

**HOLLIS SELECT BOARD**  
**April 22, 2024**  
**PUBLIC MINUTES 6:00 PM**  
**Draft**

**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; Brendan LaFlamme, Police Chief; Rob Boggis, Fire Chief

**LOCATION**

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

**NON-PUBLIC SESSION**

**RSA 91-A:3 II (a) personnel**

*MOVED by Tom Whalen seconded by Susan Benz that the Select Board enter Non-Public Session in accordance with RSA 91-A:3 II (a) personnel. 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 6:00 PM.

**CONCLUSION OF NON-PUBLIC SESSION**

*MOVED by Mark Le Doux seconded by Tom Whalen that the Select Board come out of Non-Public Session and seal the minutes, in accordance with RSA 91-A:3-II (a) personnel. 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 6:14 PM.

**AGENDA REVIEW**

The Pledge of Allegiance was recited followed by a review of the agenda.

**PUBLIC COMMENT**

None

**PROMOTIONS**

**1. Fire Department**

**Justin Martineau, Lieutenant, effective April 13, 2024**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the promotion of Justin Martineau to Lieutenant, effective April 13, 2024, as recommended by Chief Boggis. 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 HIRES**

**1. Fire Department**

**Nicholas Thibedeau, FF/AEMT, effective April 16, 2024**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve hiring Nicholas Thibedeau as Firefighter/AEMT, effective April 16, 2024. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**APPOINTMENTS**

**1. Energy Committee**

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**Christina Marmonti, Alternate Member to Regular Member, term to expire April 30, 2027**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the appointment of Christina Marmonti from Alternate Member to Regular Member on the Energy Committee, with a term to expire April 30, 2027. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**Jake Van Noy, Alternate Member, term to expire April 30, 2025**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the appointment of Jake Van Noy as Alternate Member on the Energy Committee, with a term to expire April 30, 2025. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**2. Health Officer**

**Rob Boggis, Fire Chief, term to expire June 11, 2027**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the appointment of Rob Boggis as Health Officer for the Town of Hollis, with a term to expire June 11, 2027. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**3. Deputy Health Officer**

**Candace Tierney, EMS Deputy Chief, term to expire April 22, 2027**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the appointment of Candace Tierney as Deputy Health Officer for the Town of Hollis, with a term to expire April 22, 2027. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**RESIGNATIONS**

**1. Cable Advisory Committee**

**Jim Belanger, 6 years of service**

*MOVED by Tom Whalen seconded by Joe Garruba that the Select Board accept the resignation of Jim Belanger after serving 6 years on the Cable Advisory Committee. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**2. Recreation Commission**

**Russell Rogers, 12 years of service**

*MOVED by Tom Whalen seconded by Joe Garruba that the Select Board accept the resignation of Russell Rogers after serving 12 years on the Recreation Commission. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**3. Department of Public Works**

**Adam Nadeau, effective April 12, 2024**

*MOVED by Tom Whalen seconded by Joe Garruba that the Select Board accept the resignation of Adam Nadeau, effective April 12, 2024. 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. Memorial Day Event Update (Al Fulchino, Memorial Day Event Coordinator)**

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Attendance has increased since last year. This year's ceremony will be similar to last year and will begin promptly at 5:30 PM and last approximately one hour. A. Fulchino will work towards communicating better, when the official ceremony begins. It was suggested that a few front row seats be reserved for some of our senior veterans. Invitations will go out to our State Representatives for Hollis, State Senator Avar and Governor Sununu. A. Fulchino is open to ideas and groups that may be included in the event.

**2. Release Easement on Map 28, Lot 16 (Anna Birch)**

When the Birch Hill property was purchased by the town in 2016, the Purchase & Sale Agreement contained a condition that the town be given an easement over the current property to continue a trail. Since that time, part of the trail was essentially rerouted around the property, located on Map 28, Lot 16. As a result, the easement is no longer needed. It was stated that there are no changes or restrictions on the new part of trail.

*MOVED by Tom Whalen seconded by Susan Benz that the Select Board approve the release of easement on Map 28, Lot 16. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**3. Communications Center-Job Descriptions**

**a. Director (revised)**

*MOVED by Joe Garruba seconded by Susan Benz that the Select Board approve the job description for Communications Center Director. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**b. Assistant Director (new position)**

*MOVED by Joe Garruba seconded by Susan Benz that the Select Board approve the job description for Communications Center Assistant Director. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**c. Dispatch Supervisor (revised)**

*MOVED by Joe Garruba seconded by Susan Benz that the Select Board approve the job description for Communications Center Dispatch Supervisor. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**4. Snowmobile Application for Grant-In-Aid Summer 2024 Construction & Equipment**

The Nor'easters Snowmobile Club is applying for a grant from the State of New Hampshire, Department of Natural and Cultural Resources. The purpose of the grant is to conduct trail maintenance. The portion of the trail being repaired will be along 1500 feet of PT501. The scope of work will include pulling protruding stumps, covering them with gravel and wood chips, and installing four water bars to improve drainage. The project will take approximately two days to complete, weather permitting and will start in the fall of 2024. The total grant request is \$5,550 or which the state will cover \$4,170, if approved. The Trails Committee is in support of the grant.

*MOVED by Joe Garruba seconded by Tom Whalen that the Select Board approve the Snowmobile Application for Grant-In-Aid Summer 2024 Construction & Equipment, applied for by the Nor'easters Snowmobile Club, Inc. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**5. Annual Reappointments for Board and Committees**

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The list of volunteers consists of member who are currently serving on a board or committee. They have expressed interest in continuing to serve and have been recommended by the Chairs for another term, ending on April 30, 2027.

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the Annual Reappointments for Boards and Committees, with a term date of April 30, 2027.*

J. Garruba recommended the vacant alternate position on the Planning Board be filled and put on the next meeting agenda. Chairman Petry stated that the Chair of the Planning Board stated that they had sufficient attendance for their meetings and would not be filling the vacancy, at this time. J. Garruba disagreed, stating that he felt it was in the best interest of the town, to fill the position.

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

Committee	First Name	Last Name	Membership
Agricultural Commission	John	Dufresne	Regular
Agricultural Commission	Michael	Madden	Regular
Agricultural Commission	Cheryl	Quaine	Alternate
Cable Advisory Committee	Doug	Cleveland	Regular
Conservation Commission	Paul	Armstrong	Alternate
Energy Committee	Dave	Johnson	Regular
Energy Committee	Eitan	Zeira	Regular
Forest Committee	Craig	Birch	Regular
Forest Committee	Joseph	Brulotte	Regular
Highway Safety Committee	Paul	Miller	Regular
Highway safety Committee	Herm	Stickney	Regular
Historic District Commission	Liz	Barbour	Alternate
Historic District Commission	Brandon	Child	Regular
Historic District Commission	Tom	Cook	Regular
Memorial Day Coordinator	Al	Fulchino	Regular
NRPC Representative	Joe	Garruba	Regular
Old Home Days Committee	Judy	Mahoney	Regular
Planning Board	Virginia	Mills	Regular
Planning Board	Julie	Mook	Regular
Recreation Commission	Jake	Balfour	Regular
Recreation Commission	Jayne	Belanger	Alternate
SVTC	Virginia	Mills	Regular
Trails Committee	Jane	Edmunds	Regular
Trails Committee	Eric	McIntyre	Regular
Trails Committee	Sherry	Wyskiel	Regular
Zoning Board of Adjustment	Brian	Major	Regular
Zoning Board of Adjustment	Cindy	Tsao	Regular

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**6. Affinity LED Lighting Contract – Additional cost of \$5,610.00 (Ratify vote from email approval on April 9, 2024)**

The Recreation Department received a change order for the lighting upgrade at Nichols Field in the amount of \$5,610.00, which was approved by the Board via email on April 9, 2024.

