

HOLLIS SELECT BOARD
November 8, 2021
PUBLIC MINUTES 6:27 PM
Approved 11/22/2021

SELECT BOARD MEETING

Select Board present: Chair David Petry, Mark Le Doux, Paul Armstrong, Rick Towne and Susan Benz (via teleconference)

Select Board absent: None

Staff present: Lori Radke, Town Administrator; Jacob Fitzgerald, Finance Director; Joan Cudworth, DPW Director; Fire Chief Boggis and Captain LaFlamme

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.

NEW BUSINESS

1. Agricultural Commission (Mark Post, Chair)

a. “No Vehicles” Signs for Stefanowicz Property

M. Post requested on behalf of the Lessee, permission to post “no vehicle” signs at the entrance of the Stefanowicz property. The intention is not to stop hunting, but to alleviate motorize vehicles from driving on the property. New Hampshire Fish and Game will monitor and enforce, if there is an issues. Parking is available along the road or across the street on Nathans Way.

MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board approve the request from the Lessee to post “no vehicle” signs from NH Fish & Game, at the entrance of Stefanowicz property. Voting in favor of the motion were Petry, Le Doux, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

2. 2022 Budget Review

a. Hollis Social Library Trustees (Amy Kellner, Chair)

It was stated that the proposed budget for the Hollis Social Library reflects a \$37,500 increase. Approximately \$30k is for wages and salaries. A. Kellner stated that a salary analysis was completed and showed that the current salaries for Hollis were approximately 22% below other communities. A. Kellner informed the board that the current director provided a notice of resignation. Two full time positions require a master’s degree in library sciences which was also taken into consideration when determining salaries for the proposed budget. The budget for the library is a total amount and not itemized in the town’s operating budget.

When asked how the trust funds are incorporated into the budget, Sarah Booth, Treasurer, explained that the library does have a trust, although salaries are allocated through the operating budget, not the trust fund. Employees received a performance bonus for keeping the library open during the pandemic. The bonuses totaled \$10,000. The library received approximately \$1800 from the CARES Act. The library has three full time employees.

b. Cemetery Trustees (Melinda Willis, Chair)

M. Willis stated that the proposed budget for the Cemetery Trustees reflects a \$17,000 increase for work associated with the expansion project (maintenance and lawn treatments). R. Towne pointed out that the overtime expense for DPW personnel to perform burial services comes out of the DPW budget. J.

HOLLIS SELECT BOARD
November 8, 2021
PUBLIC MINUTES 6:27 PM
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Cudworth, DPW Director explained the burial process, including the time and manual labor involved in conducting a full burial service, stating that it can easily take 2 employees up to 6 hours to complete.

The cemetery is closed from mid-November to mid-March, but the timeframe is somewhat flexible. There is a higher fee for winter burials and weekend burials. J. Cudworth would like to track the amount of time and cost associated with cemetery burials over the course of the next year before adjusting the fee schedule for the plots and burials.

It was suggested to increase the ‘Grounds Maintenance’ budget by \$5k within the cemetery department in attempts to avoid requesting additional funds later in the year.

c. Recreation Commission (Dave Belanger, Chair)

The board reviewed the budget for Recreation. D. Belanger noted that the entrance off Orchard Drive required some repair to fill the ruts, in addition to the ruts in the field from events at Old Home Days (OHD). The cost to repair the ruts was expended from the Recreation budget. However, it was questioned whether it should have come out of the OHD budget since it came about as a result of the event. Chairman Petry requested that Recreation Coordinator, Brian Bumpus attend the next Select Board meeting to address a couple of questions and/or concerns regarding maintenance of the fields as it relates to either the recreation budget or the DPW budget.

d. 2022 Draft Warrant Article Review

Article 1-Official Reports

Article 2-Department of Public Works building (1.8M)

It was reported that the cost of repairs to the building are approximately \$250k-\$300k. However, there are some serious electrical concerns which need to be addressed. The cost for the electrical issues is approximately \$50k. Also included the repair cost are items for a new roof and siding, which is approximately \$100k-175k. In order to obtain more concrete estimates from contractor, there needs to be more specific site plans for the building. It was reported that the cost was approximately \$2M for everything, including a new building and repairs to the old building. Funds for this warrant article will be allocated through a bond.

Article 2a-Department of Public Works building (300k)

The next article (article 2a) should be included on the warrant in the event that the previous article (article 2) fails. The board felt this was necessary in order to complete the repairs related to safety concerns. Funds for this warrant article will be allocated through the Unassigned Fund Balance.

