

**1 SELECT BOARD MEETING**

2 Select Board present: Chair Mark Le Doux, David Petry, Susan Benz and Peter Band

3 Select Board absent: Frank Cadwell

4 Staff present: Lori Radke, Town Administrator; Todd Croteau, DPW Director; Joe Hoebeke, Police  
5 Chief; Rick Towne, Fire Chief; Paul Armstrong and Bill Moseley, Camera Operators

**6  
7 COMMUNITY ROOM**

8 Hollis Town Hall Community Room, located at 7 Monument Square, Hollis, New Hampshire.  
9

**10 PLEDGE OF ALLEGIANCE**

11 The Pledge of Allegiance was recited.  
12

13 Chairman Le Doux announced that Janet Lawrence passed away on August 14, 2019. Ms. Lawrence donated  
14 the Lawrence Barn to the town, which has been a community staple since the erection of the structure in 2007.  
15 A moment of silence was taken for the recently departed.  
16

**17 PUBLIC COMMENT**

18 Russ Kellner (161 Hayden Road) asked what can be done to limit target shooting on town land. He is an abutter  
19 to the Birch Hill property and relayed that target shooting seemed inconsistent with the intended use of that land.  
20 Since the state statutes are somewhat restrictive, the Select Board will take the comments under advisement and  
21 review the warrant article for intended uses of the land as well as consult with legal counsel and/or legislatures  
22 for feedback and guidance to address the issue.  
23

**24 PUBLIC HEARING**

25 The public hearing was opened at 7:05 PM for the purpose of taking public testimony on the issue of whether to  
26 conduct a Special Election for the vacant State Representative position.  
27

28 On July 21, 2019, Hollis State Representative James Belanger resigned effective September 1, 2019. On behalf  
29 of the Select Board, Chairman Le Doux thanked Jim for his many years of service to Hollis.  
30

31 Under RSA 661:8, the Select Board may request that the Governor and Executive Council declare that the Town  
32 shall hold a Special Election to fill this vacancy. The Special Election shall be held on a Tuesday between 110  
33 and 124 days following the day of the declaration. The next Executive Council meeting date is September 18,  
34 2019. RSA 655:81 includes a provision allowing municipalities to hold a Special Election on the same day as a  
35 regularly scheduled Town Election, providing the Town Election falls between 80 and 180 days of the  
36 declaration. For example a March Primary or Town Election may be a suitable time to do such a thing because  
37 it falls within that window.  
38

39 The Primary shall be held 49 days prior to the Special Election. In the event that no party has more than one  
40 candidate file for office, there shall be no Primary and the Special Election shall be held on the day fixed for the  
41 Primary (RSA 655:82).  
42

43 The filing period shall start the Monday following the date of the Special Election is declared and shall end at  
44 5:00PM of that week.  
45

46 The Select Board can choose to leave the seat vacant or to fill the seat by holding a Special Election. If the  
47 Select Board chooses to have the Special Election, several options were provided to the Board, which includes  
48 dates and cost estimates.  
49

**Option 1 –**

Executive Council Approval: **September 18, 2019**  
Primary/Election Dates: **November 19, 2019/January 7, 2020 ~OR~  
November 26, 2019/January 14, 2020**  
Filing Period: **September 23, 2019-September 27, 2019**  
Primary and Election Costs: **\$7,679.50**  
Election Cost ONLY: **\$3,839.75**

**Option 2 –**

Executive Council Approval: **October 2, 2019**  
Primary/Election Dates: **December 3, 2019/January 21, 2020 ~OR~  
December 10, 2019/January 28, 2020**  
Filing Period: **October 7, 2019-October 11, 2019**  
Primary and Election Costs: **\$7,679.50**  
Election Cost ONLY: **\$3,839.75**

**Option 3 –**

Executive Council Approval: **September 18, 2019 ~OR~ October 2, 2019**  
Primary/Election Dates: **January 21, 2010/March 10, 2020**  
Filing Period: **September 23, 2019-September 27, 2019**  
Primary OR Election Costs: **\$3,839.75**  
(if no primary is held)

The costs with no Primary is approximately \$3,839.75 and the cost with a Primary is approximately \$7,679.50. costs associated with holding a Primary and Election include police detail (\$792.00), Town Clerk's hours (\$1,787.75), notices for the newspaper (\$275.00), supplies for the Ballot Clerks (\$100.00) and Supervisors of the Checklist hours (\$885.00).

