

**HOLLIS SELECT BOARD**  
**October 25, 2021**  
**PUBLIC MINUTES 5:58 PM**  
**Approved 11/08/2021**

**SELECT BOARD MEETING**

Select Board present: Chair David Petry, Susan Benz, Paul Armstrong and Rick Towne  
Select Board absent: Mark Le Doux  
Staff present: Lori Radke, Town Administrator; Jacob Fitzgerald, Finance Director; 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.

**AGENDA REVIEW**

The meeting agenda was reviewed.

**RESIGNATION**

**1. Historic District Commission**

**a. Jessica Waters, effective October 25, 2021**

*MOVED by Paul Armstrong seconded by Susan Benz that the Select Board accept the resignation of Jessica Waters from the Historic District Commission, effective 10/25/2021. Voting in favor of the motion were Petry, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 4-0-0.*

**APPOINTMENT**

**1. Historic District Commission**

**a. Brandon Child, Regular Member (term expires 04/30/2024)**

*MOVED by Paul Armstrong seconded by Susan Benz that the Select Board approve the appointment of Brandon Child as a Regular Member to the Historic District Commission, with a term to expire 04/30/2024. Voting in favor of the motion were Petry, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 4-0-0.*

**NEW BUSINESS**

**1. Farley Building Committee (Kevin Anderson, Chair)**

**a. Farley Building Committee Update**

The committee has been meeting regularly since January and was tasked with providing options and recommendations to the Select Board. They focused on meeting space and office space and came up with four options for the building. One option would be to demolish the building, which includes the potential for lead and asbestos. Another option is to demolish the building and construct a new building or replica. The third option is to repair and renovate the building. Finally, the last option is to sell the building. The committee performed research and met with several different groups, including project management companies. Project management companies have been assisting with obtaining estimates. The New Hampshire Preservation Alliance offers a grant in the amount of \$4,500. However, they also mandate criteria and stipulations for hiring contractors and architects, which may limit the town's flexibility to choose the best contractor, when the time comes. It is estimated that between \$25K and \$28K is needed for a Use Study. The committee would like to pursue a warrant article (\$30K-\$40K) with the intent to define a specific scope in order to request bids for preliminary plans and review structural, architectural, electrical and mechanical plans and most importantly to obtain realistic costs. The committee voted on the options and recommend to repair and renovate the building to make it look like it did in 1920.

**DEPARTMENT BUDGETS**

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Jacob Fitzgerald, Finance Director presented a slideshow, beginning with the budget and meeting calendar for 2022. Most of the budget increases correspond to employee benefits and salaries. This year, oppose to the Budget Committee providing guidance and trying to fit the budget within guidance, the Department Heads were tasks with coming up with a needs-based budget to determine the true cost for running the departments and present that to the Budget Committee.

**1. Information Technology (Dawn Desaulniers, Director)**

The budget for 2022 is \$128,096, which is an increase of \$7,506 from 2021. There is a 5% increase in website fees and \$5,050 for new email service to improve security including better protection from malicious threats. Chair Petry requested that the Finance Director include a separate line in the department budget, called “cyber security”.

**2. Fire Department/Health (Rob Boggis, Chief)**

The budget for 2022 is \$1,534,092, which is an increase of \$79,988 from 2021. There is a \$29,188 increase in union salaries, \$17,200 increase in part-time emergency response pay, \$22,922 increase in overtime pay and no change to the health budget. Chief Boggis stated that he is not fully staffed at this time, although there is a prospect anticipated to start before the end of the year. Other questions or topics of discussion include the overtime, A/C units at the station, training, fuel, station maintenance, etc.

Chair Petry reminded the department heads that the Board of Selectmen present the budget to the Budget Committee. Department heads do not present department budgets directly to the Budget Committee. Questions from the Budget Committee should be directed to the Select Board.

**3. Department of Public Works (Joan Cudworth, Director)**

The budget for 2022 is \$792,373, which is a decrease of \$13,732 from 2021. The budget reflects a decrease (\$16,020) due to the final capital lease payment for a dump truck, a decrease (\$6,923) in block grant expenses under Road Rebuilding, a decrease due to the change to LED lighting in the Street Lighting account, an increase for used oil disposal under Waste & Recycling, an increase (\$37,868) in Souhegan Regional Landfill District (SRLD) assessment under Solid Waste Disposal and a decrease (\$15,796) under Town Building and Grounds. Other questions or topics of discussion include the furnace at Town Hall, safety equipment, hired equipment, sand/gravel, etc.

**4. Police Department/Animal Control (Joe Hoebeke, Chief; Brendan LaFlamme, Captain)**

The budget for 2022 is \$1,865,740, which is an increase of \$213,391 from 2021. The budget reflects an increase (\$118,739) in union salaries for a second School Resource Officer (SRO), an increase in office staff salaries (\$13,157) for a part-time records clerk to move to full-time, \$46,000 in cruiser lease expenses, and \$24,600 for body-worn cameras. There is a decrease in the animal control budget of \$100. Other questions or topics of discussion include fuel, vehicle maintenance, etc..