Article 3-Wheeler Rd/Worcester Rd (1.2M)

The board questioned whether the quote to repave the two roads was too low. J. Cudworth was directed to review the quote and determine if any revisions need to be addressed.

Article 4-White Barn on Woodmont Property (50k)

The request is to tear down the white barn, located at the Woodmont property. The Lessee planned to use the structure as a farm stand, at one point in time, however upon further determination, it was requested to be removed. Since hazardous materials had been stored there, it should not be used as a fire demolition by the fire department. The bid (\$28k) does not include foundation removal, site

HOLLIS SELECT BOARD
November 8, 2021
PUBLIC MINUTES 6:27 PM
Approved 11/22/2021

assessment or removal of hazardous materials, disconnecting utilities and any permits that are required. Funds for this warrant article will be allocated through the Unassigned Fund Balance.

Article 5-Farley Building Engineering Study (\$40k)

Funds for this warrant article will be allocated through the Unassigned Fund Balance.

Article 6-DPW Dump Trucks (\$380k)

The cost per truck is approximately \$187k. It is anticipated that the article will be paid through a five (5) year lease, which is approximately \$80k per year for 2 trucks. The rate is estimated at 2% for the lease program. The board entertained the option of using Unassigned Fund Balance to pay for the trucks.

Article 7-Old Home Days Special Revenue Fund (\$50k)

Article 8-Compensated Absences Payable Expendable Trust Fund (\$50k)

The balance in the fund is approximately \$80k. The total exposure is about \$200k. Funds for this warrant article will be allocated through the Unassigned Fund Balance.

Article 9-Revaluation Capital Reserve Fund (\$14k)

Article 10-Municipal Buildings & Facilities Maintenance Expendable Trust Fund (\$100k)

There is approximately \$86k planned for the 2022 year. It was suggested to transfer the A/C units at the Fire Department (\$25k) from the CIP schedule to the Municipal Trust Fund. Funds for this warrant article will be allocated through the Unassigned Fund Balance.

Article 11-Establish a Contingency Fund (\$70k)

Funds for this warrant article will be allocated through the Unassigned Fund Balance.

Article 12-2021 Operating Budget

Other Discussion

The board discussed the Undesignated Fund Balance, which will be approximately \$4.8M and how much should be relieved from the fund. Once the numbers are plugged in based on the discussion this evening, the board will also consider the impact to the tax rate. M. Le Doux shared that historically the town has always put forth a warrant article when adding an employee to the town's personnel. However, since the school includes additional employees in their operating budget, the town will do the same, for consistency purposes.

e. Capital Improvement Plan (CIP)

The following items were discussed for the CIP, including tasers and patrol rifles for the Police Department (\$25k), and siding and glass doors at the Lawrence Barn. It was determined that the repairs for the glass door, gutter and wood rot replacement will need to be included in the budget, in addition to fixing or replacing the clock at Town Hall. There is approximately \$50k in the schedule for the ramp at Town Hall in addition to some security measures and internal building upgrades.

3. Utility Revaluation Services Contract (Sansoucy Associates)

The board had some questions about the contract, in regards to hourly fees and cost. L. Radke will look in to it and get back to the board by the next meeting.

HOLLIS SELECT BOARD
November 8, 2021
PUBLIC MINUTES 6:27 PM
Approved 11/22/2021

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

a. Worcester/Wheeler Road Traffic Count

The traffic counts were provided to the board. A traffic count was also conducted for the Transfer Station. The information will be available for Town Meeting.

b. Stump Dump Usage

The board reviewed usage at the Stump Dump for residential verse commercial visitors.

c. Town Hall Furnace

The Town Hall and Hollis Social Library will have an energy audit completed, with the cost covered by Eversource. The Board supported moving forward with the initial energy audit.

OTHER BUSINESS/COMMITTEE UPDATES

ADMINISTRATIVE BUSINESS

1. Assessing

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

MBLU	Owner	Location	Acres Removed	LUCT
013-068-010	Binette Family Trust	Dow Rd	2.14	\$30,000
032-045-009	Lan Lou & Lu Yuhua	Hobart Ln	1.20	\$30,500
TOTAL:			3.34	\$60,500

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Current Use Release & Land Use Change Tax (LUCT) for MBLU 013-068-010 and 032-045-009, as presented. Voting in favor of the motion were Petry, Le Doux, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

For the following properties, only Open Space land is being removed from Current Use to meet density requirements. As the value for these lots is inherent in the house lot values, there is no LUCT on these items.

