



TOWN OF HOLLIS SELECT BOARD

April 27, 2026

PUBLIC MINUTES 6:30 PM

Approved 5/11/2026

1 SELECT BOARD MEMBERS

2 Select Board Present: Vice Chair Tom Whalen; Susan Benz; Erin Hubbard; Will Walker
3 Select Board Absent: Chair David Petry
4 Staff Present: Chrissy Herrera, Town Administrator; Erica Crea, Recreation Coordinator; Jeff
5 Blackwell, Building Inspector/Code Enforcement Officer
6
7

8 LOCATION

9 This meeting commenced in the Hollis Town Hall Community Meeting Room, located at 7 Monument Square,
10 Hollis, New Hampshire.
11

12 PLEDGE OF ALLEGIANCE AND AGENDA REVIEW

13 T. Whalen called the meeting to order at 6:30pm and invited W. Walker to lead the Pledge of Allegiance.
14

15 There were no changes to the agenda.
16

17 *MOVED by Will Walker seconded by Erin Hubbard that the Select Board accept the agenda as presented.*
18 *Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion*
19 *PASSED 4-0-0.*
20

21 PUBLIC COMMENT

22 None.
23

24 RESIGNATION

25 1. **Robbin Dunn, Recreation Commission, Member (16 years of service)**

26 S. Benz thanked R. Dunn for her years of service on the Recreation Commission, and stated that she has
27 done a fabulous job.
28

29 T. Whalen added that R. Dunn has been a great volunteer; she is one of those who volunteers selflessly in
30 service of the community and is a great role model for those who want to volunteer. He thanked R. Dunn
31 for her years of service.
32

33 *MOVED by Susan Benz seconded by Will Walker that the Select Board regretfully accept the resignation*
34 *of Robbin Dunn from the Recreation Commission. Voting in favor of the motion were Whalen, Benz,*
35 *Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.*
36

37 NEW BUSINESS

38 1. **Job Description Review/Approval**

39 a. **Planning Secretary**

40
41 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the job description for*
42 *Planning Secretary, Assistant to the Town Planner.*
43

44 Per a question from S. Benz, C. Herrera stated that this is not a new position. It was last filled in 2018.
45 The position has always been on the books; it used to be a union position, so now there is more
46 flexibility with the duties and requirements for the position. C. Herrera stated that the position is in the

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47 budget; it was under contracted services, specifically for Mark Fougere, the Planning Consultant. The
48 funds are being reallocated to this position. The position will be posted.
49

50 *Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The*
51 *motion PASSED 4-0-0.*
52

53 **b. Recreation Coordinator**

54 T. Whalen thanked C. Herrera and Erica Crea for their work on revising this job description.
55

56 E. Hubbard also thanked C. Herrera and E. Crea, stating that there are changes and updates that were
57 called for.
58

59 *MOVED by Susan Benz seconded by Erin Hubbard that the Select Board approve the revised job*
60 *description for Recreation Coordinator.*
61

62 W. Walker asked E. Crea, as the person currently working in this role, whether she feels that the new
63 job description describes the position accurately. E. Crea answered affirmatively.
64

65 *Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The*
66 *motion PASSED 4-0-0.*
67

68 **2. Building Department Software Review/Approval (Jeff Blackwell, Building Inspector/Code**
69 **Enforcement Officer)**
70

71 *MOVED by Susan Benz seconded by Erin Hubbard that the Select Board approve the cloud permit*
72 *contract for the Building Department Software.*
73

74 T. Whalen stated that the Board has already discussed this in meetings, and approved the process, the RFP,
75 the bid process; the Board is now simply approving the actual contract as it was submitted by the vendor,
76 to be signed by the Select Board.
77

78 J. Blackwell stated that the initial push was for online software, for building permitting. The software that
79 they have now does not do the online permitting; it is an older software program, and an upgrade is not
80 available. In order to get the online feature they looked at a number of different programs. They looked at
81 about 50 different towns throughout the State to see who was using what, and spoke with building
82 departments and building inspectors to get their input in terms of what works and doesn't work. They
83 narrowed it down, put in the budget for two different programs, and this is the one which he feels will best
84 suit our Building Department. It is the less expensive option. The flexibility that it offers will suit us
85 much better than any of the other programs available, and the price is substantially lower than a lot of the
86 others. Right now we should be looking at \$8,500 per year for this software. It will increase slightly, and
87 they have the pricing in there for that. Other software programs were \$12,000 and almost \$20,000 per
88 year.
89

90 J. Blackwell stated that this software will add the online features, which will streamline a lot of things for
91 the Department. It will reduce the foot traffic coming in, and the associated disruptions. The majority of it
92 will be the mechanical, plumbing, and electrical-type permits. It will also allow the Department to take
93 credit card permit payments online. It will get rid of a lot of paper.
94

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95 W. Walker asked whether there is currently an existing backlog, as we have not had software that allows
96 for online features. J. Blackwell answered no; they are just processing paper, and it is harder to track. J.
97 Blackwell added that additional features we will be getting out of this are planning and zoning products
98 online, so that planning and zoning decisions and requirements will be automatically available with each
99 permit. There will also be public access to some of this information in ways that we don't necessarily have
100 right now, electronically. There is also a code enforcement module on this; any complaints or violations
101 will be able to be tracked online.

