

**SELECT BOARD MEETING**

Select Board present: Vice Chair David Petry, Frank Cadwell, Susan Benz, Chair Mark Le Doux & Peter Band (teleconference)  
Select Board absent: None  
Staff present: Lori Radke, Town Administrator; Rachael Gosselin, Finance Officer; Todd Croteau, DPW Director; Joe Hoebeke, Police Chief; Rick Towne, Fire 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.

**PUBLIC HEARING**

The public hearing was opened at 7:06 PM.

**Stop Sign Ordinance: Intersection of Wheat Lane and South Merrimack**

Jim Belanger, Highway Safety Committee Chair did not support a stop sign at this location. He is concerned with the increase of requests for erecting stop signs at intersections. F. Cadwell stated that 6 members of the Highway Safety Committee (HSC) were in favor of the installation of the stop sign. S. Benz attended that HSC meeting and provided input on why the committee members were in favor of the stop sign stating the major reason was the location of Hollis Montessori School to the intersection. The request was made by the school bus company due to an accident in or near that location, within the last year.

*MOVED by Susan Benz seconded by Frank Cadwell that the Select Board approve the installation of a stop sign at the intersection of Wheat Lane and South Merrimack Rd, as commended by the Highway Safety Committee. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**Hardy Property: Disbursement of Funds**

A warrant article passed at the 2019 Town Meeting to purchase this property. The total amount of the purchase was \$750,000, to which not more than \$80,000 would be raised through taxes; \$450,000 paid by the Conservation Commission; \$200,000 from the Unassigned Fund Balance and not more than \$20,000 paid by the Forest Maintenance Fund. The town is also receiving donations towards the purchase of the property.

*MOVED by Mark Le Doux seconded by Peter Band that the Select Board spend the money in accordance with the 2019 Warrant – Article 2, to purchase Lot 31-009, located on the west side of Baxter Road, a/k/a the Hardy Property, and furthermore to authorize Lori Radke, Town Administrator and/or Rachael Gosselin, Finance Officer, to sign all documents necessary to facilitate the closing. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**APPOINTMENTS/RESIGNATIONS****1. Commission Appointment**

**Riley O'Brien, Recreation Commission, Promoted to Regular Member (term exp. 4/30/22)**

*MOVED by Frank Cadwell seconded by Susan Benz that the Select Board approve the promotion of Riley O'Brien to the Recreation Commission as a Regular Member, with a term expiration date of*

4/30/22. 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. Committee Resignation

### Venu Rao, Energy Committee

*MOVED by Peter Band seconded by Susan Benz that the Select Board accept the resignation of Venu Rao of the Energy Committee and thanked him for serving the community for the past 10 years. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

## NEW BUSINESS

### 1. Melanson Heath

Scott McIntire from Melanson Heath presented the 2018 Audit Report including the Management Letter, Letter to the Select Board and Financial Statements, all of which is posted on the town website.

Overall, it was reported that the books and records of the town were found to be in good working order. The financial statements are in accordance with generally accepted accounting principles for local governments in the United States. Mr. McIntire spent some time explaining the two major liabilities that influence the Unrestricted Net Position. Those liabilities are the Net Pension Liability (NPL) and the Net OPEB (Other Post Employment Benefit) Liability, or NOL.

Mr. McIntire provided several recommendations including improving internal controls of the Town Clerk receipts and payroll; transitioning the Library Fund to the General Ledger and developing a more formal Risk Assessment process. These recommendations, along with the Financial Statements are posted on the town website ([www.hollisnh.org](http://www.hollisnh.org)).

*MOVED by Mark Le Doux seconded by Susan Benz that the Select Board accept the Annual Financial Statements from Melanson Heath for year ending 12/31/2018, as presented. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

### MS-535 Official Financial Budget Report

The Select Board signed the document for the period ending December 31, 2018, certifying that under the penalties of perjury, each board member examined the information contained in the form and to the best of their belief it is true, correct and complete.

## 2. Finance Department

### Probationary Period Reduction – Tax Collector

*MOVED by Mark Le Doux seconded by Frank Cadwell that the Select Board approve reducing the probationary period for Tax Collector, Camila Devlin, with an effective date of 8/7/19. 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. AFSCME 3657 PTO Buy-Back

Rachael Gosselin, Finance Officer explained that employees of AFSCME 3657 have an opportunity to buy back unused earned time up to 160 hours, twice a year, in July and December.

MOVED by Susan Benz seconded by Frank Cadwell that the Select Board approve the PTO Buy-Back for AFSCME 3657 employees, totaling \$17,296.40. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

#### 4. 2019 Civil Forfeiture Warrant

Vice Chair Petry explained that the Civil Forfeiture Warrant relates to unlicensed dogs in 2019. According to RSA 466:14 Warrants; Proceedings, the Town Clerk is required to present to the Select Board, a list of dogs that have not yet been licensed by a specific time. The Select Board then authorizes the police department/animal control officer to collect a \$25 civil forfeiture fine in addition to any other fees. The total amount is approximately \$1,700 which is revenue for the municipality and not the state.

