

**BOARD OF SELECTMEN'S MEETING**

Selectmen present: Chairman Mark Le Doux, David Petry, Peter Band Frank Cadwell and Paul Armstrong  
Selectmen absent: None  
Staff present: Lori Radke, Town Administrator 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.

**RECOGNITION**

Deb Padykula, Finance Officer will be resigning from Hollis on 3/15/19. Ms. Padykula will be starting a new job in her home town of Londonderry. Chairman Le Doux presented Deb with the Chairman's Award in recognition for going above and beyond the call of duty to fulfil the needs of the community. Chairman Le Doux purchased a gift with his personal funds for this award. Deb received a custom made desk chair with the seal of Hollis on the front and a small plaque on the back, stating:

*Deb Padukula  
In appreciation for your many years of service  
to the Town of Hollis*

Tom Gehan, Budget Committee Chair thanked Deb for her service, stating "every interaction with Deb is value added", referring to the many emails, telephone calls, etc. over the course of several years. Selectman Armstrong wished Deb the best of luck in her new endeavors, noting that she will be sorely missed. Selectman Band stated that he appreciated working with Deb and wished her the best. Selectman Petry acknowledged how much of a hard worker Deb is and how she set a very high bar for the Finance Department and thanked her for all of her time and efforts. Selectman Cadwell stated how much he appreciated how Deb set aside time to address issues, whether it be budget related or Recreation Commission, etc. He felt she made his job as Selectmen much easier just by having her around. He really appreciated the fact that Deb always made time for people who needed it. Chairman Le Doux thanked Deb for everything she has done for the town and wished her many blessings for herself and family, reminding her that she always has family here in Hollis, as well. Jim Belanger, Town Moderator stated that it was a pleasure working with Deb. Melinda Willis, Cemetery Trustee Chair, thanked Deb for her help with the Cemetery Trustees. Tom Jambard stated that he was sorry to see Deb leave, but that he appreciated the time that Deb took for both himself and wife, Nancy.

Deb thanked everyone for the kind words and the opportunity to work for Hollis, stating that she learned so much and will never forget the opportunity she was given to work for Hollis. She values the volunteers, staff, committees, etc. who put everything into the town.

**MEETINGS****1. 2019 Election Schedule and Town Meeting Discussion****a. Town Election, Tuesday, March 12, 2019 7:00AM-7:00PM, Lawrence Barn**

Chairman Le Doux stated that the Selectmen and/or their associated designees will be in attendance for the duration of Town Election at the Lawrence Barn Community Center, as required by RSA.

**b. Town Meeting, Saturday March 16, 2019 10:00AM, Hollis Brookline High School**

Town Moderator, Jim Belanger thoroughly reviewed the script for Town Meeting on Saturday, March 16, 2019 beginning at 10:00AM at the Hollis Brookline High School.

**NEW / OLD BUSINESS****1. Raffle Permit****a. Hollis Brookline Rotary Club, Fundraiser, Saturday, May 11, 2019 7:00AM-2:00PM**

*MOVED by David Petry seconded by Frank Cadwell that the Selectmen approve the Raffle Permit to the Hollis Brookline Rotary Club for a fundraiser on Saturday, May 11, 2019 from 7:00AM-2:00PM. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**2. Inter-Municipal Agreement****a. Iron Works Lane**

The purpose of the agreement is to provide for maintenance of Class V highway that crosses the boundary between Hollis and Brookline. The agreement provides that year-round maintenance of the highway will be performed by the Town of Hollis. In turn, the Town of Brookline shall pay or cause to be paid to the Town of Hollis an annual fee of \$1,000.00 related to the reasonable cost of the seasonal maintenance of that portion of the highway located in the Town of Brookline. Maintenance performed shall include snow plowing and sanding, sweeping, cleaning of catch basins, and mowing. The agreement shall become effective on the 1<sup>st</sup> day of April, 2019 and shall stay in effect for three years.

*MOVED by Paul Armstrong, seconded by David Petry that the Selectmen approve the Inter-Municipal Agreement for Iron Works Lane, as presented. 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. Delegation of Function****a. Rachael Gosselin, Finance Officer**

Pursuant to the provisions of RSA 41:29, functions including deposit, investment, recordkeeping and reconciliation functions for the Town of Hollis shall be delegated to Rachael Gosselin, Hollis Finance Officer, as recommended by Barbara Townsend, Hollis Treasurer

*MOVED by Peter Band, seconded by Paul Armstrong that the Selectmen approve the Delegation of Functions to Rachael Gosselin, Hollis Finance Officer, as recommended by Barbara Townsend, Hollis Treasurer. 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. Account Agreement****a. Century Bank Signature Card**

*MOVED by Mark Le Doux, seconded by Frank Cadwell that the Selectmen authorize the Account Agreement signatures for Century Bank, 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.*

**5. Assistant Town Planner Job Description (Draft)**

Bill Moseley, Planning Board Chairman and Mark Fougere, Town Planner worked together on the proposed job description for the Assistant Town Planner position. Elements from the Assistant Planner and Planning Secretary job description were merged together to create the proposed job description.

D. Petry had some reservations about changing the title to something other than Assistant Town Planner. He would like to see the position potentially grow into Town Planner and would prefer the board to have the ability to have flexibility. Currently, the town is reliant solely on the Town Planner to run the department. The proposed job description allows for growth and on-the-job training and learning opportunities. Currently the position is part of AFSCME Council 93, Local 1801. The board may want to consider the option of removing the position from the union in the event that a candidate could become the Town Planner. It was recommended that the Selectmen request the position be removed from AFSCME Council 93, Local 1801.