Kat McGhee, State Representative commented that according to the Secretary of State, it can be placed on the Council's late agenda within a day, so if the Select Board wanted to push the election further out, in order to have it hit for February, it could be possible since they meet twice a month. The Secretary of State was waiting to hear the official date of the presidential primary, although it usually falls on the second Tuesday in February (February 11<sup>th</sup>). Ms. McGhee stated that if there was any way to not incur costs that would be preferred. Lori Radke, Town Administrator clarified that there is not 49 days between February 11<sup>th</sup> and Town Elections on March 12<sup>th</sup>, as required by RSA. It was also noted that there is no guarantee that the presidential primary will be in February. Ms. Radke referenced that in 2008, the presidential primary was in January.

Drew Mason (Baxter Road) commented that he serves as Moderator Pro Tem for the Town of Hollis. He pointed out that the election must be held prior to March 15<sup>th</sup> regardless, according to the state RSAs. He also stated that if the February 11<sup>th</sup> date was chosen, the Primary would be on Christmas Eve.

Jim Belanger (32 Plain Road) stated that he felt badly about putting the Select Board in this situation, but due to medical reasons, he is resigning. He commented that if the town were to have a Special Election, the person filling the position would only be there for a couple of months, and therefore recommended not having a Special Election.

Michelle St. John (Orchard Drive), State Representative is in support of holding a Special Election, stating that we have a representative democracy and felt the residents of Hollis deserve to have two votes in Concord.

98 There were 1,000 bills voted on in the last year. She felt it was important to have voices heard and give an  
99 opportunity for someone to run for the position.  
100

101 Nancy Kring-Burns (Lynne Drive) is in favor of holding the election so the town can have representation.  
102

103 Maureen Maisttison (Milton Place) is in favor of having the Special Election so someone can start to get their  
104 feet wet and to learn the ropes in order to be ready for the next election.  
105

106 Emily Denz (Hannah Drive) supports having a Special Election.  
107

108 Marsha Feder (Marion Drive) is in favor of holding the Special Election.  
109

110 Adam Bragg (Wright Road) felt it is important to have representation and is in favor of having the Special  
111 Election.  
112

113 Bill Harmon (N. Pepperell Road) is against the Special Election and felt the cost is worth considering. The idea  
114 of having it on the Primary so it is free and a large voter turn out because it is a presidential election, would be a  
115 good idea. Then the person would be a true representation of the town and whole voting population. If it's a  
116 Special Election and the position is the only office being voted on, there would be a very small turn out. To  
117 spend the money with that few of votes almost goes against democracy, when 300 people elect a representative  
118 when there is 4,400 people in a regular election.  
119

120 Tammy Fareed (Winding Valley Road) whether the Board decides to have a Special Election or not, she would  
121 like to rebut the idea that having an election that doesn't attract as many voters as is desirable is undemocratic.  
122

123 Peggy Gilmour (Depot Road) was not excited about the Special Election because of the practicalities of it and  
124 the cost, but one of the biggest issues we face as a nation is people's lack of engagement and anything we can do  
125 to highlight the importance of bringing people out to vote for representative government, is a high calling that  
126 we should embrace. If the message is that this is so important, that we are willing to spend the time and dollars  
127 to urge people to participate in our democracy, she feels we need to do it.  
128

129 Carol Roy (S. Merrimack Road) is speaking in favor of the Special Election for a lot of the reasons that have  
130 already been addressed. It's called the House of Representatives and we can't be without a representative. It  
131 would be a disservice to our town and the rest of the state.  
132

133 It was stated that there is approximately 62% democrat and 38% republican or independent in the current  
134 general assembly.  
135

