

SELECT BOARD MEETING

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

PRESENTATION

Brendan Drew, Partnership Specialist for the New Hampshire region with the United States Census 2020 made a presentation about the 2020 U.S. Census. The purpose of the census is to determine if we are getting adequate resources, based on our actual population. There are four different ways to complete the census including online, telephone, paper copy or a personal visit by Census Employee. The Census Employees that go door to door are hired within the community. It is mandated by the United States Constitution to perform the Census. It may be an option to include information about the census with an upcoming the tax bill.

BUDGET WORKSHOP**1. Budget Committee Final Guidance**

The Select Board met with the Budget Committee and requested relief in the amount of \$53,000 from the budget guidance number. The contract prosecutor for the police department, tentative labor union agreements, nonunion salaries and Presidential Primary costs make up the amount of the request. Since there is approximately \$70,000 in the Contingency Fund, the Budget Committee rejected the request for relief.

2. 2020 Warrant Article Review**Warrant Articles from Unassigned Fund Balance-**

Approximately \$214,000 from the Unassigned Fund Balance will be allocated for Old Home Days (\$50,000), Compensated Absences Fund (\$30,000), Contingency Fund (\$70,000), Municipal Building Fund (\$100,000) and Revaluation Capital Reserve Fund (\$14,000).

Warrant Articles from Taxation-

Approximately \$135,930 that the town will be asking to raise from taxation at Town Meeting will be for the DPW Chipper Lease Purchase (\$7,800), DPW Loader Lease Purchase (\$20,000), Emergency Management Message Board (\$20,000) and labor union contracts for AFSCME 3657 (\$66,630) and AFSCME 1801 (\$21,500).

Stefanowicz Homestead-

There will be a Warrant Article for subdividing approximately 4-5 acres surrounding the homestead on the Stefanowicz Property, in order to sell it.

Recreation Field-

The Recreation Commission is purposing a Warrant Article for a recreation field, estimated at \$671,000 for the purpose of designing, engineering and constructing one rectangular athletic field, located on Muzzey Road. The Board discussed phasing the project over several years, oppose to expending the

total amount in one year. Recreation Commission Chair, Dave Belanger stated that due to the drainage issues on the Hardy South field, there is increased use on the Hardy North field, so if a new field was approved for construction, it would still be a full year before it could be used. The Board suggested consulting with legal counsel regarding the language in the proposed warrant article to include an escape clause. The Board emphasized how important it is to determine whether there is sufficient water on the property before moving forward. The project will be discussed further at the next Select Board meeting.

RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both-

L. Radke, Town Administrator presented a Warrant Article which gives the Select Board the authority to acquire or sell land, buildings, or both without having to go to Town Meeting. Any such proposed acquisition or sale would be submitted to the Planning Board and to the Conservation Commission for review and recommendations. The Board would also hold 2 public hearings on the proposed acquisition or sale. If a written petition of 50 registered voters is submitted, then the proposed acquisition or sale shall be inserted as a petition warrant article for Town Meeting. The Board supported the inclusion of this article to the warrant.

3. Capital Improvement Plan (CIP)

The town will be asking to raise \$47,800 from taxation at Town Meeting for the DPW Chipper Lease Purchase (\$7,800), DPW Loader Lease Purchase (\$20,000), and Emergency Management Message Board (\$20,000). D. McCoy, Emergency Management Coordinator added that he is pursuing a 50/50 match grant for the message board. The Select Board supported moving forward with the grant.

MOVED by S. Benz seconded by F. Cadwell that the Select Board approve the request to include a utility trailer in the amount of \$10,000 and flat trailer in the amount of \$25,000 to the total Carryovers & Escrows Requests. Voting in favor of the motion were Le Doux, Cadwell, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

4. Escrows, Carryovers & Encumbrances Requests

The requests for Carryovers include the Fire Pump Truck Repair (\$130,000), Paving Deacon Lane (\$134,000) and Crack Filling (\$19,000).

The requests for Escrows include security upgrades for Town Hall, including door locks and alarm system (\$30,000); Pickup Truck for the Building Official (\$20,956); Town Hall scanning project to include septic files, planning files, ZBA files and HDC files (\$35,000); Split Rail Fence for the Hardy fields side of road (\$33,000); Salter body for new DPW Dump Truck (\$28,330); Utility Trailer for DPW (\$10,000); Flat Trailer for DPW (\$25,000); Removal of Transfer Station concrete slab & pave (\$23,380); Video Surveillance/Key Fobs for the Police Station (\$14,458) and Police Chief SMIP Management Training (\$10,500).

The request for Encumbrances include the contract for the prosecutor for the Police Department in the amount of \$14,800.

5. Other

When the Board was asked about the status of the nonunion salaries, it was stated that the Budget Committee suggested that the funds be expended from the Contingency Fund. It was suggested from the board that the Department Heads meet to review their department budgets with emphasis on the areas that have historically been funded, but under-utilized.

It was suggested that the funds in the Agricultural Commission budget be reduced and/or removed since the amount was placed in the budget for a onetime project. It was also suggested that the funds for the Heritage Commission painting project be allocated in the Municipal Buildings and Facilities Expendable Trust Fund, oppose to the commission's line item. Chief Hoebeke explained that there are currently two vacancies for full time union positions in the Communications Department. There are two finalists to fill those vacancies, which he hopes to have the background checks completed by the end of the year. He further explained that part time budget increased from four to five, which was originally part of the staffing structure. Chairman Le Doux directed the Department Heads to review their budgets for line items that have not been expended in the last two years and determine if there is still a need for the line item.

NEW BUSINESS**1. Holiday Closures-Town Departments**

Town Hall will be closed on December 19, 2019 at 12PM and December 24, 2019 at 2:00PM. The Transfer Station will be closed on December 24, 2019 and December 31, 2019 at 2:00PM.

2. Public Hearing Date for Street Acceptances (Lovejoy Lane and Read Lane)

MOVED by S. Benz seconded by P. Band that the Select Board schedule a Public Hearing for street acceptances for Lovejoy Lane and Read Lane for Monday, December 9, 2019 at 6:30 PM in the Community Room at Hollis Town Hall. Voting in favor of the motion were Le Doux, Cadwell, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

3. Bid Approval – F-250 Pickup Truck (DPW)

Three bids were obtained for a 5 year lease for a Ford 250 Pickup Truck for DPW. Tax Exempt had the best rate of 3.79%. The total acquisition is \$36,262. The price is reflective of the state bid. The 2019 Warrant Article budget for the Pickup Truck was \$60,000, so the balance of which (approximately \$23,000) will go into the Unassigned Fund Balance.

MOVED by P. Band seconded by S. Benz that the Select Board approve a 5 year lease with Tax Exempt for a Ford 250 Pickup Truck, totaling \$36,262 and an interest rate of 3.79%. Voting in favor of the motion were Le Doux, Cadwell, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

4. Statement on Public Comments

M. Le Doux read the following statement, which will be included on Select Board agendas and posted on the website;

"The Select Board welcomes public comment before the start of the agenda for up to 2 minutes per person on new issues, or issues not on the night's agenda. The Select Board is not obligated to respond or engage in a discussion. The Board will take comments under advisement and, if appropriate, the Select Board may set the item for discussion at a future meeting."

OLD BUSINESS**1. Statement on target shooting on Town Property from the Hollis Select Board**

Board members have received concerns from abutters of Birch Hill regarding target shooting. It is the Board's opinion that if this matters requires some form of an ordinance, it should arise at a public discussion at Town Meeting. The power to make bylaws or ordinances vested in the Board, lies under RSA 31:39. The Board can make bylaws or ordinances for lots of different things, however shooting is not one of them. M. Le Doux suggested that if people want to put together a petition warrant article for

consideration at Town Meeting they should review RSA 31:39. Members of the Board agreed with that suggestion, adding that the residents voted on the purchase of the land at Town Meeting, so they should also vote on the uses of the land at Town Meeting.

ADMINISTRATIVE BUSINESS**1. Assessing Work****2019 Equalization Municipal Assessment Data Certificate**

MOVED by F. Cadwell seconded by S. Benz that the Selectmen approve the 2019 Equalization Municipal Assessment Data Certificate, as submitted. Voting in favor of the motion were Le Doux, Cadwell, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

Notice of Intent to Cut Wood or Timber

Operation #	MBLU	Owner	Location
19-223-13	Map 012 Lots 002, 003, 006	John V. Testa Revoc Trust	22, 24, 25 Austin Ln
19-223-14	009-004	Town of Hollis/William Hall	Fieldstone Dr. Open Space
19-223-15	003-030	William H. Hall Jr Revoc Trust	Pepperell & Blood Roads

MOVED by F. Cadwell seconded by S. Benz that the Selectmen approve the Notice of Intent to Cut Wood or Timber for Operation # 19-223-13, 19-223-14 and 19-223-15, as submitted. Voting in favor of the motion were Le Doux, Cadwell, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