P. Band suggested consulting with Tom Closson, labor attorney for the town with regard to the definition of a 'professional employee'. Chairman Le Doux recommended sending the proposed job description to Mr. Closson for consideration, then posting the job description accordingly.

*MOVED by Paul Armstrong, seconded by Peter Band that the Selectmen approve the job description for the Assistant Town Planner, 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.*

## ADMINISTRATIVE BUSINESS

### 1. Assessing Work

## REPORT OF WOOD OR TIMBER CUT

Operation #	MBLU	Owner	Timber Tax Levy
18-223-15	041-024	Hollis Town Forest	\$0.00

*MOVED by Frank Cadwell seconded by Paul Armstrong that the Selectmen accept the Report of Wood or Timber Cut for Operation #18-223-15, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

### 2. Approval of Warrants

#### a. Wages 03/07/19 (\$162,322.24)

*MOVED by Paul Armstrong seconded by David Petry 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 02/28/19 (\$1,515,417.03)

*MOVED by Paul Armstrong, seconded by David Petry 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. Accounts Payable 03/07/19 (\$95,152.98)

*MOVED by Paul Armstrong, seconded by David Petry 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.*

#### d. Benefit Strategies 03/07/19 (\$6,966.62)

*MOVED by Paul Armstrong, seconded by David Petry 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.*

147  
148 **3. Approval of Public Minutes 02/25/19**

149 *MOVED by Peter Band seconded by David Petry that the Selectmen approve the Public*  
150 *Minutes of Monday, February 25, 2019, as submitted. Voting in favor of the motion were Le*  
151 *Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. Cadwell abstained. The*  
152 *motion PASSED 5-0-0.*  
153

154 **4. Approval of Non Public Minutes 02/25/19**

155 *MOVED by Peter Band seconded by David Petry that the Selectmen approve the Non Public*  
156 *Minutes of Monday, February 25, 2019, and keep them sealed. Voting in favor of the motion*  
157 *were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. Cadwell abstained.*  
158 *The motion PASSED 5-0-0.*  
159

160 **5. Weekly Meetings & Announcements**

161 The weekly meetings were announced for March 10, 2019-March 16, 2019. The next Board of  
162 Selectmen meeting will be March 25, 2019.  
163

164 **TUESDAY, MARCH 12<sup>TH</sup>** - Town Election, Lawrence Barn Community Center (28 Depot Rd)  
165 from 7:00AM-7:00PM  
166

167 **WEDNESDAY, MARCH 13<sup>TH</sup> (Alternate Date-March 14<sup>th</sup>)** - Hollis School District Annual  
168 Meeting, Hollis Brookline Middle School (25 Main St.) at 7:00PM  
169

170 **SATURDAY, MARCH 16<sup>TH</sup> (Alternate Date-March 23<sup>rd</sup>)** - Annual Town Meeting, Hollis  
171 Brookline High School (24 Cavalier Ct.) at 10:00AM  
172

173 Budget Committee Meeting, Hollis Brookline High School at 10:00AM  
174

175 **NON PUBLIC SESSION**

176 *MOVED by Mark Le Doux, seconded by David Petry that the Selectmen enter NON-public session*  
177 *in accordance with RSA 91-A:3 II (b) hiring and RSA 91-A:3 II (c) reputation. Voting in favor of*  
178 *the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion*  
179 *PASSED 5-0-0.*  
180

181 The Board entered non-public session at 7:50 PM.  
182

183 **CONCLUSION OF NON-PUBLIC SESSION**

184 *MOVED by Frank Cadwell seconded by Peter Band that the Selectmen come out of NON-public*  
185 *session in accordance with RSA 91-A:3 II (b) hiring and RSA 91-A:3 II (c) reputation. Voting in*  
186 *favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed.*  
187 *The motion PASSED 5-0-0.*  
188

189 *MOVED by Frank Cadwell seconded by Peter Band that the Selectmen seal the minutes of the*  
190 *NON-public session in accordance with RSA 91-A:3 II (b) hiring and RSA 91-A:3 II (c)*  
191 *reputation. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong.*  
192 *No one was opposed. The motion PASSED 5-0-0.*  
193

194 The Board came out of non-public session and entered into public session at 8:05PM.  
195

## 196 PUBLIC SESSION

## 197 1. Employment (Recreation Coordinator)

198 *MOVED by Frank Cadwell seconded by Paul Armstrong that the Selectmen extend an*  
199 *employment offer to Brian Bumpus for the Recreation Coordinator position with an annual*  
200 *stipend of \$10,000.00. Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and*  
201 *Armstrong. No one was opposed. The motion PASSED 5-0-0.*  
202

## 203 2. 2018 IN-HOUSE ABATEMENTS

204 *MOVED by David Petry seconded by Peter Band that the Selectmen table the decision for the*  
205 *2018 In-House Abatements for Case #2018-EE-#9, Case #2018-EE-#10, Case #2018-EE-#11*  
206 *and Case #2018-EE-#12 until after the Town Meeting vote on **Article 3 – Elderly Exemption***  
207 ***Modification**, which will occur on Saturday, March 16, 2019. Voting in favor of the motion*  
208 *were Le Doux, Petry, Cadwell, Band and Armstrong. No one was opposed. The motion PASSED*  
209 *5-0-0.*  
210

## 211 ADJOURNMENT

212 *MOVED by Peter Band, seconded by Paul Armstrong that the Selectmen adjourn the meeting.*  
213 *Voting in favor of the motion were Le Doux, Petry, Cadwell, Band and Armstrong. No one was*  
214 *opposed. The motion PASSED 5-0-0.*  
215

216 The Board adjourned at 8:15PM.

217  
218 Respectfully Submitted,  
219 Christine Herrera, Assistant Town Administrator