

HOLLIS SELECT BOARD
August 9, 2021
PUBLIC MINUTES 6:30 PM
Approved 09/13/2021

SELECT BOARD MEETING

Select Board present: David Petry, Susan Benz, Paul Armstrong and Peter Band
Select Board absent: Mark Le Doux
Staff present: Lori Radke, Town Administrator; Tax Collector, Ashley Schoff, Finance Director,
Jacob Fitzgerald, Police Chief, Joe Hoebeke; Fire Chief, Rob Boggis

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

Al Fulchino (Pine Hill Rd) commented on the topic of voter machine integrity and is in favor of hand counting votes at least for the next three elections.

Kent Blumenshine (Rideout Rd) felt that Hollis has a solid process for the overall Elections. He is specifically referring to the mechanics by which the votes are counted. He felt Hollis should count ballots in addition to electronically counting ballots.

Anthony Stanizzi (S. Merrimack Rd) referred to a time when he discovered some inconsistencies with the process or procedure by the clerks during voting, to which he brought forth those concerns to the appropriate officials.

Joe Garubba (Winchester Dr) requested the Select Board delay the decision of appointment of a new alternate member for the Planning Board. He did not believe the candidate selection process had been transparent and felt there was a lack of notice about the appointment. He felt there was no immediate need to fill the position, adding that the Select Board should interview candidates, since they make the appointment. He felt the candidate's close ties to development in the town were a conflict.

APPOINTMENT

1. Hollis Planning Board

Chairman Petry stated that the make-up of the Planning Board is six (6) Regular Members and up to five (5) Alternate Members, although the alternate memberships have not always been filled, the structure has not changed. There are rules and procedures for the Planning Board, which were adopted in 1997 and amended in 2020. The current vacancy was posted according to the Planning Board policies. The Select Board is not going to interview candidates, since that is the responsibility of the Chair of each board or committee. Mr. Anderson met with the Planning Board, was interviewed by the Chair and members of the Board, in addition to being interviewed by staff.

Bill Moseley, Planning Board Chair introduced Kevin Anderson, stating that he was selected from five (5) candidates. He is a lifelong resident of Hollis and has a civil engineering degree as well as an architectural technologies degree. He is a licensed civil engineer in the State of New Hampshire and a certified soil evaluator, similar to a New Hampshire septic designer. He has 21 years of engineering experience and is subject to discipline by the state board if found knowingly doing something unethical or doing anything that would be outside the standards of being a professional engineer. Due to his extensive knowledge and experience, he was unanimously selected by the Planning board to fill the Alternate position.

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a. Kevin Anderson, Alternate Member (term exp. 04/2023)

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board appoint Kevin Anderson as an Alternate Member of the Planning Board, as recommended by Bill Moseley, Planning Board Chair. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

2. Historic District Commission (HDC)

Tom Cook, HDC Chair introduced Karen Knesevich to the Board. She was interviewed by the commission at the previous meeting and would be a great asset to the HDC.

a. Karen Knesevich, Alternate Member (term exp. 04/2023)

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board appoint Karen Knesevich as an Alternate Member of the Historic District Commission, as recommended by Tom Cook, HDC Chair. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

3. Old Home Days Committee

The Select Board knew Ms. Schwartz, as she is also a lifelong resident of Hollis.

a. Jan Schwartz, Regular Member (term exp. 04/2022)

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board appoint Jan Schwartz as a Regular Member of the Old Home Days Committee, as recommended by Corinne Beaubien, OHD Chair. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

Ms. Schwartz asked if one of the Select Board members would be the announcer for the Old Home Days Parade. The Board nominated Mark Le Doux to fulfill that role, with David Petry as backup.

4. Hollis Fire Department

Rob Boggis, Fire Chief introduced David Goodfellow. David was a Deputy Chief in Lakeville, Massachusetts as well as an Interim Fire Chief. He is also a paramedic and comes to the department with extensive knowledge and experience, which makes him a significant asset to the team.

a. David Goodfellow, Deputy Fire Chief (eff. 08/02/2021)

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board appoint David Goodfellow as the Deputy Fire Chief with the Fire Department, as recommended by Rob Boggis, Fire Chief. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

RESIGNATIONS

1. Old Home Days Committee

a. Laurie Miller (eff. 08/09/2021)

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board accept the resignation from Laurie Miller from the Old Home Days Committee. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

2. Souhegan Valley Transportation Collaborative

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a. David Werner (eff. 08/03/2021)

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board accept the resignation from David Werner from the Souhegan Valley Transportation Collaborative. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

PRESENTATION

1. Hollis Energy Committee

a. Community Power Plan

Phil Stephenson led the presentation, stating that the purpose of the presentation was to introduce the concept of the Community Power Plan and to obtain initial feedback. The committee is still in the process of obtaining research and conducting community outreach. In 2019 legislation created the opportunity for New Hampshire cities and towns to offer an additional option for electricity supply to add electric services to their citizens through Community Power, pursuant to RSA 53-E. It was noted that approximately 80% of NH residents use a default services and most are not aware that they have another choice for a supplier.

The town buys power through load aggregation of 9 towns and 6 school districts by Nashua Regional Planning Commission (NRPC). Aggregation lowers the electricity cost. Community Power would do the same thing but for the town's residents. Should the town decide to join the plan, all residents would automatically be signed up for the service and would have to opt out, if they do not want to be a part of the plan. It was noted that is the current procedure now, with Eversource. The difference would be that the supplier is Community Power instead of Eversource. The law requires notification be sent to residents to let them know that the change is coming, and the process to opt out. Payments would continue to be collected through the existing bill and residents would not need to change their payment information with a 'new vendor'. Once additional data is obtained, the Hollis Energy Committee will come back to the Select Board for support and have public hearings, as normal as it relates to warrant articles for Town Meeting.

NEW BUSINESS

1. Hazardous and Dilapidated Dwelling (RSA 155-B)

Lori Radke, Town Administrator, explained that the Building Official/Code Enforcement Officer is requesting authorization from the Select Board to contact the property owner to have them board up a dwelling at 23 Wood Lane, which has been deemed hazardous and dilapidated, pursuant to RSA 155-B.

MOVED by Paul Armstrong seconded by Peter Band that the Select Board authorize Code Enforcement Officer, Bill Condra to contact the property owner of 23 Wood Lane to have them correct the hazardous conditions, pursuant to RSA 155-B. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

2. Department of Public Works (Joan Cudworth, Director)

a. DPW Building Study-Timeline

A draft facility assessment and space needs report is expected by the end of the week, with a deliverable due on October 1st.

b. Hollis Social Library Roof-Bid Approval

Four bids were received for the Hollis Social Library roof repair. The lowest bidder, JB Roofing was recommended by J. Cudworth. This company also completed the roof for the Fire Station and Town Hall Community Room.

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MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve JB Roofing the bid for the Hollis Social Library Roof, in the amount of \$20,895.00, as recommended by DPW Director, Joan Cudworth. Funds shall be expended from the Emergency Municipal Building Fund. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

c. Rock Crushing/Gravel Update

To date, 4,600 yards of material have been crushed at the stump dump. It is anticipated that 8,000 yards will be crushed when it is complete. The town is going to save approximately \$40,000, not including trucking by having this done. There has been no complaints from residents.

d. Paving Update

It was reported that R&D Paving is going to start paving the week of August 23rd.

3. Tax Collector's Office (Ashley Schoff, Tax Collector)

a. Tax Deeds

Tax Collector, Ashley Schoff stated that there are 5 properties with outstanding tax deeds from 2018, which make them eligible for tax deeding this year. The deed date is set for September 13, 2021 at 3:00PM. It was explained that the town issues a Tax Collector's Deed, meaning the town obtains official ownership of the properties on September 13th. The 5 properties are as follows:

Property Address	Map/Lot	Total Taxes Due (as of 09/13/2021)
109 West Hollis Rd	001-001	\$93,898.31
1+3 Proctor Hill Rd	052-022	\$26,743.67
Rideout Rd	015-002	\$1,091.66
Federal Hill Rd	059-023	\$1,066.02
29 Federal Hill Rd	059-022	\$1,278.25

MOVED by Paul Armstrong that the Select Board authorize the Tax Collector to deed the 5 properties presented for non-payment of 2018 taxes on September 13, 2021, per RSA 80:76-I.

Further discussion ensued.

