

1 **SELECT BOARD MEETING**

2 Select Board present: Chair Mark Le Doux, David Petry (7:49PM), Susan Benz, Peter Band and Frank  
3 Cadwell

4 Select Board absent: None

5 Staff present: Lori Radke, Town Administrator; Todd Croteau, DPW Director; Joe Hoebeke, Police  
6 Chief; Paul Armstrong and Bill Moseley, Camera Operators

7  
8 **COMMUNITY ROOM**

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

10  
11 **PLEDGE OF ALLEGIANCE**

12 The Pledge of Allegiance was recited.

13  
14 **PUBLIC COMMENT CLAUSE**

15 *The Select Board welcomes public comment before the start of the agenda for up to 2 minutes per person. The*  
16 *Select Board is not obligated to respond or engage in a discussion. The Board will take comments under*  
17 *advisement and, if appropriate, the Select Board may set the item for discussion at a future meeting.*

18  
19 Joe Garruba (Winchester Drive) thanked the Board for revising the Public Comment clause. He felt there hasn't  
20 been enough time to evaluate changing how the Town Clerk is compensated from a fee based system to an  
21 hourly base. He questioned if the fees that are currently being allocated to pay the Town Clerk would be  
22 reallocated into the general fund. He suggested the warrant article for Keno 603 be handled by citizen petition.  
23 He felt it should go to Town Meeting opposed to the ballot, so it could be debated and discussed.

24  
25 **RECOGNITION**

26 **1. Hollis Police Department**

27 **Officer Kyle Connors – Oath of Office**

28 Chief Hoebeke introduced Kyle Connors as the newest addition to the Hollis Police Department. Kyle  
29 received a Bachelor's Degree with a major in Criminal Justice with a minor in Sociology at Keene State  
30 College. Kyle served as a student intern with the Hollis Police Department during his senior year. Kyle  
31 attended and graduated from the 180<sup>th</sup> session of the New Hampshire Police Academy. He was  
32 congratulated and welcomed from Chief Hoebeke, the Select Board and all those in attendance.  
33 Chairman Le Doux performed the ceremonial Oath of Office, followed by photos with the Select Board.

34  
35 **APPOINTMENTS**

36 **1. Brandon Child, Historic District Commission, Alternate Member (term exp. 4/30/21)**

37 Tom Cook, HDC Chair and Brandon Child joined the Board at the conference table, where Brandon  
38 introduced himself and expressed his interest in joining the commission and being involved with the  
39 community. The Board thanked Brandon for his interest in volunteering for the commission and  
40 welcomed him, on behalf of the town.

41  
42 *MOVED by P. Band seconded by F. Cadwell that the Select Board approve the appointment of Brandon*  
43 *Child to the Historic District Commission with a term expiration date of 4/30/21. Voting in favor of the*  
44 *motion were Le Doux, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.*

45  
46 **RESIGNATIONS/RETIREMENTS**

47 **Chairman Le Doux announced the following resignations/retirements for the Town of Hollis:**

48 Doug Benoit, Department of Public Works, Equipment Operator, effective 12/20/19

49 Kara Libby, Hollis Social Library, Youth Services Librarian, effective 12/27/19

50 Richard Bailey, Hollis Police Department, Part-time officer, effective 12/30/19  
51 James Sartell, Hollis Police Department, Part-time officer, effective 12/31/19  
52

53 **NEW BUSINESS**

54 **1. Professional Services Agreement – Municipal Resources Incorporated (MRI)**

55 *MOVED by S. Benz seconded by P. Band that the Select Board approve the agreement with MRI, for*  
56 *professional services, with a term date of December 31, 2023. Voting in favor of the motion were Le*  
57 *Doux, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.*  
58

59 Scott Marsh, Property Assessor Supervisor for MRI, stated that the next revaluation will take place in  
60 2023, since the last one was done in 2018.  
61

62 **2. East Cemetery Lease Agreement – Lull Farm, LLC**

63 *MOVED by S. Benz seconded by F. Cadwell that the Select Board approve the East Cemetery Lease*  
64 *agreement with Lull Farm, LLC, with a term date of December 31, 2020. Voting in favor of the motion*  
65 *were Le Doux, Band, Benz and Cadwell. No one was opposed. The motion PASSED 4-0-0.*  
66

67 **3. Special License - Hollis Nor'Easters Snowmobile Club, 2020 Pink Ride, February 8, 2020 9AM-**  
68 **12:30PM, starting at Silver Lake State Park**

69 *MOVED by M. Le Doux seconded by P. Band that the Select Board approve the Special License for the*  
70 *Hollis Nor'Easters Snowmobile Club, 2020 Pink Ride on February 8, 2020 from 9AM-12:30PM,*  
71 *starting at Silver Lake State Park. Voting in favor of the motion were Le Doux, Band, Benz and*  
72 *Cadwell. No one was opposed. The motion PASSED 4-0-0.*  
73

