

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Chairman Mark Le Doux, Vice Chairman David Petry, Frank Cadwell and Peter Band  
Selectmen absent: Vahrij Manoukian  
Staff present: Deborah Padykula, Finance Officer, John MacLean, Interim Town Administrator, Paul Armstrong and Bill Moseley, Camera Operators

**COMMUNITY ROOM**

Hollis Town Hall Community Room, located at 7 Monument Square, Hollis, New Hampshire.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**MEETINGS****1. Municipal Resources, Inc. (MRI) – Assessing Revaluation Final Values**

Notices were mailed to residents on July 19, 2018, stating that taxpayers could either schedule an appointment online or call the MRI office for a hearing regarding their property revaluation. There were 193 scheduled hearings from July 25<sup>th</sup> through August 10<sup>th</sup>. There were 40 people who could not attend a hearing and were contacted by telephone. Most people either questioned an increase in their property value or the information on how their property was being taxed and wanted to know how the revaluation would affect the tax rate. There was a 12 % increase in the overall change from the values that were set five years ago. Residential land increased 12%, vacant land increased 8%, manufactured homes increased 7%, condominiums increased 6% and commercial land increased 16%. By adopting these values, the median assessment to sales ratio in the two years of sales that was used in the analysis, will be 97.49%. Scott Marsh reported that there were 120 valid sales, at this time.

The amount of funds expended by both the town and school districts dictate the amount of taxes paid by the residents.

*MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen accept the Assessing Revaluation Final Values, as presented by Municipal Resources, Inc. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

**2. Anna Keys Powers Chapter of the DAR – Installation of a Historic Marker**

Mary Pease with the Anna Keys Powers Chapter of the DAR, proposed a Highway Marker to mark the site of the homestead of Hollis' first settlers, Anna Keys Powers and Captain Peter Powers. The installation of the Highway Marker is in the state right-of-way of Proctor Hill Road.

Approval from the Town of Hollis is required as part of the grant funding, prior to approval from the State of New Hampshire for the Highway Marker. The Historic District Commission (HDC) denied the request since the size of the sign/marker exceeds the allowable size limit per Section XIV.L.4 of the Hollis Zoning Ordinance. However, the Zoning Board of Adjustment granted them a variance. The state installs and maintains the sign/marker, so there is no cost to the town. All state signs/markers are uniform in size and design throughout the state.

Although the Selectmen supported the sign, they requested a legal opinion to ensure they were acting within their jurisdiction and not violating any state statutes.

Jim Belanger, Vice Chairman of the Zoning Board of Adjustment (ZBA) approached the podium and stated the ZBA granted the variance because they felt that they not have jurisdiction over the size of the marker since it is mandated by the State and since the sign would be located in the State right-of-way.

Selectman Petry suggested that the Zoning Ordinance include an exemption for State Markers, allowing for a larger size, which is mandated by the State. A change in the Zoning Ordinance would need to be presented to the Planning Board and included on the ballot for Town Meeting.

*MOVED by Peter Band, seconded by David Petry that the Selectmen approve the installation of a Historic Marker in the State right-of-way of Proctor Hill Road, contingent upon a legal opinion verifying appropriate jurisdiction by Board of Selectmen. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. Cadwell abstained. The motion PASSED 3-0-0.*

## NEW BUSINESS

### 1. Flag Donation

Jim Belanger, Senior Vice Commander of the Hollis VFW reported that the VFW works with the Hollis Fire Department to hang flags on the telephone poles during holidays such as Memorial Day, Veteran's Day, 4<sup>th</sup> of July, Flag Day, etc. Since funds in the VFW budget are depleting, he requested utilizing funds in the amount of \$400 from the Patriotic Purposes fund, for flag replacement. The VFW volunteered to match the amount in the Patriotic fund, totaling \$800 towards the purchase of new flags.

*MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen either expend or encumber \$400 in the Patriotic Fund for the purposes of securing new flags for the conjoint work of the Hollis VFW and the Hollis Fire Department. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

### 2. Propane Contract – Bid Approval

Todd Croteau, DPW Director obtained three bids for propane and recommended Bot-L-Gas for those services.

