

HOLLIS SELECT BOARD
August 20, 2021
PUBLIC MINUTES 7:00 AM
Approved 09/13/2021

SELECT BOARD MEETING

Select Board present: David Petry, Susan Benz, Paul Armstrong and Peter Band
Select Board present via zoom: Mark Le Doux
Staff present: Lori Radke, Town Administrator; Ashley Schoff, Tax Collector; Jacob Fitzgerald, Finance Director (teleconference), Police Chief Hoebeke

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.

OLD BUSINESS

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

a. Tax Deeds

Lori Radke, Town Administrator reported that both Attorney Tom Quinn and Attorney Chris Drescher were consulted regarding the proposed properties for deeding that were discussed at the previous Select Board meeting.

001-001 (109 West Hollis Rd; total taxes due-\$93,898.31)-The question arose at the previous Select Board meeting whether there may be hazardous material in the soil on the property. An option would be to issue an 'Administrative Inspection Warrant'. This would allow the town to be on the property without needing the property owner's permission. On another note, the town holds a mortgage on the property in the amount of \$100,000 from 2009. Should the Board decide to let the property go into the foreclosure due to non-payment of taxes, any liability associated with the property would be the responsibility of the new owner, including evicting any tenants than may be residing at the property. On the other hand, if the Board decided to deed the property, the town would be responsible for any liability associated with the property, including evicting tenants.

It was recommended that the property go through the foreclosure process, oppose to deeding by the town. Attorney Quinn would be able to assist the town with the process, including obtaining an auctioneer, notifications, etc. The property includes two (2) acres and would most likely auction for more than the amount of past due taxes and is therefore anticipated that the town would be able to recoup the funds owed to the town.

MOVED by Mark Le Doux seconded by Peter Band that the Select Board foreclose on the property, located at 001-001 (109 West Hollis Road), for lack of payment on taxes. Voting in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

052-022 (1+3 Proctor Hill Rd; total taxes due-\$26,743.67)-The property is scheduled for foreclosure by the bank, at the end of the month, so the recommendation from staff is to not deed the property at this time. Should something prevent the foreclosure process, the Board will take action at the October meeting.

Map 015-002 (Rideout Rd; total taxes due-\$1,091.66)-Recommendation includes deeding the property, bases on non-payment of taxes.

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49 *MOVED by Mark Le Doux seconded by Peter Band that the Select Board deed the property, located at*
50 *015-002 (Rideout Rd), for lack of payment on taxes in the amount of \$1,091.66. Voting in favor of the*
51 *motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-*
52 *0-0.*

53
54 **Map 059-023 (Federal Hill Rd; total taxes due-\$1,066.02)**-Recommendation includes deeding the
55 property, bases on non-payment of taxes.

56
57 *MOVED by Mark Le Doux seconded by Peter Band that the Select Board deed the property, located at*
58 *059-023 (Federal Hill Rd), for lack of payment on taxes totaling \$1,066.02. Voting in favor of the*
59 *motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-*
60 *0-0.*

61
62 **Map 059-022 (29 Federal Hill Rd; total taxes due-\$1,278.25)**-Recommendation includes deeding the
63 property, bases on non-payment of taxes.

64
65 *MOVED by Paul Armstrong seconded by Peter Band that the Select Board deed the property, located at*
66 *059-022 (29 Federal Hill Rd), for lack of payment on taxes totaling \$1,278.25. Voting in favor of the*
67 *motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-*
68 *0-0.*

69
70 **NEW BUSINESS**

71 **1. 2022 Budget Workshop**

72 The Board discussed the method to which they would like to review the budget for FY2022, which is a
73 'bottoms up' approach. This exercise is a form of financial budgeting where the budgeting method start at
74 the department level, moving up to the top level. It is the responsibility of the Select Board, along with the
75 Department Heads, to develop a budget, then present the budget to the Budget Committee. Discussions and
76 presentations of department projects shall be directed to the Select Board. Department Heads should not
77 present items of their department budget to the Budget Committee. Any questions the Budget Committee
78 may have should be directed to the Select Board and not Department Heads. Discussion ensued on the
79 benefit or necessity of having 'guidance' oppose to not having it. The Board expressed an interest in
80 reviewing the RSA for clarification on the roles for the Select Board and Budget Committee, in relation to
81 the town budget.

82
83 The Board plans to review the current and anticipated revenue to potentially reduce taxes. Additionally, the
84 Board intends to assess salaries for each position in each department, separate from benefits associated with
85 the positions and compare it to the actual and projected budget. It is requested that the Department Heads
86 assess their facility and provide a priority list of equipment and maintenance needs for the next 5 years.
87 Costs and estimates should be included in the list. Items on the list should be included in either the CIP
88 schedule or the facility maintenance plan.

89
90 The Board discussed uses for American Rescue Plan Act (ARPA), which are quite specific and restrictive.
91 The town received the first half of funding, which is allocated in a separate fund. The town intends to use
92 the funds towards an assessment of town water, specifically for the wells that service town owned facilities.
93 The Hollis School District currently has an agreement for the water main that services the Hollis Town Hall
94 in addition to private residents and buildings. The Board would like to pursue having our own way of
95 providing appropriate water supply to town facilities. Further discussion would be warranted for the
96 facilities that are not town owned.

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97
98 *MOVED by Paul Armstrong seconded by Peter Band that the Select Board authorize Town*
99 *Administrator, Lori Radke to develop a Request for Proposal (RFP) for professional services-consultant*
100 *to perform an assessment of town water/wells serving town facilities. Voting in favor of the motion were*
101 *Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
102

103 The costs for hiring a consultant to perform an assessment would be covered by ARPA funds. The
104 consultant shall report directly to the Select Board with recommendations for vendors to perform work
105 and the Select Board will then decide and select the appropriate vendor.
106

107 **NON PUBLIC SESSION**

108 **RSA 91-A:3 II (c) reputation and (l) legal**

109 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board enter Non-Public Session in*
110 *accordance with RSA 91-A:3 II (c) reputation and (l) legal . Voting in favor of the motion were Petry,*
111 *Le Doux, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*
112

113 The Board entered nonpublic session at 8:03AM
114

115 **CONCLUSION OF NON PUBLIC SESSION**

116 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board come out of Non-Public*
117 *Session and seal the minutes, in accordance with RSA 91-A:3-II (c) reputation and (l) legal. Voting in*
118 *favor of the motion were Petry, Le Doux, Band, Armstrong and Benz. No one was opposed. The motion*
119 *PASSED 5-0-0.*
120

121 The Board came out of nonpublic session at 8:35AM.
122

123 **ADJOURNMENT**

124 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board adjourn the meeting. Voting*
125 *in favor of the motion were Petry, Le Doux, Benz, Band and Armstrong. No one was opposed. The*
126 *motion PASSED 5-0-0.*
127

128 The Board adjourned at 8:35AM.
129

130 Respectfully Submitted,

131 Christine Herrera, Assistant Town Administrator/Human Resource Coordinator