*MOVED by Tom Whalen seconded by Susan Benz that the Select Board ratify the approval previously taken via email on April 9, 2024 to approve an expenditure of \$5,610.00 for the Affinity LED Lighting Contract.*

E. Crea, Recreation Coordinator, reported that the project is near completion, adding that the fixtures and panels are installed and the improvements have gone well.

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

**OLD BUSINESS**

**1. Clean Water State Revolving Fund (CWSRF) Loan Application**

This is the next step in the process for the Silver Lake Phosphorus Study/design that was approved at Town Meeting. The loan application must be submitted by the Town.

*MOVED by Tom Whalen seconded by Susan Benz that the Select Board approve submitting the Clean Water State Revolving Fund Loan Application. Voting in favor of the motion were Petry, Le Doux, Benz, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**COMMITTEE UPDATES/OTHER BUSINESS**

**Recreation Commission**-There is a parcel of property located west of the Hardy North Field, which is in the preliminary phase of discussion for a possible location for a recreation field. The easement was reviewed and would appear that Conservation does not have an easement for that portion of the property. E. Crea added that irrigation is currently there as well as parking, so it would be an ideal location for a field. It was clarified that the property is owned by the town with a portion of the land under a conservation easement.

**Cemetery Trustees**-The Trustees have set their meeting schedule for the next four months, which will be held at 5:30PM on Fridays. The by-laws are being updated and will be posted shortly.

**Nashua Regional Planning Commission (NRPC)**-The commission is beginning to look ahead at the 4-year transportation plan, so the town can submit requests for any upcoming transportation projects.

**Energy Committee**-The committee was considering using the band stand at Old Home Days to hold one of the two mandatory public hearings for the Electric Aggregation Committee. Chairman Petry felt that using that venue would not be appropriate and suggested the public hearing be held at Town Hall where it can be televised. The committee is also proposing to revise their mission statement to include language to be able to lobby at the state level. Chairman Petry stated that lobbying is usually communicated to the Selectboard, state representatives and the state senator. It is not usually done by the committee. Any issues or concerns should be communicated to the Selectboard first.

**ADMINISTRATIVE BUSINESS**

**1. Assessing**

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**a. 2024 Notice of Intent to Cut Wood or Timber**

<u>Operation #</u>	<u>MBLU</u>	<u>Owner</u>	<u>Location</u>
24-223-03	037-012	Jonathan & James Rock	50 Shattuck Ln

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the 2024 Notice of Intent to Cut Wood or Timber for Operation #24-223-03, 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. 2024 Current Use Application**

<u>MBLU</u>	<u>Owner</u>	<u>Location</u>	<u>Acres to be Enrolled</u>
052-020	DePaulis Family Revocable Trst.	9 Proctor Hill Rd	1.06

*\*To add 1.06 acres of land to the existing Current Use on this lot, due to Lot Line Relocation*

013-068-003	David & Bethany Morey	Merrill Ln	3.53
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*\*To re-enroll the land into Current Use under the \$2500 Agricultural Product category*

036-004-008	Crimson 9 Realty Trust	Woodmont Ln	6.36
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*\*To retain the Current Use status on this property, as an abutting, contiguous parcel to other Current Use land under the same ownership*

029-042	Hertenstein Perez Trust Agreements	101 Federal Hill Rd	5.05
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*\*To add 5.05 acres of land on this lot, which abuts 2 other contiguous Current Use lots under the same ownership*

*MOVED by Susan Benz seconded by Joe Garruba that the Select Board approve the 2024 Current Use Application for MBLU 052-020, 013-068-003, 036-004-008 and 029-042, 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**

