

BOARD OF SELECTMEN

November 14, 2005

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

Staff present: Cath Hallsworth, Director of Administration; Finance Officer, Paul Calabria; Cathy Hoffman, Secretary

COMMUNITY ROOM (6:00 PM)

2006 Budget Reviews

LIBRARY TRUSTEES

Marcia Beckett, Library Trustee Treasurer, presented the proposed 2006 Library budget to the Selectmen. She stated that including capital expenditures, the Trustees are seeking a 23.89% increase in the budget. The budget request includes the following:

Reference #	Category	2005 Budgeted	2005 Actuals* *as of 10/31/05	Proposed Budget for 2006	% Increase
1.	Materials (books, audios, etc.)	\$46,340	\$57,107	\$55,275	19.28%
2.	Utilities	\$12,205	\$9,901	\$20,411	67.24%
3.	Supplies/Equipment	\$6,700	\$9,330	\$10,000	49.25%
4.	Programs	\$2,550	\$3,004	\$3,350	31.37%
5.	Misc.	\$500	\$306	\$750	50.00%
6.	Computers	\$4,860	\$2,940	\$5,375	10.60%
7.	Continuing Education/Travel	\$1,200	\$873	\$1,400	16.67%
8.	Wages	\$133,167	\$96,096	\$156,314	19.63%
Capital Expenditures					
9.	Shelving	\$9,500	\$9,422	\$10,000	5.26%
10.	Telephone System			\$3,000	
Total		\$217,022	\$188,980	\$268,875	23.89%

M. Beckett explained that over the past ten years circulation at the library has increased 97%. Visits to the library, over this same time period, have tripled. Compared to seven other New Hampshire towns, the Hollis Social Library surpasses only the Town of Brookline in the number of open hours per week. Staffing and budget are also at the low end of the comparison graphs. Responses to a recent survey indicate that patrons would like to see the library increase its open hours, expand the young adult section, increase materials, and increase the number of public computers. Currently, the library budget represents 3.2% of the Town budget. For 2006, the Trustees would like to increase this percentage to 3.9%. The Trustees feel that this increase is warranted because of the quality service the library provides to the Town.

Justifications for the increases are as follows:

1. The materials budget was increased. Shipping costs are expected to increase 5%. 14% of the increase would be for improvements to the young adult section.
2. Utilities (propane, telephone, electricity and water) are expected to increase. Board members discussed

the possibility of getting a lower heating fuel cost by purchasing heating fuel for all departments from one source. P. Calabria will investigate this potential cost savings for propane and oil purchases.

3. The supplies and equipment budget covers book processing costs. Every book and CD that comes into the library must be covered.

4. Programs continue to be popular and the library would like to expand these programs.

5. The miscellaneous budget is variable.

6. The increase in the computer budget is for software that would allow patrons to reserve and renew materials from home.

7. Education and travel covers employee attendance at conferences and training sessions. It also covers mileage reimbursement.

8. Wages-The Trustees are proposing that the library open 10 more hours per week. These extra hours would require an additional 15 part-time support staff hours along with an additional 20 part-time staff hours. Also included in the wages budget is an annual 4% Cost of Living Adjustment (COLA).

Capital Expenditures:

9. Shelving- 2006 will be the second year of the two-year plan to add shelving.

10. The current telephone system is not functioning properly. TDS has estimated that it would cost approximately \$3,000 to upgrade the phone system.

M. Johnson commented that the Selectmen and the Budget Committee have set a cap of 4% on budget increases for 2006. However, he feels that the Trustees have shown justification for the proposed increases. His general sense is to support the budget. He questioned what other sources of income the library receives. M. Beckett responded that gifts and donations for 2005 totaled approximately \$3,000. Fines totaled \$11,000 and the Friends of the Library book sale brought in \$3,000 in revenue. Each year the library applies for grants, usually for children's programs. Typically the library receives \$12,000-\$15,000 per year in revenue from other sources.

V. Manoukian stated that he would consider the budget as presented. He added that taking into account the entire budget requests for 2006, the Town would be \$500,000 over budget. He suggested that the Trustees look at increasing the efficiency of the library without adding staff.

P. Band stated that he understands the needs of the library. He questioned the 50% increase in the utilities budget, suggesting that the Trustees investigate propane costs. Library Director Steve Russo informed the Board that the library receives a special government rate for propane. P. Band recommended that the library find a middle ground for the budget. M. Beckett commented that an increase in services relates to an increase in taxes.

R. Lindsay stated that he supports the budget.

M. Johnson suggested that the Trustees investigate other sources of income such as gifts and annuities, charitable giving and bequests.

ANNOUNCEMENTS

M. Johnson announced that Gerry Gartner has submitted a letter of resignation as Chairman of the Land Protection Study Committee. G. Gartner will, however, remain a member of the LPSC. M. Johnson thanked G. Gartner for chairing this committee, adding that as chairman, he has played a crucial role in identifying and negotiating the purchase of key parcels for the Town.

M. Johnson commended Hollis' State Representatives on their excellent attendance records.

The Board received a letter of resignation from Zoning Board of Adjustment alternate member John Haithcock. M. Johnson recommended that the Board appoint Gerry Moore, who was interviewed by the Selectmen at the November 7th meeting, to fill this position.

MOVED by Mark Johnson, seconded by Vahrij Manoukian, that the Selectmen appoint Gerald Moore as an alternate member of the Zoning Board of Adjustment with a term to expire on April 30, 2006. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band and Willis. None were opposed. The motion PASSED 5-0-0.

RICK TOWNE, FIRE CHIEF

Proposed 2006 Fire Department Budget, 2nd Review: Chief Towne reviewed the Fire Department budget with the Board

1-4220-

0-113 Union Salaries

0-116 Part-Time Office Staff Hours were increased from 20 to 40 for the Fire Department secretary. **Increased by \$15,042 to \$31,798**

0-119 Overtime Increased by \$25,248 to \$35,040.

0-123 Part-time Responders Increased by \$3,120 to \$107,120.

0-201 Telephone Increased by \$100 to \$2,932

0-202 Electricity Increased by \$1,806 to \$7,526

0-203 Propane Chief Towne stated that regarding the previous discussion of heating fuel costs with the Library Trustees, he would prefer to keep utilities a separate line item because individual departments would work harder to keep costs down. He had no objection to negotiating a better price as long as the accounts were kept separate for each department. **Increased by \$3,156 to \$9,469**

0-211 Office Supplies No Change \$2,500

0-214 Office Equipment No Change \$500

0-219 Vehicle Maintenance No Change \$15,000

0-224 Fire Equipment Maintenance No Change \$6,870

0-225 Dues and Publications This account was increased to cover the costs of computer software support. **Increased by \$350 to \$1,995**

0-261 Uniform Allowance This account was increased to cover an additional person. The amount is governed by the union contract. **Increased by \$750 to \$6,750**

0-267 Equipment The cost of protective outerwear has increased. The Fire Association absorbs approximately \$30,000 of the equipment costs. **Increased by \$3,000 to \$20,000**

0-272 Internet Service No Change \$602

0-273 Radio & Pager Maintenance No Change \$1,000

0-281 Vehicle Fuel Increased by \$1,500 to \$2,500

0-282 Diesel Fuel Increased by \$2,500 to \$4,500

0-283 Mileage Reimbursement No Change \$125

0-285 SCBA (Self-Contained Breathing Apparatus) A number of these units must be replaced every year. **No Change \$9,800**

0-289 Physicals and Medical No Change \$3,625

0-291 Ucomm Pagers No Change-\$573

0-292 Radios and Pagers Most of this account is spent at the end of the year. **No Change \$5,000**

0-293 Fire Department Training This account covers equipment and materials training. **No Change \$6,500**

0-295 Fire Prevention No Change \$7,000

0-296 Water Supply This account covers the maintenance costs for existing cisterns, dry hydrants and fencing. **No Change \$5,000**

0-297 Mutual Aid (Hazmat) No Change \$1,685

0-298 New Hose No Change \$2,500

0-361 Station Equipment No Change (\$1,500)

0-690 Miscellaneous No Change \$1,000

0-692 Classified Ads Increased by \$399 to \$400

1-113 Administration Salaries Not discussed.

The next three items are reimbursed from the ambulance account at the end of the year.

2-128 Ambulance Calls

2-294 Ambulance Expendable Supplies

2-299 Ambulance Training

Chief Towne and the Board discussed the fate of Engine 1. Chief Towne stated that this 1984 truck is not in good shape. It is rusted and has a bad pump. A new frontline truck would cost \$400,000. M. Johnson recommended that Chief Towne advertise the sale of Engine 1 in Town and City magazine.

M. Willis questioned if Chief Towne would be hiring a new employee at the end of 2005. Chief Towne responded that he would, if there is money in the budget.

M. Johnson commended Chief Towne for being conservative with his budget, while fulfilling his commitment to protect the Town with the best personnel and equipment.

