

BOARD OF SELECTMEN

June 27, 2005

HOLLIS SOCIAL LIBRARY (6:04 PM)

JOINT MEETING OF THE BOARD OF SELECTMEN, LIBRARY TRUSTEES AND MEMBERS OF THE BUDGET COMMITTEE

Selectmen present: Mark Johnson, Vahrij Manoukian, Ray Lindsay, Peter Band and Melinda Willis

Library Trustees: Howard Bigelow, Ann Shedd, Norma Woods, Marcia Beckett, Dorothy Hackett and Wendy Valich

Library Director: Steve Russo

Budget Committee: Chris Hyde and Christine Furman

Staff present: Cath Hallsworth, Director of Administration; Cathy Hoffman, Secretary

Chairman of the Library Trustees Howard Bigelow introduced the Library Trustees and the Library Director to the Board and Budget Committee members.

Trustee Secretary Ann Shedd stated that during the 2005 budget hearings the Selectmen asked the Trustees for justification for the proposed increases in the Library budget. The purpose of this meeting is to update the Board and Budget Committee members regarding the current and future needs of the Library. A. Shedd presented statistics comparing the Town's population increase to the increased use of the Library. During the last decade the population of Hollis grew 33%. In this same time period there was a 97% increase in the circulation and a 300% increase in library visits. The 300% increase in library visits can be attributed primarily to additional programs offered, more seating, Internet accessibility and computer access.

Trustee Treasurer Marcia Beckett presented graphs comparing the Hollis Social Library to libraries in the Towns of Brookline, Milford, Amherst and Peterborough. Hollis' population, at approximately 7,400, falls in the middle population range of the five towns. In the categories compared, Hollis ranked lowest of the five towns in library budget per capita, library budget as a percentage of the town budget, staffing (number of staff per 1,000 residents) and building size (square footage per capita). Hollis and Brookline, with two public access computers each, ranked lowest in that comparison.

In 2004, Hennen's American Public Library Ratings System (HAPLR) rated the Hollis Social Library one of the best libraries in its population category. Of a maximum score of 800, the Hollis Social Library received a score of 693, ranking higher than average in all but three of the fifteen factors considered.

Library Director Steve Russo stated that the Trustees recently conducted a survey regarding Library services. There were approximately 400 responses. The results rated help from staff, the meeting room, internet access, interlibrary loans, books and the online catalog as "excellent" or "good". Youth programs, hours of operation, books on CD, word processing computers and adult programs were rated as "needs attention". Currently, the library is open a total of forty-two hours per week. Current staffing (full-time employees) per one thousand residents is .5.

A. Shedd stated that short-term planning for the Library includes increasing the programs and number of books and adding shelving. Long-term, space will be an issue. The Town must consider either expanding the existing building or a moving the Library to another facility.

The Trustees, Selectmen and Budget Committee members toured the library facility. Points of interest were the two catalog computers, the children's room, the young adult area, the public access computers, the large print book collection, the reference section and the audio-visual section. Due to current space needs, books have been moved to the

top shelves, which are hard to access. There is also a lack of usable storage space. The library basement cannot be used because of water problems. The domed ceiling of the historic building has also suffered water damage.

The Trustees thanked the Selectmen and Budget Committee members for attending this meeting and presented them with folders containing the information and statistics presented during the joint meeting.

COMMUNITY ROOM (6:48 PM)

The Board of Selectmen reconvened the meeting at 6:48 PM in the Town Hall Community Room.

CORRESPONDENCE AND OTHER BUSINESS

Thank You Letters:

- The Board received a letter from R. Sean O’Kane, Commissioner of the Department of Resources and Economic Development (DRED) and new Hollis resident, thanking the Selectmen for inviting him to a meeting and offering the cooperation of his department in working with Town boards and committees.
- The Board received a letter from Natalie James thanking the Selectmen for allowing her to use the Upper Town Hall for a piano recital.

Town Hall Usage Request: The Board received a request to use both the Community Room and the Upper Town Hall to hold a local craft fair in December. M. Willis pointed out that the Upper Town Hall is not ADA accessible and can only hold a maximum of fifty persons at a time due to fire code restrictions. C. Hallsworth suggested that this event might be better suited to the Lawrence Barn, which is scheduled for completion in November. M. Johnson requested more information about this event.

Woodmont Closing: M. Johnson stated that the closing on the Woodmont Orchard property has been postponed. There are several parties involved, and all must review and agree upon the wording of the documents related to the Farm and Ranch Land Protection grant. The closing has been rescheduled for either July 7th or the 15th.

Data Collection Services Request for Proposals: Angelo Marino, Assessment Associates, submitted a draft request for proposals (RFPs) for assessment data collection for the Board to review. The proposal specifies that one quarter of the Town’s property information would be verified per year. Changes to the assessments would be made during the fifth year. This way the values would remain up-to-date. Processing one-quarter of the Town per year would take the place of a Town-wide revaluation. M. Willis stated that the proposal, as presented, is for a one-year contract. For consistency, she recommended that the Town stay with one contractor for four years. M. Johnson agreed, adding that the contract should also include an escape clause for approval performance. M. Willis noted that the agreement should also be subject to funding approval at the annual Town Meeting. The proposal will be revised to include these changes.

Community Room: M. Willis offered an alternative proposal for honoring Richard Walker for his service to the Town. She suggested that the Board obtain a copy of the proclamation naming Richard Walker Selectman Emeritus. This proclamation, along with a photograph and description of Richard Walker’s service to the Town, could then be framed and displayed either at the entrance to or in the Community Room. Board members agreed that this would be an appropriate physical reminder recognizing R. Walker’s contributions to the Town.

MOVED by Melinda Willis, seconded by Peter Band, that the Selectmen honor Richard Walker by displaying either in, or at the entrance to, the Community Room a framed document, which would include a photograph of Richard Walker, a copy of the proclamation naming him Selectman Emeritus and a description of his service and contributions to the Town.

M. Johnson stated that this proposal supports and is an outgrowth of Tom Hildreth’s suggestion. It is fitting way to recognize R. Walker.

Voting in favor of the motion were Johnson, Manoukian, Band, Lindsay and Willis. None were opposed.

The motion PASSED 5-0-0.

M. Johnson further recommended that the Board designate the land purchased from the Walkers, located off of Farley Road, the Richard and Arlean Walker Town Forest. A sign, visible from the public way, would also be erected on the site.

MOVED by Mark Johnson, seconded by Vahrij Manoukian, that the Selectmen designate the former Walker property off of Farley Road as the Richard and Arlean Walker Town Forest, and erect a sign so naming said property. Voting in favor of the motion were Johnson, Manoukian, Band, Lindsay and Willis. None were opposed. The motion PASSED 5-0-0.

Grant Writer: Board members reviewed the information submitted by Melissa Nemon, who has offered her services as a grant writer for the Town. M. Johnson stated that her qualifications and résumé are excellent. He recommended that the Board ask her to be associated with the Town on a case-by-case basis for grants. P. Band suggested that the Board also request that she seek out appropriate grant sources for the Town. M. Willis felt that it would be beneficial if M. Nemon contacted committee's such as the Land Protection Study Committee and the Conservation Commission in order to determine the types of grants they would be seeking. C. Hallsworth stated that she worked with M. Nemon on the stormwater grant. She commented that M. Nemon was very easy to work with and an excellent writer. M. Johnson stated that fees for service would be negotiated on a case-by-case basis. The negotiated fee, a percentage of the grant award, would be incentive to obtain grant money for the Town. He suggested that the Board contact M. Nemon and ask her to proceed by coordinating meetings with other Town boards and committees.

Rocky Pond Road: C. Hallsworth explained that a resident has complained about the number and the speed of vehicles traveling on Rocky Pond Road to and from Brookline through Hollis. During the week of June 18th through the 25th the Hollis Police Department placed the traffic counter on Rocky Pond Road approximately one eighth of a mile from the Brookline border. Results of this count showed that there was an average of 500 vehicles per day. Peak traffic hours corresponded to commuting and school times of 7AM and 5 PM. The survey also indicated that vehicle speeds were excessive on this road. Lt. Russell Ux of the Hollis Police Department has indicated that the department will increase enforcement of the speed limit. M. Johnson stated that speed limits can be enforced but, as far as the amount of traffic, Rocky Pond Road is a public road and the public has a right to travel on it.

Acceptance of Funds on Behalf of the Heritage Commission: At the request of Finance Officer Bob Leadbetter, the Board accepted donations totaling \$3,497 on behalf of the Heritage Commission

MOVED by Vahrij Manoukian, seconded by Melinda Willis, that the Selectmen accept a total of \$3,497 in donations on behalf of the Heritage Commission, as presented. Voting in favor of the motion were Johnson, Manoukian, Band, Lindsay and Willis. None were opposed. The motion PASSED 5-0-0.

Peach Pie Judging: Ray Lindsay volunteered to represent the Selectmen as a judge at the peach pie contest sponsored by the Church of Our Savior. The pie judging will take place at 11 AM on Saturday, August 20th at the Lull Farm Stand in Milford.

Upcoming Seminars and Meetings: M. Johnson announced several upcoming seminars and meetings of interest to Town residents.

- Low Impact Development Workshop-June 28th at 7PM sponsored by the Nashua River Watershed Association 592 Main Street, Groton, MA
- Managing Rapid Growth in Southern New Hampshire-June 29th
- NRPC Economic Development forum-July 19th , NRPC

SIGNATURES

The Selectmen signed the following:

- Correspondence
- Historic District Commission application forms for the renovations to the Police and Fire facilities. C. Hallsworth explained that because the Town of Hollis is the owner of these facilities, the Selectmen must sign the applications. M. Johnson stated that he would talk to the HDC secretary regarding the hearing date for these applications. He asked the Board to authorize his signature for the non-binding review of these applications.

MOVED by Raymond Lindsay, seconded by Melinda Willis, that the Board authorize the Chairman to sign the Historic District Commission application forms for the non-binding review of the renovations to the Fire and Police facilities. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band, and Willis. None were opposed. The motion PASSED 5-0-0.

- Appointments to the Strategic Growth Management Committee: M. Willis stated that the first meeting of this committee is scheduled for Thursday, July 7th. She added that preliminary reference material including the 2001 Town Facilities Study report and the most recent buildout analysis would be distributed to the members. The following volunteers were appointed as chairmen and/or co-chairmen to the steering committee: Peter Baker, affordable housing; Thom Davies and Dave Gilmour, land protection; John Eresian, NRPC liaison; Van Eresian, historic resources; Mike Harris and Chris Hyde, long range capital budget; Kevin McDonnell, recreation areas and facilities; Anita Moynihan, schools; Jim Oehler, mapping; and George Woodbury, aquifers. M. Willis is the Selectmen's liaison to this committee. M. Willis stated that additional members would be appointed at a future Board meeting.

MOVED by Mark Johnson, seconded by Peter Band, that the Board appoint the above listed volunteers as members of the Strategic Growth Management Committee with terms to expire on March 31, 2006. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band, and Willis. None were opposed. The motion PASSED 5-0-0.

ABATEMENTS

- Map 20/Lot 29-1: The assessment on this parcel was lowered for the year 2004.

MOVED by Vahrij Manoukian, seconded by Peter Band, that the Board approve and sign the abatement of taxes in the amount of \$3,370 plus related interest for property identified as Map 20/Lot 29-1, as presented. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band, and Willis. None were opposed. The motion PASSED 5-0-0.

- Map 10/Lot 28-124:

MOVED by Mark Johnson, seconded by Peter Band, that the Board approve and sign the abatement of taxes in the amount of \$30 plus related interest for property identified as Map 10/Lot 28-124, as presented. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band, and Willis. None were opposed. The motion PASSED 5-0-0.

APPROVAL OF MINUTES

MOVED by Vahrij Manoukian, seconded by Melinda Willis, that the Board approve the public minutes of Monday June 13, 2005 (6 PM), as submitted. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band, and Willis. None were opposed. The motion PASSED 5-0-0.

MOVED by Vahrij Manoukian, seconded by Peter Band, that the Board approve and keep sealed the NON-

public minutes of Monday June 13, 2005 (8:45 PM), as submitted. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band, and Willis. None were opposed. The motion PASSED 5-0-0.

MOVED by Vahrij Manoukian, seconded by Peter Band, that the Board approve the public minutes of Monday June 20, 2005 (8 AM), as submitted. Voting in favor of the motion were Johnson, Manoukian, Lindsay and Band. None were opposed. Willis abstained. The motion PASSED 4-0-1.

NON-PUBLIC SESSION

MOVED by Mark Johnson, seconded by Raymond Lindsay, that the Board enter NON-public session in accordance with RSA 91-A:3-II-(a) for the consideration of a personnel matter. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band and Willis. None were opposed. The motion PASSED 5-0-0.

The Board entered non-public session at 7:40 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Melinda Willis, seconded by Vahrij Manoukian, that the Board come out of non-public session and seal the minutes of the session. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band and Willis. None were opposed. The motion PASSED 5-0-0.

The Board came out of non-public session at 8:45 PM.

ADJOURNMENT

MOVED by Vahrij Manoukian, seconded by Peter Band, that the Board adjourn. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band, and Willis. None were opposed. The motion PASSED 5-0-0.

The Board adjourned at 8:45 PM.

Respectfully submitted,

Cathy Hoffman, Secretary