*For approval*

<u>Case #</u>	<u>MBLU</u>	<u>Owner</u>	<u>Location</u>	<u>Amount to be Abated</u>
2023-011	014-037-012	Alexander & Kristin McInerney	5 Cutter Pl	\$646.00
2023-020	036-012	Charles J Lynch Revoc Trust	16 S. Merrimack Rd	\$1734.00
2023-024	013-033	MGCC Revocable Trust	53 Depot Rd	\$2844.00
2023-031	057-040	Katchpeeporn Wattanasup	48 Flint Pond Dr	\$325.00
2023-032	031-040	Ronald & Claire Radice	180 Wheeler Rd	\$2162.00
2023-039	017-016	Charles & Nora Lewis	37 Proctor Hill Rd	\$1043.00
2023-040	058-014	Charlene McManus	72 Flint Pond Dr	\$30.00
2023-041	003-008-001	KSPR Realty LLC	30 Worcester Rd	\$220.00
2023-042	041-056	CL Heiter Family Revoc Trst	20 Arbor Ln	\$53.00
2023-048	013-068-003	David & Bethany Morey	Merrill Ln	\$60,000.00
<u>LUCT</u>				

**Total to be Abated: \$69,057.00**

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the 2023 Abatements for Case #2023-011, 2023-020, 2023-024, 2023-031, 2023-032, 2023-039, 2023-040, 2023-041, 2023-042 and*

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2023-048, 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.

*For denial*

Case #	MBLU	Owner	Location	Reason
2023-025	010-028-161	Carol Seale	59 Rail Way	No change in value
2023-027	012-017-003	Richard & Shelly Akatyszewski	24 Austin Ln	No change in value
2023-029	029-042	John S & Audrey L Perez	101 Federal Hill Rd	No change in value
		Hertenstein Trusts		
2023-030	047-081	Richard & Marguery Navaroli	5 Oakwood Ln	No basis found

*MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve the 2023 Abatements for Case #2023-025, 2023-027, 2023-029 and 2023-030, as listed above. Voting in favor of the motion was no one. Petry, Benz, Le Doux, Whalen and Garruba were opposed. The motion FAILED 0-5-0.*

**2. Approval of Warrants**

a. Wages	\$ 216,190.13	04/11/2024
b. Accounts Payable	\$ 474,347.88	04/11/2024
c. Health Savings Account (HSA)	\$ 3,252.98	04/11/2024

*MOVED by Joe Garruba seconded by Tom Whalen that the Select Board approve the Warrant for Wages, Accounts Payable and Health Savings Account from 04/11/2024. 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 04/08/2024**

*MOVED by Susan Benz seconded by Joe Garruba that the Select Board approve the public meeting minutes from 04/08/2024. Voting in favor of the motion were Petry, Benz, Le Doux, Whalen and Garruba. No one was opposed. The motion PASSED 5-0-0.*

**b. Non-Public meeting minutes from 04/08/2024**

*MOVED by Susan Benz seconded by Joe Garruba that the Select Board approve the non-public meeting minutes from 04/08/2024 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 23, 2024 through May 06, 2024. The next Select Board meeting is May 06, 2024 at 6:30 PM in the Community Meeting Room at Hollis Town Hall.

Announcements include:

- **April 27**-Coffee with a Cop & Drug Take Back, 10 AM-2 PM, 9 Silver Lake Rd
- **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 8**-Town Clerk Office Closed
- **May 9**-Battle of the Badges Blood Drive at the Hollis Fire Station, 11AM-4PM
- **May 11**-Congregational Church Community Yard Sale, 9AM-Noon, 3 Monument Sq.
- **May 11**-Colonial Garden Club Annual Sale, 9AM-Noon, Outside Lawrence Barn

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- **May 27**-Memorial Day Celebration, 4:30 PM-7 PM, Memorial Park
- **June 4**-Last day to change party affiliation prior to the September State Primary is June 4, 2024. Changes can be made with the Town Clerk's office during their business hours through June 4<sup>th</sup> or at the next Supervisor of the Checklist session scheduled for June 4, 2024 from 7 PM-7:30 PM.

**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.*

The Board adjourned at 7:05 PM.

Respectfully Submitted,

Christine Herrera, Assistant Town Administrator/Human Resource Coordinator