*MOVED by David Petry, seconded by Peter Band that the Selectmen authorize DPW Director Todd Croteau to execute a contract with Bot-L-Gas for propane at \$1.387/gallon for a one year term. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

### 3. Lawrence Barn Community Center Screen – Bid Approval

Dawn Desaulniers, IT Director obtained three bids for a new projector screen at the Lawrence Barn Community Center and recommended the bidder who was able to provide the largest screen size. There may be an electrical outlet that would need to be relocated to accommodate the wiring. The cost for the relocation of the electrical outlet was not included in the proposal, but was estimated to be approximately \$400.

*MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the bid from CCS Presentation Systems in the amount of \$10,299 for a new projector and screen at the LBCC, as recommended by IT Director, Dawn Desaulniers. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

### 4. Special License

#### a. Hollis Woman's Club & Hollis Town Band, Apple Festival, 10/7/18 2:00pm-4:00pm

*MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Special License for the Hollis Woman's Club & Hollis Town Band, Apple Festival on 10/7/18 from 2:00pm-4:00pm. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

### 5. Board, Commission and/or Committee Appointment(s)

#### a. Paul Happy, Hollis Energy Committee, Regular Member (term exp. 4/30/19)

*MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the appointment of*

Paul Happy to the Hollis Energy Committee as a Regular Member with a term expiration date of 4/30/19. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**b. Adam Bragg, Cable Advisory Board, Regular Member (term exp. 4/30/21)**

MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen approve the appointment of Adam Bragg to the Cable Advisory Board as a Regular Member with a term expiration date of 4/30/21. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**6. Petition and Pole License**

**a. Pole #21-1290 on Dow Road**

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the Petition and Pole License for Pole #21-1290 on Dow Road. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**b. Pole #21-1292 on Federal Hill Road**

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the Petition and Pole License for Pole #21-1292 on Federal Hill Road. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**7. Resignation(s)**

**a. Phillip Landsteiner, Police Officer – Hollis Police Department, effective 8/20/18**

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen accept the resignation of Phillip Landsteiner, Police Officer, effective August 20, 2018. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**b. Samantha Morris, Administrative Assistant, Hollis Police Department, effective 9/7/18**

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the resignation of Samantha Morris, Administrative Assistant, effective September 7, 2018. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**8. Elderly Exemption Modification**

The last time the Elderly Exemption award level increased was in 2007 and the last increase in the income/assets levels was in 2013. The Board recommended a 10% increase, which will be a Warrant Article on the proposed 2019 budget. The Warrant Article would need to pass with a majority vote at the 2019 Town Meeting prior to any changes taking effect. The total property tax impact due to the proposed increase in award amount for existing recipients is estimated to be about \$16,500 at the 2017 tax rate, or less than 1 percent of the taxes collected in 2017.

**9. State Primary Election Schedule**

The State Primary Election will take place at the Hollis Brookline High School on Tuesday, September 11, 2018 from 7:00AM to 7:00 PM. The Hollis Brookline High School will be in session throughout the duration of the day. The attendance schedule was reviewed by the Selectmen. It was determined that either a Selectman, designee or both would be in attendance for the duration of the required time.

**ADMINISTRATIVE BUSINESS**

**1. Assessing Work**

**NOTICE OF INTENT TO CUT WOOD OR TIMBER**

Operation #	MBLU	Owner	Location
18-223-13	011-024 & 011-025	Hollis Self-Storage LLC	250-260 Proctor Hill Rd

MOVED by David Petry, seconded by Mark Le Doux that the Selectmen approve the Notice of Intent to Cut Wood or Timber for Operation #18-223-13, as presented. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**REPORT OF WOOD OR TIMBER CUT**

Operation #	MBLU	Owner	Timber Tax Levy
18-223-12	003-034-004	Hollis Horse Farm LLC	\$1465.52
18-223-05	009-062	Thomas & Nancy Jambard	\$3508.23
18-223-02	023-055, 023-056 & 055-008	Hollis Conservation Commission (Tax-Exempt)	\$0.00
<b>TOTAL TIMBER TAX DUE:</b>			<b>\$4973.75</b>

MOVED by David Petry, seconded by Mark Le Doux that the Selectmen approve the Report of Wood or Timber for Operations #18-223-12, 18-223-05 and 18-223-02, totaling \$4,973.75, as presented. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**CURRENT USE RELEASES & LAND USE CHANGE TAX (LUCT)**

MBLU	Owner	Location	Acres Removed	LUCT
013-068-006	Dana Rasmussen	3 Johns Way	2.06	\$27,500
015-071-007	7 Lone Pine Lane LLC	Lone Pine Ln	2.03	\$16,000
<b>TOTAL LUCT DUE:</b>				<b>\$43,500</b>

