

**HOLLIS SELECT BOARD**  
**June 7, 2021**  
**PUBLIC MINUTES 6:30 PM**  
**Approved 06/21/2021**

**SELECT BOARD MEETING**

Select Board present: David Petry, Mark Le Doux, Susan Benz, Paul Armstrong and Peter Band  
Select Board absent: None  
Staff present: Lori Radke, Town Administrator; Jacob Fitzgerald, Finance Director, and Rick Towne,  
Fire Chief

**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.

**AGENDA REVIEW**

The meeting agenda was reviewed.

**PUBLIC COMMENT**

Joe Garruba (Winchester Dr) commented that the town adopted a by-law (article 16) at Town Meeting and believes that it is a binding warrant article and is currently in effect. He questioned the board's authority as far as making changes to something that was passed at Town meeting. He is concerned with the authority of Town Meeting and the power of the people's voice and vote. He felt that any changes to the ordinance, should explain the authority to which it will be conducted under. Also stating that additional language would not rescind the article that is already in place.

**RETIREMENT**

**1. Fire Chief**

**a. Rick Towne, effective June 15, 2021**

*MOVED by Mark Le Doux seconded by Susan Benz that the Select Board accept the resignation from Hollis Fire Chief, Rick Towne, effective June 15, 2021. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

There will be an open house for Rick on Wednesday, June 9<sup>th</sup> from 2-4PM at the Lawrence Barn Community Center. The community is welcome to attend.

**APPOINTMENT**

**1. Fire Chief**

**a. Rob Boggis, effective June 16, 2021**

*MOVED by Peter Band seconded by Paul Armstrong that the Select Board appoint Rob Boggis as the Hollis Fire Department Chief, effective June 16, 2021. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

Rob has been with the department for quite some time, serving as the Deputy Fire Chief. The Board congratulated Rob on the promotion.

**NEW BUSINESS**

**1. Melanson CPA**

**a. 2020 Audit Report**

Alina Korsak, CPA reviewed the town's relationship with the auditors and the reports issued from the auditors. The reports include an Opinion Letter on the financial statements, a Management Letter and a Governance Letter.

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Comments for the Management Letter include recommendations to improve controls of Town Clerk receipts. The recommendation was reported in previous years as well. It is recommended that motor vehicle fees and notary fees be processed through the town's General Ledger. It was further recommended that controls over capital assets should also be improved. Current year comments for the Management Letter recommend a review of property tax appeals and reconciliation of transfers between funds.

It was noted that there were no material weaknesses or significant deficiencies noted. Melanson performs a Finance Statement audit for the town on an annual basis. According to the town's policy, the total Unassigned Fund Balance should be at least 10% of the total town, school and county appropriations. In 2020, it increased to 12.4%. A surplus of \$641,648 in revenue and unexpended funds in the amount of \$686,999 resulting in a net total of \$1,328,647, which contributed to the increase in unassigned fund balance. Timing of property taxes and Charges for Services, such as motor vehicle registration contributed toward the overall surplus. Unexpended funds for Health Insurance and Highway and Streets contributed to the net total of unassigned fund balance.

M. Le Doux summarized the information in his opinion stating that overall there were three contributing categories to the unforeseen increase to the Unassigned Fund Balance. The timing of collecting property taxes (\$440K), permits and fees for licensing and motor vehicles (\$171K) and unspent liabilities (\$297K) mainly due to a reduction in health care and retirement expenditures.

*MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board accept the 2020 Audit. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**2. 2021 Civil Forfeiture Warrant**

State statute requires that the Select Board approve Civil Forfeiture letters be sent to residents who have not yet licensed their dog with the town. After receiving the letter, they will have a period of time to do so, in addition to paying a \$25 forfeiture fee.

*MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the 2021 Civil Forfeiture Warrant. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**3. Recording Secretary Job Description**

In October 2020, the Select Board approved the position for a Recording Secretary. The position would take minutes for all land use boards. Funds were allocated (\$10,000) in the Contracted Services line of the Executive Budget and approved by the Select Board, Budget Committee and Town Meeting. The position will only function on a per diem basis. Some discussion took place regarding the job location for the position. It was clarified that the position could either work remotely or at the Hollis Town Hall.

*MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the Recording Secretary job description, with the addition of a "job location" section. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**4. Set Date for Public Hearing (June 21, 2021)**

**a. Amend Ordinance for the Use of Town Lands**

It was clarified that the intent of warrant article 16 (Petition Article for Proposing Bylaw) will not be changed. The purpose of the public hearing is to allow the Select Board to amend the ordinance for Use

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of Town Lands, to include the language from the warrant article. The current ordinance for Use of Town Lands is a Select Board's ordinance for the town.

*MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve setting a public hearing date of June 21, 2021 to amend the Selectmen's Ordinance, Use of Town Lands, to incorporate the language that correlates to warrant article 16. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**OLD BUSINESS**

**1. Tax Collector's Warrant**

**a. 2021 Property Tax-\$16,267,782.00** (Ratify Select Board approval via email)

*MOVED by Mark Le Doux seconded by Susan Benz that the Select Board ratify the approval previously taken via email for the 2021 Property Tax in the amount of \$16,267,782.00. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

The Select Board suggested that the software company that generates the property tax bill (Avitar) be contacted and a request to made to include language on the tax bill, stating that the tax rate reflect the half year rate.

**OTHER BUSINESS/COMMITTEE UPDATES**

S. Benz reported that the Cooper Shop will begin construction soon. The foundation is current located near the Lawrence Barn Community Center. All of the appropriate permits have been pulled and the project should be starting very soon.

D. Petry reported that the Farley Building Committee is in the process of having contractor/architect/consultants provide quotes for costs associated with four potential options for using the building. The information is also needed for the NH Preservation Alliance grant, which is a matching grant. The total grant amount is \$4,500, so the town would be responsible for half of the amount or \$2,250.

**ADMINISTRATIVE BUSINESS**

**1. Assessing**

**a. Report of Wood or Timber Cut**

<u>Operation #</u>	<u>MBLU</u>	<u>Owner</u>	<u>Timber Tax Levy</u>
20-223-06	036-030	Morgan & Christopher MacBean	\$135.24

*MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the Report of Wood or Timber Cut for Operation #20-223-06, as submitted. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**b. Notice of Intent to Cut Wood or Timber** (Ratify Select Board approval via email)

<u>Operation #</u>	<u>MBLU</u>	<u>Owner</u>	<u>Location</u>
21-223-05	029-010	Federal Hill Properties LLC Amos White, Member	120 Federal Hill Rd

*MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board ratify the approval previously taken via email on May 26, 2021 for the Notice of Intent to Cut Wood or Timber for Operation #21-223-05. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

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**2. Approval of Warrants**

<b>a. Wages</b>	\$216,325.44	05/27/2021
<b>b. Accounts Payable</b>	\$ 66,963.06	05/27/2021
<b>c. Benefit Strategies</b>	\$ 3,141.42	05/27/2021

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

**3. Approval of Minutes**

**a. Public Minutes from 05/24/2021**

*MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the public meeting minutes from May 24, 2021. Voting in favor of the motion were Petry, Benz, Band, Le Doux and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**b. Non-Public Minutes from 05/24/2021**

*MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the non-public meeting minutes from May 24, 2021 and keep them sealed. Voting in favor of the motion were Petry, Benz, Band, Le Doux and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

**TOWN ADMINISTRATOR'S REPORT**

The meeting schedule was announced for June 8, 2021 through June 21, 2021. The next Select Board meeting is scheduled for June 21, 2021 at 6:00PM in the Community Meeting Room and via Zoom.

Other announcements include:

- Open House for Fire Chief Rick Towne's retirement, 2:00PM-4:00PM on Wednesday, June 9<sup>th</sup> at the Lawrence Barn Community Center.
- Rock Crushing at Stump Dump-**POSTPONED** to the mid-June. Please contact DPW (465-2246) with questions.
- June 10<sup>th</sup> 6:30 pm-Souhegan Regional landfill District will be meeting at the DPW Building to discuss the importance of recycling. This event is open to the public.
- Employment Opportunity for Full-Time Equipment Operator (see town website for more info.)
- **SAVE THE DATE:** On September 18, the Mill Yard Bank will be hosting a shred day for Hollis residents at the Transfer Station. The time is to be determined.
- Property Tax bills are due on July 1<sup>st</sup>. Payments can be made online (under tax collector on town website)
- Hollis Heritage Commission-Accepting 2022 calendar scenic photos. Submissions due July 1<sup>st</sup> (see town website for additional information).

**NON PUBLIC SESSION**

**RSA 91-A:3 II (a) personnel**

*MOVED by Mark Le Doux seconded by Paul Armstrong 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 Petry, Le Doux, Band, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.*

The Board entered nonpublic session at 7:21PM

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**CONCLUSION OF NON PUBLIC SESSION**

*MOVED by Susan Benz seconded by Paul Armstrong 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 Petry, Le Doux, Band, Armstrong and Benz. No one was opposed. The motion PASSED 5-0-0.*

The Board came out of nonpublic session at 8:15PM.

**ADJOURNMENT**

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

The Board adjourned at 8:15PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator/Human Resource Coordinator