

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Chairman Mark Le Doux, Peter Band and Paul Armstrong  
Selectmen absent: Frank Cadwell and David Petry  
Staff present: John MacLean, Interim Town Administrator, Deborah Padykula, Finance Officer and Bill Moseley, Camera Operator

**COMMUNITY ROOM**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**INTRODUCTIONS**

Chairman Le Doux introduced Lori Radke as the new Town Administrator for Hollis. Lori is currently the Town Clerk in Bedford, NH. She will be starting with Hollis on February 4, 2019. Lori was invited to sit at the conference table alongside Deb Padykula and John MacLean for the duration of the meeting.

**DISCUSSION WITH LEGISLATIVE DELEGATION**

Chairman Le Doux introduced Senator Melanie Levesque, Representative Jim Belanger, Representative Kat McGhee and Representative Michelle St. John.

The Selectmen discussed several Legislative Service Requests (LSRs) with Senator Levesque and the Representatives, including the state retirement system and property tax abatements for the elderly and veterans. A LSR includes draft language that may become a bill. Sen. Levesque inquired about the benefits of having someone present information and answer questions related to the state retirement system. The Selectmen encouraged and supported this suggestion.

Senator Levesque is assigned to Election Law, Judiciary and Transportation committee. Representative McGhee is assigned to Science, Technology and Energy committee as well as the Veteran's Affairs. Representative St. John is assigned to Child and Family Law, Economic Justice Caucus, Division for Children, Youth & Families (DCYF) Advisory Board and the Veteran's Affairs. Representative Belanger is assigned to Municipal and County Government, Current Use and Advisory Board, New Hampshire Canadian Trade Council and Historic Burial Grounds Committee.

Chairman Le Doux supported the proposition to extend the hours for federal elections by opening the polls at 7:00 AM and closing at 8:00 PM, thereby necessitating the coordination and assistance of school authorities in order to provide easy access and to keep open those areas of the school that provide access to restrooms and other essential facilities. In addition, it is hoped that teachers meetings and training sessions be scheduled so as not to conflict with election days. It was also noted that voter parking is an issue and designated parking for the voters is needed.

The New Hampshire Municipal Association publishes a Legislative Bulletin on a weekly basis. It is available through their website at [www.nhmunicipal.org](http://www.nhmunicipal.org). A link to this website will be available through the town's website at [www.hollisnh.org](http://www.hollisnh.org) for convenience. Representative Belanger asked that the Selectmen provide feedback on any upcoming bills, noting their support and reasoning for passing or not passing a proposed bill.

**MEETING**

- 1. Primex - PRIME Program Designation (Risk Management Consultant, Phil St. Cyr)**

Risk Management Consultant, Phil St. Cyr explained that Primex is a risk management pool that provides Workers Compensation, Property and Liability as well as Unemployment Compensation Insurance to the Town of Hollis. Primex is a nonprofit organization servicing governmental entities throughout the State of New Hampshire. There are approximately 800 members in the pool, including school districts, counties, towns and special entities such as waste water districts.

Christine Herrera, along with Department Heads, including Fire, Police, DPW and Library played an intricate role in achieving the award. Out of the 800 members in the pool, approximately 130 members have accomplished achieving the risk management award. It took about a year of coordinating the effort. The program consists of Primex's 10 Best Risk Management Practices. Under each one is a series of steps that need to be accomplished, which are mainly administrative tasks. The program is designed to allow the town to look at its historical losses as it relates to Workers Compensation related injuries, property and liability related claims, and unemployment issues.

The program was developed by Primex to help the communities reduce losses and thereby reduce the cost of coverage. This award covers discounts on Workers Compensation coverage and Property and Liability coverage.

## 2. Cemetery Trustees

### a. Hollis Congregational Church – Request for construction adjacent to the church cemetery

Members of the Cemetery Trustees including, Chair Melinda Willis, Raul Blanche and Lisa Schmalz informed the Board that the Hollis Congregational Church is requesting construction adjacent to the church cemetery. The Cemetery Trustees are oppose to this request since it was determined that digging, excavation or construction within 25 feet of a cemetery boundary is prohibited according to RSA 289:3 (III), *"except when such construction, excavation, or building is necessary for the construction of an essential service, as approved by the governing body of a municipality in concurrence with the cemetery trustees, ..."* The current plan, as proposed to the cemetery trustees appears to violate the current RSA on the matter.

Tom Hildreth, representing the Hollis Congregational Church stated that he felt the proposed request meets the criteria for *"essential service"*. He pointed out that what constitutes an essential services is dictated by the governing body, or in this case, the Board of Selectmen.

Chairman Le Doux asked Fire Chief, Rick Towne who also serves as Health & Safety Officer, for his opinion on the essential service as it relates to life safety. It was reported that the basement of the church has not been in compliance with life safety. At one point in time the state shut down the use of the basement. Although the preschool and kindergarten discontinued using the basement for their program, the space was still being used for functions. The lack of egress and appropriate egress windows violates life safety code. R. Towne has reviewed the plans for the construction and does not have any concerns at this time. His main focus is to being the building up to code compliance.

Other approvals necessary include Zoning Board of Adjustment, Planning Board, Historic District Commission, and Department of Transportation. Chairman Le Doux would like to review the design and construction plans more thoroughly, discuss with all members of the Board and hold a public hearing to hear input, before pursuing the project.

## NEW BUSINESS

**1. Board Appointment**

Planning Board Chairman, Bill Moseley stated that the Planning Board supports the recommendation to promote Benjamin Ming's to a regular member.

**a. Benjamin Ming, Planning Board, Regular Member (term exp. 4/30/19)**

*MOVED by Paul Armstrong, seconded by Peter Band that the Selectmen approve the appointment of Benjamin Ming to the Planning Board with a term expiration date of 4/30/19. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**2. Special License****a. Hollis Nor'Easters Snowmobile Club, Pink Ride, February 9, 2019**

*MOVED by Mark Le Doux, seconded by Peter Band that the Selectmen approve the Special License for Hollis Nor'Easters Snowmobile Club on 2/9/19. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**3. 2018 Encumbrance Requests**

Deb Padykula, Finance Officer reported that the total amount for the 2018 Encumbrances is \$112,750.58. The 2018 Encumbrances include the Police Scanning Project (\$31,357.78); bullet-resistant windows for the receptionist at Town Hall (\$15,630.00); Town Hall Scanning Project (\$28,000.00); Town of Hollis Master Plan (\$1,356.00); Fire ponds at Orchard Drive (\$10,300.00) and Mendelssohn Drive (\$12,800.00) and Exacom Recording System (\$13,306.80).

*MOVED by Mark Le Doux, seconded by Paul Armstrong that the Selectmen approve the 2018 Encumbrance Requests in the amount of \$112,750.58, as submitted. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**4. Resignation(s)****a. Christina Winsor, Tax Collector/Deputy Finance Officer, effective 1/18/19**

*MOVED by Mark Le Doux, seconded by Paul Armstrong that the Selectmen accept the resignation of Christina Winsor, Tax Collector/Deputy Finance Officer. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**b. Deborah Padykula, Finance Officer, effective 3/15/19**

*MOVED by Mark Le Doux, seconded by Paul Armstrong that the Selectmen accept the resignation of Deborah Padykula, Finance Officer. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**5. Finance Officer Job Description**

*MOVED by Paul Armstrong, seconded by Peter Band that the Selectmen approve the job description for the Finance Officer, as presented. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**ADMINISTRATIVE BUSINESS****1. Assessing****NOTICE OF INTENT TO CUT WOOD OR TIMBER**

Operation #	MBLU	Owner	Location
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18-223-23      017-024      Beaver Brook Association      Proctor Hill Rd