MOVED by David Petry, seconded by Mark Le Doux that the Selectmen approve the Current Use Releases and Land Use Change Tax (LUCT) for MBLU #013-068-006 and 015-071-007, totaling \$43,500, as presented. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**2. Approval Warrants****a. Wages 8-23-18 (\$153,208.21)**

MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**b. Wages 8-23-18 (\$5,500.00)**

MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**c. Wages 9-06-18 (\$147,216.99)**

MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**d. Wages 9-06-18 (\$3,894.48)**

MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

**e. Accounts Payable 8-23-18 (\$1,530,513.68)**

208 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the Accounts*  
209 *Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No*  
210 *one was opposed. The motion PASSED 4-0-0.*

211  
212 **f. Accounts Payable 9-06-18 (\$624,833.18)**

213 *MOVED by Frank Cadwell seconded by David Petry that the Selectmen approve the Accounts*  
214 *Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No*  
215 *one was opposed. The motion PASSED 4-0-0.*

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217 **g. Benefit Strategies 8-23-18 (\$4,725.43)**

218 *MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Benefit*  
219 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No*  
220 *one was opposed. The motion PASSED 4-0-0.*

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222 **h. Benefit Strategies 9-06-18 (\$4,361.43)**

223 *MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Benefit*  
224 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No*  
225 *one was opposed. The motion PASSED 4-0-0.*

226  
227 **i. Bond Payment 8-15-18 (\$630,801.52)**

228 *MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Bond Payment,*  
229 *as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was*  
230 *opposed. The motion PASSED 4-0-0.*

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232 **3. Approval Public Minutes 8/13/18**

233 *MOVED by David Petry seconded by Peter Band that the Selectmen approve the Public Minutes of*  
234 *Monday, August 13, 2018, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell*  
235 *and Band. No one was opposed. The motion PASSED 4-0-0.*

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237 **4. Approval Non Public Minutes 8/13/18**

238 *MOVED by David Petry seconded by Peter Band that the Selectmen approve the Non Public*  
239 *Minutes of Monday, August 13, 2018, and keep them sealed. Voting in favor of the motion were Le*  
240 *Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

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242 **5. Weekly Meetings & Announcements**

243 The weekly meetings were announced for September 9, 2018-September 15, 2018.

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245 Old Home Days will take place beginning September 14, 2018 through September 16, 2018. Please check  
246 [www.hollisoldhomedays.org](http://www.hollisoldhomedays.org) for more information. The Household Hazardous Waste Day will take place on  
247 Saturday, October 6, 2018 from 8:00 AM-12:00 PM at the Nashua Public Works Garage. Please see  
248 [www.nashuarpc.org/hhw](http://www.nashuarpc.org/hhw) for more information.

249  
250 **6. Other**

251 Chairman Le Doux stated that the CPI for the Boston, Cambridge and Newton area is up 3.4% from a year  
252 ago. For many years, guidance has ranged from 0% to 2%. Since it is a revaluation year, Chairman Le Doux  
253 will be recommending a 3% adjustment to the Budget Committee. The Budget Committee will set guidance  
254 in October. Selectman Band added that inflation is trending upward. Chairman Le Doux stated that the  
255 wage scale will need to be reviewed to remain competitive in the job market. David would like to hear from  
256 the Budget Committee before providing input.  
257

Chairman Le Doux distributed the proposed budget from the Hollis Police Department, noting an overall increase of approximately, \$50,000. The Selectmen discussed utilizing the Unassigned Fund Balance to help offset the current bond payments.

**NON-PUBLIC SESSION**

*MOVED by David Petry, seconded by Frank Cadwell that the Selectmen enter NON-public session in accordance with RSA 91-A:3-II (b) hiring. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

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

**CONCLUSION OF NON-PUBLIC SESSION**

*MOVED by David Petry seconded by Peter Band that the Selectmen come out of NON-public session in accordance with RSA 91-A:3-II (b) hiring. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

*MOVED by David Petry seconded by Peter Band that the Selectmen seal the minutes of the NON-public session in accordance with RSA 91-A:3-II (b) hiring. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

The Board came out of non-public session and entered into public session at 7:35PM.

**BUDGET COMMITTEE MEETING**

Please see Budget Committee minutes, dated 09/10/18 for more information.

**ADJOURNMENT**

The Board adjourned at 8:38 PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator / HR Coordinator