

HOLLIS SELECT BOARD
April 13, 2020
PUBLIC MINUTES 6:30 PM
Approved 4/27/2020

SELECT BOARD MEETING

Select Board present: Chairman Mark Le Doux and Paul Armstrong
Select Board teleconference: David Petry, Peter Band and Susan Benz
Select Board absent: None
Staff present: Lori Radke, Town Administrator; Dawn Desaulniers, IT Director and Joan Cudworth, DPW Director
Staff teleconference: Rachael Gosselin, Finance Officer and Ashley Schoff, Tax Collector/Deputy Finance Officer

COMMUNITY ROOM

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

ANNOUNCEMENTS

Due to the Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Select Board is using the Zoom platform to conduct this meeting electronically. The public is encouraged to listen and/or participate via Zoom. The meeting will also be available for viewing via Town Hall Streams. Lastly, if none of the methods stated above are working for a resident, they can call 603-465-2209 ext. 150. In the event that the public is unable to access the meeting, the Board will reschedule to another date.

The annual Town Meeting has been postponed until May 30, 2020 at 10:00AM at the Hollis Brookline High School. The annual meeting for the Hollis Brookline Cooperative School District is postponed until May 26, 2020 at 6:30PM at the Hollis Brookline High School Gymnasium.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

None

NEW BUSINESS

COVID-19 Update

Hollis and Brookline currently have less than 4 cases of COVID-19. It was explained that Beaver Brook had been overwhelmed with people using the trails and facilities due to the coronavirus pandemic and stay at home order. The amount of people on trails conflicted with the social distancing order, by the Governor. Following discussion with the Trails Committee, Emergency Management Director and others, it was decided to close the trails.

Tax Lien Information

Ashley Schoff, Tax Collector/Deputy Finance Officer explained that on April 23, 2020 the town will begin the process to lien properties with unpaid property taxes from 2019. This is done in April of each year, so it is not a new process and therefore action from the Select Board is not required. There are thirty seven (37) properties from 2019, totaling approximately \$236,000, which is up from last year, which was \$180,000.

Municipal Sidewalk Agreement-New Hampshire Department of Transportation

The Municipal Sidewalk Agreement is between the Town of Hollis and the New Hampshire Department of Transportation for the Congregational Church of Hollis to construct proposed sidewalk improvements. The Congregational Church of Hollis will be responsible for the management and operation of these facilities

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throughout the duration of the construction of the project. The Town of Hollis will be responsible for the future maintenance of the sidewalks. Mr. Tom Hildreth was available via teleconference and answered questions related to the agreement.

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Municipal Sidewalk Agreement with the New Hampshire Department of Transportation. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Timber Sale Agreement

On behalf of the Select Board, Lori Radke, Town Administrator will request that a member of the Forest Committee oversee the project. The member should not have a conflict of interest with the project.

MOVED by Mark Le Doux seconded by Peter Band that the Select Board approve the Timber Sale Agreement with Proctor Hill Forestry & Logging, LLC with the condition of seeking oversight of the project from the Forest Committee. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Department of Public Works

Bid Approval – Paving

Director, Joan Cudworth stated that three companies provided bids for the paving contract. The lowest bid was R&D Paving at \$601,695.14.

MOVED by Paul Armstrong seconded by David Petry that the Select Board approve R&D Paving as the successful recipient for the paving contract for the 2020 calendar year, as recommended by DPW Director, Joan Cudworth. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Contract Approval – Roadside mowing

It was explained that Daryl Pelletier entered into a five-year agreement with the Town for roadside mowing in 2014. The cost did not change for 2019, however the bid for calendar year 2020 increased by approximately \$6,000, making the total bid \$24,375. This is the only vendor to bid on the contract. Mr. Pelletier is knowledgeable with Hollis roads and woody trouble spots. He also mows Brookline, Amherst and other small communities. Towns like Milford, Nashua and Merrimack mow in-house. The reason for the increase was not clear. It was determined that \$22,205 was available in the Hired Equipment line of the budget. It was suggested that J. Cudworth negotiate the bid amount with the vendor, in order to stay within budget. The Board suggested looking into whether the DPW can provide this service in-house, for next year.

MOVED by Susan Benz seconded by Paul Armstrong that the Select Board authorize DPW Director, J. Cudworth to negotiate the bid for roadside mowing, with the vendor in order to stay within budget. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5- 0-0.

Roll Off Boxes at Transfer Station

Extra hours for Hollis residents age 60 and older takes place on Wednesdays from 8:00AM-12:00PM. Residents and staff are pleased with the additional hours and feedback has been positive. The set-up of the transfer station is very congested and not spread out, which makes social distancing impossible, at this time.

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Additionally, since recycling is restricted and is being disposed of in the trash, the amount of trash collected has doubled. Currently the town is borrowing two roll off boxes from DC Slocomb Company

J. Cudworth obtained three quotes for 30 yard roll off boxes. The quote for two heavy duty boxes, including shipping was \$12,400. The lead time is 4-6 weeks. J. Cudworth will inquire whether renting the boxes is an option. Funds for this purchase are not included in the budget, however if the Board chooses to move forward, funds could be expensed from the Contingency Fund. J. Cudworth will look into the possibility of obtaining a grant through New Hampshire the Beautiful to help offset the cost of the purchase. Grants from that entity were utilized in the past for the other roll off boxes at the Transfer Station. Once that information is obtained, the Board will revisit the topic.

ADMINISTRATIVE BUSINESS

Assessing Work

Current Use Release & Land Use Change Tax (LUCT)

MBLU	Owner	Location	Acres	LUCT
			Removed	
011-012	Steve Rheaume	4 Dennis Way	1.83	\$ 2,100
011-012-001	Steve Rheaume	7 Dennis Way	7.18	\$20,500
011-012-002	Steve Rheaume	8 Dennis Way	2.99	\$18,200
019-044	Fred Hubert/Maria Nardi	68 Hideaway Ln	5.70	\$21,000
028-006	NCS Revocable Trust	Hayden Rd	3.86	\$35,000
028-006	NCS Revocable Trust	Hayden Rd	1.29	\$0
			Total	\$96,800

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 011-012, 011-012-001, 011-012-002, 019-044, 028-006 and 028-006. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Current Use Applications

MBLU	Owner	Location	Acres to
			be enrolled
003-026 &	Kimberly Snow-Lawlor &	5 Winnies Way &	1.87
003-026-001	Thomas Lawlor	Vacant Lot	
013-008	Armstrong Family Revoc. Trst.	9 Pepperell Rd	0.99

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Current Use Applications for MBLU 003-026, 003-026-001 and 013-008. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Report of Excavation

Operation #	MBLU	Owner	Gravel Tax Levy
19-223-01E	009-048	Douglas Orde	\$9.54

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Report of Excavation for Operation #19-223-01E. 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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Notice of Intent to Excavate

Operation #	MBLU	Owner	Location
20-223-01E	009-048	Douglas Orde	Depot Rd.

MOVED by David Petry seconded by Paul Armstrong that the Select Board approve the Notice of Intent to Excavate for Operation #20-223-01. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Report of Wood or Timber Cut

Operation #	MBLU	Owner	Timber Tax Levy
19-223-08	046-051	Town of Hollis	\$0.00
19-223-09	046-050	Town of Hollis	\$0.00
19-223-10	031-046 & others	Hollis Forest Comm.	\$0.00

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Report of Wood or Timber Cut for Operation #19-223-08, 19-223-09 and 19-223-10. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Notice of Intent to Cut Wood or Timber

Operation#	MBLU	Owner	Location
20-223-05	020-029-005	Wellington Farias	16 Nutting Ln

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Notice of Intent to Cut Wood or Timber for Operation #20-223-05. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

William H Hall Jr Timber Agreement for Fieldstone Drive

As per previous years, the 2020 Timber Agreement, or "MOU" for Mr. Hall to continue to cut wood/timber on the Town's Fieldstone Drive Open Space property, MBLU 009-004, is being presented to the Board for approval and signature. There are two "Original" documents for signature, one is for the Town, and one is for Mr. Hall.

MOVED by David Petry seconded by Mark Le Doux that the Select Board approve the Timber Agreement with William H Hall Jr. for Fieldstone Drive. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

2020 Notice of Intent to Tax Personal Property on Land of Others

Each year prior to April 30th, the Chairman of the Board of Selectmen, must send out Notice of Intent to Tax Personal Property on Land of Others according to RSA 73:16-a, if these notices are not sent to the land owner before April 30th, and the personal property owner does not pay the property taxes assessed, the land owner cannot be held liable for the unpaid taxes.

MOVED by David Petry, seconded by Paul Armstrong that the Selectmen sign and approve the Notice of Intent to Tax Personal Property on Land of Others per RSA 73:16-a, as presented. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Approval of Warrants

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MOVED by Peter Band seconded by Paul Armstrong that the Select Board approve the following warrants:

• Wages	\$ 178,528.91	04/02/20
• Accounts Payable	\$2,492,299.31	04/02/20
• Benefit Strategies	\$ 5,984.16	04/02/20

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

Approval of Minutes

Public Minutes from 03/23/2020

MOVED by Susan Benz seconded by Mark Le Doux that the Select Board approve the public meeting minutes from March 23, 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.

Non Public Minutes from 03/23/20

MOVED by Susan Benz seconded by Mark Le Doux that the Select Board approve the non-public meeting minutes from March 23, 2020 and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Benz, Band and Armstrong. No one was opposed. The motion PASSED 5-0-0.

Meetings & Announcements

The Planning Board will meet on April 21, 2020 at 7:00PM. The Zoning Board of Adjustment scheduled for April 23, 2020 at 7:00PM will be postponed to the following month. The Select Board will meet on April 27, 2020 at 6:30PM. These meetings will take place in the Town Hall Community Room and will be conducted virtually via Zoom.

The annual Town Meeting has been postponed until May 30, 2020 at 10:00AM at the Hollis Brookline High School. The Board agreed to keep the Select Board meetings at 6:30PM, moving forward.

Other

Following consultation with New Hampshire Municipal Association, it was determined that a Select Board member needs to be delegated as an alternate member of the Budget Committee. If the primary or regular member and alternate member are not able to attend a Budget Committee meeting, another Board members needs to delegated, but formal vote at a prior Select Board meeting.

ADJOURNMENT

MOVED by Paul Armstrong 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 7:29 PM.

Respectfully Submitted,
Christine Herrera, Assistant Town Administrator