

HOLLIS SELECT BOARD
March 25, 2024
PUBLIC MINUTES 6:30 PM
Approved 04/08/2024

SELECT BOARD MEMBERS

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

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 at the end of the meeting.

PUBLIC COMMENT

Dave Sullivan (Worcester Rd) thanked Lori Radke, Town Administrator and the staff at Town Hall for their assistance with providing information for the Farley Building. He also thanked the Select Board for their support regarding the warrant article for the Farley Building, passing at Town Meeting. He reminded the Board about the 250th anniversary of our nation (coming up in 2 years), and informed them that the Historical Society recently met to brainstorm ideas on a celebration. He is hopeful the Select Board will be able to get a group of people together to develop a town celebration.

NEW HIRE

1. Building Department, Building Inspector/Code Enforcement Officer

David Descheneaux, effective March 18, 2024

L. Radke, Town Administrator stated that our new Building Inspector/Code Enforcement Officer is settling in well, performing inspections. She encouraged the members of the Board to stop by Town Hall to meet him.

APPOINTMENTS

1. Electric Aggregation Committee

Phil Stephenson, Energy Committee member, presented several recommendations to the Board. Recommendations for appointment include, Bob Fetter, Dave Johnson and Mo Maisttison. The Electric Aggregation Committee will provide recommendations to the Select Board, regarding the next steps in for joining the Community Power Coalition of NH.

MOVED by Tom Whalen seconded by Joe Garruba that the Select Board appoint Bob Fetter, Dave Johnson and Mo Maisttison to the Electric Aggregation Committee, as recommended. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.

NEW BUSINESS

1. Election of Officers

MOVED by Susan Benz seconded by Tom Whalen that the Select Board nominate David Petry for the Chairman position for the Select Board. Voting in favor of the motion were Le Doux, Benz, Whalen and Garruba. No one was opposed. Petry abstained. The motion PASSED 4-0-1.

MOVED by Tom Whalen seconded by Joe Garruba that the Select Board nominate Susan Benz for the Vice Chair position for the Select Board. Voting in favor of the motion were Petry, Le Doux, Whalen and Garruba. No one was opposed. Benz abstained. The motion PASSED 4-0-1.

HOLLIS SELECT BOARD
March 25, 2024
PUBLIC MINUTES 6:30 PM
Approved 04/08/2024

2. Designation of Signature Authority – Agricultural Land Easement Agreement (ALE) Grant Application

MOVED by Tom Whalen seconded by Susan Benz that the Select Board authorize Lori Radke, Town Administrator to sign the Agricultural Land Easement Agreement, on behalf of the Hollis Select Board.

It was clarified that the request for signature authority was for a grant application only and not for easements or land transactions. J. Garruba felt the signature authority should be held by the Select Board.

The motion was amended to include “grant application”. Voting in favor of the motion were Petry, Le Doux, Benz, and Whalen. Garruba was opposed. The motion PASSED 4-1-0.

3. Fire Station Security Camera Update (Dawn Desaulniers, IT Director)

The Fire Station security camera project is included in the 2024 budget, in the Municipal Building Trust Fund. Approximately 19K was budgeted for the project. D. Desaulniers received a quote from TNT in the amount of approximately \$17,000. Due to previous history and quality work with the vendor, D. Desaulniers requested a waiver from the Purchasing Policy to obtain additional bids for the project and to include the vendor on the Preferred Vendor list.

MOVED by Tom Whalen seconded by Joe Garruba that the Select Board approve the request to waive obtaining 3 bids, as outlined in the Purchase Policy, for the Fire Station Security Camera project.

J. Garruba felt additional bids should be obtained and was not in favor of the waiver.

Voting in favor of the motion were Petry, Benz, Le Doux, and Whalen. Garruba was opposed. The motion PASSED 4-1-0.

MOVED by Tom Whalen seconded by Susan Benz that the Select Board approve including TNT as an approved vendor for the Purchasing Policy. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen, and Garruba. No one was opposed. The motion PASSED 5-0-0.

COMMITTEE UPDATES/OTHER BUSINESS

Dave Sullivan reported that the Farley Building Committee will be looking at sample Request for Proposals at the Heritage Commission meeting tomorrow.

J. Garruba announced that there is a new data privacy statute (SB255), which take effect in January 2025, which includes a right to request disclosure of data stored by tech companies in private accounts. J. Garruba would like for the board to discuss this bill at a future meeting to see what changes, if any are required. M. Le Doux stated that the bill effects private companies, not municipalities or state entities.

ADMINISTRATIVE BUSINESS

1. Assessing

a. 2024 Notice of Intent to Cut Wood or Timber

Operation #	MBLU	Owner	Location
24-223-02	032-009	Clifford Walker & Ellen Jones-Walker	Pine Hill & Nartoff Rd

MOVED by Joe Garruba seconded by Tom Whalen that the Select Board approve the 2024 Notice of Intent to Cut Wood or Timber for Operation #24-223-02, 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.

