

BOARD OF SELECTMEN'S MEETING

Selectmen present: Chairman Mark Le Doux, Vice Chairman David Petry, Frank Cadwell and Peter Band
Selectmen absent: None
Staff present: John MacLean, Interim Town Administrator; Deborah Padykula, Finance Officer;
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.

PUBLIC COMMENT

Drew Mason, stated that the Hollis Brookline Cooperative School District and the Hollis School District changed the format of the secret ballot and recommended that it also be changed to either the same or something similar, for Town Meeting.

Chairman Le Doux recommended that Mr. Mason obtain input from the Town Moderator, Town Clerk and Supervisors of the Checklist. The Board of Selectmen took the recommendation under advisement.

BUDGET COMMITTEE MEETING

1st Budget Committee Review of 2019 Budget

For more information see Budget Committee Minutes, dated December 10, 2018.

MEETINGS**1. Board of Selectmen – Appointment**

Chairman Le Doux introduced Paul Armstrong as the newest member of the Board of Selectmen. Mr. Armstrong has been a resident in Hollis for over twenty years where he is the owner and president of Dunwell Electric. He attends every Selectman meeting as camera operator, alongside Bill Moseley. He has served on various commissions and boards, including the Highway Safety Committee. He will serve the remainder of Dr. Vahrij Manoukian's term, ending in March 2020.

Vice Chairman David Petry swore Mr. Armstrong into the position, where he was welcomed to sit at the table.

2. Lease of Town Owned Land for Agricultural Use (Mark Post)**a. Stefanowicz 2019-20 Agricultural Lease - Update**

On October 8, 2018 the Selectmen approved the bid for the (2 year) Stefanowicz Agricultural Lease to Lull Farm, LLC. At that time the Joint Working Group recommended that language be included in the document pertaining to erosion control from the agricultural road from field 7b to the peach orchard. The following two sentences were added to Section 4, sub-section 2. Maintenance, of the lease:

“The Hollis Agriculture Commission and Conservation Commission Joint Working (JWG) will conduct a site walk with the LESSEE in the spring of each year to review the condition of the areas under lease and identify areas that need attention. The LESSEE will be

responsible for filling in areas needing rut repair utilizing crushed stone, gravel and other materials supplied by the LESSOR.”

NEW BUSINESS

1. Paid Time Off Buy-Back Requests

MOVED by Frank Cadwell, seconded by David Petry that the Selectmen approve the Paid Time Off Buy-Back Requests in the amount of \$89,308.61, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

2. List of Approved Vendors

It was stated that purchases from the same vendor that exceed \$5,000 over the course of the year, need to go out for bid according to the Purchasing Policy. However, Department Heads have created a list of approved vendors which would be excluded from the policy.

It was agreed that the Selectmen would review and evaluate the approved vendor list throughout the year and revise the list at the end of the year.

MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the list of approved vendors with the removal of Dunwell Electric, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

3. Town Hall (Deb Padykula)

a. Scanning Project – Bid Approval

D. Padykula stated that the Request for Proposal was for scanning approximately 65 lateral file drawers or 300,000 documents in PDF/A format. The project includes the scanning of Building, Septic, Zoning and HDC files. It also includes the scanning of site plans and other engineering drawings the Town has on file. All RFP's are estimates only. Once the documents are scanned, they will be stored at the facility for one year. After one year, it is anticipated that the documents will be shredded. Some funds are available in the current budget and the remainder will be encumbered for next year.

After a thorough evaluation, Inception Technologies offers the lowest overall cost with equal expertise as the other bidders. Inception Technologies is a local company with its facility located in Manchester, NH. Based on their quote and references, Inception Technologies offers the best proposal for the document scanning needs of the Town Hall.

MOVED by David Petry, seconded by Paul Armstrong that the Selectmen approve the Town Hall Scanning Project bid to Inception Technologies in the amount of \$27,840, as recommended by Finance Officer, Deb Padykula. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

4. Fire Department (Rick Towne)

a. Fire Ponds – Bid Approval

R. Towne reported that the project was put out to bid and two contractors' submitted proposals, which were Jennings Excavation and Hollis Construction, Inc. R. Towne recommends Hollis Construction, Inc. for the project.

MOVED by David Petry, seconded by Paul Armstrong that the Selectmen approve the Fire Pond bid to Hollis Construction, Inc. in the amount of \$23,100, as recommended by Fire Chief, Rick Towne. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

5. Police Department (Joe Hoebeke)

a. Scanning Project – Bid Approval

J. Hoebeke reported that three quotes were received for a scanning project at the Hollis Police Station. J. Hoebeke is recommending Ricoh since they offered the best cost estimate and are Criminal Justice information Services (CJIS) compliant. The records will be destroyed after they are scanned. Moving forward, any new files will be scanned into the Records Management System. Some funds are available in the current budget and the remainder will be encumbered for next year.

MOVED by Paul Armstrong, seconded by Frank Cadwell that the Selectmen approve the Police Department Scanning project bid to Ricoh USA, Inc. in the amount of \$26,726.30, as recommended by Police Chief, Joe Hoebeke. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

6. East Cemetery Lease Agreement

MOVED by Peter Band, seconded by David Petry that the Selectmen approve the East Cemetery Farm Least Agreement between Lull Farm LLC (Mr. David Orde) and the Town of Hollis, with a term ending date of 12/31/2019. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Armstrong. No one was opposed. The motion PASSED 5-0-0.

7. Resignation

a. Brian Stelmack, Planning Board

Bill Moseley, Planning Board Chair thanked Brian for his years of service and contribution to the Planning Board and community.

MOVED by David Petry, seconded by Peter Band that the Selectmen accept the resignation of Brian Stelmack, Planning Board and thanked him for serving the community for the past five years. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ADMINISTRATIVE BUSINESS

1. Approval Warrants

a. Wages 11-29-18 (\$163,581.38)

MOVED by Frank Cadwell seconded by Paul Armstrong that the Selectmen approve the Wages, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

b. Accounts Payable 11-29-18 (\$1,509,532.96)

MOVED by Frank Cadwell seconded by Paul Armstrong that the Selectmen approve the Accounts Payable, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

c. Benefit Strategies 11-29-18 (\$4,458.39)

MOVED by Frank Cadwell, seconded by Paul Armstrong that the Selectmen approve the Benefit Strategies, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

2. Approval Public Minutes 11-26-18

MOVED by David Petry seconded by Peter Band that the Selectmen approve the Public Minutes of Monday, November 29, 2018, as submitted. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. Armstrong abstained. The motion PASSED 4-0-1.

3. Approval Non Public Minutes 11-26-18

MOVED by David Petry seconded by Mark Le Doux that the Selectmen approve the Non Public Minutes of Monday, November 29, 2018, and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Cadwell and Band. No one was opposed. Armstrong abstained. The motion PASSED 4-0-1.

4. Weekly Meetings & Announcements

The weekly meetings were announced for December 9, 2018-December 15, 2018. The Town Hall and Town Clerk's Office will be closing at noon on Friday, December 14, 2018. Town Hall will also be closed on December 24th, 25th, and January 1st for the holiday season.

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 (c) reputation. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

The Board entered non-public session at 9:17 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Mark LeDoux seconded by Peter Band that the Selectmen come out of NON-public session in accordance with RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

MOVED by Mark LeDoux seconded by Peter Band that the Selectmen seal the minutes of the NON-public session in accordance with RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

The Board came out of non-public session and entered into public session at 9:35PM.

PUBLIC SESSION

2018 IN-HOUSE ABATEMENTS

Case #	MBLU	Owner	Location	Amount to be Abated
2018-EE-#5	XXX-XXX	Redacted	Redacted	

MOVED by Peter Band seconded by Paul Armstrong that the Selectmen approve the 2018 In-House Abatements for Case # 2018-EE-#5, as submitted. Voting in favor of the motion were LeDoux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ADJOURNMENT

The Board adjourned at 9:40PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator