

HOLLIS SELECT BOARD
November 23, 2020
PUBLIC MINUTES 6:30 PM
Approved 12/07/2020

SELECT BOARD MEETING

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

Select Board via Zoom: Susan Benz, Peter Band, and David Petry

Staff present: Lori Radke, Town Administrator; Rachael Gosselin, Financer Officer; Joan Cudworth,
DPW Director, Joe Hoebeke, Police Chief and Dawn Desaulnier, IT Director

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 guidelines, which include a 50% venue capacity.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Joe Garruba (Winchester Dr) commented on the open Planning Board position. He felt the appearance of a conflict of interest exists between the individual recommended for appointment and a well-known developer in town. The appointee purchased a home from the developer. The developer is responsible for 32 units on Old Runnels Bridge Road as well as 75 other units constructed or propped in town over the last few years. The perceived conflict of interest would prevent the appointee from participating in cases related to the developer, so it is expected that the appointee would be recused from such cases. He felt the town should have a member who can directly vote on the large scale projects in town and therefore recommended the Select Board consider and interview the other candidates who have volunteered or applied for positions on the Planning Board, before making a decision. He felt that appointed alternates should be free from the appearance of conflict of interest so they may participate on short notice, when needed.

Adam Colby (Nartoff Rd) commented on the Stefanowicz property, stating his disappointment by the lack of engagement between the town and abutters regarding the long term lease of the Stefanowicz property. He felt the parking lot, logging road and main foot traffic access directly contradict the town's goal to preserve the rural character. He stated that it would not only have an enormous effect on the esthetic appeal and personal enjoyment from their property, but also on their property value. He felt there were other options with minimal impact on all of the abutters that were not being considered. He requested that the Select Board evaluate and review the situation and consider more reasonable options to limit impact to abutters of the property.

RESIGNATIONS/APPOINTMENTS

1. Planning Board Resignation

Planning Board Chair, Bill Moseley explained that Mr. Hartnett is moving out of town and would therefore no longer be eligible to sit on the board.

Matt Hartnett, Regular Member

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board accept the resignation of Matt Hartnett as a Regular Member of the Planning Board. 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. Planning Board Appointment

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When asked to comment, D. Petry who serves as ex-officio member on the Planning Board, felt the comments made under Public Comment were inappropriate and did not fit the criteria for conflict of interest.

Virginia Mills, Alternate Member (term exp. 04/30/2023)

MOVED by David Petry seconded by Paul Armstrong that the Select Board appoint Virginia Mills to the Planning Board, with a term expiration date of 04/23/2023, as recommended by the Planning Board Chair. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

S. Benz and P. Armstrong were in support of the appointment. P. Band asked Ms. Mills if she purchased her property at the prevailing price, which she stated she had. P. Band did not see any type of conflict of interest associated the real estate transaction. Mrs. Mills added that she is extremely sensitive to even the appearance of a conflict of interest and considered that scenario prior to expressing interest to serve on the Planning Board. She stated that she is aware that the developer has a possible pending application that she will recuse herself from in the meeting.

RECOGNITIONS

1. Hollis Police Department - Adam Kushmerek, Master Patrol Officer

Chief Hoebeke recognized Officer Adam Kushmerek for achieving status of Master Patrol Officer. A. Kushmerek joined the Hollis Police Department in 2016. Prior to that he worked as a Corrections Officer at the Barnstable County Correctional Facility in Massachusetts where he was the honor graduate from the academy. Mr. Kushmerek received a Bachelor of Science degree from the University of Rhode Island and is a Veteran and active member of the Massachusetts Army National Guard. He responded by thanking everyone for the recognition and continued support.

2. Town Hall – 20 Years of Service Award

Connie Cain, Assessing Assistant

In 2000 Connie Cain began with the Town through a temp agency as a temporary PT worker in the assessing office. Ms. Cain became a Clerical/Administrative Assistant shortly thereafter. In 2001 the duties of the Deputy Tax Collector were added to her position. She was promoted to the Assistant to the Assessor in 2002, which she still hold to this day. Ms. Cain has also been the secretary to the Hollis Conservation Commission since 2002. The institutional knowledge of the town and community above all else, is absolutely immeasurable. She is a wonderful asset and resource to staff and residents. Congratulations to Connie for achieving this milestone. L. Radke read a written response from Ms. Cain, thanking the Select Board and expressing her gratitude for serving the residents.

Dawn Desaulniers, IT Director

Ms. Desaulniers started working for the Town of Hollis in 2000 as a part-time IT Specialist. In 2012 she was promoted to IT Director, which she holds to this day. D. Desaulniers works closely with all town departments, boards, committees and school district. Her institutional knowledge is also immeasurable. When Covid-19 impacted the town, D. Desaulniers was instrumental in her efforts to accommodate IT demands. Congratulations to Dawn for achieving this milestone. L. Radke presented Dawn with a signed certificate of recognition from the Select Board.

NEW BUSINESS

1. 2021 Budget Review
Warrant Article Discussion

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The total amount for the 2021 warrant articles is \$420,700, which is separate from the budget. Of that amount the town would raise \$136,700 from taxation. The remaining amount (\$234,000) would come from the Unassigned Fund Balance. This would keep the Unassigned Fund Balance at 10% of the overall budget. Items associated with Taxation for the 2021 budget include Communications Console Equipment (\$40,600), Police Cruiser Lease (\$46,100), Cemetery Expansion (\$50,000) and the DPW Building Renovation (amount to be determined).

DPW Building Renovation

J. Cudworth, DPW Director commented on the proposed DPW Building Renovation, stating that her recommendation would be to renovate the currently facility for approximately \$200,000, and construct a Morton building to include a garage and office space.

It was recommended that a placeholder be included on the warrant for either an engineering study, remediation of the facility or combination of both with an amount not to exceed. The purpose of the warrant article is to keep the project moving forward. It was agreed that a construction manager or Clerk of Works could be hired to help facilitate the project. Overall, the Board was in support of looking into options for the facility and requested additional information at least by January.

Capital Improvement Plan

The total current obligations for 2021 is \$1.4MM in the Capital Improvement Plan. The Municipal Buildings & Facilities Expendable Trust Fund total \$232,612 for 2020. At the beginning of the year \$100,000 was transferred into the account.

2021 Encumbrances

The 2021 Escrow requests total \$28,000 and include monument repairs in the Cemetery department (\$3,000), replacing Park Brook Bridge (\$3,000) in the Trails Committee department and scanning the remaining files in the Planning, ZBA and HDC departments (\$22,000).

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the 2021 Encumbrances, as presented. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Bond Purchase Agreement

MOVED by Mark Le Doux seconded by David Petry that the Select Board approve the bond purchase agreement in the amount of \$1,567,000, including renewal costs. 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. Hollis Police Department - Body Worn Camera Contract

Chief Hoebeke would like to use surplus from the current operating budget towards the initial costs of the contract. The contract is a five year contract, so it is proposed that future costs associated with the contract will be built into the department's operating budget. Chief Hoebeke also requested exemption from the formal bidding process to secure the contract and because it is a sole source provider.

MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board approve granting an exemption from the formal bidding process for the purchase of the equipment and to expend funds from the Police Department surplus to pay for the initial expenses of the contract, as recommended by 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.

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3. Holiday Closures / Transfer Station

J. Cudworth expressed her concerns with the lack of social distancing at the Transfer Station and requested that the town obtain two additional roll-off units in attempt to address concerns for staff and residents. The additional roll-offs should deter people from congregating around the current units. The town would be responsible for the costs associated with emptying the units which is approximately \$4,000. Funding is available in the salary line, but would need approval from the Board to use funds from that line.

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve authorizing DPW Director to utilize funds from the salary line to pay for the costs associated with two additional roll-off units. 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 unanimously agreed to the holiday closures for Town Hall to include closing noon on December 11th and all day on December 24th. Additionally, the Board also unanimously agreed to the holiday closures for the Transfer Station to include all day on December 24th and December 31st.

