

SELECT BOARD MEETING

Select Board present: Vice Chair David Petry, Susan Benz, Peter Band and Frank Cadwell
Select Board absent: Chair Mark Le Doux
Staff present: Lori Radke, Town Administrator; Connie Cain, Assistant Assessor; Todd Croteau, DPW Director; Joe Hoebeke, Police Chief; Paul Armstrong, 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 COMMENT

Joe Garruba (Winchester Drive) spoke with Chief Hoebeke regarding the NH Highway Safety Grant. The grant language refers to 3 stops per hour, which although it is not considered a quota, it could put pressure on the officers to make those stops. There is a written report that is required if they do not make 3 stops per hour. He felt this should be taken into consideration prior to moving forward with the agreement. He questioned the funding for the grant including.

Erin Hubbard (Mooar Hill Road) was sorry that Representative Belanger had to step down from his position and felt she was no longer being represented at the State House. She apologized for not being at the Public Hearing when the special election was discussed, and asked for an explanation as to why it was voted down, stating only 10 people spoke for the Special Election and only two against it. She felt she was being denied a right to representation, stating that there is money in the unfunded balance. It was stated that the next Select Board meeting on October 14th would be too late to submit a request for a Special Election therefore denying her right for representation. Ms. Hubbard felt she did not have the number of representatives that are supposed to be there for her, stating the votes at the State House has gone down and will remain down.

Vice Chair Petry reiterated that the decision was made by the Board at the last meeting to not move forward with the Special Election and Ms. Hubbard has other representatives, in Town, aside from Rep. Belanger.

Representative Michelle St. John (Orchard Drive) questioned each board members reasoning behind their decision, stating that the Board did not consult with the representatives about the Special Election. There was discussion about what each member said at the hearing, to which it was suggested that the recording of the meeting be reviewed for reference. Ms. St. John reported that based on the number of residents, if there wasn't a Primary, the cost would be 50 cents per resident and if there was a Primary and full election, it would be \$1 per resident. Ms. St. John's displeasure with the outcome of the decision was evident, stating that the Caucus works hard to bring new representatives up to speed. There is an election in two weeks for another district in Rockingham County where that person will have full accountability for being assigned to a committee and going through the full slate of bills. If the town moved forward and supported that, we would have the same opportunity in our town.

APPOINTMENTS & RESIGNATIONS**1. Resignations****Scott Darley, Communications Department**

MOVED by Susan Benz seconded by Frank Cadwell that the Select Board accept the resignation of Scott Darley of the Communications Department. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

NEW BUSINESS

1. Special License

a. **Hollis Brookline Jr. Cavaliers, Hollis Apple Festival, Sunday, October 6, 2019 2PM-4PM**
MOVED by Peter Band seconded by Frank Cadwell that the Select Board approve the Special License for the Hollis Brookline Jr. Cavaliers for the Hollis Apple Festival on Sunday, October 6, 2019 from 2PM-4PM, as submitted. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

b. **Hollis Democratic Town Committee-Political Event, Friday, September 27, 2019 5PM-8PM**

MOVED by Susan Benz seconded by Frank Cadwell that the Select Board approve the Special License for the Hollis Democratic Town Committee for a Political Event on Friday, September 27, 2019 from 5PM-8PM, as submitted. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

2. Old Home Days Recap

Holly Babcock and Nate Michaels, Co-Chairs of Old Home Days Committee thanked the Board, town departments, donors, sponsors, Old Home Days Committee and community for their continued support surrounding this year's event. They felt this year's event was successful and received positive feedback. It was also reported that the event came in under budget. The date for next year's event is tentatively scheduled for September 12, 2020 due to a schedule conflict with Rosh Hashanah.

Ms. Babcock and N. Michaels will be resigning as Co-Chairs in October, however they will remain on the committee. Additionally, there is a huge need for volunteers to join the committee. Since items for the event have been stored at Ms. Babcock's residence, she asked the Board for assistance in finding and/or paying for a storage unit. She also requested that the town handle obtaining the Special License for the event. The Board was invited to attend the next meeting on October 7th at Wild Salamander.

The Board thanked the committee and expressed their appreciation for the hard work that goes into the event.

3. Solar Energy System Exemptions

Assistant to the Assessor, Connie Cain reported that the town currently offers a Solar Energy System exemption, however many of the property owners who have applied and qualified for the exemption do not have a corresponding assessment for a solar system. Out of the approximate 40 recipients, there are 2 that are being assessed for solar systems, because it is their primary fuel source. The town is required to honor an exemption for individuals that qualify. In order to qualify, the system must contribute to the electricity to run the residence or heating system.

The other energy exemption offered by the town, is Wind Power. There are 2 recipients of the Wind Power Exemption. In that case, they are assessed for the system and receive the exemption, resulting in a wash for the property assessment.

