

HOLLIS SELECT BOARD
June 22, 2020
PUBLIC MINUTES 6:30 PM
Approved 7/13/20

SELECT BOARD MEETING

Select Board present: Chairman Mark Le Doux, David Petry, Paul Armstrong, Susan Benz and Peter Band
Select Board via zoom: None
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

This meeting was conducted in the Community Room and virtually via Zoom, pursuant to Emergency Order #12. The public may attend the meeting in person or may choose to participate via the Zoom platform. The Community Room has been arranged to accommodate CDC guideline, which include a 50% venue capacity.

Chairman LeDoux thanked staff and others on a successful and quick Town Meeting, which was held on Saturday, June 20, 2020. A special thank you was given to Town Administrator, Lori Radke for coordinating an outside venue on very short notice.

RECOGNITION

Hollis Police Department - Officer Michael Trapani

Chief Hoebeke introduced the newest officer of the Hollis Police Department, stating that Officer Michael Trapani is a native of Lowell, Massachusetts, graduating with a Bachelor's Degree in sound recording technology in 2012 from the University of Massachusetts at Lowell. In 2014 Mike enlisted in the Massachusetts Army National Guard, where he currently serves as a first lieutenant in the 101 field artillery regiment. Mike was hired in December and completed the 181st session in the New Hampshire Police Academy in Concord, graduating second in his class. He has since completed field training and will fully complete the program by the end of July. The Oath of Office was administered followed by the pinning ceremony.

Hollis Planning Board and Conservation Commission - Cathy Hoffman

Each Select Board member said a few words to recognize and express their appreciation for Cathy's many years of dedicated service to the community in the many roles that she been a part of. Planning Board Chairman, Bill Moseley and Conservation Commission Chairman, Tom Dufresne also said a few words to express their appreciation towards Ms. Hoffman. Cathy was presented with a granite stone as a token of her dedicated service.

APPOINTMENTS

Old Home Day Committee

Kathleen Morgan, Old Home Day Committee, Regular Member (term exp. 4/30/23)

MOVED by David Petry seconded by Susan Benz that the Select Board approve the appointment of Kathleen Morgan to the Old Home Day Committee as a Regular Member with a term ending 4/30/23. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Anna Birch, Old Home Day Committee, Regular Member (term exp. 4/30/23)

HOLLIS SELECT BOARD
June 22, 2020
PUBLIC MINUTES 6:30 PM
Approved 7/13/20

MOVED by David Petry seconded by Susan Benz that the Select Board approve the appointment of Anna Birch to the Old Home Day Committee as a Regular Member with a term ending 4/30/23. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Lynne Goodchild, Old Home Day Committee, Regular Member (term exp. 4/30/21)

MOVED by David Petry seconded by Susan Benz that the Select Board approve the appointment of Lynne Goodchild to the Old Home Day Committee as a Regular Member with a term ending 4/30/21. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

NEW BUSINESS

Melanson Heath - 2019 Audit Report

Scott McIntire and Alina Korsak presented the 2019 audit report for the Town of Hollis. Melanson Heath made three recommendations for consideration. One recommendation is to have all receipts recorded in a software system specific to the Town Clerk, then remitted to the town. The other recommendation is to implement stronger internal controls over the library funds. The final recommendation is to implement a policy or procedure to strengthen the internal controls of the capital assets. The Board agreed to work towards a plan and resolution for the recommendations.

MOVED by Paul Armstrong seconded by David Petry that the Select Board approve the 2019 audit report from Melanson Health, as provided. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Old Home Day Discussion

Funds collected for the fireworks display in the current year are used for future year's events. Old Home Day Committee Chair, Corinne Beaubien received an array of input from the committee members regarding possible options surrounding whether or not to hold the event for this year.

After much discussion, it was the consensus of the Select Board to accept the recommendation to not hold the event for this year. The Board supported online auctions and/or support mechanisms for the various entities that rely on the event for visibility and financial support. It was further supported that sponsors would be allowed to hang banners along the fence on Depot Road, as they normally would. Additionally, the Board would like to proceed with organizing a fireworks display with parking in various areas that would permit social distancing and adhere to CDC guidelines.

Finance Department (Rachael Gosselin)

AFSCME 3657 and AFSCME 1801 PTO Buy-Back

Rachael Gosselin, Finance Officer stated that the total amount for both union PTO buy-backs is \$18,230. D. Petry stressed the importance of using PTO and asked that the message be relayed to employees.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the PTO Buy-Back for AFSCME 3657 and AFSCME 1801 employees, totaling \$18,230.00. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

2020 Civil Forfeiture Warrant

HOLLIS SELECT BOARD
June 22, 2020
PUBLIC MINUTES 6:30 PM
Approved 7/13/20

The Civil Forfeiture Warrant relates to unlicensed dogs in 2020. Pursuant to RSA 466:14 Warrants; Proceedings, the Town Clerk is required to present to the Select Board, a list of dogs that have not yet been licensed by a specific time. The Select Board then authorizes the police department/animal control officer to collect a \$25 civil forfeiture fine in addition to any other fees. Although this item of business has been referred to as "Dog Registration Warrant" in the past, the accurate terminology is actually "Civil Forfeiture Warrant". Civil Forfeiture letters cannot be mailed until the Select Board approves the warrant. It was stated that dog licenses can be paid online or by mail.

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the 2020 Civil Forfeiture Warrant, as recommended by the Hollis Town Clerk. Voting in favor of the motion were Le Doux, Petry, Cadwell and Benz. Band was opposed. No one abstained. The motion PASSED 4-1-0.

Junkyard License Approval

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Application for Renewal of a Junkyard License for James Bristol, with a term date ending June 30, 2020, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

Covid-19 Liability Release Waiver-Lawrence Barn Community Center

Town Administrator, Lori Radke explained that the intention was to have precautionary measures and safeguards in place for when the facility reopens. Hollis residency is required to rent the facility, however the town does not monitor who is invited as guests. It needs to be determined whether just the organizer or each guest attending an event would be required to sign the document, stating that they hold the town harmless and will follow the CDC guidelines for COVID-19.

It was suggested that any additional language should be included on the Facility Request Form oppose to a separate document. Following discussion, it was suggested that the town obtain an opinion from the town's insurance provider, Primex, prior to moving forward. It is anticipated that the paperwork will be finalized and ready for the facility to reopen on July 1, 2020.

Petition and Pole License

Pole #21-1449, Flint Pond Drive

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve pole license #21-1449, Flint Pond Drive, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

Pole #21-1451, Sargent Road

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve pole license #21-1451, Sargent Road, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

Pole #21-1491, Depot Road

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve pole license #21-1491, Depot Road, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

Pole #21-1514, Hideaway Lane

HOLLIS SELECT BOARD
June 22, 2020
PUBLIC MINUTES 6:30 PM
Approved 7/13/20

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve pole license #21-1514, Hideaway Lane, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

Pole #21-1515, Van Dyke Road

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve pole license #21-1515, Van Dyke Road, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.

OLD BUSINESS

Rocky Pond Boat Launch

DPW Director, Joan Cudworth reported that the gate at the Rocky Pond boat launch was installed today. There will be signage stating that residents shall obtain a key from the police station. The key will provide access to the parking area. Parking is limited to five (5) spaces. The rules and regulations will be provided to residents when obtaining the key. It is imperative that residents know and follow the restrictions for the boat launch. Boat trailers are not allowed as they can transfer milfoil into the water. Keys for the gate will be distributed to the applicable parties this week. All keys are encoded with a serial number and cannot be duplicated. J. Cudworth was directed to install the lock as soon as possible. The gate will be donated to the Congregational Church of Hollis, since it is located on their property.

Town Administrator, Lori Radke stated that she met with Home Owner Association (HOA) representative, Eve Aretaks recently to discuss the proposed amendment to the license. The town's legal counsel, Bill Drescher will speak with the town's insurance provider, Primex, to sort out the details regarding the insurance coverage for both the HOA and Congregational Church of Hollis. Both entities will be insured for \$1,000,000 Each Occurrence and \$2,000,000 General Aggregate, which is the maximum amount of coverage the town is able to provide.

There were a few suggestions from the Select Board regarding the proposed amendment document. It was suggested that under section 1.2 Prohibited Activities, section E should state, "...All trash shall be carried out". It was further brought up that section 1.2. Prohibited Activities, section G needed clarification related to the number of guests' vehicles in relation to the parking spaces. Additionally, the preamble needs to be corrected to reflect one set of "A-K". The language in the amendment indicates that the information in section 1.2 is in addition to, instead of amended to, in the document.

ADMINISTRATIVE BUSINESS

Assessing

2019 Abatements

<u>Case #</u>	<u>MBLU</u>	<u>Owner</u>	<u>Location</u>	<u>Amount to be Abated</u>
2019-YIELD-01	008-001-001	Thomas Cook	73 N. Pepperell Rd	\$2219.58
2019-008	003-022	Kimball Fruit Farm	163 Pepperell Rd	\$1820.00
2019-009	007-022	Mikhail Zgurskiy	5 Irene Dr	\$1400.00
Total:				\$5439.58

MOVED by David Petry seconded by Susan Benz that the Select Board approve the 2019 Abatements for Case #2019-YIELD-01, 2019-008, and 2019-009, 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.

<u>Case #</u>	<u>MBLU</u>	<u>Owner</u>	<u>Location</u>	<u>Reason</u>
---------------	-------------	--------------	-----------------	---------------

HOLLIS SELECT BOARD
June 22, 2020
PUBLIC MINUTES 6:30 PM
Approved 7/13/20

2019-007	056-027	PSNH dba Eversource	Silver Lake Rd	No basis found
2019-010	010-025-B	Fairpoint dba NNETO	Various	See memo
2019-011	008-054	Nicolletta Marchard RT 33	Spaulding Ln	No basis found

MOVED by David Petry seconded by Susan Benz that the Select Board deny the 2019 Abatements for Case #2019-007, 2019-010, and 2019-011, as recommended by MRI. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

CREDIT OR EXEMPTION APPLICATIONS RECEIVED AFTER APRIL 15th DEADLINE

MOVED by David Petry seconded by Susan Benz that the Select Board approve the Elderly Exemption Applications for Tax Map 46, Lot 16 and Tax Map 43, Lot 66, 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.

CURRENT USE RELEASE AND LAND USE CHANGE TAX

MBLU	Owner	Location	Acres Removed	LUCT
036-004-011	Eric & Tanya Schifone	Woodmont Dr	5.08	\$26,500

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Current Use Release and Land Use Change Tax for MBLU 036-004-011, 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.

NOTICE OF INTENT TO CUT WOOD OR TIMBER

Operation #	MBLU	Owner	Location
20-223-08	035-070	Michael L & Alice M Lewis	Plain Rd
20-223-09	007-045-001	Ahran & Stephanie Dunsmoor	Flagg Rd

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Notice of Intent to Cut Wood or Timber for Operation #20-223-08, and 20-223-09, 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.

REPORT OF WOOD OR TIMBER CUT

Operation #	MBLU	Owner	Timber Tax Levy
19-223-04	002-031	BRM Revocable Trust	\$893.81
19-223-06	008-001 & 008-002	Diane Siteman Revocable Trust	\$1461.00
19-223-07	008-001-001	Thomas W Cook Jr (Revised*)	\$697.93
TOTAL TO BE COLLECTED:			\$3052.74

MOVED by David Petry seconded by Peter Band that the Select Board accept the Report of Wood or Timber Cut for Operation #19-223-04, 19-223-06, and 19-223-07, 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:

HOLLIS SELECT BOARD
June 22, 2020
PUBLIC MINUTES 6:30 PM
Approved 7/13/20

Wages	\$187,703.37	06/11/20
Accounts Payable	\$156,954.65	06/11/20
Benefit Strategies	\$ 5,214.92	06/11/20

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 06/08/20

MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board approve the public meeting minutes from June 8, 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.

Non-Public Minutes from 06/08/20

MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board approve the non-public meeting minutes from June 8, 2020 and keep them sealed. 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 meeting schedule from June 23, 2020 to July 13, 2020 were announced. The next Select Board meeting is scheduled for July 13, 2020. The Town Hall and Town Clerk Office will be closed on Friday, July 3rd and the Transfer Station will be closed on Saturday, July 4th.

NON-PUBLIC SESSION

RSA 91-A:3-II (d) land acquisition

MOVED by David Petry seconded by Paul Armstrong that the Select Board enter Non-Public Session in accordance with RSA 91-A:3-II (d) land acquisition. Voting in favor of the motion were Le Doux, Petry, Band, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.

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

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 (d) land acquisition. Voting in favor of the motion were Le Doux, Petry, Band, Benz and Armstrong. 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