

HOLLIS SELECT BOARD
January 25, 2021
PUBLIC MINUTES 6:30 PM
Approved 02/08/2021

SELECT BOARD MEETING

Select Board present: Vice Chair David Petry, Paul Armstrong and Susan Benz
Select Board via Zoom: Mark Le Doux and Peter Band
Staff present: Lori Radke, Town Administrator; Joe Hoebeke, Police Chief; Rick Towne, Fire Chief
and Joan Cudworth, DPW 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.

AGENDA REVIEW

The meeting agenda was reviewed, with the addition of signature authority for the closing documents for the Stefanowicz house, located on Nartoff Road.

PUBLIC COMMENT

Joe Garruba (Winchester Dr) commented on house bill (HB) 586, stating that the bill removes Select Board's authority to grant extensions to Planning Board activities and removes Planning Board authority in making final decisions. Currently, any final decisions made by the Planning Board and Zoning Board of Adjustment (ZBA) cannot be brought back to the board for the same case. The proposed bill also imposes deadlines on actions at the ZBA. All proposed changes result in the loss of authority to the Planning Board, ZBA and Select Board. He suggested the Select Board and Planning Board express their opposition to the changes in the bill. Additionally, the bill changes the requirements of workforce housing if a municipality allows housing for older persons in their zoning ordinance. The bill would override the restrictions that limit the housing for older persons and expand workforce housing into the areas initially provided to housing for older persons. There is a dramatic cost difference between building workforce housing and housing for older persons, due to the impact on schools and services.

APPOINTMENT

1. Hollis Police Department – Officer Joshua Hooper

Chief Hoebeke introduced Officer Hooper and stated that Officer Hooper was born and raised in Brookline, NH. Officer Hooper's extension background and experience in law enforcement in Vermont and the Town of Mason, NH make him an excellent addition to the Hollis Police Department. Officer Hooper took his ceremonial Oath of Office and was provided a warm welcome to the town and community.

NEW BUSINESS

1. Approval to Use Town Land, Monument Square (David Bailey & Jonathan Rosse, Hollis Town Band)

Due to the ongoing concerns surrounding the Covid-19 pandemic, the Hollis Town Band had not rehearsed since March of 2020. Previously, the Town Band rehearsed in the auditorium at Hollis Town Hall on Wednesday evenings. The Hollis Town Band is requesting to use the Town Square for rehearsals in place of the auditorium, beginning in early spring. Additionally, the rest room facilities will be available for the members to use.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the request from the Hollis Town Band to use the Town Square for rehearsals, beginning in early spring. 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. Stump Dump Facility Changes (Joan Cudworth, DPW Director)

DPW Director, Joan Cudworth presented several suggestions to address the space needs at the stump dump. The brush pile increased in size over the past two years, which is affecting the cost of grinding. It was suggested that all commercial haulers provide a signed note from the Hollis homeowner including the address and phone number, in order for staff to check on any material in question. It was also suggested that all logs go in the stump dump area and not in the brush pile. Any length of brush is currently accepted at the stump dump. It was suggested that only brush 4 feet in length and no larger than 4" in diameter only be accepted for the brush pile. The Select Board considered the suggestions and will discuss further at the next meeting.

3. Petition and Pole License - Pole #21-1560 (54B/3A), Nartoff Rd

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the Petition and Pole License for Pole #21-1560 on Nartoff 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.

4. Postponing Town Meeting

Town Elections-

Town Elections is still scheduled for March 9th from 7:00AM-7:00PM. It is anticipated that Town Elections take place at the Hollis Brookline High School. The main gym would be utilized and the mini gym would be available for those who are unwilling or unable to wear facial coverings. School would not be in session, so the facility and parking lot would be available.

Town Meeting-

All three entities (Town of Hollis, Hollis School District and Hollis Brookline High School COOP) expressed interested in holding their annual town meetings outside, later in the year. D. Mason supported the idea and suggested a bigger tent that last year. Although there is not a specific date for town meeting, it would most likely be on a Saturday, in the month of May. M. Le Doux suggested coordinating with the school entities to hold the annual meetings within the same timeframe or day, which could provide for an increased in attendance. It was respectfully requested that any residents who are considering submitting a petition warrant article, consider waiting another year.

MOVED by Mark Le Doux seconded by Peter Band that the Select Board approve moving the annual town meeting business session for the Town of Hollis to a Saturday, to be determined later, but either May 8th or May 15th, 2021, pursuant to the State of New Hampshire Governor's Emergency Order 83. 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. Authorization to proceed with closing (Stefanowicz Homestead)

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the authorization of the Select Board Chair, Select Board Vice Chair or Hollis Town Administrator to sign the closing documents for the Stefanowicz homestead. 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. Approval of the 3rd Lease Addendum for the Town Clerk Office at 3G Marketplace

L. Radke, Town Administrator provided an update to the lease agreement for the Town Clerk's Office. The landlord is unwilling to rent the space on a monthly basis, nor is he willing to change the term of the

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contract from a five (5) to three (3) year agreement. An escape clause was added for an early termination after three (3) years. The early termination penalty equates to two (2) months' rent or approximately \$3,200. Pursuant to RSA, the town is required to provide a space for the Town Clerk, although it does not specify whether it needs to be town owned space or commercial space. D. Petry and M. Le Doux would like to talk to the landlord about their concerns with the agreement, prior to signing the document. It was mentioned that the Town Clerk could relocate to Town Hall as an option. The motion was differed until further notice.

