

HOLLIS SELECT BOARD
September 28, 2020
PUBLIC MINUTES 5:30 PM
Approved 10/12/20

SELECT BOARD MEETING

Select Board present: Chair Mark Le Doux, Paul Armstrong, and Peter Band

Select Board via zoom: Susan Benz and David Petry

Staff present: Lori Radke, Town Administrator; Joan Cudworth, DPW Director; Joe Hoebeke, Police Chief; Rick Towne, Fire Chief and Rachael Gosselin, Finance Officer

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.

BUDGET WORKSHOP WITH DEPARTMENT HEADS

Town Hall

Lori Radke, Town Administrator explained that the Personnel Policy is in the review process and will presented to the board in the next few weeks. It is proposed that nonunion employees will have an additional opportunity to buyback PTO time. Town Hall would like to propose that the town's local ordinances be codified.

Codification is a process of arranging laws or rules according to a system or plan. Additionally, it could be available in an online version. It is estimated that the project could cost approximately \$15,000-\$20,000. Additionally, an annual maintenance fee would need to be accounted for, to keep the information updated and maintained. The Board requested additional information about the scope of work prior to considering the project.

Information Technologies

Dawn Desaulniers, IT Director will proceed with the rotation schedule for computers and equipment. There isn't anything outside of the normal budget, anticipated for the upcoming year.

Department of Public Works

Joan Cudworth, DPW Director received an estimate to replace the concrete ramp in the front of Town Hall. The estimated is approximately \$15,000 to replace the concrete with granite. Discussion took place regarding the option of keeping the ramp concrete, but having it heated, so it wouldn't need to be salted, which causes the concrete to deteriorate. The Board would like to research other options, including having the ramp assessed by an engineer. J. Cudworth stated that there is no anticipated purchases for next year, however the DPW building will need to be assessed as it poses several safety issues. The amount of repairs/replacement and/or upgrades is extensive and could possibly be more costly than demolishing the building and erecting a new one. R. Towne, Fire Chief added that the building is not up to code and was previously rehabilitated without any permits and does not meet any Life Safety Codes. It was suggested by Chief Towne that a professional architect or engineer, who specializes in DPW buildings, assess and provide a recommendation on a plan for the facility. The Board considered a possible 2 year plan to address the building. Year one of the plan would include a warrant article for the design and engineering phase and year two of the plan would include the construction phase. It was stated that any immediate safety concerns should be addressed immediately. J. Cudworth was directed to collaborate with Chief Towne and Selectman Armstrong to research a professional architect who could provide anticipated costs and estimates.

Transfer Station

J. Cudworth felt that another trash compactor will be needed at some point in the future, based on the rate of growth in Hollis. Additionally, the hours of the Transfer Station may need to be adjusted to accommodate the

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increased growth of residents. J. Cudworth will work with Souhegan Regional Landfill District (SRLD) to secure the next trash compactor, for Hollis.

Police Department

Joe Hoebeke, Police Chief is in the process of creating an additional position in conjunction with the grant for an additional School Resource Officer (SRO). Chief Hoebeke is working with Superintendent Andy Corey on a cost sharing mechanism. The position will be strictly for Hollis School District which consists of Hollis Primary School and Hollis Upper Elementary School. Chief Hoebeke is anticipating a lease-purchase for three police vehicles for next year's budget. The cost associated with outfitting each vehicle may be up to \$45,000. Chief Hoebeke broached the topic of electric vehicles sometime in the future. Chief Hoebeke proposed new body cameras that work in conjunction with the cruiser cameras. The program to purchase the equipment is a 5 year program.

