

HOLLIS SELECT BOARD
May 11, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/08/2020

SELECT BOARD MEETING

Select Board present: Chairman Mark Le Doux, David Petry and Paul Armstrong
Select Board via zoom: Peter Band and Susan Benz
Staff present: Lori Radke, Town Administrator; Dawn Desaulniers, IT Director and Joan Cudworth, DPW Director; Rachael Gosselin, Finance Officer

COMMUNITY ROOM

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited. The agenda was reviewed.

ANNOUNCEMENTS

Due to the Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Select Board is using the Zoom platform to conduct this meeting electronically. The public is encouraged to listen and/or participate via Zoom. The meeting will also be available for viewing via Town Hall Streams. Lastly, if none of the methods stated above are working for a resident, they can call 603-465-2209 ext. 150. In the event that the public is unable to access the meeting, the Board will reschedule to another date.

Hollis Town Meeting Date

MOVED by Mark Le Doux seconded by David Petry that the Select Board, following consultation with the Director of Emergency Services, Police Chief and Fire Chief, request the Town Moderator modify the date of the Town Meeting from May 30th to June 20th. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Memorial Day Ceremony

Al Fulchino is coordinating the ceremony this year and since the Stay at Home Order from Governor Sununu was extended to May 30th, the ceremony will not be open to the public. There will be an actual ceremony in honor of Memorial Day either be on May 25th or the closest nice day. Additional details will be forthcoming.

PUBLIC COMMENT

Joe Garruba (Winchester Dr.) stated that the New Hampshire Municipal Association (NHMA) has a legislative policy committee responsible for putting together the legislative plan for calendar year 2021. There is an Appeal Board consisting of three members appointed by Governor Sununu. Members consist of an attorney, engineer and another appointed member. Planning Board appeals will be handled by the Appeal Board oppose to Superior Court. J. Garruba recommended the Select Board review RSA 679 and consider discussing this at the next board meeting. It was further recommended that the Select Board take action to repeal the proposal because it removes authority from local governments and forward to NHMA Policy Committee, since they receive input from legislative bodies.

Jim Belanger (Plain Rd.) informed the board that Becky Crowther was currently in the hospital and asked that everyone keep her in their prayers. A moment of silence was taken to reflect on all of the contributions Becky made to the community.

Drew Mason (Baxter Rd and HB COOP Moderator) was asked about the date for the HB COOP Annual Meeting. The date is tentatively scheduled for May 26th, however he is reviewing potential options for another date and/or location.

HOLLIS SELECT BOARD
May 11, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/08/2020

Jim Belanger (Plain Rd.) stated that Hollis VFW shopped for 26 families living at the Marketplace. He requested using half or \$250 of the total amount in the budget for Elder Services. Town Administrator, L. Radke stated that the check will be processed this week.

NEW BUSINESS

Covid-19 Update

Trails update-Town Administrator, Lori Radke received an email concerning the trail signs limiting access to only Hollis residents. The town was informed that the RSA regarding recreation immunity applies to private property and not town property. Attorney Drescher was concerned that property may have been acquired from federal and/or state funds. It was suggested that the town revise the trail signs to state, *"hiking trails are now open on a limited basis in order to limit the number of people using the trails at any given time. We are temporarily restricting the use of trails to Hollis residents only."*

Parks/Fields update-The parks and parking lots remain closed. The consensus of the Select Board is to open the tennis courts and basketball court, however it is recommended that people still follow CDC guidelines relating to social distancing.

Stay at Home 2.0-Restrictions are starting to be lifted in New Hampshire, however the number of Covid-19 cases in Massachusetts continue to be concerning. There is approximately 79,000 cases in MA and approximately 3,100 in NH.

Old Home Days Event-The Board felt the OHD Director should proceed with signing the contract for the fireworks, however they may want to wait on signing any other contract at this time. It was suggested that the silent auction be done online instead of at the Lawrence Barn.

Finance Department (Finance Officer, Rachael Gosselin)

Cash Receipt Policy

It was recommended by the auditors to update the policy since it hadn't been updated since 2001.

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the Cash Receipt Policy, as amended. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Petty Cash Policy

Several departments maintain a petty cash box and currently, the town does not have a policy for petty cash. It is essential that employees know what the petty cash is to be used for and how to reconcile it. Department heads have reviewed the policy and are in support of it.

MOVED by Paul Armstrong seconded by David Petry that the Select Board approve the Petty Cash Policy, as adopted. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Travel Policy

Since the town currently does not have a travel policy, the Finance Officer and Town Administrator felt it was important for employees to know about reimbursable travel expenses. The policy adheres to IRS guidelines and explains paid time and meals. The policy was distributed to employees for review.

HOLLIS SELECT BOARD
May 11, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/08/2020

97
98 *MOVED by David Petry seconded by Peter Band that the Select Board approve the Travel Policy,*
99 *as adopted. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. No one was*
100 *opposed. The motion PASSED 5-0-0.*

101
102 **FEMA Funding**

103 As of April 30th the town incurred \$26,500 of expenses related to Covid-19. Expense include overtime
104 in the Fire Department, grant management, personal protective equipment (PPE), facility cleaning and
105 software. Of the total amount, \$3,500 does not qualify for reimbursement from FEMA, specifically IT
106 software and non-overtime wages. The remainder will be reimbursed, up to 75%, totaling \$17,000.

107
108 P. Band inquired whether the tipping fees associated with recycling would be eligible for
109 reimbursement. It will be looked into whether those expenses would qualify for FEMA reimbursement.

110
111 *MOVED by Paul Armstrong seconded by David Petry that the Select Board apply for reimbursement*
112 *from FEMA for Covid-19 related expenses. Voting in favor of the motion were Le Doux, Petry, Band,*
113 *Benz and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

114
115 **Cares Act Funding**

116 Under Covid-19, Governor Sununu agreed to provide fire fighters and police with a weekly stipend
117 in the amount of \$300 for full time employees and \$150 for part time employees. Funding is effective
118 May 4, 2020 through June 30, 2020. If approved, the town would pay the stipend with the regular bi-
119 weekly payroll and be reimbursed from the state. The only portion that is not reimbursable to the town
120 is the medicare tax, which amounts to approximately \$1,000 total. Funding does not apply to DPW,
121 Town Hall or Communications personnel.

122
123 D. Petry felt that other municipal employees should have been covered under the act, especially since
124 they are interfacing with the public, adding that the funding should have been applied to either all public
125 servants or none.

126
127 M. Le Doux felt it worthwhile to ask the governor to extend this funding to all municipal employees,
128 especially if they are interfacing with the public.

129
130 *MOVED by Susan Benz seconded by Peter Band that the Select Board accept the stipend from the State*
131 *of New Hampshire. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. No*
132 *one was opposed. The motion PASSED 5-0-0.*

133
134 **Checking Account for the Town**

135 Finance Officer, Rachael Gosselin recommended Positive Pay services for the town's checking account.
136 Software consultant, Blum Shapiro would create the positive pay upload file for Accounts Payable and
137 Payroll listing all vendors that were paid, the amount of the check and the check number. When a
138 vendor tries to cash the check, the bank would validate the information on the check to the uploaded
139 file. If it didn't match or there were any discrepancies, the bank would contact the town for approval to
140 proceed. The purpose of the process is to minimize risk and fraud.

141
142 R. Gosselin recommended switching the checking account from Citizen's Bank to Santander. Santander
143 does not require a fee for this service, however the costs for Blum Shapiro to create the file is
144 approximately \$600.

HOLLIS SELECT BOARD
May 11, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/08/2020

The town has an investment account with Citizen's Bank, however it is recommended that funds remain at that bank since they offer more competitive rates. It was stated that Santander is a U.S. subsidiary of a Spanish bank. Several other local banks charge either monthly fees or require non-interest bearing accounts, or both.

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board authorize the Finance Officer to switch the checking account from Citizen's Bank to Santander and utilize Positive Pay services. Voting in favor of the motion were Le Doux, Band, Benz and Armstrong. Petry was opposed. The motion PASSED 4-1-0.

Tax Collector

Affidavit of Execution of Real Estate Tax Lien RSA 80:61

No action was needed as the action to submit liens was previously approved. Signatures for the affidavit transpired.

Name Revocation – Witholds Way

As part of a subdivision with a common access drive, it was named Witholds Way in order to conform to the street naming regulations. However, it was unknown at the time, that there were two previously developed lots with residents residing in the houses also using the common access drive. Once it was discovered and miscommunication resolved, it was recommended that Witholds Way not be used and the common access drive remain un-named. The two existing residents use Nartoff Road addresses.

MOVED by David Petry seconded by Paul Armstrong that the Select Board withdraw the previous action to name the road, Witholds Way, which will also be removed from the plan. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Department of Public Works (DPW Director, Joan Cudworth)

Transfer Station Recycling Update

J. Cudworth requested that the stump dump open on May 13th to begin accepting demolition material and continue to be open on Wednesdays and Saturdays. The senior hours would remain from 8:00AM-12:00PM on Wednesdays, through the summer. It was also requested that the Transfer Station open on June 2nd to accept all glass and translucent milk jugs in addition to electronics, tires and any payable items. A system has been implemented to safely receive money and provide receipts. The steel and aluminum cans will be kept with the scrap metal, at this time. Mixed plastic is not open at this time.

MOVED by Peter Band seconded by Susan Benz that the Select Board open the Stump Dump on May 13th and the Transfer Station on June 2nd, if not earlier, noting the items that will be accepted, as recommended by J. Cudworth. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Flag Pole Update

Classic Sign provided an estimate to remove the existing flagpole and install a new one. The estimate is \$10,894. The lighting for the flagpole will be taken care of by Wilson Technologies and is already paid for. The town allocated a total amount of \$10,000 for the flagpole project. Approximately \$6,000 has been spent on the new pole, electrical work and the plaque. The balance of the previously allocated funds as well as the estimate to complete the project, will be expensed from the Building Trust Fund.

HOLLIS SELECT BOARD
May 11, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/08/2020

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the recommendation from DPW Director and move forward with the new flag pole project on Monument Square utilizing funds from the Building Trust Fund. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Town Warrants-DPW

Upon further review, it was determined that the following two warrants are considered no longer essential or necessary. Those warrants include the DPW Loader Lease Purchase (Article 4) totaling \$160,000 and the DPW Chipper Lease Purchase (Article 5) totaling \$79,000. It is anticipated that the loader will need to be replaced in a couple of years.

Rocky Pond Boat Launch

Temporary Non-Transferable License

The town's property and liability insurance carrier Primex, was notified that the names on the license needed to be updated with the current owner's names. Upon their review of the document, they made several recommendations based on the language in the insurance section of the document and suggested the town's legal counsel also review the license. A draft review is scheduled for the June 22nd Select Board meeting. It was unclear whether Recreational Immunity would pertain to this area.

The execution of the license is actually a condition of a subdivision approval from the 90's. The area is not owned by the town, but a private parcel. Therefore, the town does not have any rights aside from what is outlined in the license document. It was clarified that the boat launch is closed due to legal and liability issues, at this time. The town will look into posting signage and or blocking off the boat launch to prevent use.

ADMINISTRATIVE BUSINESS

Assessing Work

Report of Wood or Timber Cut

Operation #	MBLU	Owner	Timber Tax Levy
19-223-01	017-024	Beaver Brook Assoc.	\$ 768.62
19-223-07	008-001-001	Thomas W. Cook Jr.	\$2,219.58
19-223-11	018-001	John Brown & Sons (HBHS Turf Field)	\$ 651.46
19-223-17	037-012	Rock Revocable Trusts	\$1,508.22
Total:			\$5,147.88

MOVED by Susan Benz seconded by David Petry that the Select Board approve the Report of Wood or Timber Cut for Operation #19-223-01, 19-223-07, 19-223-11, and 19-223-17, as submitted. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Approval of Warrants

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the following warrants:

• Wages	\$ 149,887.90	04/30/20
• Accounts Payable	\$ 137,266.38	04/30/20
• Benefit Strategies	\$ 6,191.84	04/30/20

HOLLIS SELECT BOARD
May 11, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/08/2020

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

Approval of Minutes

Public Minutes from 04/27/2020

MOVED by Susan Benz seconded by Peter Band that the Select Board approve the public meeting minutes from April 27, 2020. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Meetings & Announcements

The Budget Committee will meet on May 12th at 7PM, the Planning Board will meet on May 19th at 7:00PM, the Zoning Board of Adjustment will meet on May 28th at 7PM. All meetings will be held electronically, via Zoom.

The Governor's Stay at Home 2.0 order was extended through May 30th. The Select Board will meet on June 8th at 6:30PM. Please check the calendar on the town website for other June meetings. The annual Town Meeting has been postponed to June 20, 2020 at 10:00AM at the Hollis Brookline High School.

Departments Heads will be working on a plan for reopening their department to the public.

NON-PUBLIC SESSION

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

MOVED by David Petry seconded by Paul Armstong 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, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

The Board entered non-public session at 8:15PM

CONCLUSION OF NON PUBLIC SESSION

MOVED by David Petry seconded by Paul Armstrong 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 8:35PM

ADJOURNMENT

MOVED by Peter Band seconded by Susan Benz that the Select Board adjourn the meeting. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

The Board adjourned at 8:35PM.

Respectfully Submitted,
Christine Herrera, Assistant Town Administrator