

**SELECT BOARD MEETING**

Select Board present: Vice Chair David Petry, Susan Benz, Peter Band and Frank Cadwell  
Select Board absent: Chair Mark Le Doux  
Staff present: Lori Radke, Town Administrator; Rachael Gosselin, Finance Officer; Todd Croteau, DPW Director; Joe Hoebeke, Police Chief; Brendan LaFlamme, Police Captain; John DuVarney, Communication Manager; Dawn Desaulniers, IT Director; 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**

Peter Baker (Buttonwood Drive) is against any kind of weapon being discharged on town owned lands and sees no reason for target practice on town owned lands.

**NEW BUSINESS****1. Lease of Town Owned Land for Agricultural Use (Stefanowicz Property – 25 year lease)**

Mark Post, Chairman of the Agricultural Commission presented the 25 year lease of town owned land for agricultural use for the Stefanowicz property. It is anticipated that the final Request for Proposal (RFP) will be ready by the end of the calendar year. The term of the lease will begin November 1, 2020. There are several areas of discussion, which are outlined below:

**Proposed Lease Area**-The Agricultural Commission is recommending that approximately 5 acres be set aside for the house lot. Also recommended is a permanent Right of Way for town access, through the property. The proposed lease area should also include approximately 8 acres of former farmland.

**Proposed Lease Area Restrictions and public access**-It is recommended that Zone T (Top) be restricted to annual/perennial crops, orchards/row crops and conceivably, livestock. The land could support livestock because it is flat and no erosion issues. The concern about having livestock in this area, is not having access to the area, which is why the Agricultural Commission is leaning against allowing it. Zone S (Side of Hill) should be restricted to annual/perennial crops, orchards/row crops, low/no till with cover crop minimums (to prevent erosion) and no livestock. Zone B (Bottom) should be restricted to annual crops only (due to wetness), no livestock (do to wetlands), perennial grasses and wetland buffers. Anything that goes in the ground has to be approved by a Nashua Regional Conservation Service (NRCS) Management Plan, including the types of crops. It was explained that the Lessee will have the right to close public access in accordance with the Food Safety Modernization Act (FSMA).

**Rent Model**-The goal is to maximize acreage in Active Agricultural Production according to an approved Conservation Plan and must be a NRCS approved use of the property. The idea is to maximize revenue and investment while minimizing the cost to the town. Proposals will include both an annual lease payment and an Agricultural Development and Capital Investment Plan with the idea that the long term plan will weight heavier than the annual rent payment. The development plan will require out-year investment to protect the asset value for future leases. Additionally, the development plan spending will be reviewed and monitored annually.

**Subleasing**-There are benefits to a properly designed subleasing structure, which can be easier to maximize production in a long-term lease and provides flexibility to both lessee and lessor. The recommendation to allow subleasing is contingent upon the following factors. Any proposed sublease must go through the exact same review as the primary lessee, must agree to the same lease terms and must be approved by the Select Board. Any sublease must be in compliance with all previously approved leases, development and agricultural use plans. Finally, the primary lessee cannot "arbitrage" annual payment. In other words, they must charge the same pro-rated amount per RSA.

**Remedies for Non-performance**-Failure to perform "minor" lease terms would include generally, maintenance or scheduling. The town would notify the lessee of non-compliance with two certified letters. If still unaddressed, the Town would resolve and the lessee would be required to reimburse costs to the Town with annual payment. Failure to perform "major" lease terms would include failure to make annual payments, failure to execute development/conservation plan, etc. which would be grounds for termination of the lease. It was questionable whether the need for a surety bond is necessary. Prepaying the annual lease payment would be another sufficient option oppose to a surety bond.

**Next Steps**-The next steps include feedback from the Select Board on proposed recommendations. Completing the RFP, which would entail coordinating with Town Hall and the Conservation Commission on survey and identification of house lot and awaiting updated Agricultural Assessment from NRCS. The RFP would then need to be reviewed and the draft lease would be submitted to the Town Attorney for review. The goal is for the Select Board to approve a RFP in December or January, so it can be released in January.

Vice Chair Petry suggested that M. Post work with Lori Radke, Town Administrator and other members of the Planning Department regarding the survey for the property and house lot.

