

BOARD OF SELECTMEN'S MEETING

Selectmen present: Chairman Mark Le Doux, Frank Cadwell and Peter Band
Selectmen absent: Vice Chairman David Petry
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, Communications Manager, John DuVarney, Lieutenant
LaFlamme, Paul Armstrong and Bill Moseley, Camera Operators

COMMUNITY ROOM

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

NON-PUBLIC SESSION

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen enter NON-public session in accordance with RSA 91-A:3-II (d) land acquisition. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

The Board entered non-public session at 6:29PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Frank Cadwell seconded by Peter Band that the Selectmen come out of NON-public session in accordance with RSA 91-A:3-II (d) land acquisition. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

MOVED by Frank Cadwell 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. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

The Board came out of non-public session and entered into public session at 6:48PM.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Doug Davidson (Rideout Road) stated that campaigning on and around school property, especially during pick up and drop off times, has become a safety concern, in his opinion. He questioned if the campaigners parked at the school parking lot during this time.

Mr. Davidson referenced RSAs: 664.17, 31:41c and 47:17 as it relates to political advertisement, electioneering and the right of municipalities to further regulate such matters. He requested additional ordinances be created and passed, in order to prohibit electioneering and placement of political advertisement on school property, with the exception of designated areas by the Town Moderator when the school is a polling location.

Mr. Davidson volunteered to work with any other political groups to craft by-laws or amended applicable RSAs that address safety concerns, while also preserving First Amendment rights for residents.

Chairman Le Doux thanked Mr. Davidson for bringing the issues to the Selectmen's and will take those concerns under advisement while reviewing with staff and/or counsel, state highway personnel and school staff, for possible resolutions.

MEETINGS

1. Police Department

a. NH Department of Highway Safety – 2019 Grant Funds

Chief Hoebeke reported that the Hollis Police Department received \$13,635.00 in grant funding from the New Hampshire Department of Highway Safety, to be used for enforcement and education. In Hollis, there has been a reduction in the number of motor vehicle collisions and there has not been a recorded fatality from a motor vehicle collision in several years. The state is utilizing data driven approaches to allocate funds, so the total funding amount for Hollis decreased by \$3,918.80 from the previous fiscal year. The grant funds are allocated in the revenue line and offset police overtime in the expenditure line, in the budget.

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen accept the 2019 grant funds from the New Hampshire Department of Highway Safety in the amount of \$13,635.00, as recommended by Chief Hoebeke. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

Chairman Le Doux asked if Chief Hoebeke was aware of the issues in Pepperell, Massachusetts regarding an increase in traffic, as a result of a large project. An old quarry was recently purchased and is projected to bring in 50-100 trucks of fill dirt, per day to fill the hole. It may be an issue for residents residing on route 111 or 111a if the firm is granted permission. Chairman Le Doux suggested that Chief Hoebeke contact the police chief in Pepperell and Brookline to obtain their input on potential traffic concerns, etc.

NEW BUSINESS

1. Hollis Brookline High School Robotics Team 1073

a. Raffle Permit Request

MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen approve the Raffle Permit for Hollis Brookline High School Robotics Team 1073 on May 4, 2019, as submitted. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

2. Petition and Pole License

a. Pole #21-1299 on Wright Road

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the Pole License for Pole #21-1299 on Wright Road. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

3. Resignation

a. Agatha Connelly, Heritage Commission

MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen accept the resignation of Agatha Connelly from the Heritage Commission. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

DEPARTMENT BUDGETS

1. Information Technology

Dawn Desaulniers stated that increases in the IT Department are due to salary, the new website, which will go live on November 1, 2018, email services and hardware/software purchases.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the 2019

proposed Information Technology Department budget, as presented. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

2. Fire Department/Health

Chief Towne requested permission to repair a fire truck which would be approximately \$130,000 and to purchase a new truck which would be approximately \$550,000. Chairman Le Doux suggested that the repair to the fire truck be a warrant article. The new fire truck would be allocated on a capital lease program. It was reported that there were no changes to the Health Department budget.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the 2019 proposed Fire and Health Department budgets, as presented. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

3. Public Works Department

Todd Croteau, DPW Director reported that funds in the solid waste disposal line will increase by approximately 10% or \$28,000. Non union salaries increased and union salaries decreased due to the supervisor position vacancy and the proposed addition of a mechanic position to the department. He is proposing to replace the water truck under a capital lease program, which would be approximately \$190,000. T. Croteau is also proposing to add a pick-up truck for the Transfer Station, to the DPW fleet.