74 **4. Designation of Signature Authority - Raffle Permits and Special Licenses**

75 *MOVED by M. Le Doux seconded by S. Benz that the Select Board approve designating Town*  
76 *Administrator, Lori Radke authority to grant raffle permits and special licenses, on behalf of the town,*  
77 *per RSA 286. Voting in favor of the motion were Le Doux, Band, Benz and Cadwell. No one was*  
78 *opposed. The motion PASSED 4-0-0.*  
79

80 **5. Designation of Signature Authority - Birch Hill, Map 43 Lot 19 – Closing Documents**

81 *MOVED by P. Band seconded by S. Benz that the Select Board approve designating Town*  
82 *Administrator, Lori Radke authority to take all actions appropriate, convenient or necessary for closing*  
83 *and the acceptance of Map 34, Lot 19. Voting in favor of the motion were Band, Benz and Cadwell. No*  
84 *one was opposed. Le Doux abstained. The motion PASSED 3-0-1.*  
85

86 Since Chairman Le Doux is already a designated signer for such documents, he abstained from voting.  
87

88 **6. Proposed Warrant Article Discussion**

89 **Keno 603, RSA 284:51 Local Option**

90 Keno 603 is a game administered by the state lottery and only those that are 18 years of age or older are  
91 allowed to participate. New Hampshire's KENO 603 retailers receive 8% sales commission plus 5% on  
92 other lottery products, such as Powerball and Mega Millions. Any town or city may allow the operation  
93 of keno games, according to the provisions of RSA 284:51. This item is not permissible as a citizen  
94 petition warrant article and must be decided by the Select Board whether it should be included on the  
95 official ballot or warrant, for consideration at the annual town meeting, per RSA 39:3. The New  
96 Hampshire Municipal Association (NHMA) created a list of questions and answers regarding the topic,  
97 which will be posted on the town's website.  
98

99 The board agreed to move forward with a public hearing on February 10, 2020 to decide if it should be  
100 included on the official ballot or as a warrant article. The topic will be discussed further, when all board  
101 members are present.  
102

**Town Clerk – RSA 41:25 Fees**

103 The Hollis Town Clerk is an elected position with a three year term, ending in March of 2020. Town  
104 clerks may be compensated via fees collected, per RSA 41:25. However, the Select Board, with  
105 legislative body approval, can change the way the town clerk is compensated from a fee base, to an  
106 hourly or salary basis. The Body can also vote on the rate and amount of compensation. Should the  
107 Board choose to implement any change to the way the town clerk is compensated, it would be  
108 appropriate to broach the topic prior to the start of the new 3 year term. Currently, there are  
109 approximately 5 town clerks out of 221 towns in New Hampshire being compensated via fees. In order  
110 for a municipality to change the way the town clerk is compensated, it must be voted on at the annual  
111 town meeting, per RSA 41:25. It was stated that the town is not required to provide benefits, regardless  
112 of the hours, since the position is elected. Only the Select Board or residents via Town Meeting can  
113 authorize the implementation of town benefits to elected officials.  
114

115  
116 It was clarified that the Town Clerk is not an employee of the town however, the Deputy Town Clerk is  
117 a town employee and is paid on an hourly basis. The Town Clerk may set his/her own office hours.  
118 The Select Board, however, is responsible for establishing and maintaining appropriate internal control  
119 procedures to ensure the safeguarding of all town assets and properties, pursuant to RSA 41:9. The  
120 Select Board can institute procedures for the clerk to follow with regard to safeguarding the financial  
121 assets that he or she collects for the town. The amount of each fee is set by the state and collected by  
122 the Hollis Town Clerk. In addition to fees, the clerk is paid \$25.15 per hour for Election work. As of  
123 November 30, 2019 approximately \$69,959.68 in fees and \$892.93 in election work was collected. The  
124 amount collected has continued to increase each year and will most likely continue to do so as the  
125 community grows.  
126

127 The Board discussed increasing the hours of operation without increasing the budget. It was questioned  
128 where the information is itemized within the revenue and expenditures lines of the budget. It was  
129 further questioned whether spending approximately \$75,000 in a year was appropriate for 16 hours per  
130 week worth of work, which equates to be approximately \$90/hour. The Board has the option to increase  
131 the hours of operation and keep the fees how they are, which would equate to approximately \$40-  
132 \$50/hour.  
133

134 Mike Leavitt (125 Mooar Hill Rd) stated that the hours that the clerk's office is open is not the same as  
135 the hours worked. According to the RSA, the clerk sets the hours and the Select Board does not have  
136 the authority to require additional hours. He stated that the clerk's offices has an average of 3.5 people  
137 per hour. He suggested educating people to utilize services online, since the majority of people that go  
138 to the clerk's office are not prepared or do not have the correct information/paperwork.  
139

140 It was mentioned that if the clerk was paid on an hourly basis and did not want to work additional hours,  
141 the revenue collected by the town for fees could be utilized to hire additional staff for the clerk's office.  
142 Since vital records can be obtained from any town clerk in the state, when the Hollis office is closed,  
143 citizens are going elsewhere for those documents and those communities are receiving the revenue and  
144 not Hollis. The question remains as to how the Select Board can expand the hours to service the needs  
145 of the community and while properly and fairly compensating the individual in this position, all while  
146 staying within the current budget. The Board would like to review additional data such as payroll  
147 records for the Town Clerk, before making a decision.

148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195

### 7. Proposed State Legislation

The Select Board reviewed House Bills 1129, 1276, 1154, 1125, 1119, 1309, 1460 and 1629-FN, which can be found at [http://www.gencourt.state.nh.us/bill\\_status/](http://www.gencourt.state.nh.us/bill_status/). The Board will prepare a summary document to send to our legislatures and request to meet with them to discuss the bills further. There may be additional bills included for discussion.

## OLD BUSINESS

### 1. Update on Town Common Flag Pole - Director of Public Works

Todd Croteau, DPW Director explained that installing the new flagpole on the Town Common is challenging due to getting the equipment onto the common. The low bid for the project was \$3,596, not including the flagpole. The flagpole cost approximately \$3,500 and has since been purchased by DPW. The next lowest bid was \$15,600, which included the cost of the flagpole. Since the contractor for the low bid has been unresponsive, T. Croteau is proposing another location for the new flagpole. The newly proposed location is in front of the Town Hall, either near the front doors, or off to the side of the building. The cost associated with this location is approximately \$3,000. P. Band questioned whether the town should have two flag poles and inquired about removing the flagpole currently in the Town Common. However, removing the current flagpole would pose the same challenge as far as providing access for equipment, on to the Town Common. P. Armstrong added that the pole is bent toward the top section, which has led to the notion that the flagpole is in need of replacement. It was agreed that the flagpole on the Town Common would be replaced and the bid process for the project would start over, knowing that a crane or other equipment would be necessary for the installation.

## ADMINISTRATIVE BUSINESS

### 1. Approval of Warrants

*MOVED by F. Cadwell seconded by D. Petry that the Select Board approve the following warrants:*

• Wages	\$ 305,666.54	12/12/19
• Wages	\$ 171,940.71	12/26/19
• Accounts Payable	\$ 369,566.82	12/12/19
• Accounts Payable	\$ 297,952.07	12/26/19
• Benefit Strategies	\$ 6,561.78	12/12/19
• Benefit Strategies	\$ 3,501.46	12/26/19

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

### 2. Approval of Select Board Minutes

#### Public Minutes from 12/09/19

*MOVED by S. Benz seconded by F. Cadwell that the Select Board approve the Public Minutes of Monday, December 09, 2019, as submitted. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

#### Non Public Minutes from 12/09/19

*MOVED by S. Benz seconded by M. Le Doux that the Select Board approve the Non Public Minutes of Monday, December 09, 2019 and keep them sealed. Voting in favor of the motion were Le Doux, Petry, Band, Cadwell and Benz. No one was opposed. The motion PASSED 5-0-0.*

### 3. Meetings & Announcements

196 The meetings were announced for January 07, 2020-January 13, 2020. The next Select Board meeting  
197 will be Monday, January 13, 2020 at 6:30PM followed by a meeting with the Budget Committee to  
198 discuss AFSCME Council 93, Local 1801 and Local 3657 Collective Bargaining Agreements.  
199

200 **NON PUBLIC SESSION**

201 **1. RSA 91-A:3-II (c) reputation**

202 *MOVED by F. Cadwell seconded by S. Benz that the Select Board enter Non-Public Session in*  
203 *accordance with RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Le Doux, Petry,*  
204 *Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.*  
205

206 The Board entered nonpublic session at 8:04 PM.  
207

208 **CONCLUSION OF NON PUBLIC SESSION**

209 *MOVED by M. Le Doux seconded by S. Benz that the Select Board come out of NON-public session and*  
210 *seal the minutes, in accordance with RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Le*  
211 *Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion PASSED 5-0-0.*  
212

213 The Board came out of non-public session and entered public session at 8:50 PM  
214

215 **ADJOURNMENT**

216 *MOVED by M. Le Doux seconded by S. Benz that the Select Board adjourn the meeting. Voting in favor*  
217 *of the motion were Le Doux, Petry, Band, Benz and Cadwell. No one was opposed. The motion*  
218 *PASSED 5-0-0.*  
219

220 The Board adjourned at 8:50 PM.  
221

222 Respectfully Submitted,  
223 Christine Herrera, Assistant Town Administrator