136 The Select Board has the option to request that the Governor and Executive Council call for a Special Election;  
137 not request that the Governor and Executive Council call for a Special Election or contact the Governor and  
138 Executive Council and give them our dates to see if they can coordinate dates to allow us to hold it as part of the  
139 natural ballot process in January/February and March. Perhaps they will give us an exemption to do that.  
140

141 Drew Mason (Baxter Road) stated that the statute gives the Select Board more latitude if they are trying to  
142 coordinate with an existing election. The Special Election could be between 80-180 days oppose the regular  
143 110-124 day window, which would allow for more availability to place it on top of a preexisting election.  
144

145 With no further comments, the Public Hearing was closed at 7:36PM.  
146

Following deliberation, the following motion was put forth;

*MOVED by Mark Le Doux seconded by Peter Band that the Select Board request that the Governor and Executive Council entertain a Special Election to coincide with previously scheduled elections in either January/February/March and waive the 49 days if possible, in order to allow us to achieve appropriate representation in Concord. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

## APPOINTMENTS & RESIGNATIONS

### 1. Appointments

#### **Cynthia Arcieri, Old Home Days Committee, Regular Member (term exp. 4/30/22)**

*MOVED by David Petry seconded by Susan Benz that the Select Board approve the appointment of Cynthia Arcieri to the Old Home Days Committee as a Regular Member, with a term expiration date of 4/30/22. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

#### **Cindy Van Coughnett, Recreation Commission, Alternate Member (term exp. 4/30/20)**

*MOVED by David Petry seconded by Mark Le Doux that the Select Board accept the appointment of Cindy Van Coughnett to the Recreation Commission as an Alternate Member, with a term expiration date of 4/30/20. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

### 2. Resignations

#### **Josie MacMillan, Hollis Heritage Commission**

*MOVED by David Petry seconded by Susan Benz that the Select Board accept the resignation of Josie MacMillan of the Hollis Heritage Commission and thanked her for serving the community for the past 10 years. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

#### **Jayne Belanger, Communications Department, effective 8/9/19**

*MOVED by David Petry seconded by Susan Benz that the Select Board accept the resignation of Jayne Belanger of the Communications Department and thanked her for her many years of service with the Town of Hollis. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

## NEW BUSINESS

### 1. Sign Permits

#### **Old Home Days (8/15/19-9/15/19)**

*MOVED by Peter Band seconded by Mark Le Doux that the Select Board approve the Event Specific Sign Permit for the Old Home Days Committee. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

#### **Grape Festival (8/13/19-9/9/19)**

*MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the Event Specific Sign Permit for Fulchino Vineyard. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

### 2. Special License

#### **Old Home Days Event, September 13, 2019-September 14, 2019**

196 *MOVED by Mark Le Doux seconded by David Petry that the Select Board approve the Special License*  
197 *for the Old Home Days Event on September 13, 2019 and September 14, 2019. Voting in favor of the*  
198 *motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*  
199

200 **3. Hollis Heritage Commission – Cooperage Building**

201 The final location for the Cooperage Building will be on the corner section of the front of Lawrence  
202 Barn Community Center. It will be on the grass area between the tennis court parking lot and front  
203 parking lot of the Barn. The Hollis Area Equestrians, Hollis Recreation Commission and Old Home  
204 Day Committee were consulted and all agreed on this location for the structure. The foundation blocks  
205 will be installed before winter while the wood is currently drying. The foundation will be above  
206 ground. It is proposed that the structure will be erected by spring/summer 2020.  
207

208 *MOVED by Mark Le Doux seconded by David Petry that the Select Board approve the final location of*  
209 *the Cooperage Building to be located at the corner of the tennis court parking lot and front parking lot*  
210 *of the Lawrence Barn Community Center, as recommended by the Hollis Heritage Commission. Voting*  
211 *in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED*  
212 *4-0-0.*  
213

