

1 BOARD OF SELECTMEN'S MEETING- 12-22-08 (5:52 PM)

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3 Selectmen present: Vahrij Manoukian, David Petry (6:03 PM), Peter Band and Frank Cadwell
4 Absent: Mark Le Doux
5 Staff present: Troy Brown, Town Administrator; Paul Calabria, Finance Officer and Kimberly
6 Dogherty, Administrative Assistant.
7 Public Present Hattie Bernstein, The Hollis/Brookline Journal
8

9 COMMUNITY ROOM 5:52 PM

10 Chairman Manoukian convened the December 22, 2008 Selectmen's meeting at 5:52 PM in the Town
11 Hall Community Room. The Board immediately voted to enter into a non-public session.
12

13 NON-PUBLIC SESSION

14
15 *MOVED by Frank Cadwell seconded by Peter Band that the Selectmen enter NON-public session*
16 *in accordance with RSA 91-A: 3-II (c) for the consideration of matters which, if discussed in*
17 *public would likely affect adversely the reputation of any person. Voting in favor of the motion*
18 *were Manoukian, Petry, Band and Cadwell. No one was opposed. Le Doux was absent.*
19 *The motion PASSED 4-0-0.*
20

21 The Board entered non-public session at 5:53 PM.
22

23 CONCLUSION OF NON-PUBLIC SESSION

24
25 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen seal the minutes and*
26 *come out of NON-public session in accordance with RSA 91-A: 3-II (c). Voting in favor of the*
27 *motion were Manoukian, Petry, Band and Cadwell. No one was opposed. Le Doux was absent.*
28 *The motion PASSED 4-0-0.*
29

30 The Board came out of non-public session and entered into public session at 6:37 PM.
31

32 AUDIENCE

33 Maddy Lewis, Daria Cinco and Lauren Callahan, Bishop Guertin High School civic class students,
34 attended the meeting as part of their academic studies.
35

36 PLEDGE OF ALLEGIANCE

37 Kimberly Dogherty led the Board, and those present, in the Pledge of Allegiance.
38

39 AGENDA REVIEW

40 Troy Brown reviewed the Selectmen's agenda. He informed the Board of Selectmen that their meeting
41 with the Flint Pond Improvement Association was rescheduled until January 12, 2009. Tom Dufresne,
42 Hollis Conservation Commission (HCC) Chairperson, was scheduled to meet with the Board to discuss
43 new legislation pertinent to the HCC but he never arrived. Troy Brown agreed to contact him and
44 reschedule the meeting.
45

46 NEW BUSINESS

47 **FY 2008 Budget Update:** P. Calabria circulated a budget handout that conservatively estimated a
48 \$211,000 surplus. His estimation did not include the December 23, 2008 payroll or invoices not yet
49 submitted. The Fire Chief routinely held off on making his major purchases until November and
50 December. Peter Band confirmed the surplus would not be as much as \$211,000 when all expenses were
51 paid. Paul Calabria agreed.

52 Paul Calabria included, in the budget handout, all of the expenses related to the December 12, 2008 ice
53 storm. He stated that if the storm was covered by FEMA that the Town of Hollis would be reimbursed
54 75% of the related cost. Paul had already calculated all of the storm costs and was ready to submit his
55 figures once he received approval from FEMA.

56
57 David Petry asked Paul Calabria to explain any line items that were over budget. Paul proceeded to
58 explain the following account overages.

59
60 **Account** **Description**
61 1-4150 Finance Administration
62 Paul stated that this account was approximately \$17,000.00 over budget for payments made to
63 Assessment Associates. David Petry noted that underage's in other accounts would reduce the
64 amount to \$9,257.
65 1-4196 Insurance
66 Paul explained that workers compensation and property liability insurance exceeded the estimated
67 amount due to several claims that closed in 2008. These insurance policies have always been an
68 unknown dollar amount in the past but Paul explained that the law had changed. In 2009 the cost
69 of these insurance policies will be based on the 2007 audited salary report. The amount budgeted
70 will be the exact cost of the insurance. Troy Brown explained that the insurance company visited
71 many town buildings, which increased the replacement cost and ultimately increased insurance
72 premiums. The Town also bought new equipment increasing insurance costs.
73 1-4222 Communications
74 This account is over budget due to overtime expenses.
75 1-4311 Highway Administration
76 This account is over budget due to overtime, salt and fuel expenses.

77
78 Frank Cadwell asked if the \$80,000 they approved in encumbrance requests could be reduced if
79 necessary. Paul Calabria stated yes. David Petry questioned if all of the revenues had been accounted for.
80 Paul Calabria stated yes.

81
82 **Department of Public Works (DPW) 2008 Salt Budget:** Paul Calabria, on behalf of Jeff Babel the
83 DPW Director, stated that although the Board of Selectmen authorized Jeff to over expend his salt budget
84 they did not publicly vote on the approval.

85
86 **Motion**
87 *MOVED by David Petry, seconded by Frank Cadwell that the Selectmen authorize the*
88 *Department of Public Works to over expend their 2008 salt budget, with the additional funds*
89 *coming from the Management Services Account. Granite State Minerals shall be paid the amount*
90 *of \$16,828.63. Voting in favor of the motion were Manoukian, Petry, and Cadwell. No one was*
91 *opposed. Peter Band abstained. Le Doux was absent. The motion PASSED 3-0-1.*

92
93 **Emergency Ice Storm:** Vahrij Manoukian stated on Friday, December 12, 2008 the Town of Hollis woke
94 up to one of the worst ice storms in the town's history. Manoukian and Petry arrived at the (EOC)
95 Emergency Operations Center (Hollis Police Station) very early on that Friday morning. Chairman
96 Manoukian commended the Department Heads, School Officials, Board of Selectmen and especially
97 Donald McCoy the Emergency Management Director for their effective management and constant
98 communication during this natural disaster. Chairman Manoukian was honored to report that there were
99 no injuries or fatalities during this crisis. Donald McCoy was a true volunteer and Chairman Manoukian
100 felt honored and privileged to work with such an experienced professional during the weeks following
101 this tragedy.

102 Russell Ux, Police Chief, ran all of his departments emergency operations from the Police Department
103 with only a generator. All emergency personnel deserve to be commended. The Emergency Operations
104 Center remained very calm because of these wonderful employees.

105 Rick Towne, Fire Chief, worked day and night without a day off while his employees gave shelter and
106 food to residents who needed some comfort. Jeff Babel, DPW Director and his employees worked
107 tirelessly through the days and nights that followed the storm to clear the roads of trees and brush to
108 secure safety for all travelers. All board members agreed with Chairman Manoukian's sentiments. David
109 Petry thanked the residents for their patience and sent heartfelt sympathies to people who were still living
110 without power. Peter Band was amazed at the teamwork and was proud to see so many employees under
111 so much pressure remain so dedicated. Frank Cadwell felt the most impressive aspect of Don McCoy's
112 management style was the way he built towards a consensus rather than trying to control the room.
113 F. Cadwell believed it was the main reason the Emergency Operation Plan worked so well. Troy Brown
114 was thankful for the experience. He had never had the opportunity to participate in a well-managed
115 Emergency Operation Plan. The Police Chief arrived during this discussion. He stood up and thanked the
116 Board of Selectmen for their comments. Chief Ux agreed that everyone worked well together but noted
117 that his employees were compensated for what they do even though they enjoy it. Although it was taking
118 a long time for residents to get their power back Vahrij thanked PSNH for their efforts. Public employees
119 from many other towns and states joined forces to help Hollis and for this the Board of Selectmen was
120 grateful. Vahrij Manoukian reiterated his appreciation and respect for Donald McCoy. The Selectmen
121 discussed implementing a Volunteer of the Year award.
122

123 **Town Administrator's Report**

- 124 **a. Selectmen's Schedule:** Troy Brown announced that Town Hall would be closed on Thursday,
125 December 25, 2008, Friday, December 26, 2008, Thursday, January 1, 2009 and Friday, January
126 2, 2009 to observe the upcoming holidays. Troy Brown reviewed the schedule for the upcoming
127 Board meetings for 2009 and announced them as follows: January 12th, January 26th, February 9th
128 and February 23rd. On Tuesday, January 13th the Selectmen will be presenting the Town budget
129 to the Budget Committee and the public hearing is scheduled for Tuesday, February 10th. The last
130 day to submit a petition is Tuesday, February 3rd. The last day to hold a bond public hearing is
131 Monday, February 23rd.
- 132 **b. Correspondence:** T. Brown reported on the following correspondence:
- 133 • Troy Brown attended the Zoning Board of Adjustment (ZBA) meeting on Thursday,
134 December 11, 2008 to support the building department and their decision regarding Case
135 #2008-34. He was surprised to see that over 50 people attended this meeting to listen to
136 testimony. The case was tabled until Thursday, December 18, 2008 and the ZBA upheld the
137 Building Inspector's decision with a few exceptions. The applicant would be allowed to
138 continue storing sawdust as well as operate his gravel pit.
 - 139 • Troy Brown reported that the Attorney General's office was reviewing the Communication
140 Agreement.
 - 141 • The DPW was awarded a New Hampshire the Beautiful grant in the amount of \$1000. The
142 funds will be used to purchase a mini loader.
 - 143 • The Nashua Regional Planning Commission's 27th Annual Legislative Forum is scheduled for
144 Thursday, January 15, 2009 at 6:30 PM at the Anheuser Busch Facility in Merrimack NH.
 - 145 • 2009 Moderators Workshop is scheduled for Saturday, January 24, 2009 at 9:00 AM in
146 Concord, NH at the Local Government Center.
- 147 **c. Committee Reports:**
- 148 • **Historic District Commission (HDC):** Frank Cadwell announced that the HDC voted to
149 encumber funds from the 2008 budget to install Historic District signs in 2009.
 - 150 • **Budget Committee:** David Petry attended the Budget Committee Meeting in place of Mark
151 Le Doux. The Hollis School Board presented their budget to the Budget Committee. The
152 Hollis School Board is scheduled to meet with the Budget Committee for their second review
153 of their budget on Thursday, January 15, 2008.

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OLD BUSINESS:

Hollis Social Library Building Repairs: Troy Brown reported that the scheduled repairs at the library were complete. The contractor removed the siding, trim, soffits and base molding. T. Brown was very concerned with the areas of rotted wood. T. Brown explained that particle board was attached to the studs then a layer of tar paper was added, then sheetrock, another layer of tar paper and finally clapboard made up the exterior of three sides of the 15 year old addition of the library. Jeff Babel researched the plans and drawings for this project and determined that the fifteen year-old plans actually called for this type of construction. It appeared that in the beginning of the project a brick wall was planned. Troy Brown explained that moisture was being trapped between the tar paper and the rot was occurring from the inside. Paint would not solve this problem. David Petry stated that the sheetrock must be torn off and the building must be resided correctly. D. Petry understood the funds were not available but new siding needed to be a long-term goal. Peter Band recommended asking Paul Hemmerich to review the plans for his opinion. Troy Brown agreed to contact Mr. Hemmerich and report back to the Board of Selectmen with his recommendations.

ANNOUNCEMENTS/SIGNATURES/OTHER

1. **Weekly Meeting Schedule:** D. Petry announced the board and committee meetings for the week of December 22nd through the 26th.
2. **Signatures:** David Petry read a volunteer appreciation letter written to Janet Lawrence thanking her for three years of service on the Hollis Heritage Commission.

APPROVAL OF MINUTES**1. Public Minutes of December 6, 2008:**

MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the public minutes of Saturday December 6, 2008, as submitted. Voting in favor of the motion were Manoukian, Petry, Cadwell and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

2. Public Minutes of December 8, 2008: (TABLED)

MOVED by Frank Cadwell seconded by David Petry that the Selectmen table approval of the public minutes of Monday, December 8, 2008. Voting in favor of the motion were Manoukian, Petry, Cadwell and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

3. Non-Public Minutes of December 8, 2008 (5:32 PM):

MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve and keep sealed the NON-public minutes of Monday December 8, 2008, as submitted. Voting in favor of the motion were Manoukian, Petry, Cadwell and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

4. Non-Public Minutes of December 8, 2008 (8:27 PM):

MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve and keep sealed the NON-public minutes of Monday December 8, 2008, as submitted. Voting in favor of the motion were Manoukian, Petry, Cadwell and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

5. Public Minutes of December 15, 2008:

MOVED by Frank Cadwell seconded by Peter Band that the Selectmen approve the public minutes of Monday December 15, 2008, as submitted. Voting in favor of the motion were Manoukian, Petry, Cadwell and Band. No one was opposed. Le Doux was absent. The motion PASSED 4-0-0.

206 **NON-PUBLIC SESSION**

207
208 *MOVED by Frank Cadwell seconded by Peter Band that the Selectmen enter NON-public session*
209 *in accordance with RSA 91-A: 3-II (c) for the consideration of matters which, if discussed in*
210 *public would likely affect adversely the reputation of any person. Voting in favor of the motion*
211 *were Manoukian, Petry, Band and Cadwell. No one was opposed. Le Doux was absent.*
212 *The motion PASSED 4-0-0.*

213
214 The Board entered non-public session at 7:34 PM.

215
216 **CONCLUSION OF NON-PUBLIC SESSION**

217
218 *MOVED by Peter Band seconded by David Petry that the Selectmen seal the minutes and*
219 *come out of NON-public session in accordance with RSA 91-A: 3-II (c). Voting in favor of*
220 *the motion were Manoukian, Petry, Band and Cadwell. No one was opposed. Le Doux was*
221 *absent. The motion PASSED 4-0-0.*

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223 The Board came out of non-public session at 7:55 PM.

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225 **ADJOURNMENT**

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

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231 The Board adjourned at 7:56 PM.

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233 Respectfully submitted,
234 Kimberly Dogherty, Secretary

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