Ms. Cain is bringing the topic in front of the Board for discussion purposes only, at this time, but will be requesting direction on how to proceed with processing exemptions for Solar Energy systems. She recommended it be handled in the same manner as the Wind Power exemption.

It was explained that of the three optional energy exemptions available to property owners, Hollis has voted to allow two, the Solar Energy Exemption (voted in 1979) and Wind Power Exemption (voted in

2000). Both are at state minimum of \$5,000 off the assessed value of the property, if all qualifications are met. The town has the option to increase the exemption by a vote at Town Meeting.

D. Petry would like to know what the impact would be for the town as well as the amount of existing systems that have been installed and what type they are. He also mentioned that the systems have to comply with the Town's rural character and screening, etc. D. Petry would like additional data in order to make an informed decision. C. Cain will pull together the requested information and submit to the Board for review and additional discussion if warranted.

4. Purchase of an Automated Fingerprinting Identification System (AFIS)

AFIS is a type of biometric system that uses digital imaging to capture a fingerprint, which can then be compared to a database of fingerprint records to help determine the identity of an individual. The system would allow for an electronic submission via a Virtual Private Network, to the New Hampshire State Police. Since the image and data is in a digitized format, it can be processed electronically, providing results within minutes with little or no human intervention.

Chief Hoebeke plans to use funds from the current budget year and encumber funds for next year's budget. The total cost to purchase the equipment is \$19,825.00.

There is a fee of \$3,005.00 fee for the annual maintenance that will not be payable until after year one. Additionally, there is a \$450 fee for the licensing for the fingerprint interface. Superintendent Andrew Corey will pay the fees, totaling \$3,455 for one year.

MOVED by Susan Benz seconded by Frank Cadwell that the Select Board approve the purchase of an Automated Fingerprinting Identification System, totaling \$19,825.00. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

5. Acceptance of the 2020 NH Dept of Highway Safety – Grant Agreements

The Hollis Police Department received a total of \$9,985.00 in grant funding awarded by the New Hampshire Department of Highway Safety. Funding is directed to the State of New Hampshire from the National Highway Safety Traffic Administration (NHTSA) and is then distributed to each state using relevant data, such as motor vehicle collisions, fatalities, etc.

Chief Hoebeke addressed Mr. Garruba's inquiry regarding the amount of stops made as part of the grant. It was noted that 3 stops per hour is a stipulation by the Department of Highway Safety in the grant language, because some of the agencies are not as responsible as others with the grant funding. Chief Hoebeke stated that the HPD would not participate in a grant if there were requirements for a quota.

The maximum match required from the town is \$2,496.25. The grant is 80% funded by the federal government and 20% by the Town. The match funds are achieved through personnel, or processing payroll, vehicle fuel, etc. Otherwise, there are no additional costs to the department.

Motor vehicle accidents have decreased, where impaired driving arrests have increased, with 30 arrests already this year. Although the amount of funding is \$3,380.00 less than the previous fiscal year, the grant still provides an opportunity to increase safety on our roadways through enhanced enforcement and education.

148 *MOVED by Peter Band seconded by Susan Benz that the Select Board approve the 2020 NH*
149 *Department of Highway Safety Grant Agreement. Voting in favor of the motion were Petry,*
150 *Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.*
151

152 **6. Authorization of Tree Removal on Scenic Roads by Eversource**

153 On September 17, 2019, the Hollis Planning Board approved two separate requests to conduct tree
154 trimming operations along several scenic roads throughout town.
155

156 The Department of Public Works, at the request of a resident, will remove five (5) dead trees along
157 Wheeler Road that are in serious decline and need to be removed. Eversource is conducting four (4)
158 year tree trimming maintenance circuits throughout town including Flagg Road, North Pepperell Road,
159 Merrill Lane, Richardson Road, Ridge Road, Van Dyke Road and Worcester Road. Eversource is not
160 anticipating the removal of any trees along the proposed route. Saplings with a caliper of less than five
161 (5) inches and brush along the roadway may be removed without specific notice.
162

163 Upon the approval from the Hollis Planning Board, the following stipulations were implemented.
164 Stumps of removed trees shall be cut down to not less than three (3) inches in height. The option of first
165 refusal for the logs will be given to the property owners of the trees removed from their property or
166 removed from the R.O.W. along their property. All cuttings must be removed and cleaned up by not
167 more than 30 calendar days from the commencement of tree trimming operations. No action from the
168 Select Board is needed at this time.
169

170 **7. Propane Contract – Bid Approval**

171 Several vendors submitted bids for providing propane to municipal facilities for the 2019/2020 heating
172 season. T. Croteau, DPW Director recommended Bot-L-Gas, as their bid conformed to the
173 specifications of the proposal. The Town asked to receive a fixed price per gallon of propane delivered
174 to municipal facilities for the months of October through June.
175

176 *MOVED by Susan Benz seconded by Peter Band that the Select Board approve the Propane*
177 *Contract with Bot-L-Gas, as submitted. Voting in favor of the motion were Petry, Band, Benz*
178 *and Cadwell. No one was opposed. The motion PASSED 4-0-0.*
179

180 **8. Town of Hollis - Services Survey**

181 In June, the Select Board discussed sending a Town of Hollis Service survey to residents, as a way to
182 measure current services. The survey would be generated using Survey Monkey. There would be
183 several means for distributing the survey. A postcard would be sent to every household, with a link to
184 complete the survey online. There would also be a link on the Town website. Finally, there would be a
185 Public Service Announcement (PSA) in the local newspaper and hard copies at Town Hall. The total
186 cost is \$2,135 and funds are available in the Special Studies line item in the Executive Budget. The
187 survey would be available to the public for approximately two weeks. Once the responses are tabulated,
188 the result, along with recommendations, would be presented to the Board.
189

190 When asked how it compared to the Master Plan survey, it was stated that it is a similar type of survey,
191 although it is more specific. The Master Plan survey was completed several years ago, so this survey
192 would be more up to date. Responses from the survey could be used to evaluate the effectiveness of
193 town services, including an evaluation of the hours of operation.
194

It was asked if it would be possible to include a message and link on a tax bill, in order to manage the postage expense, since the bill is being mailed anyway. L. Radke will look into whether that would be a viable option.

9. Select Board Meeting Date Schedule for 2020

The Board will review the meeting schedule for 2020 and address any scheduling conflicts at the next meeting.

ADMINISTRATIVE BUSINESS

1. Assessing Work

MS-1, Summary Inventory of Valuation

MOVED by Frank Cadwell, seconded by Susan Benz that the Selectmen approve the MS-1 as required by the NH DRA in order to establish the assessed value of the Town for the setting of the 2019 Tax Rate. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

Current Use Release & Land Use Change Tax (LUCT)

MBLU	Owner	Location	Acres Removed	LUCT
012-017-002	John V Testa Revocable Trust	Austin Lane	2.05	\$17,700
012-017-003	John V Testa Revocable Trust	Austin Lane	1.83	\$17,700
012-017-004	John V Testa Revocable Trust	Austin Lane	1.97	\$17,700
012-017-005	John V Testa Revocable Trust	Austin Lane	1.43	\$17,700
012-017-006	John V Testa Revocable Trust	Austin Lane	2.48	\$17,700
TOTAL			9.76	\$88,500

MOVED by Frank Cadwell seconded by Susan Benz that the Select Board approve the Current Use Release & Land Use Change Tax for MBLU 012-017-002, 003, 004, 005, and 006, totaling \$88,500, as submitted. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

Current Use Application

MBLU	Owner	Location	Acres to be enrolled
009-009	Skinner Family Nominee Trust	81 Jewett Lane	1.00

MOVED by Frank Cadwell seconded by Susan Benz that the Select Board approve the Current Use Application for MBLU 009-009, as submitted. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

2. Approval of Warrants

MOVED by Peter Band seconded by Susan Benz that the Select Board approve the following warrants:

• Wages	\$ 187,743.95	09/17/19
• Accounts Payable	\$ 67,061.01	09/17/19
• Benefit Strategies	\$ 4,707.78	09/17/19

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

3. Approval of Select Board Minutes

Public Minutes from 09/09/19

MOVED by Susan Benz seconded by Peter Band that the Select Board approve the Public Minutes of Monday, September 9, 2019, as submitted. Voting in favor of the motion were Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 4-0-0.

Non Public Minutes 09/09/19

MOVED by Susan Benz seconded by Frank Cadwell that the Select Board approve the Non Public Minutes of Monday, September 9, 2019, and keep them sealed. Voting in favor of the motion were Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 4-0-0.

4. Weekly Meetings & Announcements

The weekly meetings were announced for September 23, 2019-October 14, 2019. The next Select Board meeting will be Monday, October 14, 2019. Hollis Apple Festival Annual Event will take place on Sunday, October 6th from 2PM-4PM on the Town Common. Town Hall will be closed to the public on Monday, October 14th. All other departments, including Town Clerk will be open.

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

MOVED by Susan Benz seconded by Frank Cadwell that the Select Board enter Non-Public Session in accordance with RSA 91-A:3-II (a) personnel and RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

The Board entered non-public session at 8:15 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Frank Cadwell seconded by Susan Benz that the Select Board come out of NON-public session and seal the minutes, in accordance with RSA 91-A:3-II (a) personnel and RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

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 Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

The Board adjourned at 9:15 PM.

Respectfully Submitted,
Christine Herrera, Assistant Town Administrator