4. Flints Pond Restoration Project

Dan Gerke with the Flint Pond Improvement Association stated that milfoil continues to be a concern for the pond. The residents and town have supported the efforts through warrant articles over the years. It was suggested that the association explore additional state and federal sources for assistance, since the pond is subjugated to the state due to its size. The association receives \$2,000 per year from a state grant, although the amount does not cover the total expenses associated with the milfoil removal and is therefore requesting assistance from the town for the continued management of the pond. Since the long-term management plan will be available in mid-December, it was suggested that the board review the plan prior to making any decision. D. Gerke was instructed to submit any outstanding expenses to the town's Finance Officer for reimbursement out the Flint Pond Trust Fund.

J. Cudworth reminded everyone that flint pond falls under the MS-4 Permit, since there is an outfall at the end of the pond. The MS-4 Permit is mandated by the Environmental Protection Agency (EPA). J. Cudworth inquired about how the permit may be effected by practices such as herbicides. For future conversations about Flints Pond, she encouraged everyone to be mindful that areas of the pond fall under the MS-4 permit.

Additional information regarding an action plan was requested prior to the Select Board meeting on December 7th. In the meantime, a placeholder will be included for consideration on the town warrant for remediation of Flints Pond in the amount of \$15,000.

MOVED by David Petry seconded by Peter Band that the Select Board consider adding a placeholder for the remediation of Flint Pond to the warrant article in the amount of \$15,000. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

5. Petition and Pole License
Pole #21-1543, Laurel Hill

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190 *MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Petition and*
191 *Pole License for Pole #21-1543, Laurel Hill. Voting in favor of the motion were Le Doux, Petry, Benz,*
192 *Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
193

194 **Pole #21-1542, Flagg Rd**

195 *MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Petition and*
196 *Pole License for Pole #21-1542, Flagg Rd. Voting in favor of the motion were Le Doux, Petry, Benz,*
197 *Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
198

199 **ADMINISTRATIVE BUSINESS**

200 **1. ASSESSING**

201 **2020 In-House Abatements**

				Amount to be
Case #	MBLU	Owner	Location	Abated
2020-001	031-009	Town of Hollis	Baxter Rd	\$43.00

206 *MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board approve the 2020 In-*
207 *house abatement for Case #2020-001, as submitted. Voting in favor of the motion were Le Doux, Petry,*
208 *Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
209

210 **2020 Elderly Exemptions**

Case #	MBLU	Owner	Location	Amount
2020-002	043-066	Nancy A. Ploof Revoc Trust	206 Farley Rd	\$600.00
2020-003	046-016	Robert Glover	100 Witches Spring	\$554.00

215 *MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board approve the 2020 Elderly*
216 *Exemptions for Case #2020-002 and 2020-003, as submitted. Voting in favor of the motion were Le*
217 *Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
218

219 **2. APPROVAL OF WARRANTS**

Wages	\$174,913.06	11/12/2020
Accounts Payable	\$ 79,079.38	11/12/2020
Benefit Strategies	\$ 3,915.23	11/12/2020

224 *MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board approve the warrants, as*
225 *submitted. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was*
226 *opposed. The motion PASSED 5-0-0.*
227

228 **3. APPROVAL OF MINUTES**

229 **Public Minutes from 11/09/2020**

230 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting*
231 *minutes from November 09, 2020. Voting in favor of the motion were Le Doux, Benz, Band, Petry and*
232 *Armstrong. No one was opposed. The motion PASSED 5-0-0.*
233

234 **Non-Public Minutes from 11/09/2020**

235 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the non-public*
236 *meeting minutes from November 09, 2020 and keep them sealed. Voting in favor of the motion were Le*
237 *Doux, Benz, Band, Petry and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

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238
239 **4. MEETINGS & ANNOUNCEMENTS**

240 The meeting schedule was announced for November 24th through December 7th. The next Select Board
241 meeting is scheduled for November 30, 2020 at 6:30PM for a public hearing on the Farley Building.
242 Town Hall and DPW will be closed on November 26th and 27th. The Transfer Station will be closed on
243 November 26th and the Town Clerk will be closed on November 27th.
244

245 **ADJOURNMENT**

246 *MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board adjourn the meeting.*
247 *Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed.*
248 *The motion PASSED 5-0-0.*
249

250 The Board adjourned at 8:13PM.

251
252 Respectfully Submitted,
253 Christine Herrera, Assistant Town Administrator/HR Coordinator