

**HOLLIS SELECT BOARD**  
**February 26, 2024**  
**PUBLIC MINUTES 6:30 PM**  
**Approved 03/11/2024**

**SELECT BOARD MEMBERS**

Select Board present: Chair David Petry, Susan Benz, Tom Whalen, and Joe Garruba  
Select Board via Zoom: Mark Le Doux  
Staff present: Lori Radke, Town Administrator

**LOCATION**

This meeting commenced in the Hollis Town Hall Community Meeting Room, located at 7 Monument Square, Hollis, New Hampshire.

**AGENDA REVIEW**

The Pledge of Allegiance was recited followed by a review of the agenda. It was noted that there will be non-public session for personnel and reputation.

**PUBLIC COMMENT**

Bill Moseley (Depot Rd) expressed his concerns regarding comments published by Hollis Watch that insinuated that the Planning Board was acting illegally by not having public comment sessions during Design Review. B. Moseley explained the process for public hearings and public comment and encouraged members of the Select Board that may have questions or concerns, to address those concerns directly with the Planning Board. B. Moseley shared his opinions about leadership and the role of the Select Board members in the community.

**RESIGNATION**

**1. Hollis Planning Board**

**Jeff Peters, eight years of service**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board accept the resignation of Jeff Peters from the Hollis Planning Board, following eight years of service.*

J. Garruba felt thanked Jeff for his service and encouraged the board to fill any vacancies, as a result of the resignation. J. Garruba disclosed that he applied for the position. Chairman Petry stated that it is up to the Chair of the Planning Board to recommend appointment to fill any positions.

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

**2. Energy Committee**

**Mike Leavitt, eight years of service**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board accept the resignation of Mike Leavitt from the Hollis Planning Board, following eight years of service. Voting in favor of the motion was Petry, Benz, Le Doux, Whalen, and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**APPOINTMENTS**

**1. Hollis Planning Board**

**Mike Leavitt, promoted to Regular Member, term to expire April 30, 2026**

Bill Moseley, Chair of the Planning Board recommended Mike Leavitt for promotion to a regular member.

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board promote Mike Leavitt from Alternate Member to Regular Member on the Hollis Planning Board, with a term to expire 04/30/2026.*

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

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**NEW BUSINESS**

**1. Community Power Coalition of New Hampshire-Appointment of member and alternate member**

Steve Ettelson, Chair of the Energy Committee, stated that the next step in the process is to appoint a regular and alternate member to serve on the coalition. It was suggested that Phillip Stephenson, current Hollis Energy Committee member be the representative and a Select Board member be the alternate.

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board appoint Phillip Stephenson as a regular member, to represent the Town of Hollis, on the Community Power Coalition of New Hampshire. Voting in favor of the motion was Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

*MOVED by Susan Benz seconded by Joe Garruba that the Select Board appoint Tom Whalen as an alternate member, to represent the Town of Hollis, on the Community Power Coalition of New Hampshire. Voting in favor of the motion was Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**2. Hollis Aggregation Committee-Formation criteria**

Two members of the committee were just appointed (Phillip Stephenson and Tom Whalen), leaving three open positions on the committee. The town will post a notice on the website for those that wish to join the committee. Those interested should submit the volunteer interest form to Town Hall. J. Garruba read a mission statement aloud. It was suggested that the proposed mission statement be submitted to the committee for consideration for adoption.

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board create the Hollis Aggregation Committee. Voting in favor of the motion was Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**3. Request to close Town Hall on Friday, July 5, 2024**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the request to close Town Hall on Friday, July 5, 2024. Voting in favor of the motion was Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**OLD BUSINESS**

**1. Job Description – Building Inspector/Code Enforcement Officer**

The Board discussed the proposed changes to the document, from Selectman Garruba.

*MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board approve the job description to include “Ordinances” in the language of #5. Voting in favor of the motion was Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**OTHER BUSINESS/COMMITTEE UPDATES**

Recreation Commission recently met and discuss input from residents. There should be a survey result coming out in the next couple of weeks.

Budget Committee is aware that the Select Board took a position (in the affirmative) on each of the warrant articles. It was suggested to really make clear the intention for Article 2 at Town Meeting, which is to fund a study that will make recommendations about the lake. The article is not to clean up Silver Lake.

**ADMINISTRATIVE BUSINESS**

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**1. Assessing**

**a. 2023 Notice of Intent to Cut Wood or Timber**

Operation #	MBLU	Owner	Location
23-223-18	036-027	Hollis Town Forest	Farley Rd

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the 2023 Notice of Intent to Cut Wood or Timber for Operation #23-223-18, as listed above.*

J. Garruba questioned where the proceeds go from the timber cut.

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

**b. Report of Wood or Timber Cut**

Operation #	MBLU	Owner	Timber Tax Levy
23-223-14	032-001 & 032-002	Brookdale Fruit Farm-Stefanowicz Farm	\$0

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the Report of Wood or Timber Cut for Operation #23-223-14, as listed above. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**c. Current Use Release & Land Use Change Tax (LUCT)**

MBLU	Owner	Location	Acres Removed	LUCT
013-068-003	David B & Bethany W Morey	Merrill Lane	3.53	\$60,000

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the Current Use Release & Land Use Change Tax for MBLU #013-068-003, as listed above. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**d. 2023 Abatements**

Case #	MBLU	Owner	Location	Amount to be Abated
2023-008	010-028-145	Steven & Barbara Cudney	43 Rail Way	\$ 413.00
2023-009	12A-45L	Charles Gary Batts	45 Lorna St	\$ 5.00
2023-022	12A-20R	Steven Dupont	20 Rock Maple Dr	\$1035.00
<b>TOTAL:</b>				<b>\$1453.00</b>

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the 2023 Abatements for Case #2023-008; 2023-009; and 2023-022, as listed above. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**2. Approval of Warrants**

<b>a. Wages</b>	<b>\$ 199,991.49</b>	<b>02/15/2024</b>
<b>b. Accounts Payable</b>	<b>\$ 104,083.81</b>	<b>02/15/2024</b>
<b>c. Health Savings Account (HSA)</b>	<b>\$ 3,977.98</b>	<b>02/15/2024</b>

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147 *MOVED by Joe Garruba seconded by Susan Benz that the Select Board approve the warrants from*  
148 *02/15/2024, as listed above. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and*  
149 *Garruba. No one was opposed. The motion PASSED 5-0-0.*

151 **3. Approval of Minutes**

152 **a. Public meeting minutes from 02/12/2024**

153 *MOVED by Susan Benz seconded by Mark Le Doux that the Select Board approve the public meeting*  
154 *minutes from 02/12/2024. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba.*  
155 *No one was opposed. The motion PASSED 5-0-0.*

156 **b. Non-Public meeting minutes from 02/12/2024**

157 *MOVED by Susan Benz seconded by Mark Le Doux that the Select Board approve the non-public meeting*  
158 *minutes from 02/12/2024 and keep them sealed. Voting in favor of the motion were Petry, Benz, Le Doux,*  
159 *Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

162 **TOWN ADMINISTRATOR'S REPORT**

163 The meeting schedule was announced for February 26, 2024 through March 11, 2024. The next Select Board  
164 meeting is March 11, 2024 at 6:30 PM in the Community Meeting Room at Hollis Town Hall.

165 Announcements include:

- 167 • **March 2, 2024**-The Supervisors of the Checklist will be meeting in the Town Hall Community Meeting  
168 Room between 9AM and 9:30AM for the purpose of accepting new voter registrations and/or correcting  
169 the voter checklist
- 170 • **March 12, 2024**-Town Elections, 7AM-7PM at the Lawrence Barn
- 171 • **March 14, 2024**-Hollis School District Annual Meeting, 7PM at the Hollis Brookline Middle School
- 172 • **March 16, 2024**-Town Meeting, 9AM at the Hollis Brookline High School
- 173 • **March 19, 2024**-SAU41 Co-Op Schools Annual Meeting, 6:30PM at the Hollis Brookline High School
- 174 • **Winter sand**-available at the Transfer Station during open hours
- 175 • **Coming Soon to the Hollis Transfer Station**-Collection & recycling of white paper
- 176 • **Save the Date**-May 9, 2024, the Hollis Fire Department will be holding a blood drive at 10 Glenice  
177 Drive. Details to follow...

178 **NON-PUBLIC SESSION**

180 **RSA 91-A:3 II (a) personnel and (c) reputation**

181 *MOVED by Tom Whalen seconded by Susan Benz that the Select Board enter Non-Public Session in accordance*  
182 *with RSA 91-A:3 II (a) personnel and (c) reputation. Voting in favor of the motion were Petry, Le Doux, Benz,*  
183 *Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

184  
185 The Board entered nonpublic session at 7:20 PM

186 **CONCLUSION OF NON-PUBLIC SESSION**

187 *MOVED by Susan Benz seconded by Tom Whalen that the Select Board come out of Non-Public Session and*  
188 *seal the minutes, in accordance with RSA 91-A:3-II (a) personnel and (c) reputation. Voting in favor of the*  
189 *motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

190  
191  
192 The Board came out of nonpublic session and entered public session at 7:45PM.

193 **PUBLIC SESSION**

194 **Public Assistance**

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*MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board approve payment in the amount of \$600.00 on behalf of Welfare Case # 2024-01. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**Request to exceed PTO limit**

*MOVED by Mark Le Doux seconded by Susan Benz that the Select Board approve the request to exceed the maximum accrual limit of 360 PTO hours for Chief Hoebeke. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**Hardship Abatement**

*MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board tabled the 2023 Abatement for case #2023-021, pending further information. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**ADJOURNMENT**

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

The Board adjourned at 7:46 PM.

Respectfully Submitted,  
Christine Herrera, Assistant Town Administrator/Human Resource Coordinator