

BOARD OF SELECTMEN'S MEETING

Selectmen present: Chairman Mark Le Doux, Vice Chairman David Petry (teleconference), Frank Cadwell and Peter Band
Selectmen absent: None
Staff present: Deborah Padykula, Finance Officer, John MacLean, Interim Town Administrator, Police Chief Joseph Hoebeke, Fire Chief Rick Towne, DPW Director, Todd Croteau, IT Director, Dawn Desaulniers, 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. Emergency Management****a. Pre-Disaster Mitigation (PDM) Grant Program Notice of Funding Opportunity**

Dean Navaroli, Assistant Emergency Management Coordinator stated that there is an opportunity for the town to submit a Pre-Disaster Mitigation (PDM) Grant application for an emergency generator for the well, located on Rocky Pond Road. A letter of Intent was submitted to the State which the state reviewed and deemed the project worthy. Don McCoy, Emergency Management Coordinator received authorization to proceed with the grant request.

The well has two pumps and two types of power servicing the well. There is 440 volt, three phase power that comes from the Upper Elementary School and 240 volts, single phase power that comes from Rocky Pond. The well is on the critical infrastructure list with Eversource and services several emergency departments, such as the Communication Department, Fire Department and Police Department, as well as the Town Hall, Lawrence Barn Community Center, Hollis Brookline Middle School, Hollis Upper Elementary School and the Block of residential housing, to name a few.

Dunwell Electric submitted two proposals as part of the grant. One proposal was for a Caterpillar brand, 50kw generator and the other was for Taylor brand, 60kw generator. The price difference between the two generators is approximately \$16,000.

The grant application was submitted for \$75,000, including installation. The Town's responsibility would be approximately \$20,000.

Since the property is owned by the Hollis School District (HSD), it was recommended that the Board seek permission from HSD before moving forward with the project.

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen authorize the submission of the Pre-Disaster Mitigation Grant Application for an emergency generator for the well located on Rocky Pond, as recommended by the Emergency Management Committee, contingent upon approval from the Hollis School District and legal review of possible title issues as well as resolution of the funding mechanisms with SAU 41, School District and Board of Selectmen. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

2. Board, Commission and/or Committee Interview and Appointment**a. Adam Jacobs, Hollis Energy Committee, Alternate Member (term exp. 4/30/20)**

Energy Committee Chair, Eric Ryherd introduced Adam Jacobs to fill an alternate position on the Hollis Energy Committee. Adam stated that he would like to apply his knowledge and experience in the

engineering field to the position on the committee. The Board welcomed Adam and endorsed his appointment.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the appointment of Adam Jacobs to the Hollis Energy Committee as an Alternate Member with a term expiration date of 4/30/20. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

3. Lease of Town Owned Land for Agricultural use

a. Stefanowicz 2019-20 Growing Season Agricultural Lease Recommendation

The Hollis Agricultural and Conservation Commission Joint Working Group reviewed four proposals for the Stefanowicz Property Agricultural Lease, which is a two year lease. Mark Post, Agricultural Commission Chair, reviewed the proposals from Lull Farm, Inc., Larry Poulin, Fulchino Vineyard and Adam and Kelly Colby.

Adam and Kelly Colby requesting leasing fields' 7a-b and abutting wooded areas. They are not interested in farming anything, but they are interested in forest management, invasive species control, mowing, haying and planting cover crops in those areas. They did not offer a bid price, but are willing to negotiate. The cost of maintaining the property occurs to the cost, however the town requires a minimum bid, based on the current use tax, etc.

Fulchino Vineyard would like to lease fields 1 and 2 for perennial grape vines. The proposal includes mowing, haying and planting cover crops in the remaining portion of the property. The bid price is \$3,000 per year.

Lull Farm, Inc. would like to continue leasing fields 1, 2, 3, 4 and 6 for annual crops with winter cover in fields. The proposal includes mowing, haying and planting cover crops in the remaining portion of the property. The bid price is \$3,000 per year.

Larry Poulin would like to continue tapping the trees bordering fields 3, 6, 7a-b, 8 and 9. Since he is proposing to tap 500 trees instead of 100, the bid price increased to \$250 per year.

The Joint Working Group recommended Lull Farm, Inc. and Larry Poulin for the lease. M. Post noted that Lull Farm, Inc.'s proposal utilizes the most amount of acreage for active farming.

Chairman Le Doux asked if Fulchino Vineyard and Lull Farm, Inc. could coexist on the property since they are essentially farming different crops. D. Petry suggested that the Board approve the recommendation as it stands and continue the discussion when the 20 year lease is being considered. Although D. Petry suggested that the Recreation Commission provide input on proposed fields for this property, F. Cadwell stated that the Recreation Commission will not have a proposal for the 2019 Town Meeting.