## 2. Department Budgets

### a. Information Technology (IT Director, Dawn Desaulniers)

D. Desaulniers presented the budget for the IT Department. Additional details on the software/hardware increases will be provided, prior to meeting with Budget Committee. An update on the Town Hall scanning project was provided. Scanning of the Building Department permits are almost complete. Septic files are currently being boxed for scanning. The project, including subdivision, ZBA and HDC files will be approximately \$30,000 to complete. The existing contract and language in the RFP will be reviewed before implementing another RFP to finish the project. Documents currently stored in the Town Hall basement will need to be reviewed, scanned and stored, possibly in 2021. It was requested that a sound amplifier for the Lawrence Barn, with an estimated cost of \$3,800 and a replacement DVR system at Town Hall, with an estimated cost of \$1,800 be expended from the Building Trust Fund, in the current budget. The Board was in support of this request.

### b. Fire Department/Health (Chief Rick Towne)

Chief Towne reported that the Fire Department budget did not increase, aside from the salary line. There are currently 7 full time employees, but Chief Towne requested putting it back to 8 full time employees as he is having a difficult time finding qualified part time individuals. R. Towne is awaiting a quote for a replacement fire alarm for the Town Hall. The Ever Ready Engine House was replaced last year. Once the quote is obtained, it will be expended from either the department budget or the Municipal Trust Fund. The budget for the Health Department increased due to mosquito spraying through the month of September. Chief Towne

requested adding the vendor for this service, to the preferred vendor list. The Board supported this request.

**c. Public Works Department (Director, Todd Croteau)**

T. Croteau reported that the contract for building grounds and maintenance will be going out to bid this year with an anticipated contract increase. There were some major failures for the large trucks, which caused the department to go over budget due to the repairs. Rachael Gosselin, Finance Officer reported that the Budget Committee preferred a number of line items be reallocated from the Road Rebuilding department to line items in the department's budget since they are specific to DPW. The reallocated line items are Engineering, Shop Supplies, Vehicle Fuel, Truck Repairs, Vehicle Repairs and Finance Equipment. The Training line in the Solid Waste Department increased. The Stump Dump Maintenance line increased due to concrete grinding. It was suggested that the Conferences and Seminars line for both DPW and Transfer Station be consolidated. Nashua Regional Solid Waste Management District is predicting a 14% increase, mainly due to the recycling market and \$2 per ton increase for the tipping fee, for trash.

**d. Police Department/Animal Control (Chief Joe Hoebeke & Captain Brendan LaFlamme)**

Chief Hoebeke reported that there is an increase for the department's contract prosecutor, Bradford Coates. The new contract will be for two years. Other increases relate to Equipment, Testing, and Personnel Services (polygraphs, psychological & medical examinations) as part of the hiring process for new applicants. Propane is anticipated to increase. Kennel maintenance was reallocated from PT Salaries to another line in the department. There are currently two potential candidates undergoing background checks to fill vacancies in the department. It is anticipated that the individuals be placed in the January academy.

**e. Communications (Manager, John DuVarney)**

The Miscellaneous and Office Supply line increased which will include a new lease for the copier machine. Hours were added to the part time line to help defray overtime costs. The two full time vacancies in the department are directly affecting overtime and staffing costs.

**f. Town Hall (Town Administrator, Lori Radke)**

L. Radke stated that the Conferences & Seminars line increased as it is inclusive of members of the Select Board, Trustees of the Trust Fund, Town Administrator, Assistant Town Administrator and Receptionist. The Assistant Town Administrator requested to attend the Annual Primex conference for 2020. A thorough cleaning of the Town Hall, including the Community Room rug was completed this year. Contract Cleaning was added to the department's budget for an annual cleaning of the facility. Dues and Publications line increased as well as the Volunteer Appreciation line. It is anticipated that attendance will be increased since school break is a week earlier. The Trails Committee and Heritage Commission requested an increase in their budget. The increase for Heritage Commission relates to painting the two structures at Woodmont. It is anticipated that the budgeted amount and funds from calendar sales will be used towards the project. It was noted that the increase would also include maintenance of the cooperage shop. F. Cadwell questioned whether funds from the Building Fund should be used for a project like this, oppose to funding the committee year after year. Each department can utilize the Building Fund as needed instead of having a Maintenance Fund in each department. Further clarification is needed relating to the budget request. D. Petry agreed to look into the intensions of the Agricultural Commission in regards to the budget, since the line has not been expended for the past few years. Other increases relate to assessing

software and legal services. L. Radke would like to continue funding the part time planning position for the continuation of Planning Board minutes and to help with the scanning project. The position is nonunion since it falls under the eligibility threshold. The Conferences & Seminars line item for the Planning Department increased as well as the Engineering Consultant line. Contracted Services for Septic was reallocated from the Building and Zoning Department to the Planning Department. There is an increase in the software license line for GovQA. The other increase related to the cost for port-a-potties for Recreation. It was reported that funds from the Contingency Fund were added to the Cemetery line and Legal Services line.

