

# BOARD OF SELECTMEN

June 25, 2007

Selectmen present: Melinda Willis, Vahrij Manoukian, Mark LeDoux and David Petry

Absent: Mark Johnson

Staff present: Cath Hallsworth, Director of Administration; Cathy Hoffman, Secretary; Volunteer Camera Operator, Paul Armstrong

## COMMUNITY ROOM (6:15 PM)

### AGENDA REVIEW:

C. Hallsworth reviewed the agenda. The following items were added.

New Business: Sale of Cemetery Plots, Fire and Police Recognition Dinner

Non-public session following the public meeting

### NANCY JAMBARD, TOWN CLERK

#### ALISON FALK

N. Jambard introduced Alison Falk to the Board. Of the applicants that applied for the Deputy Town Clerk's position, N. Jambard recommended that the Board appoint A. Falk to the position of Deputy Town Clerk. She stated that Alison is a quick learner and has an outgoing personality that is necessary for this position.

M. Willis questioned why A. Falk was interested in the Deputy Town Clerk position. A. Falk responded that she believes that it would be an interesting job and a good way for her to become more involved with the Town. The work hours also fit into her schedule.

D. Petry asked A. Falk about her background. A. Falk stated that she has a B.S. degree in psychology. She also has work experience in financial administration. She and her family have lived in Hollis for seven years.

M. LeDoux welcomed A. Falk. He stated that public service is a high trust. He advised A. Falk to remember who the clients are and treat the public with respect.

*MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen appoint Alison Falk to the position of Deputy Town Clerk with a start date of June 27, 2007. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.*

N. Jambard stated that she has asked Becky Crowther to stay on until July 9<sup>th</sup> to assist with A. Falk's training.

### BRUCE HARRISON AND JAMES ANDERSON, CABLE ADVISORY COMMITTEE (CAC)

B. Harrison presented the Board with a proposal for upgrades to the Hollis PEG (Public, Education, Government) access channel. In addition to the previously recommended purchase of two digital portable video cameras and a portable video editing station, the Board also asked the CAC to obtain cost estimates for additional upgrades. Following are the upgrades and their approximate costs.

- Improving the sound quality of meetings that are broadcast from the Town Hall (\$1,500-\$2,000)
- Recording of live meetings for rebroadcast and archiving (\$800)

- Acquiring digital coverage for web casting (\$2,500)
- Broadcast system improvements (\$10,000)

B. Harrison commented that the current CAC budget of \$10,500 allows for the purchase of the two cameras and the editing equipment. The additional four items are not budgeted. The CAC's priority is to promote the generation of local content. Using basic capture equipment, the Hollis Brookline High School commencement ceremony was broadcast live and recorded to DVD. The DVDs are being sold to the parents. The proceeds from the DVD sales are going to the school's video club. Board members commented on the quality and professionalism of the commencement DVD.

M. Willis explained the budget and appropriation process. The CAC asked for \$20,000. \$3,500 was budgeted this year. In addition \$6,500 was encumbered from last year. The Townspeople would like to be able to watch live and view rebroadcasts of government meetings. They would also like the sound quality of these meetings improved. Tonight's presentation is the result of the CAC's research. M. LeDoux stated that in order to fulfill the CAC's wish list, an additional \$4,500 would be required.

M. Willis commented that the current cable franchise fee goes directly to the general fund to offset taxes. To allocate this franchise fee to the CAC would reduce this offset. V. Manoukian argued that the franchise fee is paid by cable subscribers and should be used to enhance cable service. Currently, the entire Town benefits from fees paid by the cable subscribers. This is not fair. M. Willis stated that because of tight budgets, she would be opposed to diverting the entire franchise fee from the general fund to the CAC. The CAC does not need that much money for the PEG access channel improvements. A sudden decrease in revenue from \$40,000 to \$0 is not fiscally prudent. Decreases should be extended over a period of time.

B. Harrison informed the Board that there is a bill in congress that would divert the franchise fee to the state and not to towns. The reason is that some believe that towns are misusing this money. He wanted the Board to be aware of this bill, which would eliminate this revenue to the towns. The franchise fee is designated for PEG and it would be nice to have the resources.

M. LeDoux proposed calling upon the public for funding.

D. Petry stated that he agreed with M. Willis that an increase in the CAC budget should be considered for next year. He added that he did not think that the Town should be purchasing cameras for the high school. He felt that part of the money should come from Brookline. B. Harrison clarified that Brookline's cable committee has appropriated money for an additional camera in their budget.

B. Harrison commented that the most important purchase is a camera for the production of local content. He agreed that a progressive approach to these purchases would be prudent. He added that in addition to Town government needs, school content is also important to the community and should be supported.

Board members asked former Selectman Don Ryder for his opinion. D. Ryder stated that the cable company pays the franchise fee to the Town for the use of Town property. He agreed with V. Manoukian that cable subscribers, through their service charges, pay this fee. He suggested that the Selectmen write a warrant article for Town Meeting 2008, to get a sense of the meeting to consider dedicating 25% of the franchise fee to a non-lapsing fund for cable use up to a maximum of \$10,000. V. Manoukian thanked D. Ryder for his efforts to improve the Town's cable system over the years.

The Board discussed options and agreed to expend the existing budget on one camera, including the laptop and editing software. The second camera purchase would be deferred. The remaining budget would be used for items #1-#3. M. LeDoux agreed to obtain funding for the \$1,200 shortfall.

## **CORRESPONDENCE AND OTHER BUSINESS**

***Email from John Eresian:*** The Board received an email from J. Eresian thanking Sandy Bohling for conducting CPR classes. Because of the importance of this type of instruction, he recommended that these training classes be recorded and broadcast on the cable access channel.

## NEW BUSINESS

***Cemetery Plots Purchase:*** The Cemetery Trustees received a request from a resident asking permission to place a small upright monument on a one-lot plot. The request was denied. The cemetery rules require ownership of four lots in order to place an upright monument. The Trustees have suggested that this resident purchase the surrounding three lots in order to comply with the rules. One of the adjoining lots is available for sale. The other two lots however, were sold over ten years ago. In order to assist this resident, Town Hall staff contacted the owner of these two adjoining lots. The owner, who lives out of state and no longer needs these lots, is willing to sell these lots back to the Town for the price that he had originally paid for them (\$125 per lot). The current price of cemetery plots is \$300 per lot. Due to this resident's financial situation, the Cemetery Trustees have agreed to request that the Selectmen allow this resident to purchase the two lots for the original price of \$125 per lot. The third lot would have to be purchased at the current price of \$300. Following discussion, the Board agreed to this request.

*MOVED by Mark LeDoux, seconded by David Petry that the Selectmen approve the request for the sale of cemetery plots, as presented by staff and agreed to by the Cemetery Trustees. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.*

***Police and Fire Recognition Dinner:*** M. LeDoux commented that we, as residents, take for granted the services provided by police and fire personnel. He felt that it would be appropriate to honor and thank these employees with a police and firemen's dinner in the fall. D. Petry suggested including the DPW personnel. V. Manoukian asked that the Town Hall personnel also be included. Consensus of the Board was to proceed with this proposal.

## SIGNATURES

The Board signed the following:

An abatement approval for Map 17/Lot 16-1 in the amount of \$114 plus related interest. Corrections were made to the measurements resulting in a reduction of the property's valuation.

*MOVED by Melinda Willis, seconded by Vahrij Manoukian that the Selectmen approve the abatement request for property identified as Map 17/Lot 16-1 in the amount of \$114 plus related interest. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.*

## ANNOUNCEMENTS

D. Petry announced the board and committee meetings for the week of June 25<sup>th</sup> through the 29<sup>th</sup>.

## APPROVAL OF MINUTES

*MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen approve the public minutes of Monday June 18, 2007, as amended. Voting in favor of the motion were Willis, Manoukian, and Petry. No one was opposed. LeDoux abstained. Johnson was absent. The motion PASSED 3-0-1.*

*MOVED by Vahrij Manoukian, seconded by David Petry that the Selectmen approve and keep sealed the NON-public minutes of Monday June 18, 2007 (9:00 PM), as submitted. Voting in favor of the motion were Willis, Manoukian, and Petry. No one was opposed. LeDoux abstained. Johnson was absent. The motion PASSED 3-0-1.*

## NON-PUBLIC SESSION

*MOVED by Melinda Willis, seconded by Mark LeDoux that the Selectmen enter NON-public session in accordance with RSA 91-A: 3-II- (a) and (e) for the consideration of a personnel issue, a legal issue and a*

*negotiation. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.*

The Board entered non-public session at 7:22 PM.

### **CONCLUSION OF NON-PUBLIC SESSION**

*MOVED by Vahrij Manoukian, seconded by Mark LeDoux that the Selectmen seal the minutes and come out of NON-public session in accordance with RSA 91-A: 3-II- (a) and (e). Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.*

### **ADJOURNMENT**

*MOVED by Vahrij Manoukian, seconded by Mark LeDoux that the Selectmen adjourn. Voting in favor of the motion were Willis, Manoukian, LeDoux and Petry. No one was opposed. Johnson was absent. The motion PASSED 4-0-0.*

The Board adjourned at 8:00 PM.

Respectfully submitted,

Cathy Hoffman, Secretary