When asked if subletting was permitted, M. Post stated that is was not, but that the Selectmen could consider it for the future.

The Joint Working Group is also recommending that the lease include language pertaining to erosion control for the agricultural road from field 7b to the peach orchard.

MOVED by David Petry, seconded by Frank Cadwell that the Selectmen entire into a contract with Lull Farm, LLC and Larry Poulin for the two year agricultural land lease for the Stefanowicz Property, as recommended by the Hollis Agricultural Commission and Hollis Conservation Commission Joint Working Group and to include language pertaining to erosion control for the agricultural road, in the document. Voting in favor of the motion were Le Doux, Petry, Cadwell and

Band. No one was opposed. The motion PASSED 4-0-0.

NEW BUSINESS

1. Police Review

a. Purchasing Policy

The Town's auditing firm, Melanson Heath recommended the Town update its Purchasing Policy, since it hadn't been updated since 1998. The current Purchasing Policy was reviewed by D. Petry and staff, who made suggested changes to the document. A brief description of each change in bidding requirements is below:

- General Purchasing: Under the current policy, this is for purchases "under \$1,000". The amount increases to "under \$5,000" in the proposed policy.
- Informal Bidding: The range for informal bidding in the current policy is "from \$1,000 to \$5,000". The proposed range is "\$5,000 to \$20,000". Three quotes are required for the purchase.
- Competitive Bid Process: A competitive bid is required for purchases over \$5,000 in the current policy. The revised policy requires competitive bidding for any purchase over \$20,000. This purchase must go out for bids.

Another change to the policy is the implementation of Purchase Orders (POs). Section III of the policy outlines the process for Purchase Orders. Any purchase of \$5,000 or more must have a properly authorized PO. Purchase Orders will help ensure the proper procedures are followed and the appropriate documentation is retained.

The auditors reviewed the revised policy and approve of the changes. They believe the threshold amounts are reasonable and are similar to many of the towns that they audit.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the Purchasing Policy, 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.

2. Special License(s)

a. Hollis Elementary PTA, Halloween Fun Fair, Saturday, October 20, 2018 3:30pm-11:30pm

MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen approve the Special License for the Hollis Elementary PTA Halloween Fun Fair on Saturday, October 20, 2018 from 3:30pm-11:30pm. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

b. David Jennings, Bonfire/BBQ for Nicholas Jennings Memorial Fund, November 17, 2018 7:00pm-11:00pm

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the Special License for David Jennings Bonfire/BBQ for Nicholas Jennings Memorial Fund on November 17, 2018 from 7:00pm-11:00pm. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

3. State General Election Schedule

The attendance schedule was reviewed by the Selectmen for the State General Election which will take place at the Hollis Brookline High School on Tuesday, November 6, 2018 from 7:00AM to 7:00 PM. The Hollis Brookline High School will not be in session on that day.

4. Event Specific Sign Permit Approval on Town Property**a. Hollis Arts Society (11/3/18-11/4/18)**

Sandra Presley, Co-Chair of the Hollis Arts Society Art Show, addressed the Board and expanded upon the request, to include a banner at the Lawrence Barn Community Center and a sign stating the itinerary of the show to be placed at the Lawrence Barn Community Center a week prior to the event.

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the Event Specific Permit application for the Hollis Arts Society for 11/3/18-11/4/18, 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.

Sandra Presley was later notified that banners are prohibited and wouldn't be allowed for the event.

5. Petition and Pole License**a. Pole #21-1296 on Silver Lake Road**

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the Pole License for Pole #21-1296 on Silver Lake Road. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

6. Delegation of Deposit Authority

MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Delegation of Deposit Authority to include Jaclyn Hill, as recommended by Barbara Townsend, Hollis Treasurer. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

7. Other**a. Authorization of Tree Removal of Scenic Roads by Department of Public Works (DPW) on Worcester Road.**

Todd Croteau, Department of Public Works Director stated that one tree is in the parking lot area of Beaver Brook. The other tree is by 99 Worcester Road. Both trees pose a liability and safety concern due to the decayed state of the trees.

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen authorize Department of Public Works remove the trees on Worcester Road for safety reasons. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

Additionally, there are two sugar maple trees on Snow Lane that DPW will be removed for safety reasons. It was stated that although Snow Lane is not a scenic road, it may be perceived as one so T. Croteau wanted to bring it to the Board's attention.

DPW will work in conjunction with Beaver Brook to remove the tree in the parking lot area of Beaver Brook.

ADMINISTRATIVE BUSINESS**1. Assessing Work****a. MS-1, Summary Inventory of Valuation**

MOVED by Frank Cadwell, seconded by Mark Le Doux 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 2018 Tax Rate. Voting in favor of the motion were Le Doux, Petry, Band and Cadwell. No one was opposed. The motion PASSED 4-0-0.

2018 LAND USE CHANGE TAX ABATEMENT APPLICATION

Case #	MBLU	Owner	Location	Amount to be Abated
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207 2018-CUSE-01 012-017-007 John V. Testa Rev Trust 23 Austin Ln \$0.00
208

209 *MOVED by Peter Band seconded by Frank Cadwell that the Selectmen accept the recommendation*
210 *from MRI to deny the 2018 Land Use Change Tax Abatement Application for Case #2018-CUSE-01.*
211 *Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The*
212 *motion PASSED 4-0-0.*
213

214 **2. Approval Warrants**

215 **a. Wages 9-20-18 (\$180,696.15)**

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

220 **b. Wages 9-20-18 (\$1,600.93)**

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

225 **c. Wages 10-04-18 (\$147,268.98)**

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

230 **d. Accounts Payable 9-20-18 (\$1,665,900.27)**

231 *MOVED by Frank Cadwell seconded by Mark Le Doux that the Selectmen approve the Accounts*
232 *Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No*
233 *one was opposed. The motion PASSED 4-0-0.*
234

235 **e. Accounts Payable 10-04-18 (\$97,826.72)**

236 *MOVED by Frank Cadwell seconded by Mark Le Doux that the Selectmen approve the Accounts*
237 *Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No*
238 *one was opposed. The motion PASSED 4-0-0.*
239

240 **f. Benefit Strategies 9-20-18 (\$4,211.43)**

241 *MOVED by Frank Cadwell, seconded by Mark Le Doux that the Selectmen approve the Benefit*
242 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No*
243 *one was opposed. The motion PASSED 4-0-0.*
244

245 **g. Benefit Strategies 10-04-18 (\$4,016.43)**

246 *MOVED by Frank Cadwell, seconded by Mark Le Doux that the Selectmen approve the Benefit*
247 *Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No*
248 *one was opposed. The motion PASSED 4-0-0.*
249

250 **3. Approval Public Minutes 9-10-18**

251 *MOVED by Peter Band seconded by Mark Le Doux that the Selectmen approve the Public Minutes*
252 *of Monday, September 10, 2018, as submitted. Voting in favor of the motion were Le Doux, Petry,*
253 *Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*
254

255 **4. Approval Non Public Minutes 9-10-18**

256 *MOVED by Peter Band seconded by Mark Le Doux that the Selectmen approve the Non Public*
257 *Minutes of Monday, September 10, 2018, and keep them sealed. Voting in favor of the motion were*
258 *Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.*

259
260 **5. Other**261 **a. Potential Petition Warrant Articles/Tax Rate Discussion**

262 Chairman Le Doux began by stating that the Selectmen wish to reduce the amount of taxes for residents,
263 while maintaining services and employee benefits. Occasionally, companies and/or people file for
264 abatements if they believe that the town has charged them too much value for their property and are therefore
265 being taxed at a higher rate. The telephone company, Fairpoint Communications filed for abatement through
266 the court system. The town was notified by counsel that the town could have a maximum exposure of
267 \$133,000 of a potential abatement. The Undesignated Fund Balance could cover this exposure and Chairman
268 Le Doux suggested that the town set aside a certain amount from this fund to account for it.
269

270 The Current Use Tax and revenue from new vehicle registrations have contributed significantly to the fund
271 balance, which is approximately 3.9 million as of December 2017. Chairman Le Doux explained that 50% of
272 the Current Use Tax is allocated to the Conservation Commission and 50% goes to the town's General Fund.
273

274 The town also has Overlay, which are funds set aside in the event that during an abatement year or
275 revaluation year, there may be unanticipated abatements. Historically, the overlay has been \$200,000. If
276 there are no abatements, the amounts are included in the fund balance.
277

278 Finance Officer, Deborah Padykula was asked to provide potential options in order to relieve the fund as a
279 way to smooth or perhaps lower the tax rate.
280

281 Chairman Le Doux stated that the total appropriations for 2018 are estimated to be just over 11.2 million
282 dollars for the town budget, which is an increase of \$838,000 from prior years. The increase is mainly due to
283 a \$600,000 bond for the acquisition of land. The estimated revenues are increasing by \$200,000, for a total
284 of 3.47 million.
285

286 The first option is the current calculation that includes using the \$284,000 from the Fund Balance for warrant
287 articles approved at the 2018 Town Meeting. According to the revaluation, the average assessment or
288 property value increased approximately 11% from 5 years ago. The town's portion of the tax rate is \$5.83,
289 which is lower than the tax rate last year, which was \$5.94.
290

291 The second option includes relieving the Fund Balance by an additional \$325,000. This would decrease the
292 tax rate from \$5.94 to \$5.59.
293

294 The third option includes an increase to the Overlay to \$300,000, knowing that there may be an abatement
295 with Fairpoint Communications. This would also increase the Fund Balance use to defray or reduce taxes to
296 \$425,000.
297

298 The fourth option includes no change to the Overlay, so it would remain at \$200,000. P. Band suggested
299 allocating \$500,000 towards reduction of taxes, which would minimize the tax increase for this year. By
300 using \$500,000 of the Unassigned Fund Balance to offset the tax rate, the Town's portion of the tax rate will
301 decrease by \$0.48.
302

303 Finance Officer, Deb Padykula clarified that the residents voted at the 2018 Town Meeting to relieve the
304 fund balance in the amount of \$284,000 for warrant articles. The potential 2019 warrant articles have not
305 yet been addressed.
306

307 Paul Miller (6 Farm Pond Lane) requested to see the proposals. He would like to establish precedence for
308 relieving the fund balance, stating that the first consideration should be tax payer relief, not the warrant
309 articles. He would like to see a reasonably large amount of funds set aside for tax payer relief.
310

Chairman Le Doux agreed with Mr. Miller's comments, stating that the issue is the judiciousness with how to accomplish that goal.

The Selectmen approved the Fund Balance Policy on 8/13/18, which states that it shall be the goal of the Town of Hollis to achieve and maintain an Unassigned Fund Balance of at least 10% of general fund appropriations as determined by the annual audit of the town using a modified accrual basis.

The Selectmen intend to relieve the Fund Balance, but requested advanced notice if a potential warrant article in the amount of \$500,000 is proposed since it would greatly impact the amount in the Undesignated Fund Balance.

Chairman Le Doux reiterated that the Selectmen have the authority to implement one of these options, and if a petition warrant article states that \$500,000 will be returned to the taxpayers and the Selectmen have also accounted for it, the Selectmen may end up in opposition. The town's portion of the overall budget is roughly 25%. The Hollis School District, Cooperative School District and the Hillsborough County budget make up the remaining 75%. Therefore the Hollis Selectmen can only control the town's portion of the overall budget.

MOVED by Peter Band seconded by Frank Cadwell that the Selectmen approve the fourth option, which would relieve the Undesignated Fund Balance by \$500,000 to be used towards the reduction of taxes. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. The motion PASSED 4-0-0.

6. Weekly Meetings & Announcements

The weekly meetings were announced for October 7, 2018-October 13, 2018.

The Hollis Transfer Station will be accepting appliances to recycle, at no charge. This event will occur on Saturday, October 13, 2018 from 8:00am - 5:00pm. Eversource will pick up the cost to recycle the Freon in your inefficient, working refrigerators, freezers, air conditioners and dehumidifiers. All are welcome to visit the transfer station website for additional information or at NHSave.com/recycle.

A Candidate Forum will take place at the Hollis Town Hall Community Room on Sunday, October 14, 2018 from 12:00pm-3:00pm.

Trick-or-Treating will take place on Wednesday, October 31, 2018 from 6:00pm-8:00pm.

The State General Election will take place at the Hollis Brookline High School on Tuesday, November 6, 2018 from 7:00am-7:00pm.

7. Other

Conservation Commission Chairman, Tom Dufresne requested an increase to the amount of funds provided to the Conservation Commission. Currently, the commission receives 50% of the Current Use Tax and is requesting an increase to either 75% or 100%. Mr. Dufresne stated that the average amount of funding received by the town is approximately \$67,000 per year. There is over 800 acres of conservation land in town, not including town forest and recreation land, which require extensive maintenance.

The Board was in support of a proposed warrant article that would reflect an increase to 75% of the Current Use Tax for the Hollis Conservation Commission.

NON-PUBLIC SESSION

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen enter NON-public session in accordance with RSA 91-A:3-II (d) land acquisition and RSA 91-A:3-II (a) Personnel. 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 8:42 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 (d) land acquisition and RSA 91-A:3-II (a) personnel. 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 (d) land acquisition and RSA 91-A:3-II (a) personnel. 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 9:35PM.

ADJOURNMENT

The Board adjourned at 9:35 PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator / HR Coordinator