2. 2021 Town Warrant Articles and Recommendations

The Select Board reviewed the 2021 Town Warrant Articles and provided recommendations.

ARTICLE 1 - Officials Reports

No action needed from the Select Board.

ARTICLE 2 – Department of Public Works Building Engineering Study

To see if the Town will vote to raise and appropriate the sum not to exceed fifty-thousand dollars (\$50,000) for the purpose of implementing a full engineering study and cost analysis of the Department of Public Works Building for potential modifications and additions. The cost analysis will include, but not be limited to: climate control, HVAC, roof, utilities, electric, office, and garage space.

MOVED by Susan Benz seconded by Mark Le Doux that the Select Board recommend Article 2, Department of Public Works Building Engineering Study, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 3 - Veteran's Tax Credit

To see if the Town will vote, pursuant to RSA 72:28, to modify the All Veterans property Tax Credit from the existing \$500 to \$550 as currently allowed by RSA 72:28. Said credit shall take effect in the tax year beginning April 1, 2021.

MOVED by Susan Benz seconded by Mark Le Doux that the Select Board recommend Article 3, Veteran's Tax Credit, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 4 – Police Cruisers Lease Purchase

To see if the Town will vote to authorize the Select Board pursuant to RSA 33:7-e to enter into a three (3) year lease purchase agreement for the sum of \$138,300, for the purpose of lease purchasing three (3) cruisers for the Police Department, and to raise and appropriate the sum of \$46,100 for the first year's payment for that purpose. This lease purchase agreement contains an escape clause.

FY21	FY22	FY23	TOTAL
\$46,100	\$46,100	\$46,100	\$138,300

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board recommend Article 4, Police Cruisers Lease Purchase, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 5 – Police SRO (School Resource Officer)

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To see if the Town will vote to raise and appropriate \$79,545 for the purpose of hiring one (1) additional full-time School Resource Officer, including estimated benefit expenses, beginning April 1 of 2021. The Town shall receive a federal grant match contribution of up to \$125,000 over three (3) years. The Hollis School District will contribute 40% each year. The Town will not need to contribute until year 2022.

MOVED by Peter Band seconded by Mark Le Doux that the Select Board recommend Article 5, Police SRO (School Resource Officer), to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

When asked how the postponement of the Town Meeting and budget affects this warrant article, it was explained that the position won't be filled until the article is approved at Town Meeting.

ARTICLE 6 – Communications Console Lease Purchase

To see if the Town will vote to authorize the Select Board pursuant to RSA 33:7-e to enter into a five (5) year lease purchase agreement for the sum of \$203,000, for the purpose of lease purchasing a Communications Console for the Communications Department and to raise and appropriate the sum of \$40,600 for the first year's payment for that purpose. This lease purchase agreement contains an escape clause.

FY21	FY22	FY23	FY24	FY25	TOTAL
\$40,600	\$40,600	\$40,600	\$40,600	\$40,600	\$203,000

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board recommend Article 6, Communications Console Lease Purchase, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 7 – Flint Pond Restoration

To see if the Town will vote to raise and appropriate the sum of \$15,000 to be placed in the Flint Pond Trust Fund.

MOVED by Peter Band that the Select Board recommend Article 7, Flint Pond Restoration, to the Town Warrant. With no second, the motion died.

The Select Board agreed to remove Article 7 from consideration and discussed it with the Conservation Commission, since it is believed that the article may fall under the Conservation Commission's purview.

ARTICLE 8 – Old Home Day Special Revenue Fund

To see if the Town will vote to raise and appropriate the sum of \$50,000 for the purpose of sponsoring the Old Home Days event and to fund this appropriation by authorizing the withdrawal of said sum from the Old Home Day Special Revenue Fund. This article will not affect the tax rate, as these funds will be raised from fees and donations.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board recommend Article 8, Old Home Day Special Revenue Fund, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 9 – Compensated Absences Payable Expendable Trust Fund

To see if the Town will vote to raise and appropriate \$50,000 to be placed in the Compensated Absences Payable Expendable Trust Fund as previously established at the 2002 Annual Town Meeting. Said funds to

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come from the unassigned fund balance as of December 31, 2020, if available. No amount to be raised from new taxation.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board recommend Article 9, Compensated Absences Payable Expendable Trust Fund, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 10 – Revaluation Capital Reserve Fund

To see if the Town will vote to raise and appropriate \$14,000 to be placed in the Revaluation Capital Reserve Fund as previously established at the 1996 Annual Town Meeting. Said funds to come from the unassigned fund balance as of December 31, 2020, if available. No amount to be raised from new taxation.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board recommend Article 10, Revaluation Capital Reserve Fund, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 11 – Municipal Buildings & Facilities Maintenance Expendable Trust Fund

To see if the Town will vote to raise and appropriate \$100,000 to be placed in the Municipal Buildings and Facilities Maintenance Expendable Trust Fund as previously established at the 2008 Annual Town Meeting and amended by the 2009 Annual Town Meeting. Said funds to come from the unassigned fund balance as of December 31, 2020, if available. No amount to be raised from new taxation.

MOVED by Susan Benz seconded by Mark Le Doux that the Select Board recommend Article 11, Municipal Buildings & Facilities Maintenance Expendable Trust Fund, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 12 – Establish a Contingency Fund

To see if the Town will authorize the establishment of a contingency fund under the provisions of RSA 31:98-a for the purpose of funding unanticipated expenses that may arise during the year. Furthermore, to raise and appropriate \$70,000 towards this purpose and appoint the Select Board as agents to expend from said fund. Said funds to come from the unassigned fund balance as of December 31, 2020, if available. No amount to be raised from new taxation.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board recommend Article 12, Establish a Contingency Fund, to the Town Warrant. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ARTICLE 13 – 2021 Operating Budget

To see if the Town will vote to raise and appropriate the sum of \$11,506,097 which represents the operating budget of the Town for 2021, not including appropriations by special warrant articles and other appropriations voted separately.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board recommend Article 13, 2021 Operating Budget, to the Town Warrant. 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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ARTICLE 14 - To Transact Any Other Business That May Legally Come Before Said Meeting.

ADMINISTRATIVE BUSINESS

1. ASSESSING

2020 Equalization Ratio

The New Hampshire Department of Revenue Administration (DRA) established the 2020 Equalization Rate to be 86.2%. In accordance with RSA 21-J:14-b and RSA 21-J:11-a, the DRA standards, or requirements must be met during an Assessing Review Year only. The next Assessing Review and Statistical Update is scheduled for 2023.

2020 Abatements

Case#	MBLU	Owner	Location	Amount to be Abated
2020-007	In-House 031-032	Pat Family 1 Parkhurst Rev Tr	144 Wheeler Rd	\$5.97

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the 2020 Abatement for Case #2020-007, 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	\$163,641.66	01/21/2020
Accounts Payable	\$197,375.78	01/21/2020
Benefit Strategies	\$ 4,642.57	01/21/2020

MOVED by Susan Benz 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.

3. APPROVAL OF MINUTES

Public Minutes from 01/11/2021

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the public meeting minutes from January 11, 2021. 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 01/11/2021

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the nonpublic meeting minutes from January 11, 2021 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.

4. ANNOUNCEMENTS

The meeting schedule was announced for January 25, 2021 through February 8, 2021. The next Select Board meeting is the public hearing with the Budget Committee for the town budget. That will take place on February 8, 2021 at 6:30PM in the Town Hall Community Meeting Room and via Zoom.

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.

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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 | 3 positions | 3 year term |
| • Cemetery Trustee | 2 positions | 3 year term |

OTHER BUSINESS/COMMITTEE UPDATES

1. Highway Safety Committee

a. Speed Control Radar Sign (South Merrimack Rd)

P. Armstrong stated that the committee recommended two radar signs be installed on South Merrimack Road some time ago. It was determined that specific information was needed before moving forward.

b. Slippery Caution Sign (South Merrimack Rd)

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board support the collaboration between the Police Chief, Fire Chief and DPW Director to decide on language and location for one permanent sign to be installed on Merrimack Rd and remove any other signage deemed inefficient. Voting in favor of the motion were Le Doux, Petry, Band, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.

c. Transportation Funding Grant

The Department of Transportation grant would include upgrading the crosswalks on Depot Rd., Main St. and Ash St. It wasn't clear what an upgrade to the crosswalks would specifically entail. It was stated that the grant has a cap and the town would be responsible for 20% of the cost. Additional information is needed, however the state is only accepting Letter of Interests, at this time.

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board authorize the Town Administrator to submit a letter of interest for a transportation funding grant through the State of New Hampshire. Voting in favor of the motion were Le Doux, Band, Armstrong and Benz. Petry was opposed. The motion PASSED 4-1-0.

NONPUBLIC SESSION

RSA 91-A:3 II (a) Personnel

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board enter Non-Public Session in accordance with RSA 91-A:3-II (a) personnel. 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 7:52PM

CONCLUSION OF NONPUBLIC SESSION

MOVED by Paul Armstrong 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 (a) personnel. 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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337 The Board came out of nonpublic session and entered public session at 8:20PM
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339 **ADJOURNMENT**

340 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board adjourn the meeting. Voting*
341 *in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The*
342 *motion PASSED 5-0-0.*
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344 The Board adjourned at 8:20PM.
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346 Respectfully Submitted,
347 Christine Herrera, Assistant Town Administrator/Human Resource Coordinator