PETER BAKER

Woodmont Trails: P. Baker presented the Board with a proposed trail map for the Woodmont Orchard property. He stated that he, Orchard Manager Lester Adams, Trails Committee Chairman Sherry Wyskiel and representatives from

the Nichols-Smith Conservation Land Trust, walked the property and laid out the trails as presented. The trails were laid out so that they would not interfere with the agricultural activity on the property. The trailhead and parking area would be located near the icehouse off of Silver Lake Road. Signs and a kiosk with trail maps would also be placed at this location. Board members discussed plowing the parking area and maintenance of the trails. P. Baker stated that Woodmont would be assisting with trail maintenance. Consensus of the Board was that the trail layout was acceptable. P. Baker will check with Arthur LeBlanc regarding sight distance along Silver Lake Road and maintenance of the parking area.

Woodmont Agricultural Lease Agreement: P. Baker informed the Board that the Lievens' lawyer is currently reviewing the lease agreement. He asked the Selectmen to submit any comments regarding the lease in writing.

VOLUNTEER INTERVIEWS

Patrick Clark: P. Clark, Dow Road, has volunteered to serve on the Land Protection Study Committee. He stated that he has lived in Hollis since 1991 and is interested in preserving the aesthetics and rural character of the Town. While his profession is investing in high tech start-up companies, his hobby is building single-family houses. He is informed about land development and feels that he would be able to make smart choices regarding land purchases for the Town. M. Johnson commented that there is a high degree of professionalism among the members of the LPSC. Members must consider the emotional as well as the financial needs of landowners.

MOVED by Vahrij Manoukian, seconded by Peter Band, that the Selectmen appoint Patrick Clark as a regular member of the Land Protection Study Committee with a term 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.

ANNOUNCEMENTS

M. Johnson announced the board and committee meetings for the week of November 14th through November 18th.

CORRESPONDENCE AND OTHER BUSINESS

Municipal Transportation Improvement Funds: C. Hallsworth informed the Board that under RSA 261:153, section VI, municipalities may establish a municipal transportation improvement fund and impose up to \$5.00 in additional vehicle registration fees to support the fund. She stated that this would be a revenue source for the Town for transportation projects such as bike paths and trails. She recommended that the Board consider this as a warrant article.

Letter from Ed Dionne Regarding Flints Pond: Discussion of this correspondence was tabled.

Approval of Ezras Way for Proposed Ekstrom Subdivision Common Driveway-Rocky Pond Road: Rebecca Crowther, Department of Public Works, has recommended that the Board approve the name of Ezra's Way for the proposed common driveway in the Ekstrom subdivision off of Rocky Pond Road. Ezra Wright who lived on Rocky Pond Road, served with the 7th New Hampshire Volunteers during the Civil War.

MOVED by Mark Johnson, seconded by Melinda Willis, that the Selectmen approve the name of Ezras Way for the proposed common driveway off of Rocky Pond Road, as recommended by Rebecca Crowther. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band and Willis. None were opposed. The motion PASSED 5-0-0.

Letter from Governor Lynch: V. Manoukian received a letter from Governor Lynch commending him for serving the Town both as a Selectmen and a member of the Rotary Club.

SIGNATURES

The Board signed the following:

- Appointment of Janet Lawrence as a regular member of the Heritage Commission.

MOVED by Mark Johnson, seconded by Melinda Willis, that the Selectmen appoint Janet Lawrence as a regular member of the Heritage Commission with a term to expire on April 30, 2007. Voting in favor of the motion were Johnson, Manoukian, Lindsay, Band and Willis. None were opposed. The motion PASSED 5-0-0.

- Corrected appointment forms for Old Home Day Committee members Joan D'Esopo and Deb Potter
- Cease and Desist order for 62 Jewett Lane

MOVED by Mark Johnson, seconded by Vahrij Manoukian, that the Selectmen sign the Cease and Desist order for 62 Jewett Lane, as submitted by the Code Enforcement Officer. 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 Peter Band, seconded by Melinda Willis, that the Selectmen approve the public minutes of Monday, November 7, 2005, as submitted. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian abstained. The motion PASSED 4-0-1.

MOVED by Peter Band, seconded by Raymond Lindsay, that the Selectmen approve and keep sealed, the NON-public minutes of Monday, November 7, 2005, as submitted. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian abstained. The motion PASSED 4-0-1.

C. Hallsworth asked the Board to review copies of the minutes of past non-public sessions for possible public.

NON-PUBLIC SESSION

MOVED by Mark Johnson, seconded by Peter Band, that the Board enter NON-public session in accordance with RSA 91-A:3-II- (a) and (e) for the consideration of personnel matters and a legal 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 Raymond Lindsay, seconded by Vahrij Manoukian, that the Board seal the minutes and come out of non-public 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 8:55 PM.

ADJOURNMENT

MOVED by Raymond Lindsay, seconded by Vahrij Manoukian, 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 8:55 PM.

Respectfully submitted,

Cathy Hoffman, Secretary