The proposed asset management software will allow for GIS tracking and work orders. This item is allocated in the Capital Improvement Plan and will be approximately \$25,000. There will be an annual fee associated that could range from \$5,000-\$10,000. T. Croteau will meet with staff and vendors to evaluate the best, most cost effective software to fit the Town's needs.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the 2019 proposed Public Works Department budget, as well as road rebuilding, street lighting, waste and recycling and solid waste, as presented. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

4. Police Department/Animal Control

Chief Hoebeke presented the department budget. The town currently contracts for a prosecutor position for approximately \$14,000. The fuel budget as well as other utilities increased, which impact the overall budget. Chief Hoebeke spoke about the Record Management line item, stating that several software/fee lines were consolidated into this line. Chief Hoebeke is proposing to change the full time Lieutenant position into a Captain position and keep the part time Lieutenant position. Chief Hoebeke is proposing a scanning project, which will be allocated in the Capital Improvement Plan. There are 30-40 years of records that need to be reviewed for retention and purging. The department is also running out of space for storing records. The department has the capability to store the information digitally through the current Records Management server.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the 2019 proposed Police Department/Animal Control Department Budget, as presented. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

5. Communications

John DuVarney was present for the Communication Department proposal. Increases in the department

include equipment, maintenance, uniforms, miscellaneous and salaries.

MOVED by Peter Band, seconded by Frank Cadwell that the Selectmen approve the 2019 Communications Department Budget, as presented. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

6. Town Hall/Executive

Deborah Padykula, Finance Officer presented the Town Hall Budget, stating an increase of approximately \$13,000 mostly due to funding a full 12 months for the receptionist position. Increases in the Town Clerk Department include utilities and a postage machine. Chairman Le Doux suggested reviewing the Town Clerk office lease next year in attempt to negotiate fixed utility amounts associated with the lease agreement. The Planning Department has a full time Assistant Planner budgeted into the department. The hiring process would begin in April for that position. The only increase in the Zoning Department is for postage.

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the 2019 Town Hall/Executive Budget, as presented. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

7. Employee Benefits/Insurance

Workers Compensation increased 8%, mainly due to an increase in salaries. Health insurance rates only increased 2.5%. The health insurance rates are based on the amount of claims.

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the 2019 Employee Benefits/Insurance Budget, as presented. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

8. Revenues

It was reported that there are no changes for the revenues, since it was increased when the Tax Rate was set.

9. Capital Improvement Plan

Improvements for Town Hall include the scanning project, security project and roof repairs. Chairman Le Doux suggested using funds from the facility maintenance line in the current budget for repairs to the clock at Town Hall, which is estimated to be around \$3,000. The roof repairs are estimated to be around \$30,000, which should either be started this fiscal year or have a contract by the end of this year in order to encumber the funds for next year. The funds for the security project relating to the floor plan at Town Hall is currently on hold for the time being.

Additionally, the Assessing Department will need a software upgrade, which is approximately \$25,000. Chairman Le Doux will be requesting approximately \$90,000 of relief funds from the Unassigned Fund Balance which will keep the town's budget at or below guidance from the Budget Committee.

The DPW asset management software for the Public Works Department will not be encumbered, but will be a warrant article. When the final amount is determined, the Unassigned Fund Balance will be relieved by that exact number, so it will not affect the tax rate.

The special project for the Cemetery Trustees includes water and trees for the North Cemetery. Expenditures from this department will be offset by the Cemetery Trust Fund. The Selectmen requested

to be abreast of the plan for the water and trees, including the amount of trees they anticipate planting and the cost associated with it.

The Recreation Department requested a split rail fence which is expected to be \$33,000, at the Hardy fields, across the road from Nichols Field. This expense is accounted under the Municipal Buildings and Facilities Expendable Trust Fund.

It was stated that all other groups that had a budget that came in at or below guidance, did not need to present their budget to the Board of Selectmen.

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the 2019 Town of Hollis Operating Budget Summary totaling \$11,181,543.00, as presented as amended to include the assessing software subject to receiving relieve from the Budget Committee in the amount of approximately \$90,000. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

ADMINISTRATIVE BUSINESS

1. 2018 Tax Warrant (\$15,077,602.00)

MOVED by Frank Cadwell, seconded by Mark Le Doux that the Selectmen approve the 2018 Tax Warrant in the amount of \$15,077,602.00. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

2. Assessing Work

NOTICE OF INTENT TO CUT WOOD OR TIMBER

Operation #	MBLU	Owner	Location
18-223-14	034-012 & 012-A	Robert Hayden & Gerald Bell Rev Trust	off Federal Hill Rd*
18-223-15	041-024	Hollis Town Forest-Little Dickerman Lot	Silver Lake Rd
18-223-16**	009-004	Town of Hollis – Fieldstone Dr Open Space	Fieldstone Dr
18-223-17	003-030	William H. Hall Jr Revoc Trust	Pepperell Rd
18-223-18	037-004	Jennifer & Brian Noury	Hardy Ln
18-223-19	037-004-001	George Boggis & Kathleen Warman	Hardy Ln

* Previously approved via email, under recent revisions to RSA 79:10, II & III

** The Board of Selectmen Chair also needs to sign the Intent to Cut as noted. The Intent is for the Fieldstone Drive Open Space which has a MOU in place with William H. Hall Jr to harvest timber for the 2018 Tax Year.

