

HOLLIS SELECT BOARD
January 11, 2021
PUBLIC MINUTES 6:00 PM
Approved 01/25/2021

SELECT BOARD MEETING

Select Board present: Mark Le Doux, David Petry and Paul Armstrong
Select Board via Zoom: Susan Benz, Peter Band
Staff present: Lori Radke, Town Administrator; Rachael Gosselin, Financer Officer; Joe Hoebeke,
Police Chief; Rick Towne, Fire Chief and Dawn Desaulniers, IT Director

COMMUNITY ROOM

This meeting was conducted in the Hollis Town Hall Community Meeting Room, located at 7 Monument Square, Hollis, New Hampshire 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 Meeting Room has been arranged to accommodate CDC guidelines, which include a 50% venue capacity.

NONPUBLIC SESSION

MOVED by Mark Le Doux seconded by David Petry 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 nonpublic session at 6:00PM

CONCLUSION OF NONPUBLIC SESSION

MOVED by Mark Le Doux seconded by David Petry 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 nonpublic session and entered public session at 6:25PM

PUBLIC SESSION

The meeting agenda was reviewed.

PUBLIC COMMENT

Jim Belanger (Plain Rd) stated that there was a petition warrant article for the 2020 Town Warrant, for a veteran's credit in the amount of \$750. The petition warrant article was tabled at that time. He would like to know if the board would be willing to support including the veteran's credit as a warrant article oppose to a petition warrant article for the 2021 Town Warrant.

The Board agreed to take the inquiry under advisement and discuss it further at the next Select Board meeting.

APPOINTMENTS

1. Emergency Management – Elizabeth Scrima

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board appoint Elizabeth Scrima as an Emergency Management member, effective 01/11/2021. 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. Souhegan Valley Transportation Collaborative – David Werner

MOVED by Paul Armstrong seconded by David Petry that the Select Board appoint David Werner as a Souhegan Valley Transportation Collaborative member, effective 01/11/2021, as recommended by Jim Belanger. 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. Energy Committee – Venu Rao, Regular Member (term exp. 04/30/2024)

MOVED by Peter Band seconded by Susan Benz that the Select Board appoint Venu Rao as a Regular Member to the Energy Committee, with a term expiration date of 04/30/2024, as recommended by the Energy Committee 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.

4. Energy Committee – Eitan Zeira, Regular Member (term exp. 04/30/2024)

MOVED by Peter Band seconded by Susan Benz that the Select Board promote Eitan Zeira to a Regular Member of the Energy Committee, with a term expiration date of 04/30/2024, as recommended by the Energy Committee 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.

Discussion took place regarding the transfer of a vehicle (1997 truck) from the Fire Department to the Department of Public Works. Chief Towne added that vehicles that are no longer useful to the Fire Department have been offered to DPW in the past, since many of them could be utilized for back up vehicles. The estimated value of the truck is approximately \$3K-\$4K. DPW Director, Joan Cudworth commented that the DPW would like to utilize the vehicles as a spare water truck. DPW currently has two water trucks that were loaned to the DPW with the intention that if they are no longer useful, they would be returned to the owner. It was clarified that there would be little to no cost, oppose to labor, to get the truck ready for use. The consensus of the Board was in support of having the backup water truck.

NEW BUSINESS

1. Approval of 2021 Farley Building Committee

On November 30, 2020 the Select Board held a public hearing on the Farley Building. At that time, the Select Board suggested re-establishing the Farley Building Committee. Several residents expressed interest in joining the committee. The committee would function as a “sunset committee”, meaning they would have a start and end date for accomplishing their tasks. The following is a list of proposed committee members:

- | | |
|---------------------------|---|
| • Michael Bates | Historic District Commission Representative |
| • Karla Vogel | Heritage Commission Representative |
| • Doug Cleveland | Planning Board Representative |
| • Dr. Jeanne Smith-Cripps | Community Volunteer |
| • David Sullivan | Community Volunteer |
| • Kevin Anderson | Community Volunteer |
| • Lynn Schur | Community Volunteer |
| • David Petry | Select Board Liaison |
| • TBA | Budget Committee Liaison |
| • DPW Director | non-voting member |
| • Town Administrator | non-voting member |

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the 2021 Farley Building Committee, as presented with the understanding that the committee will sunset at the end of this calendar year and present a report of their findings. 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. Extension of the Families First Coronavirus Response Act

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The Families First Coronavirus Response Act (FFCRA) that provided employees with paid sick leave and expanded family and medical leave for COVID related reasons, expired on December 31, 2020. It was recommended by the Department Heads that the Select Board extend the FFCRA, effective January 1, 2021 and reevaluate in March.

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the Extension of the Families First Coronavirus Response Act, effective January 1, 2021 and reevaluate in March. 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 the third lease addendum for the Town Clerk Office at 3G Marketplace

The Lease Term is five years, commencing on the 1st day of January 2021 and ending on the 31st day of December 2025. This item was tabled until further deliberation. The Board directed Town Administrator, Lori Radke to request an extension on the contract.

4. Petition and Pole License

a. Pole #21-1557 (528/9) Plain Rd

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Petition and Pole License for Pole #21-1557 (528/9), Plain Road. 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. Sanders Search Contract Approval

The term of the contract is one year, ending December 31, 2021. The payment terms are outline in the contract and are based upon the Projected Number of Searches. The work performed includes title searches.

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Independent Contractor agreement between the Town of Hollis and Sanders Searches 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

6. Approval of Capital Asset Policy (Rachael Gosselin, Finance Officer)

It was recommended by the Town's auditing firm, Melanson Heath, that the town implement a formal policy for capital assets. The recommendation was included in the 2019 Management Letter to the Town. The policy will provide control and accountability for the Town's capitalized assets, ensuring they are classified properly, accurately and consistently.

MOVED by Mark Le Doux seconded by David Petry that the Select Board approve the Capital Asset Policy, 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

OLD BUSINESS

1. 2021 Town Meeting/Local Election (Drew Mason, Moderator)

Town Election is scheduled for March 9, 2021 and Town Meeting is currently scheduled for March 13, 2021. It is possible to use the HB 1129 process for the local election. It is D. Mason's opinion is to have a regular election on March 9th. Further discussion ensued about options and dates for holding the Town Meeting. Further deliberation will transpire at a later date.

ADMINISTRATIVE BUSINESS

1. ASSESSING

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2020 Abatements

Case #	MBLU	Owner	Location	Amount to be Abated
2020-006	050-032	Cook Custom Homes LLC	54 Main St	\$675.00 + Int.

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the 2020 abatement for Case #2020-006, 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 Change Tax (LUCT)

MBLU	Owner	Location	Acres Removed	LUCT
014-037-013	Michael G & Michelle L Watson	9 Cutter Pl	1.07	\$21,700
029-001-023	Raisanen Homes Elite LLC	33 Keyes Hill Rd	2.07	\$21,700
029-001-A	Raisanen Homes Elite LLC	Keyes Hill Rd-Road	4.64	\$0
029-001-B	Raisanen Homes Elite LLC	Lorenzo Ln-Road	1.55	\$0
029-001-001	Raisanen Homes Elite LLC	Keyes Hill Rd-Density	6.25	\$0
029-001-002	Raisanen Homes Elite LLC	Keyes Hill Rd-Density	0.50	\$0
			Total:	\$43,400

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the Current Use Release & Land Change Tax (LUCT) for MBLU 014-037-013, 029-001-023, 029-001-A, 029-001-B, 029-001-001, 029-001-002, 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.

Report of Wood or Timber Cut

Operation #	MBLU	Owner	Timber Tax Levy
20-223-04	046-051	Conservation Commission, Mgr	\$0.00

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the Report of Wood or Timber Cut for Operation #20-223-04, 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

Wages	\$288,356.88	12/10/2020
Wages	\$ 2,946.13	12/15/2020
Wages	\$173,142.53	12/24/2020
Wages	\$175,045.64	01/07/2021
Accounts Payable	\$249,347.53	12/10/2020
Accounts Payable	\$1,910,229.46	12/24/2020
Accounts Payable	\$472,170.52	01/07/2021
Benefit Strategies	\$ 3,996.11	12/10/2020
Benefit Strategies	\$ 3,057.95	12/24/2020
Benefit Strategies	\$ 5,596.42	01/07/2021

MOVED by David Petry seconded by Paul Armstrong 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.

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3. APPROVAL OF MINUTES

Public Minutes from 12/07/2020

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the public meeting minutes from December 07, 2020. Voting in favor of the motion were Le Doux, Benz, Band, Petry and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Nonpublic Minutes from 12/07/2020

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the nonpublic meeting minutes from December 07, 2020 and keep them sealed. Voting in favor of the motion were Le Doux, Benz, Band, Petry and Armstrong. No one was opposed. The motion PASSED 5-0-0.

BUDGET COMMITTEE MEETING

Second Review of 2021 Town Budget

For more information, see Budget Committee minutes, dated January 11, 2021.

ANNOUNCEMENTS

The meeting schedule was announced for January 11, 2021 through January 25, 2021. The next Select Board meeting is scheduled for January 25, 2021 at 6:30PM in the Town Hall Community Meeting Room. The Town Clerk's Office will be closed on Monday, January 18th for Martin Luther King Jr. Day.

The filing period for elected officials is **January 20-January 29, 2021**. If you are a candidate or seek reelection, you must file a declaration of candidacy with the Town Clerk. Per RSA 669:19 candidates who file on the last day of the filing period shall do so in person before the Town Clerk. Per RSA 652:20 Town Clerk's office must be open at least from 3 to 5 p.m. on the last day of filing.

Open Elected Positions:

• Select Board	1 position	3 year term
• Budget Committee	2 positions	3 year term
• Treasurer	1 position	3 year term
• Trustee of the Trust Fund	1 position	3 year term
• Library Trustee	2 positions	3 year term
• Cemetery Trustee	2 positions	3 year term

ADJOURNMENT

MOVED by David Petry seconded by Peter Band 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 8:46PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator/Human Resource Coordinator