Fire Department

Rick Towne, Fire Chief stated that the boiler is in need of replacement, at the Fire Station. The estimated cost is \$7,000, adding that the amount would be included in the Capital Reserve-Municipal Buildings Fund. Chief Towne stated that the ladder truck is in need of maintenance, which will cost approximately \$15,000. Chief Towne requested clarification on where to account for unanticipated expenditures in the budget and if the expenditure should come from the department budget or the Municipal Buildings Fund, in this case. Chairman Le Doux stated that routine maintenance should be budgeted in the department's budget, however unanticipated expenses, such as repairs, should be expensed from the Municipal Building Fund. Rachael Gosselin, Finance Officer agreed with the statement by Chairman Le Doux, however she felt that if the department has surplus at the end of the year than she would recommend the expense come from department budget, since surplus goes into the Unassigned Fund Balance at the end of the year. Otherwise the Municipal Buildings Fund would be depleted every year and would need to be replenished. The Board agreed that the initial expense could come from the Municipal Buildings Fund then be offset from any surplus from the department budget.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited, followed by the agenda review.

PUBLIC COMMENT

Lynn Schur (Truell Rd) inquired about the status and plan for the Farley Building. M. Le Doux explained that there had been discussions in the past about demolishing the building and erecting a replica. Additionally, studies have been done indicating a cost of between \$3M and \$4M to rehabilitate the current building. Discussions took place on proposed uses of the building including a new Town Hall, Community Center, a high-tech High School and/or to house the SAU41 administration office. The building will be left as is until it is decided by the tax payers to expend funds to retrofit the building. P. Band suggested painting the building as it is beginning to become somewhat of an eye sore.

L. Shur would like to utilize the previous studies and create a committee to come up with some viable options for the building. The Board will take the suggestion under advisement and discuss it further at an appropriate time to determine the level of interest to create a committee.

PUBLIC HEARING (BONDS)

At 6:39PM Chairman Le Doux open the Public Hearing to hear comments regarding refinancing a bond of \$1,507,000 currently held with Century Bank with an interest rate of 3.36%, maturing in August of 2035. TD Bank has offered the town an interest rate of 2% on this amount. The town will be required to pay a prepayment penalty to Century Bank for 3% of the bond, totaling \$45,210. Including this cost and a cost of around \$7,000

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for bond council and legal opinion, the town is estimated to save about \$316,000 in interest over the 10 year period. The TD Bank bond would be paid off in August of 2030, 5 years earlier than Century Bank, but the Town's yearly payment would increase by around \$129,000 each year for the first five years. The Board plans to present the finding to the Budget Committee at their next meeting.

With no further comments, the public hearing was closed at 6:42PM.

MOVED by David Petry seconded by Paul Armstrong that the Select Board proceed with securing a bond with TD Bank, including the payment of \$129,000 each year for the first five years as it relates to Resolution 2020-01, Authorizing the Issuance of Refunding Bonds, Dated as of September 28, 2020. 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

1. Hollis Police Department

a. Awards (Officer Connor and Officer Ilges)

Chief Hoebeke presented Officer Lucas Ilges with the Chief's Achievement Award for outstanding community service for his continued commitment to raising funds for the Children's Hospital at Dartmouth (CHaD). Chief Hoebeke also presented Officer Kyle Connor with the Life Saving Award for his efforts at aiding an individual by administering CPR and helping resuscitate the individual.

Both officers were congratulated by the Board and audience. The Board shared their appreciation for outstanding service, adding kind words about the leadership in the police department.

NEW BUSINESS

1. Hollis Police Department (Joe Hoebeke, Police Chief)

a. Five Year Strategic Plan

Chief Hoebeke explained the Strategic Planning Committee was comprised of both sworn and unsworn personnel. The committee was involved in an in depth process, over the course of seven months, reviewing the mission statement, vision statement, core values and strategic goals. Chief Hoebeke encourages the agency to provide a progressive approach. The plan will be published on the website, followed by a series of public outreach. The Board welcomed and supported the Strategic Plan initiative, as presented.

2. Finance Department (Rachael Gosselin, Finance Officer)

a. Probationary Period Reduction – Tax Collector

MOVED by Peter Band seconded by David Petry that the Select Board approve the probationary period reduction for Tax Collector/Deputy Finance Officer, Ashley Schoff. Voting in favor of the motion were Le Doux, Petry, Band, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.

3. Department of Public Works (Joan Cudworth, DPW Director)

a. Winter Sand Bid Approval

DPW received two bids for winter sand. The bid from Leighton White was \$25,200, and the bid from Hollis Construction was \$27,000.

MOVED by Paul Armstrong seconded by Peter Band that the Select Board approve the winter sand bid to Leighton White, in the amount of \$25,200, as recommended by the DPW Director. Voting in favor of

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

b. Catch Basin Bid Approval

DPW received two bids for catch basin cleaning. The bid from Bellemore was \$24,772 and the bid from Service Pumping & Drain was \$64,745. Cleaning the catch basins must be completed yearly to comply with the MS-4 permit.

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Catch Basin Bid to Bellemore, in the amount of \$24,772, as recommended by the DPW Director. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

c. Propane Bid Approval

DPW received four bids for propane. The low bid was from L & G Propane for \$44,550 (\$1.019/gallon).

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the propane bid to L & G Propane, in the amount of \$44,550, as recommended by the DPW Director. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

4. Street Names

a. Naomi's Way

J. Cudworth stated that Beverly Hill, DPW Administrative Assistant and Connie Cain, Assistant to the Assessor worked together to research the two proposed street names. The Hollis Police Department/Communications Center and Hollis Fire Department were consulted about the proposed name and did not have any concerns. Naomi's Way is proposed for the Olson subdivision.

MOVED by Peter Band seconded by Susan Benz that the Select Board approve the street name, Naomi's Way for the Olson subdivision, as recommended. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

b. Oliver's Way

The Hollis Police Department/Communications Center and Hollis Fire Department were consulted about the proposed name and did not have any concerns. Oliver's Way is proposed for Spaulding Lane.

MOVED by Peter Band seconded by Susan Benz that the Select Board approve the street name, Oliver's Way for Spaulding Lane, as recommended. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ADMINISTRATIVE BUSINESS

1. ASSESSING

MS-1, Summary of Inventory of Valuation

MOVED by Susan Benz seconded by David Petry that the Select Board approve the MS-1 as required by NH DRA in order to establish the assessed value of the Town for setting the 2020 Tax Rate. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

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2. APPROVAL OF WARRANTS

a. Wages	\$186,717.51	09/17/20
b. Accounts Payable	\$410,796.74	09/17/20
c. Benefit Strategies	\$ 4,540.23	09/17/20

MOVED by Paul Armstrong seconded by Mark Le Doux 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.

3. APPROVAL OF MINUTES

a. Public Minutes from 09/14/20

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting minutes from September 14, 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.

b. Non-Public Minutes from 09/14/20

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the non-public meeting minutes from September 14, 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.

4. MEETINGS & ANNOUNCEMENTS

The meetings schedule was announced for September 28th through October 12th. The next Select Board meeting is scheduled for October 12, 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. There will be a Virtual Candidates Forum for District 26 (Brookline) on October 5, 2020, starting at 6:45PM. It will be available on the local cable channels (Channel 191 on Charter and Channel 12 on TDS TV).

OTHER BUSINESS

1. New Hampshire Drought Update

Chairman Le Doux stated that the town does not have a municipal water system. The local wells vary in depth, so the Board encouraged the residents to be mindful of water consumption and restrict the use due to the drought. Some of the local farmers are even trucking in water for irrigation of their crops.

NON PUBLIC SESSION

RSA 91-A:3-II (l) legal

MOVED by Mark Le Doux seconded by Peter Band that the Select Board enter Non-Public Session in accordance with 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 7:28PM

CONCLUSION OF NON PUBLIC SESSION

MOVED by David Petry seconded by Susan Benz that the Select Board come out of Non-public session and seal the minutes, in accordance with 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.

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240
241 The Board came out of non-public session and entered public session at 7:50PM.
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243 **ADJOURNMENT**

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

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248 The Board adjourned at 7:50PM.
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250 Respectfully Submitted,
251 Christine Herrera, Assistant Town Administrator/HR Coordinator