

HOLLIS SELECT BOARD
October 26, 2020
PUBLIC MINUTES 6:00 PM
Approved 11/09/2020

SELECT BOARD MEETING

Select Board present: Vice Chair David Petry, Paul Armstrong, Peter Band and Susan Benz

Select Board via Zoom: Chair Mark Le Doux

Staff present: Lori Radke, Town Administrator; Joan Cudworth, DPW Director; Dawn Desaulniers,
IT Director; Rachael Gosselin, Finance Officer; Rick Towne, Fire Chief, 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

None

DEPARTMENT BUDGETS

1. Information Technology

D. Desaulniers presented a flat budget for the IT Department. The storage document system, DocStar, is averaging approximately 120 logins a month. The scanning project is approximately 38% complete for the Planning files, Zoning files and Historic District Commission files. Continuing to utilize the Zoom platform is included in the 2021 budget.

2. Fire Department/Health

Chief Towne did not have any increases to the Fire Department or Health Department budget aside from the repair expense for the ladder truck. It is estimated to be approximately \$13,000. The only expenditure in the Health Department is mosquito spraying. Any COVID-19 related expenses have been associated with funding from the state.

3. Public Works Department

J. Cudworth had a few increases to the DPW budget, including the safety line item, internet, shop supplies, and sidewalk maintenance. The amount needed for Souhegan Regional Land District (SRLD) will be available next week. There are no items for the Capital Improvement Plan (CIP), at this time. The facility study for DPW will be a warrant article not to exceed \$30,000 for the design and engineering phase.

4. Police Department/Communications/Animal Control

Chief Hoebeke did not have an increase to the Police Department budget. The vehicle lease will be included on the warrant article, and built back into the budget, upon Town Meeting approval. Reductions in the budget include the Taser agreement and fuel line. Chief Hoebeke proposed using surplus in this year's budget toward the down payment for 2021 body cameras/vehicles equipment. The equipment is part of a five-year contract, covered under warranty, including the replacement of equipment after 37 months. It is intended that the remaining costs of the contract would be built into the department budget and not included in the Capital Improvement Plan. The board directed Chief

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Hoebeke to look into whether a termination clause could be included in the contract. It was stated that if the town chose to terminate the contract, they would be responsible for the remaining cost of the contract. The legal line increased to represent a true cost for service for the department prosecutor. There were no changes to the Animal Control Department. There was a slight increase for the SPOT training line in the Communication Department. Additionally, there is an increase in the software line so the Communications Center can utilize the same software as the Police Department.

Console replacements are on the Capital Improvement Plan for the Communications Center. The replacement of 3 consoles and a mobile console unit will be approximately \$190,000. The estimate was obtained from Belltronics. Chief Hoebeke was asked to find out where the hardware for the units will come from. The intention is to lease the consoles and spread out the cost over several years.

5. Town Hall

L. Radke stated that there was a decrease for the recreation line and the welfare and health agencies department stated the same. The welfare assistance line item was increased to where it had previously been set. The salary line for the building department increased for the purpose of hiring a full time building inspector to train with the current building inspector, prior to the current Building Inspector's retirement. The zoning department budget stayed the same. L. Radke proposed a Contracted Services line in the Executive Department for the purposes of a Land Use Secretary to assist land use boards with their meeting minutes. The person performing the services would be used on a Per Diem basis. It was stated that the long term plan for the Planning Department is to have a Full Time Town Planner and a Part Time Assistant Town Planner

6. Finance, Employee Benefits/Insurance, Revenues, Capital Improvement Plan

R. Gosselin reported that the software cost increased in the Finance Department due to the new tax software. Additionally, the audit line increased. It was reported that dental insurance stayed the same with a 0% increase and health insurance had a 3.4% increase, which is mainly driven by claims. New Hampshire Retirement Systems (NHRS) had a significant increase of \$118,000, which is approximately a 16% increase. The new rates will start in July, 2021. M. Le Doux suggested that the town request relief from the Budget Committee for the NHRS increase, since contribution amounts are dictated by the state. R. Gosselin reported that revenue figures were estimated for the budget, but since the legislature is still going on, the figures have not yet been confirmed. The Capital Improvement Plan increased by \$130,000 relating to the principal amounts for the new bonds. Since the town is paying less interest on the bonds, the net amount is approximately \$100,000. M. Le Doux suggested that the town request relief from the Budget Committee for the increased bond amount, as well.

RETIREMENTS

1. Emergency Management Director

a. Don McCoy, effective 12/01/2020

The Board thanked Don for his many years of service to the town and community and wished him well in his future endeavors.

MOVED by Peter Band seconded by Paul Armstrong that the Select Board accept the retirement of Emergency Management Director, Don McCoy. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

2. Communications Center

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a. Anna Chaput, Communications Specialist, effective 10/31/2020

The Board thanked Anna for her many years of service to the town and community and wished her well also.

