

**HOLLIS SELECT BOARD**  
**August 10, 2020**  
**PUBLIC MINUTES 6:30 PM**  
**Approved 09/14/2020**

**SELECT BOARD MEETING**

Select Board present: Vice Chair David Petry, Paul Armstrong and Peter Band  
Select Board via zoom: Chair Mark Le Doux, Susan Benz  
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.

**PUBLIC COMMENT**

Joe Garubba (Winchester Dr) commented that he did not feel either Farley Rd or Pine Hill Rd needed to be stripped as it would take away from the rural character of Hollis. Regarding the COPS Grant, he stated that the matching amount for the grant is about 50% oppose to 25% because an additional year is required by the town, to maintain that position beyond the three years of the grant. He asked that any kind of approval to accept the grant be done at Town Meeting due to the amount of funds associated with the grant. If an additional position is created, it should take place at Town Meeting.

Mike Goulder (Samuels Way) thanked the board for the gate, stating that it has made a big difference. He stated that a lot of progress has been made, with the assistance of Lori Radke, Town Administrator who helped come up with the signout process for the key. He further stated that the delay that has occurred has caused an element of mistrust and concern. He is hopefully that everything will be completed on a positive and constructive note as it has made a big difference on the pond.

L. Radke, Town Administrator reviewed the agenda.

**NEW BUSINESS**

**State Primary Election Update (Drew Mason, Town Moderator)**

The layout of the elections at the Lawrence Barn will look different this year as the plan is to utilize the area around the outside of the barn. The traffic flow will start with the Ballot Clerks and Supervisors of the Checklist, who will be set up outside, under tents, off the parking lot to the west of the building. Once checked in by the Ballot Clerk, the voter will receive a card of piece of paper that is either blue or red. Upon entering the facility through the double glass doors, voters will receive a ballot package consisting of a ballot, mat and writing utensil. The mat is intended to be used in the voting booth in conjunction with the ballot. Voters will then make their way to the voting booths, located in the small room of the barn. When voting is complete, voters will fold the mat with the ballot inside and put the ballot in the machine and either throw the mat or keep it. Voters will then exit through the single door to the dirt parking lot.

Personal Protective Equipment (PPE) will be delivered towards the end of this week. Voters and election workers will be required to wear masks. Guidance from the state regarding the amount of booths required to be set up is still undetermined at this time. It is recommended that voters use hand sanitizer before entering and

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after leaving the area, however if hand sanitizer makes the ballots wet, it could clog the machines. D. Mason requested that a DPW employee be available to sanitize the booths periodically throughout the day.

L Radke, Town Administrator added that DPW will do the majority of the election set up on Thursday, prior to the election. The tent will arrive on either Friday or Monday. The remainder of the set up will take place on Monday. D. Desaulniers, IT Specialist will ensure electricity is available outside of the facility. Additionally, approximately 15 cordless LED lamps will be available for the Supervisors of the Checklist and Ballot Clerks. The state provided sneezeguards for the Supervisors of the Checklist, Ballot Clerks and Town Clerk. D. Mason will look into additional sneezeguards around the three ballot machines.

The tents have side flaps that could be utilized, in the case of inclement weather. Mary Thomas, Supervisors of the Checklist Chair, confirmed that there are plenty of volunteers serving as greeters, ballot clerks and counters. They'll be at least one training since some volunteers are new to the process. Since the layout, including entrance and exit will be different this year, information should be posted and word of mouth is highly encouraged.

It was suggested that the town's portable electronic signs be utilized notifying residents that voting is at the Lawrence Barn. The process for undeclared voters is somewhat similar, however there will be volunteers there to assist the voters.

**Tax Collector Software (Rachael Gosselin, Finance Officer)**

The town currently uses the software called, Interware, which was purchased in 2000. Since that time the software has continuously proven problematic mostly due to software updates. As a result, R. Gosselin is requesting the purchase of a new software program called Avitar. Due to the amount of issues, the request was presented prior to the budget cycle. Originally, \$30,000 was escrowed for security upgrades to Town Hall, but was postponed until next year in order to obtain a new fire panel in Town Hall. The request is to use \$18,000 from that fund to purchase the new software. The annual fee is \$3,900, which is a \$2,000 increase from what the town currently pays on a yearly basis. A demo was performed last Friday and the software seems very user friendly. R. Gosselin attempted to obtain additional quotes from several vendors, however the quotes were mostly bundled or the vendor was not accepting new customers at this time. Avitar was the most practical and cheapest solution. It was noted that training is included with the cost.

*MOVED by Peter Band seconded by Paul Armstrong that the Select Board approve the purchase of Avitar software for the Tax Collector out of the Town Hall Security upgrades escrow account, as recommended by Rachael Gosselin, Finance Officer. 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 Cops Grant (Joe Hoebeke, Police Chief)**

The COPS grant is offered through the Department of Justice and would authorize the funding of 75% of the cost to hire an additional police officer position for three years, with the condition that we maintain that position for 12 months following completion of the grant. The Select Board approved applying for the grant back in February of this year. Official notification was received that the town was awarded the grant.

It was explained that the reimbursements are processed on a quarterly basis for the grant, which roughly amounts to \$41,000 annually. The idea is to hire a new officer for the agency and allocate a current officer as an additional School Resource Officer (SRO). The Hollis Police Department performed a survey about 2 years ago and specifically asked the community whether they would be in favor of adding an officer to the department. The survey results reflected that approximately 67% were in support of adding an officer.

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Since the SRO would service both the Cooperative School District (High School and Middle School) as well as the Hollis schools, members of the board agreed that the Town of Brookline would continue to pay for their portion of the costs. Although the amount of money associated with hiring an officer is approximately \$125,000, including uniforms, training, equipment, salary, benefits, etc. The direct cost of the grant directly ties to the salary and benefits, where training and equipment are already allocated for in other portions of the department budget.

*MOVED by Paul Armstrong seconded by Peter Band that the Select Board accept the COPS Grant, as requested by Police Chief Hoebeke. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**Department of Public Works (Joan Cudworth, Director)**

**Installation of stop sign at the intersection of Witches Spring Rd and Fletcher Ln**

This item was approved by Highway Safety Committee, but was not presented to the Select Board for approval.

*MOVED by Paul Armstrong seconded by Peter Band that the Select Board approve the installation of a stop sign at the intersection of Witches Spring and Fletcher Lane, as recommended by the Highway Safety Committee. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**Stripping on Farley Rd-double yellow line**

This item was approved unanimously by Highway Safety Committee in October 2019, but was not presented to the Select Board for approval. J. Cudworth stated that funds are available in her budget to perform the work. Chief Towne recalled that at one time the road was stripped, which was discovered when there was work done to the road. He couldn't recall any accidents on that road that could have been avoided had the road been stripped. D. Petry felt that unless there is accident data saying that the lines are needed, he questioned whether it was warranted.

*MOVED by Peter Band seconded by Paul Armstrong that the Select Board approve striping a double yellow line on Farley Road, as recommended by Highway Safety Committee. No one was in favor of the motion. Band, Benz, Le Doux, Armstrong and Petry were opposed. The motion FAILED 0-5-0.*

**Stripping on Pine Hill Rd-white fog lines**

This item was approved by Highway Safety Committee in 2019, but was not presented to the Select Board for approval. J. Cudworth stated that funds are available in her budget to perform the work. The road had fog lines at one time, but they were never stripped after the road was paved.

*MOVED by Paul Armstrong seconded by Peter Band that the Select Board approve striping white fog lines on Pine Hill Road, as recommended by Highway Safety Committee. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**Removal and trimming of tree(s) on Town Common**

J. Cudworth stated that there are a couple of trees, located on the Town Common, that need to be addressed. There is a dying Maple Tree that should be removed. The Historic District Commission was in agreement that the tree needs to be removed. DPW would like to move a smaller tree to the vacant area where it is anticipated that the maple tree will be removed. Since there are many trees in need of pruning with a lot of dead limbs, a

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quote was obtained in the amount of \$2,500 for pruning trees, and removing the Maple Tree. Funds are available in the budget for the work.

*MOVED by Paul Armstrong seconded by Peter Band that the Select Board approve the removal of the dying Maple Tree and prune any other trees on the Town Common to remove the dead branches only and to not do anything with the small tree, at this time. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

When asked for an update on the road grader, J. Cudworth replied that the grader was returned to DPW and was used today on Fletcher Lane. The plow was sold to Chadwick-Baross, as discussed at the previous meeting, leaving a balance of \$12,845 on the account with Chadwick-Baross.

**Safety Program Approval**

As part of the Prime Program recertification through Primex, the Town of Hollis Safety Program will be reviewed and amended, if need be, every two years. Phil St. Cyr, Risk Management Consultant worked closely with Chrissy Herrera to thoroughly review all sections and policies of the document. The Joint Loss Management Committee approved the document in July. The board was provided a list of revisions as well as the tracked changes version of the document. Upon acceptance of the recertification, the town will receive 2.5% off the cost of Workers Compensation and 2.5% off the cost of Property & Liability insurance.

*MOVED by Peter Band seconded by Paul Armstrong that the Select Board approve the Safety Program for the Town of Hollis, as submitted and recommended by the Joint Loss Management Committee. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**Replacement of Town Hall Sign "Hollis Town Hall, Circa 1886"**

The Hollis Town Hall sign, hanging at the front of the Town Hall is in need of replacement. Classic Signs provided quotes for a more durable material for the sign and Marshall Signs provided quotes for a hand painted sign. The signs measures 24"X16". Funding will be expensed from the 'Town Building and Grounds-Town Hall' line in the budget. Since the Town Hall is in the historic district, it was agreed that a hand painted sign was the more desirable option. D. Petry requested that the old sign be preserved in a frame and displayed in Town Hall. The Historic District Commission was consulted on the sign replacement.

*MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the bid from Marshall Signs for a hand painted sign, for an amount not to exceed \$250. Additionally, the old sign will be preserved in a frame and displayed in Town Hall. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**Event Specific Sign Permit extension (8/10-11/15)**

The Congregational Church of Hollis requested extending the dates for two signs to be displayed on the corner of Monument Square and Broad Street. The display date is from 08/10/2020 to 11/15/2020.

*MOVED by Paul Armstrong seconded by Peter Band that the Select Board approve the extension of the Event Specific Sign permit for the Congregational Church of Hollis, ending 11/15/2020 for two (2) signs. 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**

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191 **Rocky Pond Boat Launch-Nontransferable License**

192 The Board reviewed the amendment submitted by the Home Owners Association (HOA) at the previous meeting  
193 and had a few recommendations/changes to the amendment. The HOA was in agreement of the all but one of the  
194 recommended changes, located in Section 1.2, Prohibited Activities, subsection E regarding the hours in which  
195 the landing shall be available. The HOA would like the language to state,

196  
197 *“The landing shall only be available for use one hour after dawn and one hour before dusk”.*  
198

199 The Board did not have any issues with that recommended change.  
200

201 *MOVED by Paul Armstrong seconded by Peter Band that the Select Board accept Section 1.2, Prohibited*  
202 *Activities, subsection E to state,, “The landing shall only be available for use one hour after dawn and*  
203 *one hour before dusk.” Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong.*  
204 *No one was opposed. The motion PASSED 5-0-0.*  
205

206 The HOA recommended another change, this time in Section 2.4, Notices. The recommendation is to include the  
207 following language,  
208

209 *“The amendment may be terminated by Licensor, if Licensor provides written notice to the Licensee 30 days*  
210 *prior to the termination date which notice shall expressly state that the amendment is terminated. Upon*  
211 *termination of this amendment, this amendment shall cease and the license shall revert to the version of March*  
212 *27, 1991.”*  
213

214 In other words, the HOA would have the ability to revoke the amendment and the license would revert to the 1991  
215 version. So, everything in the amendment would no longer exist. Members of the board felt this change seemed  
216 counterintuitive as the HOA would stand to lose more if they exercised the right to rescind the amendment to the  
217 license. Additionally, it seemed this change was added to the document and not presented to the Board in a timely  
218 fashion.  
219

220 Eve Aretakis, representing the HOA was asked to explain the reasoning behind this recommendation by the HOA.  
221 E. Aretakis explained that the thought was that the town maintains all unilateral rights from the base license to the  
222 proposed amendment. Since the HOA felt that they gave in to a lot of the proposed negotiations throughout the  
223 process that they wanted to ensure that the HOA will have the ability to remove any of the new items brought  
224 forth in the amendment that they feel they gave into. It was further explained that the town continues to maintain  
225 the right to change the rules of the amendment as long as the changes are not less restrictive.  
226

227 When asked if the Town’s legal counsel has reviewed the document, it was stated no.  
228

229 After some discussion, E. Aretakis agreed to change the language to read that the amendment could be terminated  
230 by either party.  
231

232 *MOVED by Mark Le Doux seconded by Peter Band that the Select Board approve the Rocky Pond Boat*  
233 *Launch Nontransferable License with the change in language to read that either party could terminate*  
234 *the amendment. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one*  
235 *was opposed. The motion PASSED 5-0-0.*  
236

237 **ADMINISTRATIVE BUSINESS**  
238 **ASSESSING**

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**Current Use Release & Land Use Change Tax (LUCT)**

MBLU	Owner	Location	Acres Removed	LUCT
020-023	Max 5 Homes Inc.	262 Broad St	3.34	\$4800

*MOVED by Peter Band seconded by Paul Armstrong that the Select Board approve the Current Use Release & Land Use Change Tax for MBLU 020-023, 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.*

**PA-16, Application for Reimbursement to Towns & Cities...State Forest Land is Situated**

This is the annual accounting to the Department of Revenue Administration for reimbursement for the forested portion of Silver Lake State Park, owned by the State of New Hampshire. The reimbursement amount is generally between \$30-\$35.

*MOVED by Mark Le Doux seconded by Peter Band that the Select Board approve the PA-16 Application for Reimbursement to Towns and Cities-State Forest Land. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

**APPROVAL OF WARRANTS**

Warrant	Amount	Date
Wages	\$166,503.46	07/23/20
Wages	\$107,174.62	08/06/20
Accounts Payable	\$120,524.45	07/23/20
Accounts Payable	\$542,904.19	08/06/20
Benefit Strategies	\$ 5,436.92	07/23/20
Benefit Strategies	\$ 4,889.99	08/06/20

*MOVED by Paul Armstrong seconded by Peter Band that the Select Board approve the warrants, 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 07/13/20**

*MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting minutes from July 13, 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 07/13/20**

*MOVED by Susan Benz seconded by Mark Le Doux that the Select Board approve the non-public meeting minutes from July 13, 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 August 11, 2020 to September 14, 2020 was announced. The next Select Board meeting is scheduled for September 14, 2020. Household Hazardous Waste Collection at the Milford Public Works Garage (2898 South St.) will take place on August 29, 2020 from 8:00AM-Noon. See [www.nashuarpc.org](http://www.nashuarpc.org) for additional information. Town Departments will be closed on Monday, September 7, 2020 for Labor Day. The State Primary Election will be held on Tuesday, September 8, 2020 at the Lawrence

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Barn Community Center (28 Depot Rd) from 7:00AM-7:00PM. The Old Home Days Fireworks Display will take place on Saturday, September 12, 2020 at the Lawrence Barn Community Center.

**OTHER BUSINESS**

**Storm Response**

The response from Eversource regarding downed trees/power lines was less than desirable. It would appear that they were not very responsive and D. Petry suggested sending them a letter, expressing those concerns.

**NON-PUBLIC SESSION**

**RSA 91-A:3-II (d) Lease of Town Property and RSA 91-A:3-II (l) Legal**

*MOVED by Paul Armstrong seconded by Peter Band that the Select Board enter Non-Public Session in accordance with RSA 91-A:3-II (d) lease of town property and RSA 91-A:3-II (l) legal. 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 8:03PM

**CONCLUSION OF NON PUBLIC SESSION**

*MOVED by Peter Band 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) lease of town property and RSA 91-A:3-II (l) legal. 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 9:30PM

**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 9:30PM

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator