

HOLLIS SELECT BOARD
July 12, 2021
PUBLIC MINUTES 6:00 PM
Approved 08/09/2021

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

COMMUNITY ROOM

This meeting was conducted in the Hollis Town Hall Community Meeting Room, located at 7 Monument Square, Hollis, New Hampshire.

AGENDA REVIEW

The meeting agenda was reviewed.

PUBLIC COMMENT

Joe Garubba (Winchester Dr) Due to the timing constraints, Chairman Petry requested that the following script, provided by Mr. Garubba, be included in the minutes of the meeting and is written as follows.

"I am speaking tonight to ensure transparency in the operation of our Town Government. In the past, I have requested and received access to documents in the select board packet on Fridays prior to the Select Board's Monday meetings. Getting access to material on Friday allows time to review and research documents so that actionable written testimony can be provided to you for this meeting.

It seems that new work arrangements due to the pandemic have restricted timely access to these records. On Friday afternoon, I requested the personnel policy to review as I have done in the past. Unfortunately, I was told that it could not be emailed to me. It is important that residents have access to agenda documents in a timely manner in order to support transparency in our town government.

A brief search on the internet turned up several other towns in New Hampshire which make the non-exempt materials of their Select Board packets available. Exeter provides access to the packet material on Friday mornings prior to the Monday Meetings. North Hampton, and Peterborough also post the packets online for all residents to see.

I am requesting that the board ensure the integrity and transparency of our town government be ensuring that the documents are at least available upon request on Fridays, as they have been in the past. The pandemic certainly should not provide a reason to degrade the public's access to timely information or serve as a means that the principal of open government are preserved for the future in a condition at least as good as we had inherited them.

In addition, I am requesting that you hold off on approving the personnel policy until it can be reviewed by the public as it should have been."

Bernadette McQuilken (Rocky Pond Rd) suggested any money the town receives from the federal government be used towards conservation efforts, for example water resources, support for farmers, if applicable or to people who may be losing their wells. She would like to see 'conservation' at the forefront in any decision made. She would also like to see boards working together in support of land purchases and conservation, to show we are all on the same page.

APPOINTMENT

1. EMS Deputy Chief

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Fire Chief Boggis introduced new EMS Deputy Chief Candace Tierney to the Board. For the previously five years, she was the Emergency Medical Director at CMC and before that she worked for Rockingham Ambulance in both Manchester and Nashua. She was also a supervisor for AMR Ambulance in Nashua and is now part of our team. Candace was welcomed by the Board and community.

a. Candace Tierney, Effective July 6, 2021

MOVED by Peter Band seconded by Paul Armstrong that the Select Board support the hiring of Candace Tierney as the EMS Deputy Chief, as recommended by Fire Chief Boggis. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

NEW BUSINESS

1. Personnel Policy

The Board discussed the proposed policy and brought forth several recommended changes. Clarification and/or further discussion is needed in the following areas of the document: Overtime; General Conduct; Sexual and Other Unlawful Harassment and Discrimination Policy; Electronic Mail Policy; Social Media Policy; Rules & Regulations; Personnel Records; Drugs, Narcotics and Alcohol Policy and possibly including a policy prohibiting bringing kids to work.

Areas for further clarification will be reviewed with labor attorney, Thomas Closson and submitted to the Select Board for comment.

2. Non-Union PTO Buy-Back

The current Personnel Policy states that employees may request payment of accrued PTO once a year. The draft document includes a second opportunity (July) to request payment, much like the two union contracts. However since the non-union PTO Buy-Back was contingent upon approval of the Personnel Policy, no action was taken for the Non-union PTO buy-back. The Board strongly encouraged employees to use their PTO time.

3. Nashua Region Electricity Aggregation Supply (MOU)

The aggregation consists of multiple towns within a region who contract for the best possible kilowatt hours. The town has been a part of the aggregation with Nashua Regional Planning Commission (NRPC) in the past and previously saved approximately \$50K-\$100K.

MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board approve the MOU with Nashua Regional Planning Commission for the Nashua Region Electricity Aggregation Supply. 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. Department of Public Works (Joan Cudworth, Director)

a. DPW Building Update

Improvements and repairs for the facility have been underway. Many tasks, such as painting, carpet installation and carpentry work to name a few, were completed in-house, with the majority of work done by Mike Limoges, DPW Foreman. Expenses totaled so far are approximately \$40k which was about \$19k under budget. There are a few more expenses to account for, however, the town's insurance carrier, Primex paid approximately \$41k as a result of the insurance claim, so it is anticipated that the town will break even with the project. It was stated that DPW will continue to

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use oil to heat the DPW and used motor oil from town trucks and equipment to heat the Transfer Station. J. Cudworth requested funding from DES and is currently awaiting a response.

b. DES Training at Hollis Transfer Station and Stump Dump

The Department of Environmental Services (DES) requested to visit the Hollis Transfer Station and Stump Dump in October of this year. This is the second time DES has used the Hollis facilities as a training facility for the State of New Hampshire. They are also very interested in learning more about Hollis' composting program.

c. Stump Dump Facility Usage

The rock crushing will be postponed, due to the weather. J. Cudworth presented usage data from March 17, 2021 through June 30, 2021. The number of both residents and commercial folks that visited the facility is as follows:

	Residents who visited	Commercial who visited
Compost	882	60
Stumps	14	25
Demo	345	24
Brush	1216	49
Porcelain	65	1
Rocks	73	9

d. Paving Update

DPW discovered utilities under culverts and driveways that went into the catch basins on Arbor Lane. The conditions of some of the catch basins are concerning and have or will likely fail unless they are fixed. It was reported that there are 9 out of 21 catch basins that need to be fixed. One estimate that was received was for \$10k per catch basin, which is approximately \$6k-\$7k more than what was expended in the past. Dig Safe is aware of the issues. The town may want to postpone paving Arbor Lane to next year, depending on the cost of the catch basins. In the meantime, DPW could overlay the road. Chairman Petry suggested inquiring about stock piling catch basins, in order to possibly obtain a better price. It may be possible to speed up the schedule for roads, should the Select Board be requested to relieve the Undesignated Fund Balance towards the end of the year. If the amount for the catch basins is too high, J. Cudworth suggested putting the funds aside for Arbor Lane for next year to pave the road.

e. DPW Engineering Study and Cost Analysis (Bid review)

J. Cudworth received 3 bids for the DPW Engineering Study and Cost Analysis, ranging from \$9,500 to \$50,000.

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve Wright-Pierce for the DPW Engineering Study and Cost Analysis, in the amount of \$9,500.00, as recommended by DPW Director, Joan Cudworth. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

It was stated that the scope for the project, provided by the town did not include detailed architectural drawings, so that would be accounted for separately. The final delivery of the study is anticipated to be completed by the end of September.

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f. Hollis Social Library Roof

It was reported that the roof on the facility is leaking. A portion of the roof was previously done, however the entire roof was not done. J. Cudworth obtained two quotes, one of which came in at \$46k, the other was approximately \$20k. The Board stated that since funds are currently available in the Emergency Municipal Building & facility Maintenance Expendable Trust Fund, they directed J. Cudworth to move forward with obtaining bids and fixing the roof.

g. Other

It was recommended that the sign be put up to remind residents that they need a sticker to utilize the services of the Transfer Station.

5. American Rescue Plan Act (ARPA)

Town Administrator, Lori Radke presented information on the ARPA. It was explained that “Metros” (Manchester, Nashua, Portsmouth, Rochester and Dover) received funds directly from the federal government, whereas the NEU (Non-entitlement units of local government-all other cities and towns in NH) receive funds from the State of New Hampshire. ARPA was established by section 603 of the American Rescue Plan Act to offer aid to eligible county and city/town governments to respond to the COVID-19 emergency. It is administered by the US Treasury and provides money to counties, Metropolitan Cities and NEU’s. NEU’s receive the federal money via the state in two tranches but are considered “prime recipients” fully responsible for eligible use and reporting of funds, including maintaining compliance with guidance from the US Treasury by using funds only on eligible uses and following the Uniform Guidance and other federal regulations.

