

HOLLIS SELECT BOARD
July 13, 2020
PUBLIC MINUTES 6:30 PM
Approved 08/10/2020

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.

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.

PLEDGE OF ALLEGIANCE

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

APPOINTMENTS

Highway Safety Committee

Deborah Lussier, Highway Safety Committee, Alternate Member (term exp. 4/30/22)

MOVED by Paul Armstrong seconded by David Petry that the Select Board approve the appointment of Deborah Lussier to the Highway Safety Committee as an Alternate Member with a term ending 4/30/22. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Paul Miller, Highway Safety Committee, Regular Member (term exp. 4/30/21)

MOVED by Paul Armstrong seconded by David Petry that the Select Board approve the appointment of Paul Miller to the Highway Safety 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.

Conservation Commission

David Werner, Conservation Commission, Alternate Member (term exp 4/30/23)

Mr. Werner introduced himself and expressed his enthusiasm for joining the commission. When asked, he confirmed he is running for state representation for District 27.

MOVED by David Petry seconded by Susan Benz that the Select Board approve the appointment of David Werner to the Conservation Commission as an Alternate 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.

NEW BUSINESS

Discussion of State/Federal Elections (Drew Mason)

Although the NH State Primary election is usually held in the Hollis Brookline High School gymnasium, the date may conflict with the school schedule. It is underdetermined at this time whether the school will be open. An alternative location may be the Lawrence Barn with an outside tent. The town has 3 counting machines, although additional counting machines may be needed. Discussion ensued on whether ballots can be opened prior to the closing time, in order to count them. D. Mason stated that House Bills 1266 and 1672 relate to absentee ballots and voting, however both bills have not yet been signed by the governor.

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D. Mason commented that volunteers are needed to assist with the election process. Curb side voting is a topic that the state is pondering and may provide guidance on. The governor's commission will spend funds for Personal Protective Equipment (PPE) and mailing and processing absentee ballots. Voters and election workers will be required to wear face covering. D. Mason stated that the town has 55 voting booths, 44 regular booths, 1 handicap booth and 9 table top booths. The regular booths are not in good shape and will eventually need to be replaced. If the governor doesn't sign the bill, the town will need a total of 70 regular booths for the November election because there are 7,000 registered voters. The formula is specified in the RSAs and is based on the number of registered voters and the kind of election held

The board agreed that the next course of action should entail seeing if the schools will be open, inquire about the feasibility of a tent, purchasing "I voted" stickers, evaluating whether new booths are needed and recruiting volunteers to help with elections. Interested volunteers should contact Mary Thomas, Supervisors of the Checklist Chair. Mary's email is listed on the town website.

Stefanowicz Homestead Structure and Lot (Options for selling)

The Board discussed several options for selling the Stefanowicz Homestead Structure and Lot, including using methods such as request for bids, sealed bids, a realtor, and auctioneer. After some discussion, the board agreed to use the Invitation to Bid method as it would allow flexibility to stipulate the criteria in the scope, including the right of rejection and a minimum bid amount. The minimum lot value in Hollis is approximately \$200,000. Since the property is almost 5 acres, the board considered a minimum bid amount of \$250,000. Tom Dufresne stated that the heating system and septic system will need to be replaced, which he felt should be taken into consideration when discussing the minimum bid price.

Funds from the sale would be used to reduce the bond indebtedness associated with the purchase of the property. The board felt the minimum bid of \$200,000 would be appropriate with the intention that the bidder would be able to negotiate with the board to secure closing before the end of the year.

MOVED by Peter Band seconded by Paul Armstrong that the Select Board proceed to have counsel prepare an Invitation to Bid document for the procurement of the subdivided lot, including house, well and outbuildings with a minimum bid amount of \$200,000. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Fire Station Roof (Bid Approval)

Chief Towne reported that three bids were received with JB Roofing Systems being the lowest bidder at \$60,300. The work is to replace approximately 4,872 square feet of roof with metal roofing for the Hollis Fire Station.

MOVED by Paul Armstrong seconded by Peter Band that the Select Board approve the bid from JB Roofing in the amount of \$60,300 for the Fire Station roof, as recommended by Chief Towne. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Committee Appointment Policy (Amendment)

Town Administrator, Lori Radke explained that the Committee Appointment Policy was adopted in 2008 and amended in 2009. The following changes were submitted for consideration of approval:

- Changed all "Board of Selectmen" to "Select Board" throughout the document

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- **Section B. Filling Vacancies, a. Appointments**-Updated to reflect that vacant positions are posted on the website oppose to the newspaper and 2 public places.
- **Section B. Filling Vacancies, b. Interviews**-Removed sections pertaining to interviews in non-public session.
- **Section B. Filling Vacancies, c. Submission of Interest**-Updated to reflect the contact person to be the “Administrative Assistant” oppose to the “Town Administrator”.
- **Section D. Appointment Notification, a. Notification of Appointment**-Updated to reflect the contact person to be the “Administrative Assistant” oppose to the “Town Administrator”.
- **Section D. Appointment Notification, a. Notification of non-Appointment**-Updated to reflect the contact person to be the “Administrative Assistant” oppose to the “Town Administrator” and changed the 3 day timeframe for notifying candidates who have not been appointed, to “within a timely fashion” for notifying candidates.

The only additional change was to change the contact person from “Administrative Assistant”, to “Town Administrator or his/her designee”, in the document.

MOVED by David Petry seconded by Peter Band that the Select Board approve the Committee Appointment Policy, with the proposed changes, as discussed. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Hardy South Recreation Field (Update)

At the 2016 Town Meeting, Warrant Article 5, Athletic Field was passed to raise and appropriate the sum of \$125,000 for the purpose of doing site preparation for and constructing playing fields and other improvements. The field was constructed in 2017 by Hollis Construction. There were some drainage and water issues that came to light, which the Recreation Commission addressed by having the field heavily aerated and slice-seeded. The Commission used \$1,300 from the Recreation Revolving Fund to pay for this service which was completed in the fall of 2019. The outcome helped immensely and the Commission may perform the same service again this fall. Although the total funds used total \$110,580 for the field, it was stated that the remaining \$14,420 was put into the unassigned fund balance and is not carried over to the next year.

Silver Lake State Park (Discussion)

Since federal funds were involved when Silver Lake State Park was sold to the state, the park cannot be restricted to just Hollis residents only. Although the Recreation Commission expressed interest in running the park, the town would be responsible to maintain, staff and police the park. At one point in time, the town considered taking ownership of the park and turning it into conservation land. Ultimately the governor at the time didn’t want to be seen as giving away recreation and parks, so they did not have the political will to do it. If the usage can’t be restricted than it is not in the town’s best interest to obtain ownership.

It was suggested that the town should consider leasing the park from the state and instituting a partnership, however there was little to no interest from the board to obtain ownership of the park. The board expressed interest in contacting the state to have the area cleaned and to address fixing and/or replacing the picnic tables, playground equipment, etc.

DPW Grader (Update)

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DPW Director, Joan Cudworth negotiated a trade with Chadwick-Baross to sell a plow that the town doesn't use, to Chadwick-Baross for \$25,000, with the intention of using the proceeds towards the purchase of a new motor for the grader. The town would then have a credit with Chadwick-Baross of approximately \$12,800.

The purchase of the motor (approximately \$12,000) will be split between Volvo, Chadwick-Baross and the town, each paying 1/3 of the price.

MOVED by David Petry seconded by Mark LeDoux that the Select Board authorize DPW Director, Joan Cudworth to sell the plow back to Chadwick Baross for \$25,000. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

There were some concerns about purchasing foreign made equipment and the preference is to buy domestic made products/equipment, moving forward. It was suggested that Joan obtain a trade-in value for the grader, once the motor is obtained.

J. Cudworth requested to purchase a 'combo body' for the DPW's new truck. The 'combo body' is a combination salter/sander spreader. Three quotes were obtained with the lowest bid being \$28,544 from HP Fairfield. It was further explained that the warrant article from last year was just for the truck. The town escrowed \$28,330 for a sander/salter spreader with no body. Approximately \$1,415, in addition to the escrow amount is needed for the purchase. M. Le Doux suggested that funds could be used from contingency.

MOVED by Susan Benz seconded by David Petry that the Select Board approve the purchase of a 'combo body' for the new DPW truck from Contingency, not to exceed \$5,000. 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 BUSINESS

Rocky Pond Boat Launch-Nontransferable License

The updated amendment to the license was recently received from the Home Owners Association (HOA). Chair LeDoux received an email from a concerned resident who wanted to use a trailer for a tandem kayak, since loading it on top of the vehicle is not possible. The resident was not allowed to use the trailer since trailers are prohibited. Eve Aretakis, representing the HOA expressed her opinion that trailers were removed from the license and if they would be allowed in the parking area, but not in the water than the area would need to be policed and questioned how it would controlled. P. Band suggested including language that could approve trailers as long as they could be stowed under the vehicle. E. Aretakis did not support that suggestion.

It was stated that the area is not ADA certified and poses some concerns for those who cannot physically load/unload items from the roof of the vehicle. M. Le Doux felt that if someone had a handicap license plate, allowances should be made to accommodate those individuals.

The Board discussed the following changes to the amended license.

Section 1.2-Prohibited Activities, subsection D

D. Petry stated that he would like the language under section 1.2-Prohibited Activities, subsection D removed from the new amendment as the language is too vague and would like to avoid any potential liabilities if milfoil is found in the pond. The language states, "All residents, guests, and other persons using the PREMISES shall make all reasonable efforts to prevent the introduction and spread of milfoil into Rocky Pond." In his opinion, the section is not a prohibited activity, it's a statement. The majority of the board agreed to strike subsection D from the document.