MBLU	Owner	Location	Removed	LUCT
014-037-029	Cutter Place Properties LLC	Cutter Place	10.77	\$0.00
014-037-031	Cutter Place Properties LLC	Cutter Place	2.35	\$0.00
029-001-001	Raisanen Homes Elite LLC	Keys Hill Rd	5.45	\$0.00
032-045-003	Ducal Development LLC	Hobart Ln	7.09	\$0.00
(Land & Road acreage)				
TOTAL:			25.66	

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the following properties to be removed from Current Use to meet density requirements. Only open space is being removed for MBLU 014-037-029, 014-037-031, 029-001-001 and 032-045-003, as presented. Voting in favor of the motion were Petry, Le Doux, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

b. 2021 Land Use Change Tax Abatement

HOLLIS SELECT BOARD
November 8, 2021
PUBLIC MINUTES 6:27 PM
Approved 11/22/2021

Case #	MBLU	Owner	Location	Amount to be Abated plus interest
2021-LUCT-02	032-045-010	Jennette Family Trust	Hobart Ln	\$0.00

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the recommendation from MRI to deny the 2021 Land Use Change Tax Abatement for Case # 2021-LUCT-02, as presented. Voting in favor of the motion were Petry, Le Doux, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

c. Report of Wood or Timber Cut

Operation #	MBLU	Owner	Timber Tax Levy
21-223-10	003-022-002	Wendy Hills-Longland & Stephen Longland	\$265.00
21-223-09	003-022-004	Wendy Hills-Longland	\$0.00 (none cut)*

**While no timber was cut under this intent to Cut, the Certification of Cut must be signed by the Board in order to close the Intent out per State Rules.*

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Report of Wood or Timber Cut for Operation # 21-223-10 and 21-223-09, as presented. Voting in favor of the motion were Petry, Le Doux, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

2. Approval of Warrants

a. Wages	\$173,657.97	10/28/2021
b. Accounts Payable	\$290,633.97	10/28/2021
c. Benefit Strategies	\$ 1,428.66	10/28/2021

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

3. Tax Collector's Warrant

a. 2021 Property Tax Warrant - \$15,579,441.00

MOVED by Paul Armstrong seconded by Mark Le Doux that the Select Board ratify the vote previous taken on 10/28/2021 via email, to approve the 2021 Property Tax Warrant in the amount of \$15,579,441.00. Voting in favor of the motion were Petry, Le Doux, Benz, Towne and Armstrong. No one was opposed. The motion PASSED 5-0-0.

4. Approval of Minutes

a. Public Minutes from 10/25/2021

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting minutes from October 25, 2021. Voting in favor of the motion were Petry, Benz, Towne and Armstrong. No one was opposed. Le Doux abstained. The motion PASSED 4-0-1.

b. Non-Public Minutes from 10/25/2021

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Non-Public meeting minutes from October 25, 2021 and keep them sealed. Voting in favor of the motion were Petry, Benz, Towne and Armstrong. No one was opposed. Le Doux abstained. The motion PASSED 4-0-1.

TOWN ADMINISTRATOR'S REPORT

HOLLIS SELECT BOARD
November 8, 2021
PUBLIC MINUTES 6:27 PM
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The meeting schedule was announced through November 22, 2021. The next Select Board meeting is scheduled for November 22, 2021 at 6:30PM in the Town Hall Community Meeting Room. The Town Hall and Transfer Station will be closed in honor of Veteran's Day on November 11, 2021. Scouting for Food Collection Day will take place on November 13, 2021 beginning at 8AM. Please place bags in a visible location from the street. The 2022 Hollis Heritage Commission Calendars are available for \$10 at Lull's Farm Stand, Brookdale Farm Stand, Dave's Dry Cleaners and Hollis Pharmacy.

PUBLIC COMMENT

None

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, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

The Board entered nonpublic session at 8:35PM

CONCLUSION OF NON PUBLIC SESSION

MOVED by Mark Le Doux 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, Armstrong, Benz and Towne. No one was opposed. The motion PASSED 5-0-0.

The Board came out of nonpublic session at 8:50PM.

ADJOURNMENT

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

The Board adjourned at 8:50PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator/Human Resource Coordinator