Board has
302 already voted and rejected mothballing the building. D. Gilmour stated that he supports mothballing
303 the building.

304 **Sharon Howe, Nartoff Road**, commented that she is glad that there is a preservation project to
305 consider. She noted other projects of impact, one of which was the Always Ready Engine House. The
306 Always Ready Engine House was to be taken down until June Litwin spoke up to save the building,
307 which is the oldest building in Hollis. Other preservation projects include the Block, which was
308 supported by the Selectmen at that time, Beaver Brook Association (land and building preservation),
309 the Hollis Historic District and Monson. She stated that the Farley Building, the Always Ready

310 Engine House and the Block anchor the west end of the Town Common. The Lawrence Barn project
311 took seven years to complete using private and public funding and volunteer support. She is in favor
312 of mothballing the building for future restoration. However, she is not in favor of downsizing the
313 building as proposed by the FBC.

314 **Alex Gondola, Amherst**, stated that he is not a resident of Hollis, but he and his wife both were
315 students at the Farley Building. If the decision is made to restore this building, he would personally
316 commit to making a significant contribution to the restoration.

317
318 Chairman Petry closed the public hearing. He reiterated that if residents are interested in submitting a
319 petition warrant article they should contact Town Administrator Troy Brown at bos@hollisnh.org He
320 also recommended that the warrant article contain wording to set up a revolving fund for the
321 restoration of the building. **Note:** The Farley Building's full report is posted on the Town website at
322 www.hollisnh.org

323
324 **ADMINISTRATIVE BUSINESS**

325 **1. Weekly Meetings and Announcements:** P. Band announced the board, committee and commission
326 meetings for the week of December 19th through the 23rd.

327 **2. Intent to Cut:**

328 **a. Operation #11-223-17, Tax Map/Lot 017-013, Proctor Hill Road:**

329
330 *MOVED by Frank Cadwell, seconded by Vahrij Manoukian that the Selectmen approve and sign*
331 *the Intent to Cut for Operation #11-223-17, Tax Map 017 Lot 013, as submitted. Voting in favor*
332 *of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was*
333 *absent. The motion PASSED 4-0-0.*

334
335 **3. 2010 BTLA Abatement Appeals:**

336
337 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve and sign the*
338 *settlement agreement for BTLA Docket #25780-10PT, Tax Map/Lot 035-020-008, as*
339 *recommended by Joe Lessard, Municipal Resources Inc. Voting in favor of the motion were*
340 *Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion*
341 *PASSED 4-0-0.*

342
343 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve and sign the*
344 *settlement agreement for BTLA Docket #26045-10PT, Tax Map/Lot 006-016-001, as*
345 *recommended by Joe Lessard, Municipal Resources Inc. Voting in favor of the motion were*
346 *Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion*
347 *PASSED 4-0-0.*

348
349 **4. Abatement:** Case #2011-008, Tax Map/Lot 059-014, Federal Hill Road

350
351 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve and sign the*
352 *abatement for Case #2011-008 in the amount of \$25.06, as recommended by Joe Lessard,*
353 *Municipal Resources Inc. Voting in favor of the motion were Petry, Cadwell, Manoukian and*
354 *Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.*

355
356 **5. Payroll Changes:**

357
358 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the*
359 *reassignment of Richard Bergeron from Master Patrolman to School Resource Officer, Tracey*
360 *Dunne from School Resource Officer to Detective, and the promotion of Jonathan Tate from*
361 *Patrol Officer to Detective, from Grade C.3-\$21.98/hour to C1.5-\$24.48/hour, as recommended*

362 *by Police Chief Jay Sartell. Voting in favor of the motion were Petry, Cadwell, Manoukian and*
363 *Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.*
364

365 T. Brown stated that the probationary period is over for Finance Officer Deborah Padykula. As per
366 the contract she is scheduled to receive a pay increase.

367
368 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen approve the pay*
369 *increase to Finance Officer Deborah Padykula, as per the employment agreement. Voting in*
370 *favor of the motion were Petry, Cadwell, Manoukian and Band. No one was opposed. Le Doux*
371 *was absent. The motion PASSED 4-0-0.*
372

373 **6. Primary Election-Selectmen Schedule:** The Primary Election will take place at the Hollis Brookline
374 High School from 7AM-7PM on Tuesday January 10th. The Selectmen will attend the polls as
375 follows:

- 376
377 V. Manoukian, 6-9AM and at closing
378 P. Band, 9AM-1PM
379 D. Petry, 1PM-6:30PM
380 F. Cadwell, 6:30PM-closing
381 M. Le Doux ?
382

383 **2011 & 2012 BUDGET WORKSESSION**

384 **1. 2011 Budget Report:** D. Padykula presented an update to the 2011 budget report. She noted that
385 there are two payrolls and accounts payable yet to be processed. Accounts that are over budget
386 include the contributions to the New Hampshire Retirement System by \$20,000.00, legal by
387 \$20,000.00, communications by \$12,000.00 and the Ash Street Sidewalk Project by \$10,000.00.
388 These unanticipated expenditures total \$62,000.00. In addition, the Public Works Department's salary
389 and dump expenditures increased because of the October snowstorm. FEMA reimbursements for the
390 storm are not expected until next year.

391
392 To offset these unanticipated expenditures, there is a surplus of \$51,000.00 in the Town's liability
393 insurance. In addition the \$15,000.00 unemployment compensation budget has not been expended to
394 date. The proposed 2012 budget has been decreased to \$10,000.00. The non-union and union
395 personal earned time buyback account is under by \$7,000.00. The variance from the 2011 budgeted is
396 (\$73,000.00).

397
398 Revenues are on track. Motor vehicle registrations are up \$30,000. 00. The interest on taxes is up
399 \$14,000.00. Revenue from the transfer station is up \$21,000.00 mainly due to the sale of metals.
400 Revenue for the building and septic account is \$10,000.00 over anticipated.

401
402 Uncollected taxes total \$1,035,000.00, a differential of (\$185,000.00) from 2010.
403

404 D. Padykula stated that the unanticipated expenditures would be taken from the Management Services
405 Account. C. Hyde questioned why expenditures would have to taken from Management Services
406 because of the surplus. T. Brown explained that at this time there are unanticipated expenditures of
407 \$62,000. However, there are surpluses of \$73,000 from other accounts. If nothing changes, the
408 Management Services account will not be touched.

409
410 D. Padykula stated that she would be performing a cash flow analysis for the next six months and an
411 investment plan for the certificate of deposit (CD).

412 **2. 2011 Encumbrances:** Funds to be encumbered include \$26,489.00 for the cistern grant, \$45,000.00
413 for the radio equipment upgrade, \$615.00 for loam and seeding the East Cemetery, \$22,000.00 from

414 the Management Services Account for the utility assessment and \$2,500.00 from this same account
415 for the phone network design. Board members questioned the completion date for the radio
416 equipment upgrade. Chief Sartell stated that he would give the Board an update at the January 9th
417 meeting.
418

419 The Board discussed the utility assessment. T. Brown explained that the appraiser, George Sansoucy,
420 could not make tonight's meeting. However, he did submit information regarding the cost of the
421 assessment of utilities for taxation purposes and an agreement for services. He added that the Town
422 would recoup the cost through taxation in one year. V. Manoukian commented that he could not make
423 a decision without speaking to the vendor. He added that this expense should also go out to bid. T.
424 Brown stated that he was told by the auditors that the funds could be encumbered but the Board could
425 delay awarding a contract until meeting with the vendor.
426

427 T. Brown informed the Board that IT Specialist Dawn Desaulniers has been working with consultants
428 to evaluate what would be the best Town-wide phone system. This money would be taken from the
429 Management Services account.
430

431 Encumbrances total \$96,604.00. T. Brown asked the Board to consider funding the Exocom system
432 for the Communications Center in 2011. The cost would be \$21,000 and the money is available.
433

434 Regarding the utility assessment, C. Hyde questioned if user rates would go up as a result of the
435 taxation. Because TDS Telecom and Charter Communications are local services, the Board felt that
436 there could be an increase in rates. However, Public Service of New Hampshire (PSNH) is statewide
437 and rate increases would be shared by all users.
438

439 C. Hyde disagreed with T. Brown's statement that an executed contract was not needed to encumber
440 funds. T. Brown was asked to contact the Department of Revenue Administration regarding this
441 question. C. Hyde also questioned the use of the Management Services Account for encumbering
442 funds. D. Petry responded that the Exocom and phone systems are necessary expenditures.
443

444 *MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen encumber, based upon*
445 *budget limitations, the following: \$26,489.00 for the Fire Department cistern grant; \$45,000.00*
446 *for the Fire and Police Radio Equipment Upgrade; \$615.00 for cemetery maintenance;*
447 *\$22,000.00 for the utility assessment; and \$2,500.00 for the phone system. The encumbrances are*
448 *conditioned upon execution of a signed contract. In addition, the Exocom System, in the amount*
449 *of \$21,000.00 is to be funded from the 2011 budget. Voting in favor of the motion were Petry,*
450 *Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED*
451 *4-0-0.*
452

453 The Board agreed that the expenditure for the Exocom System should be charged to the Management
454 Services account.

455 **3. Discussion of Budget Adjustments to Meet 2012 Budget Guidance:** The Board reviewed the 2012
456 Budget Proposal for potential reductions. In order to meet the Budget Committee's guidance
457 \$90,000.00 would have to be cut from the existing proposed budget. The following accounts were
458 examined for reductions.
459

460 Executive

461 • 1-4130-9-693 Stormwater: D. Petry asked if this budget could be reduced since 2011
462 expenditures only total \$1,236.00. C. Hoffman stated that she would like the budget to remain
463 at \$4,500.00 because of the impending new EPA permit requirements. J. Babel added that
464 when the new permit takes effect, the Town would be required to do more water quality
465 sampling, which is expensive. He agreed that the budget should not be reduced.

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Town Clerk

- 1-4140-3-111 E & R: This budget increased by \$8,500.00 because of the four elections scheduled for 2012. Other accounts related to elections were also increased.

Legal

- 1-4153-2-288-Personnel: This account was increased from \$8,000.00 to \$16,000.00 due to the projected costs of union negotiations

Information Systems

- 1-4199-0-113- IS Specialist salaries: The Board supported making the IT Specialist a full-time employee and a department head. The Board questioned if this change should be reconsidered.

Police

- 1-4210-0-116-Union Part-Time Overtime: Chief Sartell agreed to reduce the Union Part – Time Police account by **\$15,000.00**.
- 1-4210-1-119-Administrative Overtime: Chief Sartell stated that this budget could not be decreased until a part-time assistant is hired to support the Administrative Assistant.

Vehicle Fuel-Police, Fire and DPW: Due to the decrease in fuel prices, the Board discussed reducing the estimated costs of \$3.79 per gallon for gasoline and \$4.00 per gallon for diesel by \$00.35. The potential savings with these reductions would be **\$10,000.00-\$12,000.00**. D. Padykula was asked to work on a spreadsheet regarding fuel costs.

Communications

- 1-4222-0-601-Com Equipment: **\$19,000.00** was removed from this account. The Exocom system will be funded from the 2011 budget.

Building and Septic

- 1-4240-1-114-Building Inspector Salary: D. Petry asked for a report on the total number of home inspections and enforcement issues that were dealt with in 2011.
- 1-4240-2-115- Septic Inspector Salary: D. Petry questioned if this account could be reduced. T. Brown stated that assessed fees cover expenditures from this account.

Street Lighting

- 1-4316-0-241-Street Lighting Expense: The Board discussed reducing this line item. J. Babel commented that changing to LED lighting was considered in the past. Chief Towne suggested shutting down all of the street lights for one year, except for those on Flints Pond Drive. J. Babel was asked to check on a transfer station lighting issue.

Animal Control

- 1-4414-0-203-Fuel Oil: This budget is for heating the kennel.

Health Agencies and Hospitals

- The Charitable Funds Committee submitted a recommendation equal to last year's in the amount of \$29,500 to be distributed amongst the health agencies that submitted requests. However, they did vote not to fund Keystone Hall because they are a subsidiary of Harbor Homes, which does receive funding from the Town. Funding is based on the number of Hollis residents that use the services. The CFC transferred this \$1,000.00 to the local Shepherd's Fund. The Board agreed to reduce the budget by **\$1,000.00**, keeping the Shepherd's Fund at \$1,000.00

Welfare

- 1-4442-0-336-Public Assistance: The Board discussed lowering this budget. T. Brown informed the Board that this is one budget that the Board can overspend, if necessary. The Board reduced this budget **\$2,000.00** based upon last year's actual expenditures.

Based upon the reductions taken at tonight's meeting, the 2012 proposed budget is **\$54,844.00** over the Budget Committee's guidance. T. Brown stated that he has had additional funding requests from the Hollis Energy Committee and the Agricultural Commission. The Hollis Energy Committee is requesting a budget of \$950.00. This budget would include an annual membership of \$600.00,

517 printing costs of \$250.00 and \$150.00 for grant writing and attendance at the Local Energy
518 Conference. The Agricultural Commission is requesting a budget of \$700.00 for a mailing, website,
519 and a booth at Old Home Days. He asked the Board to consider these requests.

520

521 **OTHER BUSINESS**522 **1. Committee Reports:** There were no committee reports523 **2. Other Business:** T. Brown asked if the Board would be willing to meet at 6 PM on January 9th prior
524 to the Budget Committee meeting to discuss additional budget adjustments. Board members agreed.

525

526 **NON-PUBLIC SESSION**

527

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

532

533 The Board entered into a non-public session at 10:45 PM.

534

535 **CONCLUSION OF NON-PUBLIC SESSION**

536

537 *MOVED by Peter Band, seconded by Vahrij Manoukian that the Selectmen come out of NON-*
538 *public session in accordance with RSA 91-A:3-III. Voting in favor of the motion were Petry,*
539 *Cadwell, Manoukian and Band. No one was opposed. Le Doux was absent. The motion PASSED*
540 *4-0-0.*

541

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

546

547 The Board came out of non-public session at 11:05 PM

548

549 **ADJOURNMENT**

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

554

555 The Board adjourned at 11:05 PM.

556

557 Respectfully submitted,

558 Cathy Hoffman

559 Assistant Town Administrator