214 **4. Police Department - Probationary Period Reduction**

215 **Administration Assistant to the Chief of Police**

216 *MOVED by David Petry seconded by Mark Le Doux that the Select Board approve reducing the*  
217 *probationary period for Administration Assistant to the Chief of Police, Karen Lawton, with an effective*  
218 *date of 8/12/19, as recommended by Chief Joe Hoebeke. Voting in favor of the motion were Le Doux,*  
219 *Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*  
220

221 **5. Department of Public Works – Contract Approvals**

222 **LED Street Lighting Project**

223 A proposal was received from Affinity LED Lighting LLC to replace the current streetlights with  
224 energy efficient LED lights. The financial impact of this project is \$17,049 after rebates. The return on  
225 investment is anticipated to be 1.26 years. The town has 82 street lights which will be replaced by LED  
226 lighting that the town will own, once the lights are replaced. Following this project, T. Croteau would  
227 like to assess exterior lighting for town facilities.  
228

229 *MOVED by David Petry seconded by Peter Band that the Select Board approve the bid from Affinity*  
230 *LED Lighting LLC for the LED Street Lighting Project, in the amount of \$17,049 after rebates. Voting*  
231 *in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED*  
232 *4-0-0.*  
233

234 **NRPC GIS/GPS Services**

235 The Nashua Regional Planning Commission provided a proposal for technical support services for the  
236 collection, mapping and integration of GIS data. This data is a critical element for MS4 stormwater  
237 permit compliance and for the asset management/work order software that is currently being  
238 implemented. The cost for the ArcGIS license is \$500/year, which was approved as part of the software  
239 requirements for Dude Solutions (Asset Management Software). Professional services will be billed as  
240 time and materials. Field work will be billed at a rate of \$40/hour and GIS office staff will be billed at  
241 \$75/hour. Funding to cover the cost of these services can be expended from the PT Salaries line in the  
242 budget.  
243

244 *MOVED by David Petry seconded by Susan Benz that the Select Board approve the agreement with*  
245 *NRPC for GIS/GPS Services. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No*  
246 *one was opposed. The motion PASSED 4-0-0.*  
247

248 **6. Petition and Pole License**

249 **Pole #21-1392, James Way**

250 *MOVED by David Petry seconded by Susan Benz that the Select Board approve pole license #21-1392,*  
251 *James Way, as submitted. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one*  
252 *was opposed. The motion PASSED 4-0-0.*  
253

254 **OLD BUSINESS**

255 **1. Recreation Commission (Dave Belanger, Chair presenting)**

256 **Proposed Recreational Field Location**

257 The Recreation Commission voted to accept the Department of Public Works (DPW) as a feasible  
258 location for a recreation field. The commission would like support from the Select Board to pursue the  
259 feasibility of this location, prior to spending any funds on the project. The initial estimate was  
260 approximately \$300,000, however the second estimate was approximately \$540,000. Several factors  
261 contributed to the difference in estimates, including a revised design plan and an economic incline in  
262 services. The cost to develop the land and road extension also contributed to the difference in cost  
263 estimates.  
264

265 D. Petry suggested installing a fence between DPW and the proposed field location. He also suggested  
266 installing screening to avoid any potential issues with any abutters. The Board seemed to be in  
267 agreement to pursue this location for a potential recreational field.  
268

269 **Update on South Hardy Field**

270 D. Belanger reported that South Hardy Field is a "mess". The crown of the field is no longer there due  
271 to field usage, so water is gathering in the middle of the field. The commission will obtain quotes in the  
272 spring, for the installation of a crown.  
273

274 **Other**

275 The Recreation Commission was approached about a location to fly model airplanes and drones. Since  
276 there is currently no designated area, they will research possible locations.  
277

278 **ADMINISTRATIVE BUSINESS**

279 **1. Assessing Work**

280 **Inventory of Taxable Property, Form PA-28**

281 Form PA-28 required per RSA 74:4 is used to update the town on a variety of items such as property  
282 improvements, current use updates and property demographics. Taxpayer Inventory Blank Forms are  
283 sent to residents annually and they are asked to return the form, indicating any property changes. RSA  
284 74:7-a allows the town to collect a penalty from property owners who fail to return the form.  
285 Municipalities have the option to opt out of using the form, if voted on by the governing body (RSA  
286 74:4-a).  
287