**g. Employee Benefits/Insurance (Finance Officer, Rachael Gosselin)**

R. Gosselin reported that health rates increased 1.9% and dental rates increased 3.9%, which relates to an overall increase of 1% for health and 1.3% for dental. Personal Time Off (PTO) buy-back is based on an average and the anticipated changes to union contracts. Funding in the Retirement line is the employer's contribution to New Hampshire Retirement System. The rates for retirement decreased 1% for police, 1.8% for fire and .21% for employees.

An increase in the Town Clerk department relates to the presidential and town elections for 2020.

**h. Revenues (Finance Officer, Rachael Gosselin)**

There are no major changes to Revenue, aside from the removal of Land Use Change Tax. There is an anticipated increase for Building Permits. The Meals and Room Tax amount will be provided in December. Following some discussion about possibly increasing the amount for motor vehicle registrations, it was agreed to leave the more conservation amount in the budget.

**i. Capital Improvement Plan (CIP) (Finance Officer, Rachael Gosselin)**

Items making up the CIP include two land purchases, two DPW Dump Trucks, DPW Loader, two Fire Rescue Trucks and a Police vehicle. The Board would like to review whether or not to conduct a feasibility study for the DPW facility. The topic will be discussed in greater detail when all members of the board are present. A new item on the CIP is a pickup truck for the Building Inspector at Town Hall. Other staff could also utilize the vehicle to attend trainings, meetings, workshops, etc. Additional information was requested to support this request. All items on the CIP are intended to be Warrant Articles.

The Municipal Buildings & Facilities Expendable Trust Fund was reviewed. It was determined that quotes are needed for several items on the list, prior to meeting with the Budget Committee.

L. Radke mentioned that boxes from the Town Hall scanning project are currently being stored at Inception Technologies. However, eventually the boxes will need to be brought back to Hollis and allocating storage space for those boxes will need to be determined. It was suggested that the Farley Building may be an option, but will be discussed in greater detail at a future date.

**ADMINISTRATIVE BUSINESS**

**1. Assessing Work**

**Notice of Intent to Cut Wood or Timber**

<u>Operation #</u>	<u>MBLU</u>	<u>Owner</u>	<u>Location</u>
19-223-09	029-011	Chase Riding Academy LLC	146+146A Federal Hill Rd

*MOVED by Susan Benz, seconded by Peter Band that the Selectmen approve the Notice of Intent to Cut*

Wood or Timber for Operation #19-223-09, as submitted. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

## 2. Approval of Warrants

MOVED by Peter Band seconded by Susan Benz that the Select Board approve the following warrants:

• Wages	\$ 159,826.14	10/17/19
• Accounts Payable	\$ 834,910.80	10/17/19
• Benefit Strategies	\$ 3,996.78	10/17/19

Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

## 3. Approval of Select Board Minutes

### Public Minutes from 10/14/19

MOVED by Frank Cadwell seconded by Peter Band that the Select Board approve the Public Minutes of Monday, October 14, 2019, as submitted. Voting in favor of the motion were Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 4-0-0.

### Non Public Minutes 10/14/19

MOVED by Frank Cadwell seconded by Peter Band that the Select Board approve the Non Public Minutes of Monday, October 14, 2019, and keep them sealed. Voting in favor of the motion were Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 4-0-0.

## 4. Weekly Meetings & Announcements

The weekly meetings were announced for October 28, 2019-November 18, 2019. The next Select Board meeting will be Monday, November 18, 2019. Trick or Treating will be Thursday, October 31<sup>st</sup> from 6PM-8PM. The Hollis Arts Association Fall Show will take place on Saturday, November 2<sup>nd</sup> and November 3<sup>rd</sup> at the Lawrence Barn Community Center from 9:30AM-4PM. The Household Hazardous Waste Collection will take place on Thursday, November 7, 2019 from 8AM-12PM at the Nashua Public Works Garage, located at 9 Stadium Drive in Nashua, NH. Town Departments will be closed on Monday, November 11<sup>th</sup> in recognition of Veteran's Day. Volunteers are needed for Old Home Days. Please contact Holly Babcock at [hdeurloo@aol.com](mailto:hdeurloo@aol.com) for more information.

## ADJOURNMENT

MOVED by Peter Band seconded by Susan Benz that the Select Board adjourn the meeting. Voting in favor of the motion were Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

The Board adjourned at 8:38 PM.

Respectfully Submitted,  
Christine Herrera, Assistant Town Administrator