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Section 1.2-Prohibited Activities, subsection E

P. Armstrong would like to change section 1.2-Prohibited Activities, subsection E from “*The landing shall only be available for use from one hour after sunrise to one hour before sunset*” back to the original language, which is “*The landing shall be available for use from one hour before dawn and one hour after dusk.*”

The majority of the board agreed to this change.

Section 1.2-Prohibited Activities, subsection I

P. Armstrong would like to include language stating that any repairs or replacement of the gate shall be at the Home Owner Association’s expense and not the Town’s expense. S. Benz later clarified that the gate is technically on the Congregational Church of Hollis’ property, so it would be at their expense. The Board agreed that since the town gave the church the gate, the understanding is that it will be the church’s responsibility to repair and/or replace it, moving forward. The board agreed that no language was needed to be included in this section.

Additionally, he felt that anyone violating the license should lose their privilege to obtain a key for the remainder of the season. The board suggested that the police should be notified of individuals who are violating the license.

Section 1.2-Prohibited Activities

S. Benz requested clarification regarding “walking in” and whether it is prohibited or not since the document states that “walk-in access is prohibited” yet “ice skating shall be permitted by pedestrian access only.” Since the off-season month are outline for ice skating (November 1 to April 1), the board agreed to leave the language as is.

Section 1.2-Prohibited Activities, subsection B

P. Band suggested removing the language in Section 1.2-Prohibited Activities, subsection B prohibiting inflatable boats or floats. The language states, “*Only canoes, kayaks, and paddle boards not requiring the use of a boat trailer are permitted to use the PREMISES as a landing. No inflatable boats or floats are permitted on the premises.*” Any type of inflatable tubes, boats, etc. are just as susceptible to carrying milfoil as kayaks or canoes which are allowed. The majority of the board agreed to leave the wording as is.

M. Le Doux is concerned with residents going around the ‘No Parking’ signs to swim. It was reiterated that property owners should notify the Hollis Police Department if anyone is trespassing on private property. The document will be sent to town’s legal counsel and HOA for review.

ADMINISTRATIVE BUSINESS

Assessing

2019 Abatements

| <u>Case #</u> | <u>MBLU</u> | <u>Owner</u> | <u>Location</u> | <u>Amount to be Abated</u> |
|---------------|-------------|---|-----------------|----------------------------|
| 2019-006 | 003-017 | RJM Revocable Living Trust Agreement | 51 Worcester Rd | \$1,208.00 |
| Total: | | | | \$1,208.00 |

MOVED by Susan Benz seconded by David Petry that the Select Board approve the 2019 Abatement for Case #2019-006, 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

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MOVED by Susan Benz seconded by David Petry that the Select Board approve the following warrants:

| | | |
|--------------------|--------------|----------|
| Wages | \$195,588.70 | 06/25/20 |
| Wages | \$198,923.04 | 07/09/20 |
| Accounts Payable | \$356,447.82 | 06/25/20 |
| Accounts Payable | \$367,046.51 | 07/09/20 |
| Benefit Strategies | \$ 5,214.92 | 06/25/20 |
| Benefit Strategies | \$ 5,892.92 | 07/09/20 |

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 06/22/20

MOVED by Mark Le Doux seconded by Peter Band that the Select Board approve the public meeting minutes from June 22, 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 06/22/20

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the non-public meeting minutes from June 22, 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 July 14, 2020 to August 10, 2020 were announced. The next Select Board meeting is scheduled for August 10, 2020. Household Hazardous Waste Collection at the Nashua Public Works Garage (9 Stadium Dr.) will take place on August 1, 2020 from 8:00AM-Noon. See www.nashuarpc.org for additional information.

Other Information

Mary Thomas, Supervisors of the Checklist Chair stated that approximately 15 volunteers are needed for the elections. PPE will be provided for the elections.

The board considered having a public information session in August, prior to the elections to review information pertaining to the elections. The state is considering sending out information to all registered voters as well. The board would like to run an instructional video on the cable channel, if one is available.

NON-PUBLIC SESSION

RSA 91-A:3-II (a) personnel

MOVED by Mark Le Doux seconded by David Petry that the Select Board enter Non-Public Session in accordance with RSA 91-A:3-II (a) personnel. 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 8:32PM

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 (a) personnel. Voting in favor of the

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283 *motion were Le Doux, Petry, Band, Benz and Armstrong. No one was opposed. The motion PASSED 5-0-*
284 *0.*

285
286 The Board came out of non-public session and entered public session at 8:52PM
287

288 **ADJOURNMENT**

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

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293 The Board adjourned at 8:52PM
294

295 Respectfully Submitted,
296 Christine Herrera, Assistant Town Administrator