J. Fitzgerald added that there is an increase in the salaries budget, due to changing the grade and step of the ‘administrative assistant’ position to an ‘executive assistant’ position. The other two positions affected by a title change as well as a change to the grade and step is the ‘administrative assistant’ in the Fire Department and Department of Public Works.

**5. Communications (Rick Todd, Manager)**

The budget for 2022 is \$640,416, which is an increase of \$79,324 from 2021. The budget reflects an increase (\$34,653) in union salaries/part-time pay and \$39,107 in communications console lease expenses.

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Other questions or topics of discussion include telephone expense for the Communications Manager, training, etc.

Selectman Towne broached the topic of whether the budget for Emergency Management had enough funding. The previous Emergency Management Director volunteered much of his time and expenses, however they should be accounted for a reflected in the town budget. Deane Navaroli, Director stated that he would be presenting a budget in 2023 for the department.

**6. Town Hall (Lori Radke, Town Administrator)**

The budget for 2022 is \$304,694, which is an increase of \$923 from 2021 in the Executive Department. The Committees budget for 2022 is \$3,750, which is a decrease of \$1,500 from 2021. The Legal budget for 2022 is \$64,000, which is a decrease of \$7,000 from 2021. The Planning budget for 2022 is \$116,301, which is an increase of \$4,592 from 2021. The Welfare budget for 2022 is \$9,500, which is a decrease of \$400 from 2021. The Recreation budget for 2022 is \$42,200, which is an increase of \$500 from 2021 and there is no change to the budgets for Zoning, Health Agencies, Municipal Dues and Historic District Commission. Other questions or topics of discussion include conferences/seminars, special studies, contracted services, elderly services, hiring a full time building inspector, etc.

**7. Employee Benefits/Insurance (Jacob Fitzgerald, Finance Director)**

The budget for 2022 is \$2,514,413, which is an increase of \$166,193 from 2021. The budget reflects an increase of \$134,863 in the New Hampshire Retirement Systems contributions and as well as an increase of \$44,000 in health insurance premiums. The health insurance had a 6.6% increase in the overall premiums, which is primarily driven by the claims experience. There is a slight offset in the dental insurance as it had a 1.5% decrease in premiums.

**8. Revenues (Jacob Fitzgerald, Finance Director)**

The non-tax revenues had an overall decrease in the amount of \$135,465. The 2022 budget is \$3,735,582 where the 2021 budget was \$3,871,047. There is an anticipated increase in motor vehicle registration fees in the amount of \$150,000, an increase in building and septic permits in the amount of \$40,000, an increase in departmental revenues in the amount of \$35,748, a decrease in sale of municipal property revenue in the amount of \$270,000 (Stefanowicz property) and a decrease in investment income in the amount of \$114,100, due to the economic effect of COVID-19 resulting in lower interest rates.

Other Department expenditures include an increase in the Finance Department of \$1,600 (2022-\$123,902); increase in the Tax Collection Department of \$1,910 (2022-\$58,850); increase in the Town Clerk Department of \$5,546 (2022-\$169,621) with an increase in election and registration expenses; a decrease in the Cemetery Department of \$9,413 (2022-\$76,728) with an increase in grounds maintenance; an increase in the Library Department of \$37,500 (2022-\$354,000) with an increase in salaries; a decrease in Debt Services of \$33,873 (2022-\$1,082,866); an increase in insurances of \$3,821 (2022-\$217,010); and no change to the Emergency Management Department.

**9. Capital Improvement Plan (Jacob Fitzgerald, Finance Director)**

A few items have been added to the Capital Improvement Plan (CIP) for future improvements. Those include the siding for Lawrence Barn, police station and fire station flooring, A/C units at the Fire Department, roof for the Fire Department, SCBA packs for the Fire Department and the potential for building expansion to accommodate the vehicles. Projects planned for 2022 include (2) DPW dump trucks, a handicap ramp at Town Hall and Tasers for the Police Department.

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Chairman Petry suggested that the Board review the CIP and bring forth questions to the next Select Board meeting.

**OTHER BUSINESS/COMMITTEE UPDATES**

S. Benz mentioned that the Women's Club is looking to hold the Luminaria event this year and asked if the Select Board was in support of the event, which they are.

**ADMINISTRATIVE BUSINESS**

**1. Assessing**

**a. Current Use Release & Land Use Change Tax (LUCT)**

MBLU	Owner	Location	Acres Removed	LUCT
014-037-024	Daniel & Sarah Sweet	47 Cutter Place	1.06	\$25,490
029-001-013	Raisanen Homes Elite LLC	1 Lorenzos Lane	1.75	\$21,700
029-010-003	Federal Hill Properties LLC	Federal Hill Rd	4.18	\$25,400
029-010-004	Adoman Homes Inc	130 Federal Hill Rd	5.06	\$25,490
032-045-008	Energy Vision Homes LLC	Hobart Ln	1.33	\$29,500
032-045-016	Laura Flanagan Chandler	Hobart Ln	1.24	\$26,500
032-045-017	Daniel & Brittany Edmonds	Hobart Ln	2.12	\$24,500
032-045-018	Levesque-Perkins Rev Family	Hobart Ln	2.01	\$23,250
<b>TOTAL:</b>			<b>18.75</b>	<b>\$201,830</b>

*MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Current Use Release & Land Use Change Tax (LUCT) for MBLU 014-037-024, 029-001-013, 029-010-003, 029-010-004, 032-045-008, 032-045-016, 032-045-017, 032-045-018, totaling \$201,830 as presented. Voting in favor of the motion were Petry, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 4-0-0.*

**b. Notice of Intent to Cut Wood or Timber**

Operation #	MBLU	Owner	Location
21-223-11	041-028 & 041-044	Raisanen Homes Elite LLC	Silver Lake Rd

*MOVED by Susan Benz seconded by Rick Towne that the Select Board approve the Notice of Intent to Cut Wood or Timber for Operation 21-223-11, as presented. Voting in favor of the motion were Petry, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 4-0-0.*

**2. Approval of Warrants**

<b>a. Wages</b>	<b>\$208,712.13</b>	<b>10/14/2021</b>
<b>b. Accounts Payable</b>	<b>\$263,054.07</b>	<b>10/14/2021</b>
<b>c. Benefit Strategies</b>	<b>\$ 2,578.66</b>	<b>10/14/2021</b>

*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, Armstrong and Towne. No one was opposed. The motion PASSED 4-0-0.*

**3. Approval of Minutes**

**a. Public Minutes from 10/11/2021**

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190 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting*  
191 *minutes from October 11, 2021. Voting in favor of the motion were Petry, Benz, Towne and Armstrong. No*  
192 *one was opposed. The motion PASSED 4-0-0.*  
193

194 **b. Non-Public Minutes from 10/11/2021**

195 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Non-Public meeting*  
196 *minutes from October 11, 2021 and keep them sealed. Voting in favor of the motion were Petry, Benz,*  
197 *Towne and Armstrong. No one was opposed. The motion PASSED 4-0-0.*  
198

199 **TOWN ADMINISTRATOR'S REPORT**

200 The meeting schedule was announced through November 8, 2021. The next Select Board meeting is scheduled  
201 for November 8, 2021 at 6:30PM in the Town Hall Community Meeting Room. The Household Hazardous  
202 Waste Collection will take place on November 6, 2021 from 8AM-12PM at the Nashua City Park & Ride,  
203 located at 25 Crown Street, Nashua, NH. The mandatory 10-digit local dialing in New Hampshire will be  
204 effective on October 24, 2021. Additional information can be found on the town website. The 2022 Hollis  
205 Heritage Commission calendars are available for \$10 at Lull's Farm Stand, Brookdale Farm Stand, Dave's Dry  
206 Cleaners and Hollis Pharmacy.  
207

208 **PUBLIC COMMENT**

209 Joe Garruba (Winchester Dr) commented on the Planning Department budget, stating that at one point in time he  
210 was under the impression that the Assistant Planner position would take over the duties of the planning  
211 consultant. He questioned the increase in the budget from \$30K to \$37K in the planning consultant line. He  
212 asked the board consider utilizing services in-house oppose to an outside consulting service.  
213

214 **NON PUBLIC SESSION**

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

216 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board enter Non-Public Session in*  
217 *accordance with RSA 91-A:3 II (a) personnel . Voting in favor of the motion were Petry, Benz, Armstrong and*  
218 *Towne. No one was opposed. The motion PASSED 4-0-0.*  
219

220 The Board entered nonpublic session at 8:30PM  
221

222 **CONCLUSION OF NON PUBLIC SESSION**

223 *MOVED by Susan Benz seconded by Paul Armstrong that the Select Board come out of Non-Public Session and*  
224 *seal the minutes, in accordance with RSA 91-A:3-II (a) personnel. Voting in favor of the motion were Petry,*  
225 *Armstrong, Benz and Towne. No one was opposed. The motion PASSED 4-0-0.*  
226

227 The Board came out of nonpublic session at 9:30PM.  
228

229 **ADJOURNMENT**

230 *MOVED by Paul Armstrong seconded by Susan Benz that the Select Board adjourn the meeting. Voting in favor*  
231 *of the motion were Petry, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 4-0-0.*  
232

233 The Board adjourned at 9:30PM.  
234

235 Respectfully Submitted,

236 Christine Herrera, Assistant Town Administrator/Human Resource Coordinator