

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Chairman Mark Le Doux, Vice Chairman David Petry and Peter Band  
Selectmen absent: Vahrij Manoukian and Frank Cadwell  
Staff present: Kimberly Galipeau, Town Administrator, 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.

**ELECTION OF OFFICERS**

D. Petry suggested postponing the Election of Officers until all members of the Board were present.

**MEETINGS****1. Donald McCoy, Emergency Management Director****a. Lawrence Barn Community Center Generator**

Fire Chief Rick Towne, Paul Armstrong and Donald McCoy discussed a generator at the Lawrence Barn Community Center. The generator would need two separate transfer switches. One of the transfer switches would need to be fire certified for the sprinkler system.

The lack of water from the current dug well poses a concern. The well is owned by the Hollis School District and powered from the Upper Elementary School while the control power comes from Rocky Pond Road. The cost estimate for just the generator system could be approximately \$75,000 which still leaves the issue of not having sufficient water to power the generator. D. McCoy added that the power company has a critical priority list, in the case of power outages. The list includes the schools, public safety buildings (Fire Station, Police Station, Communications and the Department of Public Works) and the well.

Another option would be to install a plug on the outside of the building with a transfer switch to power the heat and lights. P. Armstrong will provide an estimate to wire both the Lawrence Barn as well as the Hollis Social Library, since the cost was estimated to be under \$5,000.

M. Le Doux requested an inventory of all generators owned by the town to determine if there is one that would suffice, or if a new one would need to be purchased. The funds for the project would be expensed from the facility capital expenditure fund, in the budget.

**2. Mark Post, Agricultural Commission****a. Stefanowicz Lease Agreement**

M. Post stated that a one year lease agreement was used last year for the Stefanowicz property and could be used again for this year since the warrant article for recreational fields at the Siergiewicz property did not pass at Town Meeting.

P. Band was concerned that recreational fields could not be utilized on the Stefanowicz property and suggested another one year lease agreement until it is determined if fields would be prudent on the property. D. Petry agreed with P. Band's concerns.

M. Post recommended a two year lease agreement to account for the timeline associated with both executing the documents and utilizing the land.

The Board agreed with the recommendation for a two year lease agreement for the Stefanowicz property. The Agricultural Commission will draft a lease agreement, based on the language from the previous one year lease agreement and present it to the Board when it is available.

M. Post is concerned that if another potential property for recreational fields, aside from Stefanowicz, is proposed and rejected at Town Meeting that it would postpone the 25 year lease agreement for the Stefanowicz property.

M. Post stated that he would prefer a long term agricultural use of the Stefanowicz property without having to solely rely on town vote.

M. Post commented on Town Meeting, stating that he would prefer that resident presenters speak from the public comment podium oppose to the moderator's podium and to have a deadline of one week for providing presentations for the town website that will also be presented at Town Meeting.

M. Le Doux stated that it is the moderator's decision as to how Town Meeting is run.

#### **PUBLIC COMMENT**

Paul Armstrong (28 Fieldstone Drive) commented that he doesn't see a benefit for the town to provide land on Nartoff Road and Pine Hill Road for agriculture purposes. He felt that if agriculture fields were utilized, the rules and regulations from the federal government could restrict the town to only use the land for agriculture. He would like to explore all of the other options for field use.

Kyle Gillis added that the town had an engineering firm assess the property, but it was not pursued to great depth since the Siergiewicz property seemed to be a more suitable option. He felt it would be in the town's best interest to have an extensive study or assessment performed on the property.

M. Le Doux agreed that hiring a third party engineering consultant to assess the Stefanowicz property before signing a 25 year lease agreement for agriculture use would be beneficial to the town. The Board agreed to expend funds to have a qualified engineering firm conduct a thorough assessment of the property.

The town will move forward with obtaining a Request for Quote (RFQ) for a feasibility study to analyze the property, including but not limited to parking options, egress/ingress, potential concerns and options for the house, including demolition. The purpose of the feasibility study is to determine if it is feasible to have multi-use on the property such as recreational fields and farming. It would be beneficial if the study would include recommendations, including costs for phasing out the project. M. Le Doux purposed that the study be completed by July, if possible. D. Petry added that he would like a cost analysis to build the fields as well as road/parking access.

Peter Baker (40 Buttonwood Drive) commented that there should be some rules of engagement for future Town Meeting presentations.

#### **NEW / OLD BUSINESS**

- 1. Cooperative Agreement for Nashua and Manchester Regional Stormwater Coalition MS4 Compliance**

Joan Cudworth, Transfer Station Attendant and Tom Bayrd, DPW Director presented a Cooperative Agreement for Nashua and Manchester Regional Stormwater Coalition MS4 Compliance. At the 2/12/18 Selectmen meeting, the Board requested additional information since they had questions regarding the agreement. Research was conducted and information was shared to address the Board's questions and concerns since that time.

The Stormwater coalition agreement would provide each participating community with shared resources, such as education and outreach materials. The agreement includes a request for a onetime fee of \$2,000 to participate in all services, activities and events associated with the MS4 permit.

*MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen approve the Cooperative Agreement for Participating in the Nashua and Manchester Regional Stormwater Coalitions' 2017 MS4 Compliance Project. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

D. Petry stated that he does not want to commit to more stringent than necessary rules and regulations for MS4 permit and would like to pursue the exemption application for the permit. The Board would like to see a reasonable solution and maintenance program for the wastewater that is generated in Hollis.

## 2. Acceptance of Resignation

On behalf of the Board of Selectmen, Chairman Le Doux thanked Kyle Gillis, Recreation Coordinator for his 23 years of service to the Town of Hollis, and wished him well.

### a. Kyle Gillis – Recreation Coordinator, effective December 31, 2018

*MOVED by Peter Band, seconded by David Petry that the Selectmen accept the resignation of Kyle Gillis, Recreation Coordinator, with an effective date of December 31, 2018. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

## 3. Howe Property Purchase and Sales Amendment

USDA accepted all modifications, however the final reviewer was not able to complete the transaction by March 31, 2018 and therefore a 30 day extension was required as a matter of formality. The closing of the acquisition will occur no later than April 30, 2018.

*MOVED by Peter Band, seconded by David Petry that the Selectmen approve the Second Amendment to the Purchase & Sale Agreement with Sharon M. Howe to extend the closing date to no later than April 30, 2018. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

## 4. Special License(s)

### a. Monument Square Market Fundraiser, Sunday, April 8, 2018 from 12:00pm-3:00pm

*MOVED by David Petry, seconded by Mark Le Doux that the Selectmen approve the Special License for Monument Square Market Fundraiser on Sunday, April, 8, 2018 from 12:00pm-3:00pm. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

## 5. Selectmen Department and Committee Assignments

The Board reviewed the current list of Department and Committee Assignments, with the following modification. M. Le Doux will be the Selectman representative for the Budget Committee with F. Cadwell being the alternate. The Board will review the assignments further and include it on the next meeting agenda.

**ADMINISTRATIVE BUSINESS****1. AFSCME 93, Local 3657, Collective Bargaining Agreement Approval**

The AFSCME 93, Local 3657, Collective Bargaining Agreement was approved by Town Warrant on March 17, 2018. The Selectmen signed the document.