HOLLIS SELECT BOARD
March 25, 2024
PUBLIC MINUTES 6:30 PM
Approved 04/08/2024

b. 2024 Current Use Application

MBLU	Owner	Location	Acres to be enrolled
020-055-001	Connie Yokogawa Villers & William Villers	23 Powers Rd	2.00

MOVED by Joe Garruba seconded by Tom Whalen that the Select Board approve the 2024 Current Use Application for MBLU #020-055-001, 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

a. Wages	\$ 190,849.32	03/14/2024
b. Accounts Payable	\$ 107,904.83	03/14/2024
c. Health Savings Account (HSA)	\$ 2,977.98	03/14/2024

MOVED by Joe Garruba seconded by Mark Le Doux that the Select Board approve the Wages (\$190,849.32) and HSA (\$2,977.98) warrant from 03/14/2024. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.

MOVED by Joe Garruba seconded by Tom Whalen that the Select Board approve the Accounts Payable warrant in the amount of \$107,904.83 from 03/14/2024.

J. Garruba voiced his concerns about an invoice on the warrant in the amount of \$3,504.05 for survey work related to the lot line adjustment near the Farley Building. Since he has not reviewed the documentation, he suggested the invoice not be approved.

D. Petry explained that the lot line correction was from years ago, that had the lot line going through a portion of the actual building. He further explained the process of approving the AP warrant, stating that the Department Heads and staff review and approve invoices, then submit them for payment, knowing that the service or product has already been received or completed. The AP warrant is then presented to the Board for approval.

L. Radke, Town Administrator summarized the history and sequence of events, leading up to the current invoice. The lot line plan is currently in draft form and awaiting review from SAU41.

J. Garruba requested to see the draft plan to review the easements.

D. Petry clarified that the easements are not part of the invoice, that is on the AP warrant for approval tonight.

Voting in favor of the motion were Petry, Benz, Le Doux, and Whalen. Garruba was opposed. The motion PASSED 4-1-0.

3. Approval of Minutes

a. Public meeting minutes from 03/11/2024

MOVED by Joe Garruba seconded by Mark Le Doux that the Select Board approve the public meeting minutes from 03/11/2024.

J. Garruba requested the details of his request regarding the Emergency Management Committee be included in the minutes. He requested to replace line 93-95 with the following, *"the committee shall*

HOLLIS SELECT BOARD
March 25, 2024
PUBLIC MINUTES 6:30 PM
Approved 04/08/2024

148 *formulate the Mission Statement and take into consideration the suggestions made by J. Garruba regarding*
149 *the inclusion and primacy of the U.S. and New Hampshire Constitution and laws and statutes.”*
150

151 Chairman Petry would like to view the meeting stream to confirm the information being proposed and vote
152 on the minutes at the next Select Board meeting. The Board was in agreement and no vote was taken by the
153 Board.
154

155 **b. Non-Public meeting minutes from 03/11/2024**

156 *MOVED by Joe Garruba seconded by Tom Whalen that the Select Board approve the non-public meeting*
157 *minutes from 03/11/2024 and keep them sealed. Voting in favor of the motion were Petry, Benz, Le Doux,*
158 *Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*
159

160 **TOWN ADMINISTRATOR’S REPORT**

161 The meeting schedule was announced for March 25, 2024 through April 8, 2024. The next Select Board
162 meeting is April 8, 2024 at 6:30 PM in the Community Meeting Room at Hollis Town Hall.
163

164 Announcements include:

- 165 • **March 28**-New Chief of Police, Brendan LaFlamme swearing in ceremony, 3:30PM Lawrence Barn
166 Community Center
- 167 • April 6-Volunteer Appreciation Breakfast, Lawrence Barn
- 168 • **April 20**-Up North Orienteering will be holding an event in the Hollis Town Forest. For more
169 information, please see their website www.upnoor.org
- 170 • **May 4**-Conservation Commission Roadside Clean Up, participants should meet at the Transfer Station
171 at 8AM
- 172 • **May 9**-Battle of the Badges Blood Drive at the Hollis Fire Station, 11AM-4PM
173

174 **NON-PUBLIC SESSION**

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

176 *MOVED by Tom Whalen seconded by Joe Garruba that the Select Board enter Non-Public Session in*
177 *accordance with RSA 91-A:3 II (c) reputation. Voting in favor of the motion were Petry, Le Doux, Benz,*
178 *Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*
179

180 The Board entered nonpublic session at 7:03 PM
181

182 **CONCLUSION OF NON-PUBLIC SESSION**

183 *MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board come out of Non-Public Session and*
184 *seal the minutes, in accordance with RSA 91-A:3-II (c) reputation. Voting in favor of the motion were Petry, Le*
185 *Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*
186

187 The Board came out of nonpublic session and entered public session at 8:02 PM.
188

189 **ADJOURNMENT**

190 *MOVED by Tom Whalen seconded by Mark Le Doux that the Select Board adjourn the meeting. Voting in favor*
191 *of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-*
192 *0-0.*
193

194 The Board adjourned at 8:02 PM.
195

196 Respectfully Submitted,

HOLLIS SELECT BOARD
March 25, 2024
PUBLIC MINUTES 6:30 PM
Approved 04/08/2024

197 Christine Herrera, Assistant Town Administrator/Human Resource Coordinator