288 Although it has been perceived that the town opted not to use the form PA-28, it is unclear whether or  
289 not the Select Board voted not to use the form back in 1984, which was the last known date that the  
290 topic was addressed. In an effort to clear up any discrepancies regarding Form PA-28, the Select Board  
291 was asked to vote on the issue.  
292

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve not utilizing Form PA-28, Taxpayer Inventory Blank for year 2020 and all future years, until the Board votes to reinstate using the form again, pursuant to RSA 74:4-a. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 5-0-0.

**Vision Government Solutions, Inc. – Software Maintenance Agreement (Upgrade Schedule)**

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Software Maintenance Agreement with Vision Government Solutions, Inc. for software upgrades, totaling \$15,000. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

**Current Use Release & Land Use Change Tax (LUCT)**

MBLU	Owner	Location	Acres Removed	LUCT
003-026-003	Thomas J Lawlor Jr	6 Winnies Way	4.02	\$18,500
007-045-001	Richard J & Mary K Snell	Flagg Rd	5.92	\$23,000
			<b>TOTAL</b>	<b>\$41,500</b>

MOVED by Mark Le Doux seconded by David Petry that the Select Board approve the Current Use Release & Land Use Change Tax for MBLU 003-026-003 and 007-045-001, totaling \$41,500, as submitted. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

**2. Approval of Warrants**

MOVED by David Petry seconded by Susan Benz that the Select Board approve the following warrants:

- Wages, \$153,254.73 from 08/08/19
- Wages, \$170,578.44 from 07/25/19
- Accounts Payable, \$208,255.69 from 08/08/19
- Accounts Payable, \$1,536,132.13 from 07/25/19
- Benefit Strategies, \$5,701.62 from 08/08/19
- Benefit Strategies, \$4,205.62 from 07/25/19

Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

**3. Approval of Minutes****Select Board Public Minutes from 07/22/19**

MOVED by Susan Benz seconded by Mark Le Doux that the Select Board approve the Public Minutes of Monday, July 22, 2019, as submitted. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

**Select Board Non Public Minutes 07/22/19**

MOVED by Susan Benz seconded by Mark Le Doux that the Select Board approve the Non Public Minutes of Monday, July 22, 2019, and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

**4. Weekly Meetings & Announcements**

The weekly meetings were announced for August 11, 2019-August 17, 2019. The next Select Board

meeting will be Monday, September 9, 2019.

The Household Hazardous Waste Collection will take place on Saturday, August 24, 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.

The Hollis Grape Festival will take place on September 8, 2019 from 4:00PM-7:00PM at Monument Square.

The Select Board discussed, to some extent, the competitiveness of the town's wage schedule for AFSCME Council 93, Local 3657, noting that union negotiations have begun and Chairman Le Doux is anticipating only 3 meeting will be needed.

#### NON PUBLIC SESSION

##### 1. 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(b) hiring and RSA 91-A:3-II (c) reputation. Voting in favor of the motion Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

The Board entered non-public session at 8:33 PM.

#### CONCLUSION OF NON-PUBLIC SESSION

*MOVED by David Petry seconded by Susan Benz that the Select Board come out of NON-public session in accordance with 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 and Benz. No one was opposed. The motion PASSED 4-0-0.*

*MOVED by David Petry seconded by Susan Benz that the Select Board seal the minutes of the NON-public session in accordance with 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 and Benz. No one was opposed. The motion PASSED 4-0-0.*

The Board came out of non-public and entered public session at 9:00 PM.

#### ADJOURNMENT

*MOVED by David Petry seconded by Susan Benz that the Select Board adjourn the meeting. Voting in favor of the motion were Le Doux, Petry, Band and Benz. No one was opposed. The motion PASSED 4-0-0.*

The Board adjourned at 9:00 PM.

Respectfully Submitted,  
Christine Herrera, Assistant Town Administrator