Although this item of business has been referred to as "Dog Registration Warrant" in the past, the accurate terminology is actually "Civil Forfeiture Warrant". Civil Forfeiture letters cannot be mailed until the Select Board approves the warrant.

MOVED by Susan Benz seconded by Peter Band that the Select Board approve the 2019 Civil Forfeiture Warrant. 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. Department of Public Works – Bid Approvals (Todd Croteau, DPW Director, presenting) Crack Sealing

MOVED by Susan Benz seconded by Frank Cadwell that the Select Board approve the bid from Alpha Asphalt Maintenance in the amount of \$28,573.38 for crack sealing for town wide roads, as recommended by T. Croteau, DPW Director. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

#### Paving

Since both bids were more than what was budgeted for 2019 road paving, T. Croteau proposed reducing the number of deliverables and changing the asphalt specifications to reduce the per ton cost, which will keep the costs within the budgeted amount of \$760,313. It was further explained that the reduction in deliverables will be eliminating adjustment of frames and grates and eliminating the stress absorbing membrane on Florence Drive for a reduction in cost of \$39,262.90. T. Croteau was awaiting the adjusted asphalt costs.

MOVED by Mark Le Doux seconded by Frank Cadwell that the Select Board authorize T. Croteau, DPW Director to negotiate the bid with Newport Construction Corporation down to \$770,000 with a higher grade asphalt and make the appropriate modifications for Florence Drive and authorize \$10,000 to be expended from the Contingency Fund to offset the costs, if need be. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

#### Stone Gravel & Sand

Of the total amount budgeted for this line item (\$80,000), approximately \$35,000 has been expended, leaving \$45,000 remaining. The bid tabulation is based on amounts per tons.

MOVED by Mark Le Doux seconded by Frank Cadwell that the Select Board approve the bid from Leighton A. White Inc. for crushed gravel, stone and sand. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

**Multi-Purpose Dump Truck Lease Purchase**

Bids were received for a six wheel lift truck. The tanker body has already been purchased this year with operating funds and the salter may be purchased at the end of the fiscal year with unexpended operating funds. It is T. Croteau's recommendation to purchase the cab and chassis with the hoist and plow gear which totals \$186,037, not including the operating manuals.

*MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the bid from Rhode Island Truck Center for the Multi-Use Truck, in the amount of \$186,787. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**Update to the Gravel Road Plan**

T. Croteau, DPW Director will be starting the next grading cycle on July 23<sup>rd</sup>. He plans to use a rubber tire roller instead of a soil compact roller. The rubber tire roller is designed to knead the surface of the gravel road together.

He staked several potential hazards as well as the town right of ways on Richardson Road and North Pepperell Road. He determined that the stonewalls were in the town right of way, so the previous grading did not impede on private property.

The Select Board directed T. Croteau to obtain a quote to have both roads surveyed by a licensed surveyor for confirmation and to present the findings to the Board, when complete.

*MOVED by Mark Le Doux seconded by Frank Cadwell that the Select Board authorize expending up to \$2,500 from the Special Studies Fund to conduct a survey with a licensed property surveyor for Richardson Road and North Pepperell Road. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**6. Policy Review/Approval****Record Retention Policy**

The scanning project at Town Hall continues, resulting in the discussion of record retention. Many of the documents being scanned will need to be shredded. A Disposition of Municipal Records (RSA 33-A) requires that each town/city adopt a committee to govern the disposition of municipal records.

The committee for the Town of Hollis is made up of the Town Treasurer, Town Clerk, Tax Collector, Assistant Assessor, Town Administrator and Assistant Town Administrator. The Committee held their first meeting a few months ago and developed a Record Retention Policy. The policy will be helpful in navigating the disposition and retention of town records. Also included in the policy is a requirement that each department be responsible for maintaining a Document Destruction Log.

*MOVED by Susan Benz seconded by Frank Cadwell that the Select Board adopt the Record Retention Policy, as recommended by the Record Retention Committee. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**7. Building Inspection/Code Enforcement – Mutual Aid and Assistance Agreement**

The purpose of implementing a mutual aid and assistance agreement for building inspection and code enforcement is to ensure the level of services for town residents remain undisturbed in the absence of our Building Inspector. The agreement was reviewed by legal counsel, Amherst Select Board and the Attorney General's office. Scott Tenney with the Town of Amherst is a Master Electrician and certified in building inspections in the residential venue. There is no additional financial impact for either town.

