

SELECT BOARD MEETING

Select Board present: Chair Mark Le Doux, David Petry, Susan Benz, Peter Band and Frank Cadwell
Select Board absent: None
Staff present: Lori Radke, Town Administrator; Rachael Gosselin, Finance Officer; Todd Croteau, DPW Director; Joe Hoebeke, Police Chief; Dawn Desaulniers, IT Director; and 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

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.

Francesco Mannino (Evelyn Circle, Nashua and owner of Pizzeria Zacharia Bar & Grill, Hollis) would like the Select Board to consider allowing Keno in Hollis. Having Keno would help promote and increase business for the bar and grill, located in Hollis. M. Le Doux stated that the Board would take the request under advisement and discuss it at the next meeting on January 6, 2020.

Joe Garruba (Winchester Drive) would like the Board to reconsider the newly adopted policy for Public Comments to allow for comments about items that are specifically on the agenda oppose to limiting comments to items not currently on the agenda, as the policy states. The benefits to hearing all comments is transparency in government, for the board to receive information that may not otherwise be considered and lastly that residents are afforded the ability to provide timely information to the board.

M. Le Doux stated that the board currently allows public input for items on the agenda and intends to continue with that practice. The public comments policy was intended to manage time spent on comments that were not currently on the agenda. The board will take it under advisement and may slightly revise the policy to clarify that people can comment on agenda items as well.

PUBLIC HEARING**1. Street Acceptance****Lovejoy Lane and Read Lane**

With no public comments for the acceptance of Lovejoy Lane and Read Lane, the public hearing was closed at 6:35PM. Town of Hollis Resolution 2019-01 was read into the record by S. Benz.

MOVED by S. Benz seconded by M. Le Doux that the Select Board accept Lovejoy Lane and Read Lane as a public class V highway in accordance with RSA 674:40-a, as recommended by Hollis Planning Board and DPW Director. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.

APPOINTMENTS**1. Corinne Beaubien, Old Home Day Committee, Regular Member (term exp. 4/30/22)**

C. Beaubien will be replacing Holly Babcock as Chair of the committee.

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51 *MOVED by P. Band seconded by D. Petry that the Select Board approve the appointment of Corinne*
52 *Beaubien to the Old Home Days Committee with a term expiration date of 4/30/22. Voting in favor of*
53 *the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED*
54 *5-0-0.*
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56 OLD BUSINESS

57 1. Discussion of propose warrant article

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

59 The proposed warrant article would allow the Select Board the authority to acquire or sell land,
60 buildings, or both. The board previously supported the inclusion of the proposed warrant article on
61 November 11, 2019, however M. Le Doux felt more data was needed and proposed the removal of the
62 warrant article for consideration at this time.
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64 *MOVED by P. Band seconded by S. Benz that the Select Board approve the removal of proposed*
65 *warrant article adopting RSA 41:14a, Acquisition or Sale of Land, Buildings, or Both from the warrant.*
66 *Voting in favor of the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was opposed. The*
67 *motion PASSED 5-0-0.*
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69 NEW BUSINESS

70 1. Raffle Permit – Hollis Woman's Club, December 14, 2019

71 *MOVED by F. Cadwell seconded by S. Benz that the Select Board approve the Raffle Permit for the*
72 *Hollis Woman's Club for December 14, 2019, as submitted. Voting in favor of the motion were Le*
73 *Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.*
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75 2. Paid Time Off (PTO) Buy-Back Requests

76 Finance Officer, Rachael Gosselin reported that the amount expended last year was approximately
77 \$89,000 and this year it is \$73,805.80.
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79 *MOVED by M. Le Doux seconded by S. Benz that the Select Board approve the requests for Paid Time*
80 *Off (PTO) buy-backs, totaling \$73,805.80, as submitted. Voting in favor of the motion were Le Doux,*
81 *Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.*
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83 3. Bid Approval

84 Town Hall Scanning

85 Three bids were obtained for scanning the remaining septic, planning, zoning and historic district files,
86 located at Town Hall. It was requested that a fixed price be included in the proposals, which posed
87 challenging for some vendors since their quotes are based on estimates. Two of the three vendors did
88 not provide a fixed price, stating that normally estimates are usually provided and billing is based on
89 actual counts. Based on previous experience and location, New England Document Systems is the
90 recommended vendor for the Town Hall scanning project. It was stated that \$35,000 from surplus was
91 put into escrow for the project and will not be included in the 2020 budget.
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93 *MOVED by F. Cadwell seconded by S. Benz that the Select Board approve the bid from New England*
94 *Document Systems not to exceed \$35,000 for the Town Hall scanning project, as recommended by IT*
95 *Director. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was*
96 *opposed. The motion PASSED 5-0-0.*
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98 4. Lot Line Adjustment Survey Services

Farley Building (Tax Map 50-5 & 50-5-2)

Town Planner, Mark Fougere is recommending the town hire Fieldstone Land Construction to provide surveying services for the proposed lot line revision between the Farley Building and the Hollis Brookline Cooperative School District. It is anticipated that the cost for services, which is approximately \$3,700 will be shared between the two entities. Although the survey was completed several year ago, the documents were never signed or stamped by the planning board, nor approved by the cooperative school district, which is why a new survey needs to be completed.

MOVED by M. Le Doux seconded by P. Band that the Select Board approve the Lot Line Adjustment Survey services for the Farley Building (Tax Map 50-5 & 50-5-2) from Fieldstone Land Construction, as recommended. Voting in favor of the motion were Le Doux, Band, Benz and Cadwell. D. Petry was opposed. The motion PASSED 4-1-0.

5. Contract Renewal**Sanders Searches LLC**

Sanders Searches conducts all of the property research required prior to executing tax liens and deeds. Hollis has used this vendor since 2015.

MOVED by F. Cadwell seconded by D. Petry that the Select Board approve the contract with Sanders Searches LLC, as presented. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.

6. No Warranty Release Deed**1 Nevins Road (Tax Map 043, Lot 078)**

The property was foreclosed upon by the Internal Revenue Service, which the town had a lien on for approximately \$45,000. The lien has been paid to the town, so the release deed is necessary to give full legal effect to the federal court order as well as facilitating the transfer of title to the successful bidder at the judicial sale.

MOVED by M. Le Doux seconded by S. Benz that the Select Board approve the No Warranty Release Deed for 1 Nevins Road (Tax Map 043, Lot 078) as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.

7. Probationary Period Reduction**Assistant Planner**

The probationary period for employees is twelve months from the date of hire. However, Department Heads may request the Select Board reduce the probationary period to six months when an employee demonstrates exceptional job performance, knowledge and abilities. Town Administrator, Lori Radke recommended this reduction for Assistant Planner, Even Clements.

MOVED by S. Benz seconded by P. Band that the Select Board approve reducing the probationary period for the Assistant Planner, as recommended by Town Administrator. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.

ADMINISTRATIVE BUSINESS**1. Approval of Warrants**

MOVED by P. Band seconded by D. Petry that the Select Board approve the following warrants:

- Wages \$ 160,161.72 11/28/19
- Accounts Payable \$ 111,088.49 11/28/19

- Benefit Strategies \$ 3,836.78 11/28/19

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

2. Approval of Select Board Minutes

Public Minutes from 11/18/19

MOVED by P. Band seconded by M. Le Doux that the Select Board approve the Public Minutes of Monday, November 18, 2019, as submitted. Voting in favor of the motion were Le Doux, Band, Cadwell and Benz. No one was opposed. Petry abstained. The motion PASSED 4-0-1.

Non Public Minutes from 11/18/19

MOVED by P. Band seconded by S. Benz that the Select Board approve the Non Public Minutes of Monday, November 18, 2019 and keep them sealed. Voting in favor of the motion were Le Doux, Band, Cadwell and Benz. No one was opposed. Petry abstained. The motion PASSED 4-0-1.

3. Weekly Meetings & Announcements

The weekly meetings were announced for December 10, 2019-January 6, 2019. The next Select Board meeting will be Monday, January 6, 2020.

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 **December 10, 2019**. Hollis Woman's Club Luminary Event beginning at 10:00AM Visit the town website for the event schedule (www.hollisnh.org). Please take a 5 minute survey through the town website (www.hollisnh.org) which is designed to help measure the quality of service provided by town staff. Call Town Hall at 465-2209 X-111 if you need a survey mailed to you or you are experiencing difficulty opening the survey via the website. Deadline to submit a survey is **December 15, 2019**. Town Hall will be closed at noon on December 19th, at 2:00PM on December 24th. The Transfer Station will be closed at 2:00PM on December 24th and December 31st and all town department will be closed on December 25th and January 1st.

BUDGET COMMITTEE MEETING

1. First review of 2020 Town Budget

For more information, see Budget Committee minutes, dated December 9, 2019.

NON PUBLIC SESSION

1. RSA 91-A:3-II (c) reputation

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

The Board entered non public session at 8:19 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. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.

The Board came out of non public session and entered public session at 9:15 PM

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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, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.

The Board adjourned at 9:15 PM.

Respectfully Submitted,
Christine Herrera, Assistant Town Administrator