

HOLLIS SELECT BOARD
March 23, 2020
PUBLIC MINUTES 6:30 PM
Approved 4/13/2020

SELECT BOARD MEETING

Select Board present: Chairman Mark Le Doux, David Petry 6:39PM), Paul Armstrong, Susan Benz (teleconference) and Peter Band (teleconference 6:49PM)

Select Board absent:

Staff present: Lori Radke, Town Administrator; Dawn Desaulniers, IT Director

Others present: Don Ryder and Bill Moseley (teleconference)

COMMUNITY ROOM

Hollis Town Hall Community Room, located at 7 Monument Square, Hollis, New Hampshire.

ANNOUNCEMENTS

The following was read into the record by Chairman Le Doux:

*"It is possible, in light of COVID-19 pandemic situation and the state of emergency declaration in NH, that most or all board members will be unable to attend our Hollis public meetings in person because they are concerned about getting sick or perhaps are already sick. In cases where the presiding officer declares an "emergency" and the requirement of a physically present quorum is waived, a meeting of a public body may be conducted with most or all members participating electronically. I therefore declare an emergency for the purpose of our **Select Board** meetings until the COVID-19 pandemic situation has subsided."*

M. Le Doux congratulated and welcomed Paul Armstrong as the newly elected Select Board member.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited. The agenda was reviewed.

PUBLIC COMMENT

Joe Garubba (Winchester Dr) via teleconference felt the town should consider posting the board, committee and commission positions that are up for reappointment in order to provide an opportunity for people to apply for a position, prior to filling it. He suggested that the final appointments take place at the first meeting in April, to allow for adequate time for posting the vacancy.

P. Armstrong suggested approving the reappointments tonight, but only for a three month term. He felt this would allow time for any newly elected Select Board member to meet all members of the boards that they are appointed to as Select Board liaisons.

It was noted that the annual reappointments are for volunteers already on a board, committee or commission and have expressed a desire to remain on their board, committee or commission for another term. New volunteers are generally appointed as alternate members for a period of time, before being promoted to regular members. New volunteers are appointed by the Select Board in person at a meeting, accompanied by the chair of the board they are applying for. The chair makes the recommendation for appointment on behalf of their board, committee or commission.

S. Benz added that they could postpone the Select Board assignments in order for the Select Board members to get to know the different boards, committees or commissions, but otherwise felt the reappointments should be approved as scheduled.

ELECTION OF OFFICERS

Select Board Chair

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MOVED by Susan Benz seconded by David Petry that the Select Board nominate Mark Le Doux as Chair of the Select Board. Voting in favor of the motion were Petry, Benz and Armstrong. No one was opposed. Le Doux abstained. The motion PASSED 3-0-1.

Select Board Vice Chair

MOVED by Mark Le Doux seconded by Paul Armstrong that the Select Board nominate David Petry as the Vice Chairman of the Select Board. Voting in favor of the motion were Le Doux, Benz and Armstrong. No one was opposed. Petry abstained. The motion PASSED 3-0-1.

NEW BUSINESS

COVID-19 Update

Town Hall Services - Governor Sununu authorized the use of electronic meetings. The recommendation is less than 10 people in a gathering. Town Hall is closed to public access for the time being. Staff can be reached by telephone and email. If items need to be dropped off to Town Hall, the public can put it in the drop box or the bin located outside of the front doors. Staff will retrieve it from there. Payments can be dropped off in the drop box or mailed. The Police Station, Fire Station and Communication Center are also closed to the public. The Hollis Social Library is also closed. Additional information can be found on their website.

Transfer Station – It was stated that the amount of money regenerated from recycling plastic and glass is less than the cost of doing recycling, mainly due to China no longer receiving recycled materials, at this time. In order to reduce the amount of materials the employees may come into contact with, the Transfer Station is only accepting metal and aluminum cans. No televisions or electronics at this time. Age 60 and older can utilize the transfer station on 3/25/20 from 8:00AM-12:00PM. The Still Good table is also closed. Please see the town website for additional, detailed information. It was encouraged that people practice social distancing at least around 6 feet between people. No other hours are changed for the Transfer Station.

Resignation

Todd Croteau, Director of Public Works, effective 4/3/2020

MOVED by David Petry seconded by Paul Armstrong that the Select Board accept the resignation of Todd Croteau, Director of Public Works, effective 4/3/2020. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Employment Officer-Director of Public Works

Joan Cudworth, effective 4/6/2020

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve hiring Joan Cudworth as the new Director of Public Works, effective 4/6/2020. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Select Board – Department and Committee Assignments

The Board discussed the list of Department and Committee Assignments for the 2019/2020 term. It was noted that Mark Le Doux would be the representative for the Budget Committee, however the rest of the Select Board members would be alternates.

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve appointing all of the Select Board members as alternates of the Budget Committee with Mark Le Doux being the regular member. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

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The entire list can be found on the town website.

Contingency Fund Expenditure (\$2,000) COVID-19 Emergency Food Supplies

M. Le Doux explained that he would like the town to set up an account with the local grocery store in order to provide assistance with food, for those in need. He proposed transferring \$2,000 from the contingency fund to a special emergency fund for emergency food supplies for those in need. The Town Administrator will administer the funds for that service, in the form of gift cards or vouchers.

MOVED by Mark Le Doux seconded by Peter Band that the Select Board approve allocating \$2,000 from the Contingency Fund for emergency food supplies for those in need and to authorize Town Administrator, Lori Radke to administer funds for that service. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ANNUAL REAPPOINTMENTS

Board, Committee & Commission Re-Appointments

The Board reviewed the following list of Board, Committee and Commission appointments. All terms have a three year term, expiring on April 30, 2023. M. Le Doux reiterated that the town follows a procedure for appointing new volunteers as well as reappointing current volunteers. It was agreed that the board would proceed with the reappointments this evening. The board encouraged those interested to consider filling the current vacancies which are listed on the town website.

Chair	Committee	First Name	Last Name	Membership
	Agricultural Commission	Randall	Clark	Regular
	Agricultural Commission	Trevor	Hardy	Regular
	Building Code Board of Appeals	Paul	Armstrong	Regular
	Building Code Board of Appeals	Bob	Cormier	Regular
	Building Code Board of Appeals	John	Mahan	Regular
	Conservation Commission	Jonathan	Bruneau	Regular
	Conservation Commission	Joseph	Connelly	Alternate
	Conservation Commission	Thomas	Davies	Regular
	Conservation Commission	Cathy	Hoffman	Regular
	Energy Committee	Loran "Woody"	Hayes	Regular
	Energy Committee	Adam	Jacobs	Alternate
X	Energy Committee	Eric	Ryherd	Regular
	Forest Committee	Gary	Chamberlain	Regular
X	Forest Committee	Edward "Ted"	Chamberlain	Regular
	Heritage Commission	Honi	Glover	Regular
	Heritage Commission	Judith Aurelia	Hooks	Regular
	Heritage Commission	Jan	Larmouth	Regular
	Heritage Commission	Doug	Nye	Alternate
	Highway Safety Committee	Don	Ryder	Alternate
	Historic District Commission	Michael	Bates	Regular
	Historic District Commission	Peter	Jones	Regular

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	Old Home Days Committee	Barbara	Kowalski	Regular
	Planning Board	Richard	Hardy	Alternate
X	Planning Board	Bill	Moseley	Regular
	Planning Board	Chet	Rogers	Regular
X	Recreation Commission	David	Belanger	Regular
	Recreation Commission	Robbin	Dunn	Regular
	Recreation Commission	Cindy	Van Coughnett	Alternate
	SVTC	Rebecca	Crowther	Regular
	Trails Committee	Harriet "Pixie"	Frank	Regular
	Trails Committee	Harry	Russell	Regular
	Trails Committee	Douglas	Sattler	Alternate
	Trails Committee	Daniel	Teveris	Regular
	Zoning Board of Adjustment	Jim	Belanger	Regular
	Zoning Board of Adjustment	Bill	Moseley	Alternate
	Zoning Board of Adjustment	Stanley	Swerchesky	Alternate

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119 *MOVED by Peter Band seconded by Paul Armstrong that the Select Board appoint the volunteers listed above*
120 *to the Town's Boards, Committees and Commissions for three year terms, ending April 30, 2023, as presented.*
121 *Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The*
122 *motion PASSED 5-0-0.*

ADMINISTRATIVE BUSINESS

Assessing Work

Report of Wood or Timber Cut

Operation#	MBLU	Owner	Timber Tax Levy
19-223-14	009-004	Town of Hollis	\$6.00
19-223-15	003-030	William H Hall Jr. Revocable Trust	\$24.00
Total Due:			\$30.00

132 *MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Report of Wood or*
133 *Timber Cut for Operation #19-223-14 and #19-223-15, as submitted. Voting in favor of the motion were Le*
134 *Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.*

Approval of Warrants

137 *MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the following warrants:*

• Wages	\$ 183,338.36	03/19/20
• Accounts Payable	\$ 151,710.77	03/19/20
• Benefit Strategies	\$ 6,134.16	03/19/20

141 *Voting in favor of the motion were Le Doux, Petry, Band, Armstrong and Benz. No one was opposed. The*
142 *motion PASSED 5-0-0.*

144 M. Le Doux graciously thanked Frank Cadwell for his twelve years of dedicated service on the Select Board and
145 other town boards and commissions and wished him well on his next endeavors. Paul Armstrong and Susan
146 Benz were congratulated on their elections.
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Approval of Minutes

Public Minutes from 03/09/2020

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the public meeting minutes from March 9, 2020. Voting in favor of the motion were Le Doux, Petry, Benz and Band. No one was opposed. Armstrong abstained. The motion PASSED 4-0-1.

Non Public Minutes from 03/09/20

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the non-public meeting minutes from March 9, 2020 and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Benz and Band. No one was opposed. Armstrong abstained. The motion PASSED 4-0-1.

Meetings & Announcements

The meetings were announced for March 23, 2020-April 13, 2020. The next Select Board meeting will be April 13, 2020 at 6:30PM in the Town Hall Community Room. The Zoning Board of Adjustment will meet on March 26, 2020 at 7:00PM in the Town Hall Community Room for a brief meeting to table the items on the agenda to the following meeting.

NON PUBLIC SESSION

RSA 91-A:3-II (c) reputation

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

The Board entered non-public session at 7:20PM

CONCLUSION OF NON PUBLIC SESSION

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

The Board came out of non-public session at 7:25PM

PUBLIC SESSION

MOVED by Susan Benz seconded by David Petry that the Select Board authorize Town Administrator, Lori Radke to coordinate with the applicant for Welfare Case #2020-02 for the town to expend not more than \$1,500 for financial assistance. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

ADJOURNMENT

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

The Board adjourned at 7:25 PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator