

HOLLIS SELECT BOARD
December 06, 2021
PUBLIC MINUTES 6:28 PM
Approved 01/10/2022

SELECT BOARD MEETING

Select Board present: Chair David Petry, Mark Le Doux, Paul Armstrong, Rick Towne and Susan Benz
Select Board absent: None
Staff present: Lori Radke, Town Administrator; Jacob Fitzgerald, Finance Director; Joan Cudworth, DPW Director; Police Chief Hoebeke and Dawn Desaulniers, IT 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.

RESIGNATIONS

1. Brian Bumpus, Recreation Coordinator, effective November 22, 2021

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board accept the resignation of Brian Bumpus as the Recreation Coordinator. 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. Matt Judge, Communications Specialist, effective December 5, 2021

MOVED by Paul Armstrong seconded by Susan Benz that the Select Board accept the resignation of Matt Judge from the Communications Center. Voting in favor of the motion were Petry, Le Doux, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

NEW BUSINESS

1. Paid Time Off (PTO) Buy-Back Requests

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board approve the Paid Time Off Buy-Back Requests for Non Union employees (\$35,335.86); Local 1801 employees (\$8,450.60) and Local 3657 employees (\$17,934.84) for a grand total of \$61,721.30. 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. Encumbrance Approval

MOVED by Mark Le Doux seconded by Rick Towne that the Select Board accept the recommendation of encumbrance for the Police Department (patrol rifles and scanning project-\$34,000); Town Hall (scanning project-\$15,000) and Communications Center (repeater station hardware replacements-\$26,646) for a grand total of \$75,646. 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. Cash Receipt Policy

Jacob Fitzgerald, Finance Director requested to increase the accumulation of cash deposits from the current \$100 to \$1,500, pursuant to RSA 41:29 for cash deposit requirements.

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the amended Cash Receipt Policy from \$100 to \$1,500, pursuant to RSA 41:29 for cash deposit requirements. Voting in favor of the motion were Petry, Le Doux, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

OLD BUSINESS

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1. Manufactured Homes without land Equalization Data Review

MRI recommended making adjustments to the valuation of manufactured homes in 2022. The full revaluation for the town will take place in 2023. The idea is to avoid having a significant increase all at one time, in 2023. By having a valuation in 2022 for an adjustment, then again in 2023 would ease into the overall increase instead of having a potentially significant increase all at one time. The item was tabled from the previous meeting.

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board reject the request from MRI to conduct a special assessment for manufactured homes for this year. Voting in favor of the motion were Petry, Le Doux, Benz, Armstrong and Towne. No one was opposed. The motion PASSED 5-0-0.

OTHER BUSINESS/COMMITTEE UPDATES

M. Le Doux thanked the department heads for the work on the budget. Since the town is at or under guidance, the town is not seeking any relief from guidance from the Budget Committee.

ADMINISTRATIVE BUSINESS

1. Approval of Warrants

a. Wages	\$181,104.04	11/23/2021
b. Accounts Payable	\$205,905.15	11/23/2021
c. Benefit Strategies	\$ 1,218.66	11/23/2021

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

2. Approval of Minutes

a. Public Minutes from 11/22/2021

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the public meeting minutes from November 22, 2021. Voting in favor of the motion were Petry, Le Doux, Benz, Towne and Armstrong. No one was opposed. The motion PASSED 5-0-0.

b. Non-Public Minutes from 11/22/2021

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board approve the Non-Public meeting minutes from November 22, 2021 and keep them sealed. Voting in favor of the motion were Petry, Benz, Le Doux, Towne and Armstrong. No one was opposed. The motion PASSED 5-0-0.

TOWN ADMINISTRATOR'S REPORT

The meeting schedule was announced through January 10, 2022. The next Select Board meeting is scheduled for January 10, 2022 at 6:30PM in the Town Hall Community Meeting Room. The Town Clerk's Office and Town Hall will be closed at noon on Friday, December 17th. The 7th Annual Hollis Women's Club Luminaria and Gingerbread House Competition will take place on December 11th at 4:00PM at the Lawrence Barn Community Center. Tuesday, December 14th will be the last day for the Hearts in Action Toy Drive. Please drop off toys at the Hollis Police Department. Town offices and Town Clerk will be closed at noon on December 17th. Town office, Town Clerk and Transfer Station will be closed for the holidays on December 24th, 25th, 31st and January 1st.

PUBLIC COMMENT

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BUDGET COMMITTEE MEETING

1. 1st Review of 2022 Town Budget

Reference Budget Committee meeting minutes, dated December 06, 2021 for additional information.

ADJOURNMENT

MOVED by Mark Le Doux seconded by Susan Benz 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 7:38PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator/Human Resource Coordinator