P. Band added that towns are leery of taking titles of properties because of the potential liabilities, the cost of upkeep and possible legal costs. It was mentioned that the 1st property may have hazardous material and the 2nd property is a commercial business, which is going into foreclosure on September 23rd. P. Band further encouraged the board to consult with legal counsel to discuss all potential liabilities prior to deeding the 1st property.

It was decided that the Select Board meet prior to September 13th to make a decision. Feedback from legal counsel is needed prior to a determination.

Selectman Armstrong withdrew the motion.

4. Easement for Howe Lane (32-45-3)

a. Cistern Easement

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191 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the cistern*
192 *easeement for Howe Lane (32-45-3). Voting in favor of the motion were Petry, Benz, Band and*
193 *Armstrong. No one was opposed. The motion PASSED 4-0-0.*
194

195 **b. Drainage and Slope Easement**

196 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the Drainage and*
197 *Slope Easement for Howe Lane (32-45-3). Voting in favor of the motion were Petry, Benz, Band and*
198 *Armstrong. No one was opposed. The motion PASSED 4-0-0.*
199

200 **5. Town of Merrimack/Town of Hollis Septage Agreement**

201 The Town of Hollis has been in agreement with the Town of Merrimack for several years. The previous
202 agreement expired in 2018. The septage contract allows the Town of Merrimack to accept domestic septage
203 at its Publically Owned Treatment Works (POTW) from the Town of Hollis. Domestic septage means
204 material removed from domestic septic tanks, cesspools, holding tanks, or other sewage treatment storage
205 units, excluding sewage sludge from public treatment works and industrial waste and any other sludge. The
206 current agreement is from July 1, 2021 through July 31, 2026.
207

208 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the Septage*
209 *Agreement between the Town of Hollis and the Town of Merrimack, pursuant to RSA 53:A. Voting in*
210 *favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED*
211 *4-0-0.*
212

213 **6. Legal Services-Request for Proposal (RFP)**

214 Town Administrator, Lori Radke explained that the proposed document was based from similar documents
215 used by many other towns. The RFP will be sent to seven firms. It was suggested that the due day should
216 be 30 days from posting. It will also be posted to the New Hampshire Municipal Association (NHMA)
217 website.
218

219 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the Request for*
220 *Proposal for legal services for the Town of Hollis, as presented. Voting in favor of the motion were*
221 *Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.*
222

223 **OTHER BUSINESS/COMMITTEE UPDATES**

224 It was explained that there is a specific process for being considered a 'hand count town'. The Secretary of
225 State has to be involved in the process. The town's machines are from 2008 and the information from the
226 ballots are put on the memory cards. The machines are tested a few days before the election, pursuant to state
227 law. It was suggested that doing a hand count for a town the size of Hollis, approximately 100 volunteers would
228 be needed to process the count and have the results by that evening, for state and federal elections.
229

230 It was decided that the Select Board will hold a public hearing at the next meeting and request the presence of
231 the Town Clerk, the Moderator, the Supervisors of the Checklist, Senator Kevin Avar and our town
232 representatives. Chairman Petry would like to know the cost of the new machines and the timeframe for their
233 replacement.
234

235 **ADMINISTRATIVE BUSINESS**

236 **1. Assessing**

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

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Operation#	MBLU	Owner	Location
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21-223-08 003-030 William H Hall Jr Blood & Pepperell Roads

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board ratify the Notice of Intent to Cut Wood or Timber for Operation #21-223-08, which was previously approved via email. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

b. Notice of Intent to Cut Wood or Timber

Operation#	MBLU	Owner	Location
21-223-09	003-022-004	Wendy Hills-Longland	Pepperell Rd
21-223-10	003-022-002	Stephen Longland & Wendy Hills-Longland	151 Pepperell Rd

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Notice of Intent to Cut Wood or Timber for Operation #21-223-09 and 21-223-10, as submitted. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

c. Current Use Release & Land Use Change Tax (LUCT)

MBLU	Owner	Location	Acres Removed	LUCT
014-037-012	Alexander & Kristin McInerney	Cutter Place	1.11	\$23,900
020-022-001	Waterford Construction LLC	Broad Street	2.00	\$18,700
020-022-002	Stephen A Jr & Shannon Vadney	Broad Street	2.02	\$18,700
020-022-003	Stephen A Jr & Shannon Vadney	Nartoff Road	5.34	\$19,400
024-010	Wendell A Snyder Jr & Joanne Coulter-Snyder	85 Long Hill Rd	0.17	\$400
TOTAL:			10.64	\$81,100

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Current Use Release & Land Use Change Tax for MBLU #014-037-012, 020-022-001, 020-022-002, 020-022-003 and 024-010, as submitted. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

d. PA-16, Application for Reimbursement to Towns & Cities...State Forest Land is Situated

The application relates to the annual accounting to the Department of Revenue Administration for reimbursement for the forested portion of Silver Lake State Park, owned by the State of New Hampshire. The reimbursement amount is around \$30-\$35 annually.

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the PA-16 Application for Reimbursement to Towns and Cities...State Forest Land. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

e. Release of Discretionary Preservation Easement Deed, RSA 79-D

In 2006, a Discretionary Preservation Easement was granted to John V. & Janice M. Welch for their property at 180 Wheeler Road, MBLU 031-040 for a period of ten years, under RSA 79-D. At the end of the ten year period, the Welch's were contacted to see if they wanted to renew the easement, and with no communication from them, MRI was consulted and recommended that the easement be allowed to expire and was removed from the 2016 Property Tax Year.

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MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the Release of Discretionary Preservation Easement Deed for MBLU 031-040. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

f. MS-1 (Summary of Inventory of Valuation) Extension Request

The MS-1 is due to the DRA no later than September 1st annually. As the DRA has yet to establish the Utility Values for the State, and those values are needed in order to establish the town's Utility Values, it would be prudent to request a MS-1 extension until October 1, 2021, based on past history.

MOVED by Peter Band seconded by Susan Benz that the Select Board approve the extension request to October 1, 2021 for the MS-1. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

2. Approval of Warrants

a. Wages	\$150,576.17	07/22/2021
b. Wages	\$167,672.50	08/05/2021
c. Accounts Payable	\$256,871.12	07/22/2021
d. Accounts Payable	\$113,201.28	08/05/2021
e. Benefit Strategies	\$ 2,366.66	07/22/2021
f. Benefit Strategies	\$ 2,218.66	08/05/2021

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, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

3. Approval of Minutes

a. Public Minutes from 07/12/2021

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting minutes from July 12, 2021. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

b. Non-Public Minutes from 07/12/2021

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the non-public meeting minutes from July 12, 2021 and keep them sealed. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

TOWN ADMINISTRATOR'S REPORT

The meeting schedule was announced for August 10, 2021 through September 13, 2021. The next Select Board meeting is scheduled for September 13, 2021 at 6:30PM in the Community Meeting Room. American Red Cross will be hosting a blood drive on August 27th from 10AM-6PM at the Lawrence Barn Community Center. Household Hazardous Waste Collection will take place on Saturday, August 28th from 8AM-12PM at the Pelham Senior Center (8 Nashua Road). The Old Homes Day event will take place on September 10th and 11th at Nichols Field. The Annual Grape Festival will take place on Sunday, September 12th beginning at 5:00PM at Monument Square. Town Hall and Town Clerk's Office will be closed on Monday, September 6th for Labor Day. The Hollis Brookline Rotary Hollis Fast 5K Road Race will take place on Monday, September 6th at 9:00AM. On September 18th from 1:00PM-3:00PM there will be a free shred day at the Hollis Transfer Station, hosted by Mill Yard Bank.

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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, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

The Board entered nonpublic session at 8:01PM

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, Band, Armstrong and Benz. No one was opposed. The motion PASSED 4-0-0.

The Board came out of nonpublic session at 8:33PM.

PUBLIC SESSION

1. Event Specific Sign Permit(s)

a. Old Home Days Committee (08/11/2021-09/11/2021; Lawrence Barn Community Center)

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Event Specific Sign Permit for the Old Home Days Committee from 08/11/2021-09/11/2021 at the Lawrence Barn Community Center. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

b. Hollis Brookline Rotary Club (08/09/2021-09/07/2021; Lawrence Barn Community Center, Tennis Courts and soccer fields)

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Event Specific Sign Permit for the Hollis Brookline Rotary Club from 08/11/2021-09/11/2021 at the Lawrence Barn Community Center, tennis courts and soccer fields. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

ADJOURNMENT

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board adjourn the meeting. Voting in favor of the motion were Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 4-0-0.

The Board adjourned at 8:35PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator/Human Resource Coordinator