**2. NH DRA – Execute Report of Appropriations (MS 232)**

*MOVED by David Petry, seconded by Peter Band that the Selectmen approve the Report of Appropriations (MS 232), as presented. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

**3. Assessing Work****NOTICE OF INTENT TO EXCAVATE**

Operation #	MBLU	Owner	Location
18-223-01	045-050	Raisanen Homes Elite LLC	Silver Lake Rd

*MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen accept the Notice of Intent to Excavate for Operation #18-223-01, as submitted. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

**REPORT OF WOOD OR TIMBER CUT**

Operation #	MBLU	Owner	Timber Tax Levy
17-223-14	047-033	Nigel P & Patricia M Watkins	\$97.46
17-223-15	003-030	William H Hall Jr Revoc Trust	\$25.50
17-223-16	009-004	Town of Hollis (Fieldstone Drive)	\$13.50

**TOTAL DUE: \$136.46**

*MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen accept the Report of Wood or Timber Cut for Operations # 17-223-14, 17-223-15 and 17-223-16, as submitted. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

**CURRENT USE APPLICATION**

MBLU	Owner	Location	Acres to be enrolled
028-016	Anna Birch	Hayden Rd	8.60

*MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen approve the Current Use Application for Operation # 028-016, as submitted. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

**CURRENT USE RELEASE**

MBLU	Owner at time of Change	Location	Acres Removed	LUCT
028-045	Stephen & Elizabeth Kolinko	244 Hayden Rd-Parcel B	3.10	\$0

029-027	Richard & Janet Bross	49 Forest View Dr-Parcel A	2.00	\$0
		Total Acres to be Removed	5.10	

*MOVED by Peter Band, seconded by Mark Le Doux that the Selectmen approve the Current Use Release for Operations # 028-045 and 029-027, as submitted. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

#### 4. Approval Warrants

##### a. Wages 3/22/18 (\$193,955.06)

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

##### b. Accounts Payable 3/22/18 (\$1,749,679.85)

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

##### c. Benefit Strategies 3/22/18 (\$5,447.62)

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

#### 5. Approval Public Minutes 3/12/18

*MOVED by Mark Le Doux seconded by David Petry that the Selectmen approve the Public Minutes of Monday, March 12, 2018, as submitted. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

#### 6. Approval of Non Public Minutes 3/12/18

*MOVED by Mark Le Doux seconded by David Petry that the Selectmen approve the Non Public Minutes of Monday, March 12, 2018, as submitted. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

#### 7. Weekly Meetings & Announcements

The weekly meetings were announced for March 25, 2018-March 31, 2018. The next Board of Selectmen meeting will be April 16, 2018.

The Hollis Brookline Cooperative School District will hold a meeting at the Hollis Brookline High School Gym on Monday, April 2, 2018 beginning at 7:00 p.m. to **discuss** Article 2, STEM Lab/Fitness Center.

The Hollis Brookline Cooperative School District will have All Day Voting at the Hollis Brookline High School Mini Gym on Tuesday, April 3, 2018 from 7:30 a.m.-7:00 p.m. to **vote** on Article 2, STEM Lab/Fitness Center. Votes will be counted and announced that night.

Announcement by Hollis Trails Committee - Effective March 19, 2018, trails are closed for Mud Season to horses and mountain bikes.

#### NON-PUBLIC SESSION

*MOVED by Mark Le Doux, seconded by David Petry that the Selectmen enter NON-public session in accordance with RSA 91-A:3-II(b) hiring. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

The Board entered non-public session at 8:20 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(b) hiring. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

*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(b) hiring. Voting in favor of the motion were Le Doux, Petry 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 8:42 PM.

**PUBLIC SESSION**

*Moved by David Petry, seconded by Peter Band that the Selectmen approve the job description for the Public Works Director, as presented. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

The Selectmen directed Town Administrator, Kimberly Galipeau to forward the job description to Municipal Resources, Inc. (MRI) to begin the hiring process.

**ADJOURNMENT**

*MOVED by David Petry, seconded by Peter Band that the Selectmen adjourn the meeting. Voting in favor of the motion were Le Doux, Petry and Band. No one was opposed. The motion PASSED 3-0-0.*

The Board adjourned at 8:46 PM.

Respectfully Submitted,  
Christine Herrera, Assistant Town Administrator / HR Coordinator