Current Use Release & Land Use Change Tax (LUCT)

MBLU	Owner	Location	Acres Removed	LUCT
014-037-022	Jeanmarie T Scire 2018	Rev Trust Agmt 39 Cutter Place	1.59	\$25,000

MOVED by F. Cadwell seconded by M. Le Doux that the Selectmen approve the Current Use Release & Land Use Change Tax for MBLU 014-037-022 in the amount of \$25,000, as submitted. Voting in favor of the motion were Le Doux, Cadwell, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

2019 In-House Abatements

Case #	MBLU	Owner	Location	Amount to be Abated
2019-001	032-042	Michael & Susan Homola	15 Mendelssohn Dr	\$388.00
2019-002	031-009	Town of Hollis	Baxter Rd, E. Hardy Lot	\$ 44.00
2019-003	011-005	Beaver Brook Association	Proctor Hill Rd	\$ 9.00
Total to be abated:				\$441.00

MOVED by F. Cadwell seconded by S. Benz that the Selectmen approve the 2019 In-House Abatements for Case #2019-001, 2019-002 and 2019-003, totaling \$441.00, as submitted. Voting in favor of the motion were Le Doux, Cadwell, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

2. 2019 Tax Warrant (\$16,525,011.00)

MOVED by M. Le Doux seconded by P. Band that the Selectmen approve the 2019 Tax Warrant in the amount of \$16,525,011.00. Voting in favor of the motion were Le Doux, Cadwell, Band and Benz. No one was opposed. The motion PASSED 4-0-0.

3. Approval of Warrants

MOVED by P. Band seconded by M. Le Doux that the Select Board approve the following warrants:

• Wages	\$ 156,274.59	10/31/19
• Wages	\$ 157,680.99	11/12/19
• Accounts Payable	\$ 142,304.28	10/31/19
• Accounts Payable	\$ 224,526.56	11/12/19
• Benefit Strategies	\$ 3,946.78	10/31/19
• Benefit Strategies	\$ 3,916.78	11/12/19

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

**4. Approval of Select Board Minutes
Public Minutes from 10/28/19**

MOVED by S. Benz seconded by P. Band that the Select Board approve the Public Minutes of Monday, October 28, 2019, as submitted. Voting in favor of the motion were Band, Cadwell and Benz. No one was opposed. Le Doux abstained. The motion PASSED 3-0-1.

5. Weekly Meetings & Announcements

The weekly meetings were announced for November 19, 2019-December 9, 2019. The next Select Board meeting will be Monday, December 9, 2019. Town offices, including the Transfer Station, Town Clerk and Town Hall will be closed on November 28th and 29th in recognition of the Thanksgiving holiday. The Hollis resident survey is available on the town website. The deadline to submit the survey is 12/15/19. The Hollis Police Department will be collecting new and unwrapped toys to benefit the Children's Hospital at Dartmouth-Hitchcock (CHaD). The last day to drop off toys is 12/10/19. Volunteers are needed for Old Home Days. Please contact Holly Babcock at hdeurloo@aol.com for more information.

NON PUBLIC SESSION**1. RSA 91-A:3-II (c) reputation and RSA 91-A:3-II (l) legal advice**

MOVED by M. Le Doux seconded by S. Benz that the Select Board enter Non-Public Session in accordance with RSA 91-A:3-II (a) personnel and RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Le Doux, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

The Board entered non public session at 8:05 PM.

CONCLUSION OF NON PUBLIC SESSION

MOVED by M. Le Doux seconded by S. Benz that the Select Board come out of NON-public session and seal the minutes, in accordance with RSA 91-A:3-II (c) reputation and RSA 91-A:3-II (l) legal. Voting in favor of the motion were Le Doux, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.

The Board came out of non public session and entered public session at 8:45PM

PUBLIC SESSION

MOVED by M. LeDoux seconded by P. Band that the Select Board pay the entire cost of the cremation, \$1,500, and that payment be sent to the funeral home directly. Voting in favor of the motion were Le Doux, Band, Cadwell, and Benz. No one was opposed. The motion PASSED 4-0-0.

MOVED by M. LeDoux seconded by S. Benz that the Select Board accept the language on the proposed easement for the Birch Hill Property. Voting in favor of the motion were Le Doux, Band, Cadwell, and Benz. No one was opposed. The motion PASSED 4-0-0.

ADJOURNMENT

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

The Board adjourned at 8:50 PM.

Respectfully Submitted,
Christine Herrera, Assistant Town Administrator