D. Petry would like to know if they are providing a template for how they want the reports submitted, which L. Radke will look into and provide an update.

The State of New Hampshire received payment of \$56,104,386.50 in the first tranche of Local Fiscal Recovery Funds (LFRF). Hollis will receive payment of \$419,072.66, also in the first tranche of funding. The second tranche is due to arrive in the summer of 2022. The funds may be used for any allowed purpose starting on March 3, 2021 and must be encumbered by December 31, 2024. Any funds that were encumbered during this period must be spent by December 31, 2026. Any funds not spent by then, must be returned to the federal government. Use of funds outside of those dates is prohibited.

There are several eligible uses for the funds, however the area that the town would benefit from and be eligible for is the investment in infrastructure for clean drinking water. It was felt that the town should look into a separate well for Town Hall, a separate well for the Lawrence Barn and potentially the Hollis Social Library on a separate well. The fourth item would be to potentially have “The Block” on a separate well and getting them out of the agreement with the Hollis School District, so that the town is no longer providing public water to “The Block”.

It was clarified that separate funding is available to private business. The link to that information will be posted on the town website.

OLD BUSINESS/COMMITTEE UPDATES

M. Le Doux stated that Budget Committee meets tomorrow night, where there will be discussion on how to approach the upcoming budget.

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ADMINISTRATIVE BUSINESS

1. Assessing

a. Notice of Intent to Cut Wood or Timber (Ratification)

Operation#	MBLU	Owner	Location
21-223-07	032-045-003	Ducal Development LLC	Howe Lane

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board ratify the Notice of Intent to Cut Wood or Timber for Operation #21-223-07, which was previously approved via email. 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. Approval of Warrants

a. Wages	\$199,795.88	06/24/2021
b. Wages	\$210,476.09	07/08/2021
c. Accounts Payable	\$342,171.91	06/24/2021
d. Accounts Payable	\$304,491.32	07/08/2021
e. Benefit Strategies	\$ 2,945.42	06/24/2021
f. Benefit Strategies	\$ 2,566.78	07/08/2021

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the warrants, as presented. 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 06/21/2021

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting minutes from June 21, 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 06/21/2021

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the non-public meeting minutes from June 21, 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.

4. Other

As a result of the vote as Town Meeting on warrant article 19 (Petition Article for New Hampshire Resolution for Non-Partisan Fair Redistricting), the Chair signed the corresponding letter and will send it to the representatives of Hollis.

TOWN ADMINISTRATOR'S REPORT

The meeting schedule was announced for July 13, 2021 through August 09, 2021. The next Select Board meeting is scheduled for August 09, 2021 at 6:30PM in the Community Meeting Room. American Red Cross will be hosting a blood drive on July 26th from 10AM-6PM at the Lawrence Barn Community Center. National Night Out sponsored by the Hollis Police Department, Hollis Social Library and Hollis Recreation Dept and will take place on August 3, 2021 at 6PM at the Lawrence Barn Community Center. There will be a cookout, movie night and bounce house. Household Hazardous Waste Collection will take place on Saturday, August 7th from 8AM-12PM at the Nashua City Park & Ride (25 Crown Street, Nashua). The Old Homes Day event will take

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place on September 10th and 11th at Nichols Field. On September 18th there will be a free shred day at the Hollis Transfer Station, hosted by Mill Yard Bank.

NON PUBLIC 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 Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

The Board entered nonpublic session at 8:11PM

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 8:30PM.

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 8:30PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator/Human Resource Coordinator