*MOVED by Paul Armstrong seconded by Peter Band that the Selectmen approve the Notice of Intent to Cut Wood or Timber for Operation #18-223-23, as submitted. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

## REPORT OF WOOD OR TIMBER CUT

Operation #	MBLU	Owner	Timber Tax Levy
18-223-19	037-004-001	George R Boggis III & Kathleen S Warman	\$270.26

**TOTAL DUE: \$270.26**

*MOVED by Paul Armstrong seconded by Mark Le Doux that the Selectmen accept the Report of Wood or Timber Cut for Operation #18-223-19, as submitted. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

## 2. Approval Warrants

### a. Wages 01-10-19 (\$176,810.41)

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

### b. Wages 01-10-19 (\$2,527.08)

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

### c. Accounts Payable 01-10-19 (\$144,090.62)

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

### d. Benefit Strategies 01-03-19 (\$6,000.00)

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

### e. Benefit Strategies 01-10-19 (\$9,496.62)

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

## 3. Approval Public Minutes 01-07-19

*MOVED by Peter Band seconded by Paul Armstrong that the Selectmen approve the Public Minutes of Monday, January 07, 2019, as submitted. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**4. Approval Non Public Minutes 01-07-19**

*MOVED by Peter Band seconded by Paul Armstrong that the Selectmen approve the Non Public Minutes of Monday, January 07, 2019, and keep them sealed. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**5. Weekly Meetings & Announcements**

The weekly meetings were announced for January 13, 2019-January 19, 2019.

**6. Other****a. Highway Safety Committee**

Chairman Le Doux requested that Paul Armstrong be his replacement on the Highway Safety Committee as the Selectman's Representative. It was also recommended that members of the Highway Safety Committee be expanded to include the 3 additional members, two of which would be regular members at large and the one would be an alternate member at large.

*MOVED by Mark Le Doux seconded by Paul Armstrong that the Selectmen appoint Herm Stickney and Ted Chamberlain as regular members at large and Paul Miller as an alternate member at large. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

**b. Dr. Vahrij Manoukian Dedication Update**

P. Band reported that the Manoukian family supports the flag pole project as a dedication to the late Dr. Vahrij Manoukian. They are interested in pursuing a scholarship in his name, to the Massachusetts College of Pharmacy, which has a campus in Manchester, NH which Vahrij was very active in over the years. P. Band would like the Board to take it under consideration to see if the town is able to fund that type of scholarship or perhaps be able to use funds from the Charitable Fund for the scholarship.

P. Band spoke with a resident regarding their concerns as it relates to the Supreme Court nullifying the building rights and how it effects the town. P. Band suggested that the resident be put on the agenda for an upcoming meeting to address his concerns.

**NON-PUBLIC SESSION**

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

The Board entered non-public session at 9:31 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 and RSA 91-A:3 II (b) hiring. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*

*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 and RSA 91-A:3 II (b)*

240 hiring. Voting in favor of the motion were Le Doux, Band and Armstrong. No one was opposed.  
241 The motion PASSED 3-0-0.  
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243 The Board came out of non-public session and entered into public session at 10:56PM.  
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245 **PUBLIC SESSION**  
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247 **2018 IN-HOUSE ABATEMENTS**  
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249					Amount to be
250	Case #	MBLU	Owner	Location	Abated
251	2018-EE-#6	XXX-XXX	Redacted	Redacted	
252	2018-EE-#7	XXX-XXX	Redacted	Redacted	

253  
254 *MOVED by Mark LeDoux seconded by Peter Band that the Selectmen approve the 2018 In-House*  
255 *Abatements for Case #2018-EE-#6 and 2018-EE-#7. Voting in favor of the motion were Le Doux,*  
256 *Band and Armstrong. No one was opposed. The motion PASSED 3-0-0.*  
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258 **ADJOURNMENT**

259 The Board adjourned at 10:56PM.  
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261 Respectfully Submitted,  
262 Christine Herrera, Assistant Town Administrator