

HOLLIS SELECT BOARD
June 8, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/22/2020

SELECT BOARD MEETING

Select Board present: Chairman Mark Le Doux, David Petry, Paul Armstrong and Susan Benz
Select Board via zoom: Peter Band (6:46 PM)
Staff present: Lori Radke, Town Administrator; Joan Cudworth, DPW Director; Rachael Gosselin, Finance Officer; Joe Hoebeke, Police Chief

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.

APPOINTMENTS

Hollis Planning Board

Julie Mook, Hollis Planning Board, Alternate Member (term exp. 4/30/22)

Hollis Planning Board Chair, Bill Moseley introduced Julie Mook to the board. Julie shared that she is excited to join the board.

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the appointment of Julie Mook to the Hollis Planning Board as an Alternate Member with a term ending 4/30/22. Voting in favor of the motion were Le Doux, Petry, Benz and Armstrong. No one was opposed. The motion PASSED 4-0-0.

Historic District Commission

Frank Cadwell, Historic District Commission, Alternate Member (term exp. 4/30/22)

S. Benz was at the HDC meeting and shared that the group appreciated everything that Frank brought to the table and was in support of the appointment.

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the appointment of Frank Cadwell to the Historic District Commission as an Alternate Member with a term ending 4/30/22. Voting in favor of the motion were Le Doux, Petry, Benz and Armstrong. No one was opposed. The motion PASSED 4-0-0.

SPECIAL RECOGNITION

Police Department

Officer Meghan McLynch, BS-Criminal Justice, SNHU

Chief Hoebeke recognized Officer McLynch's accomplishments, including her perseverance with obtaining her High School GED and more recently earning her Bachelor's Degree in Criminal Justice from Southern New Hampshire University. Chief Hoebeke spoke highly of her hard work and dedication to her education, encouraging her to continue her education with a master's degree.

HOLLIS SELECT BOARD
June 8, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/22/2020

Officer McLynch was presented with a frame for her diploma as well as a few other gifts as a sign of appreciation from the department.

RESIGNATION

Communications Department

Communications Manager, John DuVarney, effective June 18, 2020

John has served in his profession for 45 years and as the Manager for Hollis Communications for the past 15 years. John decided to retire to spend time with his family.

Old Home Days Committee

Anne Marie Tucciarone-Mahan

On behalf of the Select Board, Chairman Le Doux accepted the resignation and thanked Anne Marie for her service in the community.

NEW BUSINESS

Department of Public Works, Director Joan Cudworth

Permission to close the Transfer Station on Saturday, July 4th

The Board supported the request to close the Transfer Station on Saturday, July 4, 2020.

Bid Approval-Surplus Equipment

James Saytanides was the high bidder at \$2,167.54 for three pieces of equipment including the tractor, chipper and trailer with fuel tank.

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

Since the other surplus equipment did not sell and is very old and considered junk. J. Cudworth requested that the equipment and material that did not sell be disassembled and brought to the Transfer Station for recycling. The Board supported that request.

Bid Approval-Painting Library, Always Ready Engine House, Lawrence Barn Community Center

Vermont Painting Company was the low bidder at \$36,030 for painting all three facilities. Although the town has not used them before, the vendor visited the sites and had great recommendations. J. Cudworth will ensure the proper insurance is in order and follow up with the references as well as oversee the project.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the bid for painting the Hollis Social Library, Ever Ready Engine House and Lawrence Barn Community Center to Vermont Painting Company, as recommended by DPW Director, J. Cudworth. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Bid Approval-Roof Library and Town Hall Community Room

JB Roofing Systems, LLC. was the low bidder at \$40,600 for roofing the library and Town Hall Community Room.

HOLLIS SELECT BOARD
June 8, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/22/2020

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the bid for roof repair on the Hollis Social Library and Town Hall Community Room to JB Roofing Systems, LLC., as recommended by DPW Director, J. Cudworth. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Grader Repair

J. Cudworth explained to the Board that the grader has been at Chadwick-BaRoss, Inc. in Concord for approximately three weeks. Metal flake was found in the oil. The grader is five years old with approximately 1500 hours on it. It was unclear if the equipment was still covered under warranty and will inquire about a loaner to use in the meantime.

Annual Town Meeting

The Annual Town Meeting is scheduled to proceed on Saturday, June 20, 2020 at the Hollis Brookline High School gymnasium and mini-gym beginning at 10:00AM. After much discussion about modifying the script for Town Meeting to coincide with social distancing and to keep the length of the meeting as brief as possible, it was determined that the Hollis Brookline High School would be a sufficient venue for the meeting. It was stated that the petition warrant article for SB2 could be opened at the beginning of the meeting, since an hour is required for that article. Further, there is also the option to bundle two or more articles to save time.

Chairman Le Doux directed the Town Administrator to reach out to each of the petitioners to see if they would consider postponing their petition warrant article to next year. It was noted that the warrant article presentations are still on the town website from March, if anyone would like to view them.

PUBLIC COMMENT

Drew Mason (Baxter Rd) stated that the HB Cooperative School District Annual Meeting was successfully conducted on June 4, 2020 and June 6, 2020. He publicly thanked those that gave their time and suggestions to make the process work. He also thanked the SAU administration school staff, Town Hall Staff and Hollis Police Department, ballot clerks and supervisors of the checklist and hand counters for all of their hard work and support to make the event successful. He also thanked the voters from Hollis and Brookline for voting.

NEW BUSINESS CON'T

Police Department, Chief Joe Hoebeke

COPS Grant Update

The Hollis Police Department (HPD) applied for the COPS Grant, which is facilitated by the Bureau of Justice Assistance. The grant allows law enforcement agencies to staff additional positions through grant funded monies allocated by the federal government. The department received notification that they were awarded the grant. Chief Hoebeke will keep the Board apprised with the next step as they move forward in the process.

State of New Hampshire Excavation Permit (Congregational Church of Hollis)

Tom Hildreth, representing the Congregational Church of Hollis requested that the Hollis Select Board sign the document required by NHDOT in order to issue the permit needed by the church to undertake the sidewalk extension along Broad St. NHDOT wanted the Town to sign the permit application because the town is the party taking long-term responsibility for maintenance of the sidewalk, once constructed. The Supplemental Signature Page is strictly limited so that it does not impose on the Town any more liability than the Town already has, by signing the long-term maintenance agreement, back in April. Based on the approval of the long-term maintenance agreement, the Church will be providing the

HOLLIS SELECT BOARD
June 8, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/22/2020

Town with a Certificate of Insurance and 1-year warrant before undertaking the sidewalk construction later this summer.

S. Benz stated that she will abstain from the vote since she is a trustee of the church.

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the New Hampshire Excavation Permit for the Congregational Church of Hollis project. Voting in favor of the motion were Le Doux, Petry, Band and Armstrong. No one was opposed. Benz abstained. The motion PASSED 4-0-1.

Donation Acceptance

Gerald and Teresa Gartner made a donation to the Town in the amount of \$250 to be used towards those that have need in the community, based on the current pandemic. The Board thanked them for their generosity.

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board accept the donation from Gerald and Teresa Gartner in the amount of \$250.00. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Cares Act Funding

Covid-19 expenses *(Ratify Select Board Approval via email)*

Finance Officer, Rachael Gosselin explained that the town was initially not going to file the document simply because there wasn't enough related expenses. However, the governor has since said that the state would reimburse 25% from FEMA. Additionally the amount of recycling overages was obtained, totaling \$8,500 so with those two items the total amount of \$16,454 was submitted for the Cares Act Funding.

MOVED by Mark Le Doux seconded by David Petry that the Select Board approve the Cares Act Funding for Covid-19 expenses which was previously approved by the Select Board via email. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Finance Officer, Rachael Gosselin

Audit Responses

R. Gosselin referred to the Management Letter from the town's auditors Melanson Heath, which offered opportunities for strengthening internal controls and operating efficiencies. There were a few areas that could be improved upon, the first being the Town Clerk receipts for notary fees. The amount for notary fees is included in the Fee Schedule for the Town Clerk Department, however the fees are not recorded or receipted. Historically, the funds have been retained by the Town Clerk. The total amount collected in fees is undetermined because it is not recorded. The Town Clerk uses a portion of the collected fees to pay for the notary certification.

It was agreed that the Select Board would send the Town Clerk a letter, notifying her of the findings from the auditors. It was suggested that the Town Clerk issue a receipt for the service, submit the funds to the town and issue a reimbursement for the costs, so it is properly documented.

The Library Department had a typo error on their payroll documents. The wages were being paid correctly, however the backup documentation had the payroll amounts wrong.

HOLLIS SELECT BOARD
June 8, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/22/2020

The third finding deals with Capital Assets. It was requested that the town implement a formal policy, specific to the amounts associated with a town our size.

