

HOLLIS SELECT BOARD
September 14, 2020
PUBLIC MINUTES 6:30 PM
Approved 09/28/2020

SELECT BOARD MEETING

Select Board present: Chair 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; Rick Todd,
Communications Manager; 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, followed by the agenda review.

PUBLIC COMMENT

Drew Mason (Town Moderator) thanked everyone for a peaceful and successful Primary Election.

M. Le Doux added that he spoke with the school Superintendent, Andy Corey and the current plan is to hold the General Election on November 3rd at the Hollis Brookline High School. The small and large gymnasium only will be utilized for the election. It is anticipated that approximately 6,500 voters will vote, either by absentee ballot or in-person.

Christina Marmonti (Fletcher Ln) is in support of the proposed stop sign.

Diana Niquette (Fletcher Ln) is also in support of the proposed stop sign.

Joe Garubba (Winchester Dr) commented on the Media Policy and Website Guidelines, stating that it would appear that the town is looking to have a Facebook type website/social media presence. He questioned why the town would be in this role when the website is sufficient for disseminating information. He didn't feel that taking on the additional work scope of managing social websites would be a financially good decision and would bring a lot of potential problems to the town. He didn't feel it was appropriate, from our town government. He further stated examples from the Town of Bedford's Facebook page, which included complaints and promotional material from vendors. He commented that having a social media presence would open the door to some of the same outcomes. Lastly, he requested the Hollis Watch be added to the town's website, as a news source link, if the Hollis Brookline Rotary Club was added.

Julie Rowland, representing the Hollis Brookline Rotary Club, commented that the Hollis Brookline News Online, which is an online news source sponsored by the Hollis Brookline Rotary Club, continues to grow weekly. Additionally, readers can obtain a free subscription to a monthly newsletter. The request is to have the online news source linked to the town website.

PUBLIC HEARING (STOP SIGN)

At 6:43PM Chairman Le Doux open the Public Hearing to hear comments regarding the installation of a stop sign at the intersection of Witches Spring Rd. and Fletcher Ln. Lori Radke, Town Administrator, stated that she received a letter from Christopher and Robin Nelson (9 Fletcher Ln) who were in support of the stop sign. With no further comments, the Public Hearing was closed.

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

RECOGNITION/RETIREMENT

Hollis Communications Center

After serving the community and working for the Town of Hollis for approximately 35 years, Communications Supervisor Bob Dichard is retiring on September 30, 2020.

Chief Hoebeke introduced Rick Todd, Communications Manager and acknowledged John DuVarney, retiree from the Town of Hollis, Communications Manager earlier this year, as well as Cassidy Walker's family, who was in the audience. Chief Hoebeke said a few kind words about Bob, followed by R. Todd, who shared a few stories about Bob. R. Todd then introduced Cassidy Walker, who received a warm welcome and congratulations. Cassidy's promotion will be effective September 26, 2020.

APPOINTMENTS

Joan Cudworth, DPW Director learned about Francis' experience with SRLD from his application when he applied for a part time position at the Transfer Station. J. Cudworth asked if he would be interested in being a part of the Souhegan Regional Landfill District, which he accepted.

Francis, who goes by Frank, introduced himself and was very thankful for the opportunity to be a part of the community.

Francis Powers, Souhegan Regional Landfill District (SRLD) Town Representative (term exp 4/30/23)

MOVED by Paul Armstrong, seconded by Susan Benz that the Select Board approve the appointment of Francis Powers to the Souhegan Regional Landfill District (SRLD) as a Town Representative with a term expiration date of 4/30/23. Voting in favor of the motion were Le Doux, Petry, Band, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.

P. Band explained that Laura Bianco is a current member of the Hollis Conservation Commission. The Wild & Scenic Study Committee is made up of surrounding cities and towns in Southern New Hampshire and Northern Massachusetts that work to preserve the Nashua River and other rivers.

Laura Bianco, Nashua River Wild & Scenic Study Committee Alternate Town Representative (term exp 4/30/23)

MOVED by Peter Band, seconded by Paul Armstrong that the Select Board approve the appointment of Laura Bianco to the Nashua River Wild & Scenic Study Committee as an Alternate Town Representative with a term expiration date of 4/30/23. Voting in favor of the motion were Le Doux, Petry, Band, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.

NEW BUSINESS

Twenty-five (25) year lease of Town Owned Land for Agricultural use (Stefanowicz Properties)

Mark Post explained the history of the property and lease process. There were four responses to the Request for Proposal (RFP), sent out earlier this year. The Joint Working Group (JWG), consisting of two representatives from Conservation Commission and two people from Agricultural Commission reviewed the RFPs. The recommendation from the JWG is for the Town to initiate final negotiations with Brookdale Farm LLC for the

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25 year lease of Stefanowicz properties, with a goal of starting the lease on November 1, 2020. Additionally, the JWG recommends that town staff, along with a member of the Conservation Commission lead the negotiation, with support of JWG. The town may be able to investigate the potential that there may be some bids that may be able use portions of the property that are not included in the Brookdale bid.

D. Petry and P. Bands representing the Agricultural Commission and Conservation Commission spoke in support of the process for this lease and in support of the awarding the bid to Brookdale Farm. M. Le Doux wanted to ensure items such as nuisance, liability insurance, soil amendments, pesticides and language such as “amended by statute” be included in the document.

MOVED by David Petry seconded by Peter Band that the Select Board proceed with the recommendation from the Joint Working Group to initiate final negotiations with Brookdale Farm for the 25 year lease of Stefanowicz properties. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Media Policy and Website Guidelines (Dawn Desaulniers, IT Director)

Social Media Policy

At one time, the town considered having a Town Facebook page. Since there wasn’t an official social media policy on file, D. Desaulniers researched and created the proposed document. The intent of the policy is to have the town website as the primary place for information. The intent is to not have social media become a discussion board, but rather to provide information to the public from another platform. After some discussion, the Board agreed to review the Social Media Policy and discuss it at a later date.

Website Posting Guidelines

The website posting guidelines is a written document references the current practices and procedures. Hollis Brookline Rotary Club requested posting a link on the town website, to their news online website. The Board thought it best to not post the link as it may infer that the town agreed with the information being posted through that media outlet. There is currently a list of community organizations on the website, where the Hollis Brookline Rotary is listed as an organization.

D. Petry was concerned that allowing an organization to post a link to an online newsletter on the town website, would set precedence.

The town currently has the Nashua Telegraph and the Cabinet listed as newspapers on the town website. The Board agreed to remove those links as a result of the discussion. The Board did not have an issue with posting the information about the upcoming Candidate Forum.

Town Hall Fire Alarm System Bid

Jen Govostes, Fire Department Lieutenant reported that five (5) bids were received for the replacement of the Town Hall Fire Alarm System. It is recommended that the town approve the bid from Professional Fire and Security, who was the lowest bidder.

MOVED by Susan Benz seconded by Peter Band that the Select Board approve Professional Fire and Security for the Town Hall Fire Alarm System, as recommended by the Hollis Fire Department. Voting in favor of the motion were Le Doux, Petry, Benz, and Band. No one was opposed. Armstrong abstained. The motion PASSED 4-0-1.

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Homestead Structure and Lot (Invitation to Bid)

Approximately 4.2 acres were carved out of the Stefanowicz properties, which encompassed the homestead, out buildings, well, access to the homestead, etc. The Board reviewed a draft document for an Invitation to Bid. The homestead structure and lot appraised for \$254,000. The Board felt a minimum bid of \$250,000 should be imposed and include language stating that the successful bidder shall pay the non-refundable deposit of \$350 within five (5) business days of being notified. It was suggested that additional language be clarified in the document to state that the amount of the bid shall be paid in full, upon closing. The Board conditionally approve the document, but would like clarification on the payment timeframes from Attorney Drescher. The Board further discussed and clarified the process for an Invitation to Bid process oppose to a Sealed Bid process.

CARES Act Election Funds-Grant

According to the grant, cities and town could obtain partial reimbursement for qualified expenses of carrying out the state primary and general elections. The grant allocates a maximum amount that is proportional to the specific city or town, based on the total votes cast in the 2016 election. The town can expect to receive approximately \$6,500 from expenses related to the primary election.

MOVED by Peter Band seconded by Paul Armstrong that the Select Board approve the CARES Act grant for reimbursement of expenses related to the primary and general election. 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 Truck Repairs

The warrant article allocated \$125,000 to refurbish a fire truck. An additional \$6,124 is needed for unforeseen repairs, which could be expended from the Contingency Fund. D. Petry suggested that the funds be expended from the Fire Department budget. It was agreed that funds will be used from Contingency and replaced from the Fire Department budget.

MOVED by Peter Band seconded by Susan Benz that the Select Board approve expending \$6,100 from the Contingency Fund with the understanding that the expenditure will be replaced from the Fire Department budget. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Temporary 'No Parking' signs

The Board discussed the installation of temporary 'No Parking' signs on Rocky Pond Road, from April 1st through November 1st. It was stated that the discussion may be better suited with the Highway Safety Committee.

Election Voting Booths

It was stated that seventeen (17) voting booths, or one (1) booth for every one-hundred (100) voters, is required for the town to adhere to the new statutory requirements from the state. There is approximately 7,057 registered voters in Hollis. The cost for seventeen (17) voting booths is approximately \$15,000, however the expense could be reimbursed through the CARES Act.

Since one pop-up booth is divided in a way to allow four (4) sectioned areas for voting, the Board agreed to purchase five (5) booths, which would provide twenty (20) individual voting areas and would meet the statutory requirements.

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193 *MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve purchasing five*
194 *(5) voting booths, totaling approximately \$4,500. Voting in favor of the motion were Le Doux, Petry,*
195 *Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
196

197 **Petition and Pole License(s)**

198 **Pole #21-1532, Ridge Rd**

199 *MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Petition and*
200 *Pole License for Pole #21-1532, Ridge Road. Voting in favor of the motion were Le Doux, Petry, Benz,*
201 *Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
202

203 **Pole #21-1536, Pine Hill Rd**

204 *MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Petition and*
205 *Pole License for Pole #21-1536 for Pine Hill Road. Voting in favor of the motion were Le Doux, Petry,*
206 *Benz, Band, and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
207

208 **OLD BUSINESS**

209 **Old Home Days**

210 **Event Specific Sign Permit (8/14/20-9/13/20) Ratify approval via email**

211 *MOVED by Mark Le Doux seconded by Susan Benz that the Select Board ratify the approval previously*
212 *obtained via email for the approval of an Event Specific Sign Permit for Old Home Days to be displayed*
213 *from 8/14/20-9/13/20. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong.*
214 *No one was opposed. The motion PASSED 5-0-0.*
215

216 **ADMINISTRATIVE BUSINESS**

217 **ASSESSING**

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

			Acres	
MBLU	Owner	Location	Removed	LUCT
014-037-016	Cutter Pl. Properties	19+19A Cutter Pl	1.06	\$25,000
036-004-009	Crimson 9 Realty Trust	47 Woodmont Dr	1.28	\$25,000
036-004-013	Eric & Tanya Schifone	Woodmont Dr	5.12	\$25,000
038-037-003	Raisanen Homes Elite LLC	Farley Rd	3.29	\$20,000
			Total:	\$95,000

226
227 *MOVED by David Petry seconded by Susan Benz that the Select Board approve the Current Use Release*
228 *& Land Use Change Tax (LUCT) for MBLU 014-037-016, 036-004-009, 036-004-013 and 038-037-003,*
229 *as submitted. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No one*
230 *was opposed. The motion PASSED 5-0-0.*
231

232 **Notice of Intent to Cut Wood or Timber (Ratify approval via email)**

Operation #	MBLU	Owner	Location
20-223-10	030-001 & 030-006	RM Timber Harvesting, Owner of Stumpage	Silver Lake State Park

236
237 *MOVED by Mark Le Doux seconded by Susan Benz that the Select Board ratify the approval previously*
238 *obtained via email on 8/14/2020 for a Notice of Intent to Cut Wood or Timber for Operation #20-223-*
239 *10, as submitted. Voting in favor of the motion were Le Doux, Petry, Benz, Band, and Armstrong. No*
240 *one was opposed. The motion PASSED 5-0-0*

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Report of Wood or Timber Cut

Operation #	MBLU	Owner	Timber Tax Levy
20-223-05	020-029-005	Wellington Farias	\$1,408.38

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Report of Wood or Timber Cut for Operation #20-223-05, 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

Warrant	Amount	Date
Wages	\$146,499.82	08/20/20 & 08/27/20
Wages	\$165,203.16	09/03/20
Accounts Payable	\$864,588.21	08/20/20
Accounts Payable	\$154,152.91	09/03/20
Benefit Strategies	\$ 4,705.23	08/20/20
Benefit Strategies	\$ 4,605.23	09/03/20

MOVED by David Petry 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 08/10/20

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the public meeting minutes from August 10, 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 08/10/20

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the non-public meeting minutes from August 10, 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 meetings schedule from Tuesday, September 15th through Monday, September 28th was announced. The next Select Board meeting is scheduled for September 28, 2020 at 6:30PM. The Household Hazardous Waste Collection will be held on Saturday, October 3, 2020 from 8:00AM-12:00PM at the Nashua Public Works Garage, located at 9 Stadium Drive in Nashua. For more information, please check the town website or www.nashuarpc.org.

NON-PUBLIC SESSION

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

MOVED by Mark Le Doux seconded by Paul Armstrong 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, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.

The Board entered non-public session at 8:08PM

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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 (c) reputation. 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 8:30PM

PUBLIC SESSION

Welfare Case #2020-04

MOVED by Peter Band seconded by Paul Armstrong that the Select Board approve payment of \$1,446.34 directly to New England Well & Pump Co, LLC on behalf of Case #2020-04 and proceed with a lien pursuant to RSA165:28. Voting in favor of the motion were Le Doux, Band, Benz and Armstrong. Petry was opposed. The motion PASSED 4-1-0.

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 8:30PM

Respectfully Submitted,
Christine Herrera, Assistant Town Administrator