

**SELECT BOARD MEETING**

Select Board present: Chairman Mark Le Doux, David Petry, Peter Band, Frank Cadwell and Susan Benz  
Select Board absent: None  
Staff present: Lori Radke, Town Administrator; Todd Croteau, DPW Director; Joe Hoebeke, Police Chief; 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.

**SELECT BOARD RETREAT**

The Select Board discussed several topics including the budget (refinancing options, DPW Fleet, Cap X), Town Clerk (hours of operation), Schools (cost saving initiatives), union negotiations (meeting dates, wage increase vs. PTO), Survey/Town questionnaire (Master plan, town services, electronic/paper), town meeting (Saturday vs. weeknight), Apple Festival (HWC involvement, funding), Select Board meeting packets (electronic).

**PUBLIC COMMENT**

Pam Hicks (8 Mapleknoll Drive) questioned the Gravel Road Maintenance Plan and would like additional, specific information with a detailed scope of work preferably by qualified professionals with an expertise with gravel roads and remediation. Ms. Hicks presented pictures to the Select Board.

Paulo Petry (73 Hideaway Lane) spoke about road entrenchment for gravel roads, which is when the gutters are lower than the center of the road, but are entrenched by the surrounding banks. Although the water would run off the road, it would become trapped in the gutters. If the soft gravel is being graded, it will cause erosion. The solution would be to divert the water by using bank pipes.

Joe Garruba (28 Winchester Drive) referred to the May Planning Board meeting, stating that they were working towards a policy for oversight for workforce housing as it relates to specific restrictions on ownership of the properties and future transfer of ownership of the properties. He wanted to ensure the policy being created would be in the town's best interests and felt that a public hearing would be warranted before the policy is implemented.

**NEW BUSINESS****1. Appointments – Trustees of the Trust Fund**

Warren Coulter, Chair of the Trustees of the Trust Fund recommended Chris MacBean to fill the current vacancy on the board. Mr. MacBean will run for election in the 2020 town election. Additionally, Mr. Coulter requested the appointment of an alternate member, James W. Brooks, who would be appointed annually.

**a. Chris MacBean, Trustees of the Trust Fund, Regular Member (term exp. 3/10/20)**

*MOVED by Peter Band seconded by David Petry that the Select Board approve the appointment of Chris MacBean to the Trustees of the Trust Fund as a Regular Member, with a term expiration date of 3/10/20. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**b. James W. Brooks, Trustees of the Trust Fund, Alternate Member (term exp. 6/24/20)**

49 *MOVED by Peter Band seconded by David Petry that the Select Board approve the*  
50 *appointment of James Brooks to the Trustees of the Trust Fund as an Alternate Member, with a*  
51 *term expiration date of 6/24/20. Voting in favor of the motion were Le Doux, Petry, Band,*  
52 *Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*  
53

54 **2. Presentation – Agricultural/Conservation Commission Joint Working Group**

55 Members of the Joint Working Group include: Mark Post, Agriculture Commission Chair; Tom  
56 Dufresne, Conservation Commission Chair; Dan Harmon, Agriculture Commission Member; Cheryl  
57 Quaine and Jonathan Bruneau, Conservation Commission Members.  
58

59 **a. Long Term Agricultural Lease-Stefanowicz Property**

60 The Stefanowicz property is currently within a two year agricultural land lease, which will expire in  
61 October of 2020. M. Post provided some history on the property, stating that the property has been  
62 in agricultural use since 1744. It was most likely farmed since that time, although the first known  
63 farm was in 1765, when it was bought by the Farley family. In 1978 some areas towards the top of  
64 the hill stopped being farmed, most likely from the challenge of getting the water to the top of the  
65 hill. There has been little change in the property since 2003, leaving mostly the same areas being  
66 farmed.  
67

68 Access to water makes the property ideal for agricultural use. Since the property borders  
69 Pennichuck Pond and Flint Pond, there are significant areas of wetlands, providing for a plentiful  
70 water source for irrigation. The property has high quality soils, which supports a wide variety of  
71 crops and habitats, including row crops, orchards, maple trees for tapping and even the invasive  
72 plants have made excellent pollinator habitats for bees.  
73

74 Access to water and irrigation makes the property difficult for conservation due to possible nutrient  
75 flows into the wetlands. As stated in all of the agricultural leases, anything that goes on the  
76 property must comply with the NRCS Conservation Management Plan, which specifies how to  
77 handle erosion controls, nutrient flows and farming techniques to prevent potential issues, like  
78 erosions.  
79

80 The best agricultural use of this property would be to lease the entire eastern half, which would  
81 conserve approximately 100 acres as well as preserve the agricultural heritage. The house parcel  
82 and area below it have no agricultural value. If the property is subdivided, it could potentially bring  
83 revenue to the town and potential lessees. However, the town doesn't necessarily have to subdivide  
84 the house parcel. They would simply specify in the RFP that the house lot is not included in the  
85 lease.  
86

87 The Joint Working Group is recommending the property be put into a long term (25 year lease) by  
88 November 1, 2020. The group is also requesting that the Select Board identify a few areas in the  
89 lease document, such as whether there should be any restrictions on the property, if subleasing is  
90 permitted, the rent model, out year investments and remedies for nonperformance.  
91

92 The Board shared some concerns about subleasing the property. Chairman Le Doux prefers to  
93 enumerate anything from the lease that the town will not permit.  
94  
95

Chairman Le Doux stated that after the warrant article passed, it was later discovered that there wasn't a boundary around the farmhouse, but two quasi parcels that make up the contiguous 193 acres. The warrant article to subdivide the house parcel will be on the next town warrant.

Tom Dufresne added that according to the property tax card, the house was on less than two acres. It was presented at Town meeting that the intention was to sell off the house. When the survey was completed, it was found that it was only two parcels.

Mark Post added that the sale of the house could offset the expense for road access to the upper fields, so you wouldn't have to necessarily go through the house lot for access.

*MOVED by Peter Band seconded by Frank Cadwell that the Select Board approve the request from the Agricultural/Conservation Commission Joint Working Group to proceed with the 25 year lease for the Stefanowicz Property for Agricultural Use, noting that recreational fields will not be considered for this property. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**b. Additional Signage (5 locations) – Woodmont Orchard**

There have been several reports of vehicles driving on the trails at Woodmont Orchard, so the commission requested approval to purchase and install new signs that state,

*To Ensure Food Safety:  
No Vehicles  
Stay on Marked Trails  
Keep Pets on Lease  
Per NH RSA 426-A and the  
Town of Hollis*

In addition to the installation of the 5 signs, the commission may consider putting a chain across the trail on the Plain Road side, in order to prevent vehicles from accessing the trail.

*MOVED by David Petry seconded by Peter Band that the Select Board approve the request from the Agricultural/Conservation Commission Joint Working Group to add additional signage to Woodmont Orchard at the five locations, as indicated. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**3. Other**

Tom Dufresne, Conservation Commission Chair provided an update on the Hardy Property. Legal counsel and the property owners are working towards closing on the purchase, within the next couple of weeks. Once the Purchase & Sale is completed, a letter will be posted to the website, informing residents about donating toward the purchase of this property.

T. Dufresne received complaints regarding ATVs and trail bikes on the Siergiewicz property. The Conservation Commission may consider using trail cameras in the future. M. Le Doux suggested purchasing the solar power units.

**4. Department of Public Works**

**a. Probationary Period Reduction - Transfer Station**

145 *MOVED by Frank Cadwell seconded by David Petry that the Select Board approve the*  
146 *probationary period reduction for Solid Waste Attendant, Amanda Whary, effective 6/24/19.*  
147 *Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was*  
148 *opposed. The motion PASSED 5-0-0.*  
149

150 **5. Police Department**

151 The Request for Proposal (RFP) was posted for about a month. Several vendors were contacted  
152 regarding the RFP for the project, however only one vendor submitted a proposal. The amount of the  
153 proposal was approximately \$2,000 over the anticipated amount for the project. Chairman Le Doux  
154 suggested utilizing the Municipal Buildings & Facilities Expendable Trust Fund to account for the  
155 additional \$2,000.  
156

157 **a. Parking Lot Paving – Bid Approval**

158 *MOVED by Frank Cadwell seconded by Peter Band that the Select Board approve Hudson*  
159 *Paving & Excavation to pave the Police Station parking lot, in the amount of \$27,037 and*  
160 *account for the overage to be expended out of the Municipal Buildings & Facilities Expendable*  
161 *Trust Fund, as recommended by Chief Hoebeke. Voting in favor of the motion were Le Doux,*  
162 *Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*  
163

164 **6. Junkyard License**

165 *MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the Application for*  
166 *Renewal of a Junkyard License for James Bristol, with a term date ending June 30, 2020. Voting in*  
167 *favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion*  
168 *PASSED 5-0-0.*  
169

170 **7. Public Hearing Scheduled for Monday, July 15, 2019**

171 The Select Board will be holding a public hearing on Monday, July 15, 2019 at the Hollis Town Hall for  
172 the purposes of enacting an ordinance to erect a stop sign at the intersection of Wheat Lane and South  
173 Merrimack Road, as recommended by the Highway Safety Committee.  
174

175 **OLD BUSINESS**

176 **1. 2020 Census – New Construction Program**

177 *MOVED by Peter Band seconded by Susan Benz that the Select Board nominate Connie Cain, Assistant*  
178 *to the Assessor to be the town liaison for the 2020 Census – New Construction Program. Voting in favor*  
179 *of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion*  
180 *PASSED 5-0-0.*  
181

182 **ADMINISTRATIVE BUSINESS**

183 **1. Assessing Work**

184  
185 **PA-16, APPLICATION FOR REIMBURSEMENT TO TOWNS & CITIES...STATE FOREST LAND IS**  
186 **SITUATED**

187 This is the annual accounting to the Dept. of Revenue Administration for reimbursement for the Forested portion  
188 of the Silver State Park owned by the State of NH. The reimbursement amount is \$35.  
189

190 *MOVED by Frank Cadwell seconded by Mark Le Doux that the Select Board approve the PA-*  
191 *16 Application for Reimbursement to Towns and Cities-State Forest Land, in the amount of \$30.*  
192 *Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was*  
193 *opposed. The motion PASSED 5-0-0.*

**REPORT OF WOOD OR TIMBER CUT**

Operation #	MBLU	Owner	Timber Tax Levy
19-223-02	014-076 & 014-077	Hollis Conservation Commission	\$0.00 (Exempt)
19-223-03	014-075 & 015-004	Peter & Andrea Hacker	\$2961.53
19-223-05	015-071-008	8 Lone Pine Lane LLC, David Jennings	\$391.61
Total Levy:			\$3353.14

*MOVED by Frank Cadwell seconded by Mark Le Doux that the Select Board approve the Report of Wood or Timber Cut for Operation # 19-223-02, 19-223-03 and 19-223-05, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**2018 ABATEMENTS**

Case #	MBLU	Owner	Location	Amount to be Abated
2018-033	007-037-A	Katherine RM Grossman Revoc Trust	Ridge Rd	\$3779.00
<b>TOTAL TO BE ABATED:</b>				<b>\$3779.00</b>

*MOVED by Frank Cadwell seconded by Mark Le Doux that the Select Board approve the 2018 Abatement for Case # 2018-033, as recommended. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

Case #	MBLU	Owner	Location
2018-026	056-027	PSNH dba Eversource Energy	Silver Lake Rd
2018-030	010-025-B	NNETO or Consolidated Communications Fka Fairpoint Communications	Various

*MOVED by Frank Cadwell seconded by Susan Benz that the Select Board deny the 2018 Abatement for Case # 2018-026 and 2018-030, as recommended. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**2019 ABATEMENTS**

Case #	MBLU	Owner	Location
2019-LUCT-01	029-042	Robert & Ellice Condon	101 Federal Hill Road

*MOVED by Frank Cadwell seconded by Susan Benz that the Select Board deny the 2019 Abatement for Case # 2019-LUCT-01, as recommended. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**2. Approval of Warrants****a. Wages 06/13/19 (\$160,689.92)**

*MOVED by Peter Band seconded by Susan Benz that the Select Board approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**b. Accounts Payable 06/13/19 (\$164,120.41)**

*MOVED by Peter Band, seconded by Susan Benz that the Select Board approve the Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**c. Benefit Strategies 06/13/19 (\$4,843.62)**

*MOVED by Peter Band, seconded by Susan Benz that the Select Board approve the Benefit Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**3. Approval of Public Minutes 06/10/19**

*MOVED by Mark Le Doux seconded by Peter Band that the Select Board approve the Public Minutes of Monday, June 10, 2019, as submitted. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. Cadwell abstained. The motion PASSED 4-0-1.*

**4. Approval of Non Public Minutes 06/10/19**

*MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the Non Public Minutes of Monday, June 10, 2019, and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. Cadwell abstained. The motion PASSED 4-0-1.*

**5. Weekly Meetings & Announcements**

The weekly meetings were announced for June 23, 2019-June 29, 2019. The Hollis Heritage Commission will be having the Vintage Drive it Day on Saturday, June 29, 2019. Please meet at 9:00AM at the Lawrence Barn Community Center. Town Departments will be closed on Thursday, July 4, 2019. The Town Clerk's office will be closed on Friday, July 5<sup>th</sup> and Saturday, July 6<sup>th</sup>. The next Select Board meeting will be July 15, 2019.

**NON PUBLIC SESSION****1. RSA 91-A:3-II (a) personnel, RSA 91-A:3-II (b) hiring and RSA 91-A:3-II (c) reputation**

*MOVED by Frank Cadwell, seconded by Susan Benz that the Select Board enter Non-Public Session in accordance with RSA 91-A:3 II (a) personnel, RSA 91-A:3-II (b) hiring and RSA 91-A:3-II (c) reputation. Voting in favor of the motion Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

The Board entered non-public session at 8:20 PM.

**CONCLUSION OF NON-PUBLIC SESSION**

*MOVED by Frank Cadwell seconded by Peter Band that the Select Board come out of NON-public session in accordance with RSA 91-A:3-II (a) personnel, RSA 91-A:3-II (b) hiring and RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

*MOVED by Frank Cadwell seconded by Peter Band that the Select Board seal the minutes of the NON-public session in accordance with RSA 91-A:3 II (a) personnel, RSA 91-A:3-II (b) hiring and RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

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

**PUBLIC SESSION**

*MOVED by Mark Le Doux seconded by David Petry that the Select Board extend an employment offer to Evan Clements for the Assistant Planner position. The position will include a six month probation and begin at Grade XVI, Step 2. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

*MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the sidebar agreement between the Town of Hollis and AFSCME Council 93, Local 1801, moving the current Land Use Coordinator from Grade 12, Step 6 to Grade 14, Step 6. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**ADJOURNMENT**

*MOVED by David Petry, seconded by Mark Le Doux that the Select Board adjourn the meeting. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

The Board adjourned at 9:15 PM.

Respectfully Submitted,  
Christine Herrera, Assistant Town Administrator