OLD BUSINESS

Rocky Pond Boat Launch

The license for the Rocky Pond Boat Launch was discussed. Suggested changes to the document include allowing 5 instead of 4 cars to utilize the parking area; clarifying the language in the document about roof top carry on and removing the section about staffing the boat launch on the weekends. The board reviewed two possible locations for a gate. One location was near Rocky Pond Road and the other was further up on Samuels Way. It was agreed that the best location would be the one near Rocky Pond Road as it would prevent vehicles from driving around the gate due to embankments on either side of the entrance. The town agreed to absorb the cost associated with the installation of the gate and the locking mechanism, including 50 keys that are not able to be duplicated. The town will then donate the gate to either the Home Owners Association of the Congregational Church of Hollis, based on the final location of the gate. Keys will be available to the Boy Scouts, church and property owners in addition to the Communications Center, Police and Fire. Residents wanting to use the boat launch would sign out a key from the Communications Center.

The Congregational Church of Hollis is planning to meet on June 15, 2020 where it is anticipated that they will decide on the final location of the gate and DPW will install the gate accordingly.

The Select Board will review the final version of the license for Rocky Pond Boat Launch on Monday, June 22, 2020.

ADMINISTRATIVE BUSINESS

Assessing

Charitable, Educational and Religious Exemptions

MOVED by David Petry seconded by Susan Benz that the Select Board approve the Charitable, Educational and Religious Exemptions for the 2020 property tax year. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Current Use Release and Land Use Change Tax

MBLU	Owner	Location	Acres Removed	LUCT
014-037-025	Aaron & Amanda Duguay	25 Cutter Pl.	2.01	\$27,000
019-044-001	Joan J Scontas Revoc. Trust	Hideaway Ln.	1.69	\$18,000
	Road Realty Trust			
014-066-A	Flint Hill Realty Trust	Read Ln.-Road itself	0.89	\$0
			Total:	\$45,000

MOVED by David Petry seconded by Susan Benz that the Select Board approve the Current Use Release and Land Use Change Tax for MBLU 014-037-025, 019-044-001 and 014-066-A, 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 Minutes

Public Minutes from 05/11/2020

HOLLIS SELECT BOARD
June 8, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/22/2020

238 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting*
239 *minutes from May 11, 2020. Voting in favor of the motion were Le Doux, Petry, Benz, Band and*
240 *Armstrong. No one was opposed. The motion PASSED 5-0-0.*
241

242 **Non-Public Minutes from 05/11/20**

243 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the non-public*
244 *meeting minutes from May 11, 2020 and keep them sealed. Voting in favor of the motion were Le Doux,*
245 *Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
246

247 **Public Minutes from 06/01/20**

248 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting*
249 *minutes from June 1, 2020. Voting in favor of the motion were Le Doux, Petry, Benz, Band and*
250 *Armstrong. No one was opposed. The motion PASSED 5-0-0.*
251

252 **Non-Public Minutes from 06/01/20**

253 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the non-public*
254 *meeting minutes from June 1, 2020 and keep them sealed. Voting in favor of the motion were Le Doux,*
255 *Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
256

257 **Meetings & Announcements**

258 The meeting schedule from June 9, 2020 to June 22, 2020 were announced. The Annual Town Meeting will
259 take place on Saturday, June 20, 2020 at the Hollis Brookline High School, beginning at 10:00AM.
260

261 **NON-PUBLIC SESSION**

262 **RSA 91-A:3-II (c) reputation (Welfare Case #2020-03)**

263 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board enter Non-Public Session in*
264 *accordance with RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Le Doux, Petry,*
265 *Band, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.*
266

267 The Board entered non-public session at 8:07PM
268

269 **CONCLUSION OF NON PUBLIC SESSION**

270 *MOVED by David Petry seconded by Paul Armstrong that the Select Board come out of Non-public*
271 *session and seal the minutes, in accordance with RSA 91-A:3-II (c) reputation. Voting in favor of the*
272 *motion were Le Doux, Petry, Band, Benz and Armstrong. No one was opposed. The motion PASSED 5-0-*
273 *0.*
274

275 The Board came out of non-public session and entered public session at 8:22PM
276

277 **PUBLIC SESSION**

278 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approved a one time payment*
279 *for rent for Case #2020-03. Voting in favor of the motion were Le Doux, Petry, Band, Benz and*
280 *Armstrong. No one was opposed. The motion PASSED 5-0-0.*
281

282 **ADJOURNMENT**

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

HOLLIS SELECT BOARD
June 8, 2020
PUBLIC MINUTES 6:30 PM
Approved 06/22/2020

286
287 The Board adjourned at 8:23PM.
288
289 Respectfully Submitted,
290 Christine Herrera, Assistant Town Administrator