MOVED by Peter Band seconded by Paul Armstrong that the Select Board accept the retirement of Communications Specialist, Anna Chaput, with an effective date of 10/31/2020. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

RECOGNITION / PROMOTION

1. Emergency Management Director

a. Deane Navaroli, effective 12/01/2020

The Board welcomed Deane to the position, noting that Deane has served as an assistant with Mr. McCoy for some time.

MOVED by Peter Band seconded by Paul Armstrong that the Select Board appoint Deane Navaroli as the Emergency Management Director, effective 12/01/2020. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

2. Department of Public Works

a. Daryl Constantine, Custodial/Building Maintenance, effective 10/12/2020

Daryl transferred from an Equipment Operator to the position of Custodial/Building Maintenance within the Department of Public Works.

MOVED by Peter Band seconded by Paul Armstrong that the Select Board appoint Daryl Constantine as the Custodial/Building Maintenance for DPW, effective 10/12/2020. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

NEW BUSINESS

1. General Election Update (Drew Mason, Moderator)

Town Moderator, Drew Mason reminded people that there is no early voting in the State of New Hampshire. There is only absentee voting or Election Day voting. The polls will be open from 7AM-7PM on Tuesday, November 3, 2020 at the Hollis Brookline High School. Both the big and mini gyms will be utilized and the floor plan can be found on the town website. If anyone chooses to not wear a mask, they will need to utilize the loading dock area where they will be able to watch a designated representative cast their ballot into the machine.

2. Police Department (Joe Hoebeke, Police Chief)

a. Town of Brookline and Town of Mason Dispatching Agreement

After careful review, it was determine that a 3% adjustment for each year of the contract would be appropriate for the Town of Brookline. There is a straight 3% adjustment for the Town of Mason since their call service is a small percentage of the total amount of calls managed by the Communications Center. The term of each agreement is January 1, 2021 through December 31, 2023.

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144 *MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the*
145 *Multi-Year Dispatching Agreement with the Town of Brookline, effective January 1, 2021*
146 *through December 31, 2023. Voting in favor of the motion were Le Doux, Petry, Benz, Band*
147 *and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

148
149 *MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the*
150 *Multi-Year Dispatching Agreement with the Town of Mason, effective January 1, 2021 through*
151 *December 31, 2023. Voting in favor of the motion were Le Doux, Petry, Benz, Band and*
152 *Armstrong. No one was opposed. The motion PASSED 5-0-0.*

153
154 **b. Police Station Roof**

155 Chief Hoebeke requested that the replacement of the Police Station roof be funded this year
156 with half of the cost allocated from the Municipal Trust Fund and the other half from
157 Contingency Fund. It was believed that just parts of the roof were replaced in the early 2000s.
158 The total cost for the new roof is \$75,237, with a 40 year warranty. The Chief is requesting a
159 waiver from the formal bid process due to the urgency of the situation. Several quotes were
160 obtained from vendors and the recommendation is Vaillancourt Roofing, based on the price and
161 quality of product.

162
163 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve*
164 *Vaillancourt Roofing to replace the roof at the Police Station, as recommended by Chief*
165 *Hoebeke. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No*
166 *one was opposed. The motion PASSED 5-0-0.*

167
168 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve expending*
169 *half of the cost of the roof replacement for the Police Station (approximately \$40,000) out of the*
170 *Contingency Fund and half (approximately \$40,000) out of the Municipal Trust Fund. Voting*
171 *in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed.*
172 *The motion PASSED 5-0-0.*

173
174 **3. Department of Public Works (Joan Cudworth, Director)**

175 **a. Sub-contracting Plowing**

176 J. Cudworth requested to sub-contract plowing for one designated snow plow route, due to a
177 vacancy at the Department of Public Works. The contract would be at-will and terminate once
178 the position was filled. An interested vendor offered to provide the services for \$80/hour and
179 would carry insurance and use their own vehicle. It was suggested that the union be made
180 aware of the proposal. The vendor is a Hollis resident, who knows the roads well and will be
181 able to respond in a timely fashion.

182
183 *MOVED by Mark Le Doux seconded by Susan Benz that the Select Board authorize J.*
184 *Cudworth, DPW Director to proceed with securing contract plowing and to notify AFSCME*
185 *Council 93, Local 1801. Voting in favor of the motion were Le Doux, Petry, Benz, Band and*
186 *Armstrong. No one was opposed. The motion PASSED 5-0-0.*

187
188 **4. 25 Year Lease of Town Owned Land for Agricultural Use (Stefanowicz Properties)**

189 Mark Post provided an overview of the draft lease, stating the changes. The board thanked the
190 Agricultural and Conservation Commission Joint Working Group for their work on the lease.
191

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MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the 25 year Lease of Town Owned Land for Agricultural Use (Stefanowicz properties) with Brookdale Farms LLC. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

5. Petition and Pole License

a. Pole #21-1534, Richardson Rd

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Petition and Pole License for Pole #21-1534 on Richardson Rd., 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.

6. Acceptance of easements and covenants for Hans Fletcher Olson and Kathleen Higgins Olson Subdivision

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the acceptance of easements and covenants for Hans Fletcher Olson and Kathleen Higgins Olson Subdivision, 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.

7. Fire Pond easement (a portion of lot 32-16-5 and a portion of lot 32-16-6)

The easement is for Pine Hill Road and has been reviewed and approved by Attorney Drescher.

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Fire Pond easement for a portion of lot 32-16-5 and a portion of lot 32-16-6, 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.

OLD BUSINESS

1. COVID-19 Update

At the board's request, Town Hall staff has been wearing face masks in the public hallways of Town Hall and in the Community Meeting Room. Anyone entering the facility is also required to wear a face mask. It was stated that Chief Towne is receiving a weekly report from the state. It was suggested that a link to the report or a copy of the report be posted on the town website. Another reliable site is www.dhhs.nh.gov for reference.

ADMINISTRATIVE BUSINESS

1. ASSESSING

Notice of Intent to Cut Wood or Timber

Operation #	MBLU	Owner	Location
20-223-11	003-030	William H Hall Jr Revoc Trust	Blood & Pepperell Rds
20-223-12	009-004	Town of Hollis	Fieldstone Dr

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Notice of Intent to Cut Wood or Timber for Operation # 20-223-11 and 20-223-12, 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 & Land Use Change Tax (LUCT)

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MBLU	Owner	Location	Acres Removed	LUCT
020-023-001	Gary & Mary Jo Lavelle	Nartoff Rd	2.00	\$19,500
020-023-002	White Birch Builders	Nartoff Rd	2.02	\$19,500
026-005-002	Gateway Homes LLC	Nartoff Rd	3.42	\$17,000
026-005-003	Gateway Homes LLC	Nartoff Rd	3.54	\$19,500
026-005-004	Gateway Homes LLC	Nartoff Rd	3.53	\$19,500
026-005-005	Gateway Homes LLC	Nartoff Rd	9.93	\$20,500
TOTAL:				\$115,500

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Current Use Release & Land Use Change Tax (LUCT) for MBLU 020-023-001, 020-023-002, 026-005-002, 026-005-003, 026-005-004, and 026-005-005, 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.

Corrective Current Use Release & Luct

MBLU	Owner	Location	Acres Removed	LUCT
036-004-012	Susan & Raymond Martino	42 Woodmont Dr	5.26	\$0

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Corrective Current Use Release & Luct for MBLU 036-004-012, 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.

2. APPROVAL OF WARRANTS

a. Wages	\$172,165.29	10/15/2020
b. Accounts Payable	\$166,678.20	10/15/2020
c. Benefit Strategies	\$ 4,125.23	10/15/2020

MOVED by Paul Armstrong seconded by Susan Benz 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 10/12/2020

MOVED by Peter Band seconded by Paul Armstrong that the Select Board approve the public meeting minutes from October 12, 2020. Voting in favor of the motion were Le Doux, Benz, Band and Armstrong. No one was opposed. Petry abstained. The motion PASSED 4-0-1.

4. MEETINGS & ANNOUNCEMENTS

The meetings schedule was announced for October 27th through November 9th. The next Select Board meeting is scheduled for November 9, 2020 at 6:30PM. The Supervisors of the Checklist will meet in the Community Meeting Room on Wednesday, October 28th from 3:00PM-4:00PM for the purpose of accepting new voter registration and correcting the voter checklist. If registering to vote, please bring an acceptable ID, proof of citizenship, age and domicile as required per RSA 654:12. This will be the last opportunity to register to vote, aside from Election Day. Halloween Trick-or-Treating will be from 5PM-7PM on Saturday, October 31st. The General Election will take place on November 3rd from 7:00AM-7:00PM at the Hollis Brookline High School.

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OTHER BUSINESS

1. Tax Collector's Warrant

2020 Property Tax, \$16,047,115.00

MOVED by Peter Band seconded by Paul Armstrong that the Select Board approval the Tax Collector's Warrant for the 2020 Property Tax (\$16,047,115.00). Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

SELECTBOARD COMMITTEE REPORTS

P. Armstrong stated that the Highway Safety Committee met today and discussed "No Parking" signs at Samuels Way and Rocky Pond and are not recommending the installation of the signs.

ADJOURNMENT

MOVED by Mark Le Doux 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 7:54PM.

Respectfully Submitted,
Christine Herrera, Assistant Town Administrator/HR Coordinator