MOVED by Frank Cadwell, seconded by Mark Le Doux that the Selectmen approve the Notice of Intent to Cut Wood or Timber for Operations #18-223-14, 18-223-15, 18-223-16, 18-223-17, 18-223-18, and 18-223-19, as presented. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

REPORT OF TIMBER CUT

Operation #	MBLU	Owner	Timber Tax Levy
18-223-09	017-005	Charles Hildreth	\$1486.28

MOVED by Frank Cadwell, seconded by Mark Le Doux that the Selectmen accept the Report of Timber Cut for Operation #18-223-09, as presented. Voting in favor of the motion were Le

Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

CURRENT USE RELEASE AND LAND USE CHANGE TAX

MBLU	Owner	Location	Acres Removed	LUCT
014-037-017	Ryan D & Molly Brogan	Cutter Place	1.08	\$23,990
017-035	Post Family Trust	43 Love Ln	0.92	\$1,250
017-034	Deborah Knight Shipman	45 Love Ln	2.98	\$3,375
017-034	Deborah Knight Shipman	45 Love Ln	1.00	\$1,125
TOTAL LUCT TO BE COLLECTED:				\$29,740

MOVED by Frank Cadwell, seconded by Mark Le Doux that the Selectmen approve the Current Use Release and Land Use Change Tax (LUCT) for MBLU's #014-037-017, 017-035 and 017-034, totaling \$29,740. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

2018 IN-HOUSE ABATEMENTS

Case #	MBLU	Owner	Location	Amount to be Abated/Refunded
2018-001	002-008-002	Raisanen Homes Elite LLC	144 Worcester Rd	\$1887.00/\$1887.00
2018-002	014-037-002	Robert Scott Properties LLC	11 Lovejoy Ln	\$2108.00/No Refund
2018-003	009-009-002	Skinner Family Nominee Trust	Sallys Way	\$1551.00/\$1551.00
2018-004	009-009-003	Skinner Family Nominee Trust	Sallys Way	\$1380.00/\$1380.00
2018-005	049-005	Elizabeth JT Wright	South Merrimack Rd	\$111.00/\$111.00
2018-006	002-008-003	Rais-Prol LLC	Worcester Rd	\$1991.00/\$1991.00
2018-007	007-058	Kristen W Retter Revoc Trust	Flagg Rd	\$156.00/\$156.00
2018-008	014-037-010	Bennett Chandler Design & Cons	18 Lovejoy Ln	\$2120.00/No refund
2018-EE-#1	XXX-XXX	Redacted	Redacted	\$226.00/No refund
2018-EE-#3	XXX-XXX	Redacted	Redacted	\$926.00/No refund
TOTAL AMOUNT TO BE ABATED:				\$12,456.00
TOTAL ABATEMENTS TO BE REFUNDED:				\$ 7,076.00

MOVED by Frank Cadwell, seconded by Peter Band that the Selectmen approve the 2018 In-House Abatements for Case #2018-001, 2018-002, 2018-003, 2018-004, 2018-005, 2018-006, 2018-007, 2018-008, 2018-EE-#1 and 2018-EE-#3, with a total amount to be abated as \$12,456.00 and the total abatements to be refunded as \$7,076.00. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

3. Approval Warrants**a. Wages 10-18-18 (\$153,313.77)**

MOVED by Peter Band seconded by Mark Le Doux that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

b. Accounts Payable 10-18-18 (\$1,655,380.64)

MOVED by Peter Band seconded by Mark Le Doux that the Selectmen approve the Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

c. **Benefit Strategies 10-18-18 (\$3,791.43)**

MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen approve the Benefit Strategies, as submitted. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

4. Approval Public Minutes 10-8-18

MOVED by Peter Band seconded by Mark Le Doux that the Selectmen approve the Public Minutes of Monday, October 8, 2018, as submitted. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

5. Approval Non Public Minutes 10-8-18

MOVED by Peter Band seconded by Mark Le Doux that the Selectmen approve the Non Public Minutes of Monday, October 8, 2018, and keep them sealed. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

6. Weekly Meetings & Announcements

The weekly meetings were announced for October 28, 2018-November 3, 2018.

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

Town offices will be closed on Monday, November 12, 2018 for Veteran's Day.

The Budget Committee is scheduled to meet on Tuesday, November 13, 2018 at 7:00pm in the Town Hall Community Room.

The next Board of Selectmen meeting will be Monday, November 19, 2018 at 7:00pm at the Town Hall Community Room.

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 (a) personnel. Voting in favor of the motion were Le Doux, Cadwell and Band. No one was opposed. The motion PASSED 3-0-0.

The Board entered non-public session at 8:30 PM.

CONCLUSION OF NON-PUBLIC SESSION

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

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

The Board came out of non-public session and entered into public session at 8:30PM.

ADJOURNMENT

The Board adjourned at 8:35PM.

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345 Respectfully Submitted,
346 Christine Herrera, Assistant Town Administrator