

HOLLIS SELECT BOARD
April 8, 2024
PUBLIC MINUTES 6:30 PM
Approved 04/22/2024

SELECT BOARD MEMBERS

Select Board present: Chair David Petry, Mark Le Doux, Tom Whalen, and Joe Garruba
Select Board via Zoom: Susan Benz
Staff present: Chrissy Herrera, Assistant Town Administrator/HR Coordinator; Jacob Fitzgerald, Finance Director

LOCATION

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

A moment of silence was acknowledged for the recent passing of Tom Defresne, long serving member of the Conservation Commission and influential member of the Hollis community.

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

None

NEW HIRES

1. Department of Public Works

Chairman Petry announced two new hires for the Department of Public works. Kyle Chamberlain, and Adam Nadeau were hired in the Public Works Department, effective April 8, 2024. The Board welcomed them to Hollis.

NEW BUSINESS

1. Recreation Needs Assessment Report (*Matthew Frye, Assistant Professor, Department of Recreation Management/Policy, UNH*)

Selectman Whalen, Recreation Department Liaison, introduced Mr. Frye to the Board. Mr. Frye presented Findings and Recommendations based on the Hollis Community Recreation Needs Assessment. Over the course of the last 6-8 months, Mr. Frye conducted a study, community survey and at least one public forum. He assimilated the data to present to the Board this evening. There were approximately 360 responses to the survey. The demographics of the survey include, mostly female, mean age of 52, home owners and Hollis residents. There were six recommendations, based on the interruption of the data, that were presented to the Board. Those recommendations are as follows,

1. Improve Overall Communication

Survey respondents and focus group participants listed a lack of knowledge of available programs and facilities as a major barrier to participation. Recommendations include utilizing a contact management/program registration system. The preferred methods of communication include social media, Recreation Department website, Email and program/Event announcements sent through school.

2. Create and Implement an Ongoing Facility Improvement Plan

Similar in nature to a Road Surface Management Plan. Recommendations include establishing and funding a recreation facility expendable fund to level out the tax burden. The priority list from highest to lowest, (according to the survey) is Little Nichols; Hardy North; Track Infield; Hardy South; Waugaman; Nichols Baseball; Town Common; Softball Field; Basketball Courts; Tennis

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Courts; and Horse Ring. Selectman Whalen pointed out that although some residents may actually be using fields, such as Waugaman Field, they are unaware of the name of the field. It would be beneficial to educate the community about the history of the name and to perhaps obtain better signage.

3. Create One Additional Full-Size Rectangular Sports Field

Turf quality and poor drainage were commonly listed as significant problems with existing facilities. Field rest is an important part of sport facility management. The current fields are utilized at a very high rate. Recommendations include exploratory committee to research municipal properties that may have carrying capacity for an additional field and to explore Land Water Conservation Fund (LWCF) as a funding source. The funding requires a 100% match, but that match can be in-kind. They are typically large, federal grants. It was clarified that the survey was strictly for Hollis and did not explore field usage in Brookline.

4. Focus on “Bonding and Bridging” Program Development

Survey data showed a desire for recreation programs that might foster a greater sense of community and connectedness. The survey showed a mean score of 6.4 on a 10-point scale measuring satisfaction with “feeling part of the community”. “Bridging” activities brings diverse members of the community together, and “Bonding” activities strengthens relationships that already exist within the community. Recommendations include extending programs beyond recreational sport to include social offerings. Examples include: community garden; cultural celebrations; community meals; community theater, positive youth development programs; adult cornhole tournaments; dance lessons, etc.

5. Utilize Community Expertise

New programs can be developed without significant investment when using local program coordinators. For example, using a local photographer to run a 4-week photography class. It would also be beneficial to partner with Beaver Brook and the State Park when possible and beneficial.

6. Increase Participation in Farley Building Renovation Project

If the Farley Building is to be used for community programming, there should be a recreation commission representative on the committee. This is connected to the expansion of recreation beyond recreation sport. Selectwoman Benz informed the group that there now is a recreation commission representative on the committee.

Chairman Petry inquired as to whether there was an internship program at UNH that the town could look into. Although there is an internship program, they are a 40 hour per week internship. It would be a resource to look into, further down the road.

2. Trails Committee – Membership Increase (Eric McIntyre, Co-Chair)

E. McIntyre would like to keep the current members and expand the team with more alternate members. He is looking for members who have the equipment to help with the trails. He expressed his concerns with attendance of the members. The request was to add 1 regular member (total of 10) and 4 alternates (total of 14). Following further discussion, it was determined that an increase of 4 alternates only, would be more sufficient. It was also brought up that due to the disability act, the committee may not be able to restrict the use of E-Bikes on the trails.

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MOVED by Mark Le Doux seconded by Joe Garruba that the Select Board add 4 alternate memberships on the Trails Committee, making a total of 6 alternate positions. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen, and Garruba. No one was opposed. The motion PASSED 5-0-0.

3. Designation of Authorized Representative (Clean Water State Revolving Fund (CWSRF), Loan Application)

MOVED by Mark Le Doux seconded by Joe Garruba that the Select Board designate Town Administrator, Lori Radke as the authorized representative of the applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules chapter ENV-Wq500, furnishing such information, data and documents pertaining to the applicant for a loan as may be required. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen, and Garruba. No one was opposed. The motion PASSED 5-0-0.

It was noted that the authorizing document should be certified by the Town Clerk or other authorized official, and the authorization should be certified by an authorized official other than the designated authority (Lori Radke).

4. Clean Water State Revolving Fund (CWSRF) Loan Application

The Board members will submit their questions to Katy Zink, who is the Project Coordinator with the New Hampshire Department of Environmental Services. Once the questions have been answered, the loan will be reviewed and the Board will make a final approval.

5. Hollis Police Station Septic Repair (Brendan LaFlamme, Acting Chief of Police)

There have been septic issues at the station for several years, with the latest blockage happening on February 20th. Vendor, Jason Wetherbee LLC responded and cleared the pipe and inspected the system. He provided a quote in the amount of \$7,500 to inspect the sewer further to determine the best option to correct the issue. Since the flooring may need to be pulled up, B. LaFlamme suggested hiring a contractor for the project. It was suggested to proceed with a Request for Information (RFI), in order to craft a Request for Proposal (RFP).

6. Select Board Committee and Department Assignments

The list of assignments was reviewed and J. Garruba was added as the alternate for the Trails Committee, with S. Benz being the Representative. Additionally, S. Benz was added as the alternate for the Finance Department, with M. Le Doux being the Representative. The list of assignments will be adjusted as needed, based on attendance, etc. It was suggested that the Board consider a liaison to the SAU school district. M. Le Doux and T. Whalen volunteered to be liaisons, with the contact being the Superintendent.

COMMITTEE UPDATES/OTHER BUSINESS

The Farley Building Committee has broken out into subcommittees to focus on specific topics of interest.

ADMINISTRATIVE BUSINESS

1. Assessing

a. 2023 Report of Excavation

Operation #	MBLU	Location	Owner	Gravel Tax Levy
23-223-02-E	041-028	Silver Lake Rd	Raisanen Homes Elite	\$36.80

MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the 2023 Report of Excavation for operation #23-223-02-E, as listed above.

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J. Garruba inquired about the excavation permit, and whether the Land Use Change Tax assessment needed to be adjusted based on the continuing excavation activities over the past year. He has not seen the permit/map that identifies the location of the excavation and was unable to obtain answers to his questions, prior to the meeting.

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

b. 2023 Report of Wood or Timber Cut

Operation #	MBLU	Owner	Timber Tax Levy
23-223-16	003-030	William H Hall Jr Revoc Trust	\$3.99
23-223-17	009-004	Town of Hollis-Fieldstone Drive*	\$0.00

**Report of Cut needs to be signed by Select Board Chair as Owner of Property*

MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the 2023 Report of Wood or Timber Cut for Operation #23-223-16 and 23-223-17, 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.

a. 2023 Abatements

Case #	MBLU	Owner	Location	Amount to be Abated
2023-013	004-058-001	Corey & Jennifer Glab	184 Dow Rd	\$2292.00
2023-016	003-015	Michelle Rosa & Maria Barbosa	29 S. Depot Rd	\$ 765.00
2023-026	005-029	Gordon Briggs & Helena Cullen	100 Runnells Bridge Rd	\$1519.00
2023-035	013-058	Carmen Capone	116 Depot Rd	\$1158.00
2023-037	014-042	AJR Revocable Trust	2 Sherwood Dr	\$1286.00

MOVED by Joe Garruba seconded by Mark Le Doux that the Select Board approve the 2023 Abatements for Case #2023-013, 2023-016, 2023-026, 2023-035 and 2023-037, 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.

a. 2023 Abatements

Case #	MBLU	Owner	Location	Amount to be Abated
2023-011	014-037-012	Alexander & Kristin McInerney	5 Cutter Pl	\$ 646.00

MOVED by David Petry seconded by Mark Le Doux that the Select Board table case #2023-011 to the next meeting as it is still under review. 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. 2024 Notice of Intent to Tax Personal Property on Land of Others

MBLU	Location	Personal Property Owner	2023 Taxes
009-052-A	248 Depot Rd	TDS Telecom for Hollis Telephone	\$333.00
010-025-A	43 Old Runnells Bridge	Fairpoint Communications	\$47.00
036-035-A	199 Silver Lake Rd	TDS Telecom for Hollis Telephone	\$57.00

MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board approve sending the notices, no later than April 30th to MBLU 009-052-A, 010-025-A and 036-035-A, as listed above. Voting in favor of the

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motion were Petry, Benz, Le Doux, Whalen, and Garruba. No one was opposed. The motion PASSED 5-0-0.

c. 2024 William H Hall Jr. Timber Agreement for Fieldstone Drive

As per previous years, the 2024 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.

MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board approve the 2024 William H Hall Jr. Timber Agreement for Fieldstone Drive. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen, and Garruba. No one was opposed. The motion PASSED 5-0-0.

a. Hardship Abatement

Case 2023-048 will be discussed in Non-public session.

2. Approval of Warrants

a. Wages	\$ 187,941.98	03/28/2024
b. Accounts Payable	\$1,371,385.63	03/28/2024
c. Health Savings Account (HSA)	\$ 2,977.98	03/28/2024

MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board approve the Warrant for Wages, Accounts Payable and Health Savings Account from 03/28/2024. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.

3. Approval of Minutes

a. Public meeting minutes from 03/11/2024

MOVED by Tom Whalen seconded by Susan Benz that the Select Board approve the public meeting minutes from 03/11/2024.

J. Garruba requested at the March 25, 2024 meeting, to amend the March 11, 2024 meeting minutes, regarding the Emergency Management Committee, to include the following language,

"The committee shall formulate the Mission Statement and take into consideration the suggestions made by J. Garruba regarding the inclusion and primacy of the U.S. and New Hampshire Constitution and laws and statutes."

The motion was amended by Tom Whalen, seconded by Mark Le Doux to include the language in the March 11, 2024 meeting minutes, as stated 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.

b. Public meeting minutes from 03/25/2024

MOVED by Tom Whalen seconded by Susan Benz that the Select Board approve the public meeting minutes from 03/25/2024. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.

c. Non-Public meeting minutes from 03/25/2024

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MOVED by Tom Whalen seconded by Susan Benz that the Select Board approve the non-public meeting minutes from 03/25/2024 and keep them sealed. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.

TOWN ADMINISTRATOR'S REPORT

The meeting schedule was announced for April 8, 2024 through April 22, 2024. The next Select Board meeting is April 22, 2024 at 6:30 PM in the Community Meeting Room at Hollis Town Hall.

Announcements include:

- **April 20**-Up North Orienteering will be holding an event in the Hollis Town Forest. For more information, please see their website www.upnoor.org
- **April 20**-Household Hazardous Waste Collection, 8AM-12PM, 9 Stadium Drive, Nashua
- **May 4**-Conservation Commission Roadside Clean Up, participants should meet at the Transfer Station at 8AM
- **May 4**-Household Hazardous Waste Collection, 8AM-12PM, 289 South Street, Milford
- **May 9**-Battle of the Badges Blood Drive at the Hollis Fire Station, 11AM-4PM

NON-PUBLIC SESSION

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

MOVED by Tom Whalen seconded by Mark Le Doux that the Select Board enter Non-Public Session in accordance with RSA 91-A:3 II (a) personnel and (c) reputation. 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 entered nonpublic session at 7:56 PM.

CONCLUSION OF NON-PUBLIC SESSION

MOVED by Mark Le Doux seconded by Susan Benz that the Select Board come out of Non-Public Session and seal the minutes, in accordance with RSA 91-A:3-II (a) personnel and (c) reputation. 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 came out of nonpublic session and entered public session at 8:30 PM.

PUBLIC SESSION

2023 Abatement - Hardship

MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board approve the hardship abatement for Case# 2023-048. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.

Promotion-Police Department

MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board approve the promotion of Jon Tate to the Captain position, effective April 16, 2024, as recommended by Acting Chief Brendan La Flamme. 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 Mark Le Doux seconded by Susan Benz 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.

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291 The Board adjourned at 8:33 PM.
292
293 Respectfully Submitted,
294 Christine Herrera, Assistant Town Administrator/Human Resource Coordinator