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the Building Inspection/Code Enforcement Mutual Aid and Assistance Agreement between the Town of Hollis and the Town of Amherst, 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.

**8. Fire Department – Bid Approvals (Fire Chief Rick Towne presenting)**  
**Ever Ready Fire Alarm**

MOVED by Frank Cadwell seconded by Mark Le Doux that the Select Board approve the bid from Wilson Technologies in the amount of \$3,653.89 for the fire alarm at the Ever Ready Engine House, as recommended by Chief Towne. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

**Fire Truck Lease Purchase**

MOVED by Susan Benz seconded by Peter Band that the Select Board approve the bid from Dingee Machine Company in the amount of \$684,124 for the Fire Truck, as recommended by Chief Towne. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

**Fire Pump Truck Repair**

The intention is to rebuild the 2005 Spartan fire engine that will replace the 1997 International pump truck.

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the bid from Dingee Machine Company in the amount of \$128,244 for the Fire Pump Truck Repair, as recommended by Chief Towne. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

**9. Health Department (Fire Chief Rick Towne presenting)**  
**Exterminator for Town Storage Shed**

A resident complained about mice in the storage shed at Little Nichols Field. R. Towne obtained an estimate from JP Pest Services, which was \$173.00 and \$68 per month. D. Petry suggested Rick Towne and Todd Croteau work together on a resolution to the problem.

**ADMINISTRATIVE BUSINESS**

**1. Assessing Work**

**Notice of Intent to Cut Wood or Timber**

Operation #	MBLU	Owner	Location
19-223-11	018-001	John Brown & Sons Inc	Cavalier Court

MOVED by Frank Cadwell seconded by Susan Benz that the Select Board ratify the approval previously obtained via email of the Notice of Intent to Cut Wood or Timber for Operation # 19-223-11, 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.

**Current Use Release and Land Use Change Tax**

MBLU	Owner	Location	Acres Removed	LUCT
047-044-002	White Birch Bldrs of Merrimack	287 S. Merrimack Rd.	1.60	\$5500.00

MOVED by Frank Cadwell seconded by Susan Benz that the Select Board approve the Current Use Release and Land Use Change Tax for MBLU 047-044-002, 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.

## 2. Approval of Warrants

### Wages 06/27/19 (\$170,040.62)

MOVED by Frank Cadwell 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.

### Wages 07/11/19 (\$159,949.26)

MOVED by Frank Cadwell 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.

### Accounts Payable 06/27/19 (\$3,190,770.97)

MOVED by Frank Cadwell, 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.

### Accounts Payable 07/11/19 (\$387,622.85)

MOVED by Frank Cadwell, 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.

### Benefit Strategies 06/27/19 (\$4,593.62)

MOVED by Frank Cadwell, 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.

### Benefit Strategies 07/11/19 (\$4,261.62)

MOVED by Frank Cadwell, 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 06/24/19

MOVED by Frank Cadwell seconded by Susan Benz that the Select Board approve the Public Minutes of Monday, June 24, 2019 with the proposed change from 8:15PM adjournment time to 9:15PM adjournment time. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

## 4. Approval of Non Public Minutes 06/24/19

MOVED by Frank Cadwell seconded by Mark Le Doux that the Select Board approve the Non Public Minutes of Monday, June 24, 2019, and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

## 5. Weekly Meetings & Announcements

The weekly meetings were announced for July 22, 2019-July 28, 2019. The next Select Board meeting will be Monday, August 12, 2019. The Household Hazardous Waste Collection will take place on Saturday, August 3, 2019 at the Nashua Public Works Garage (9 Stadium Dr.) from 8:00AM-12:00PM. Please call 603-424-2240 or visit [www.nashuarpc.org/hhw](http://www.nashuarpc.org/hhw) for additional information. Hollis Old Home Days Annual Event will take place on Friday, September 13<sup>th</sup> and Saturday, September 14<sup>th</sup> at Nichols Field. Please visit [www.hollisoldhomedays.org](http://www.hollisoldhomedays.org) for additional information.

#### 6. Other

Vice Chair, Petry reported that T. Croteau received a letter from Don and Cheryl Ryder, thanking Joan Cudworth for attending a senior meeting to provide information about recycling.

It was also announced that Representative Belanger formally resigned from his position, effective September 1, 2019. The Select Board will be looking into the requirements/procedures for his replacement. There is an option to not fill the position and leave it vacant until the next election in 2020. The Select Board is required to hold a Public Hearing to determine if there should be a Special Election. The Public Hearing will take place on August 12, 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 Mark Le Doux, 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 8:40 PM.

#### CONCLUSION OF NON-PUBLIC SESSION

*MOVED by Frank Cadwell seconded by Susan Benz 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 Susan Benz 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 9:15 PM.

#### ADJOURNMENT

*MOVED by Frank Cadwell seconded by Susan Benz 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