102
103 S. Benz asked how quickly this will be rolled out. J. Blackwell responded that it is a 20-week
104 implementation process. The building permitting side of it will lead the way, taking about 6-8 weeks. He
105 expects it to be September/October when it is all online, with access to everything.

106
107 T. Whalen stated to clarify that there will be an \$8,000 implementation cost upfront, in addition to the
108 contract amount – so for the first year it will be about \$16,500. T. Whalen also stated that one of great
109 things about this is that it will make us easier to work with. Homeowners will be able to go online and get
110 their answers more quickly, with more information available to them.

111
112 *Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The*
113 *motion PASSED 4-0-0.*

114
115 **3. Agreement with Proctor Hill Forestry & Logging, LLC Review/Approval**

116 T. Whalen stated that the Board has already approved this, but the logger has not yet done the work and is
117 asking for an extension on the original approval of several years ago.

118
119 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the agreement with*
120 *Proctor Hill Forestry & Logging, LLC. Voting in favor of the motion were Whalen, Benz, Hubbard, and*
121 *Walker. No one was opposed. The motion PASSED 4-0-0.*

122
123 **4. Hollis Celebrates America 250th Committee**

124 **a. Approval of Fireworks Contract (Approved on 12/23/25; funds to be taken from contingency)**

125
126 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the fireworks contract*
127 *from Pyrotecnico Fireworks Corporation.*

128
129 S. Benz asked what was approved in December, to which C. Herrera replied that that was to pay the
130 deposit out of contingency.

131
132 It was confirmed that this is the same company we have used in the past for the 4th of July celebrations;
133 they have re-named.

134
135 Lillian Garruba, Chair of the Hollis Celebrates America 250th Committee, stated that when the
136 Committee looked at the contract in December it was almost exactly like the Old Home Days contract.

137
138 Per a question from W. Walker, T. Whalen confirmed that we have already paid half of the contract –
139 we paid the deposit.

140
141 E. Hubbard stated that although the Board already discussed this in December, with the concerns and
142 interests in saving money that were brought up at Town Meeting, she wonders if \$12,500 is appropriate

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143 to spend on a 20 minute display. That breaks down to about \$650 a minute. She is all for a community
144 party, but that is a lot of money.

145
146 S. Benz stated that if this were something we were doing every year on top of Old Home Days, she
147 would concur – but this is a one-time event.

148
149 W. Walker asked about veterans, and people with dogs that are fearful of fireworks. S. Benz stated that
150 there are fireworks at Old Home Days, too; this will be advertised, and she assumes that people with
151 concerns will take measures just as they do with Old Home Days.

152
153 T. Whalen stated that it might be helpful to use our alert system, to have the Police Department give
154 people a heads-up about the fireworks. The Board was in agreement.

155
156 E. Hubbard stated that we do already have the deposit in, and she does not know what the terms would
157 be to get it back – and there are a lot of people who are really looking forward to this. T. Whalen stated
158 that he assumes we would have to walk away from \$6,250.

159
160 *Voting in favor of the motion were Whalen, Benz, and Walker. Hubbard was opposed. The motion*
161 *PASSED 3-1-0.*

162
163 **a. Motion to Delegate Signing Authority to Chairperson Lillian Garruba**

164 S. Benz stated that she believes this is a motion to designate the Committee Chairperson to sign
165 anything that needs to be signed pertaining to the 250th celebration, not just the fireworks contract. C.
166 Herrera confirmed that that is correct, just as a matter of timing. S. Benz stated that other things would
167 be small matters; the fireworks was the biggest contract.

168
169 *MOVED by Susan Benz seconded by Erin Hubbard that the Select Board designate signing authority to*
170 *Chairperson Lillian Garruba for matters that need signature pertaining to Hollis Celebrates America's*
171 *250th.*

172
173 W. Walker asked what kind of constraints would be upon the Chairperson for this. T. Whalen answered
174 that they are the same as apply to the rest of the Town, plus the Committee's budget.

175
176 *Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The*
177 *motion PASSED 4-0-0.*

178
179 **OLD BUSINESS**

180 **1. Capital Improvement Plan (CIP)**

181 T. Whalen stated that the Capital Expenditure Advisory Committee did not meet last month. Their next
182 meeting is May 4th, which will be a week before the Select Board's next meeting. E. Hubbard confirmed
183 that there are no updates from the Committee at this time.

184
185 **2. RTK – Summary of expenses (updated 3/16/2026)**

186 C. Herrera stated that the Board members have an updated summary page in their packets for this meeting.
187 She will continue to provide that to the Board as there are new Right to Know requests. She stated that at
188 the Board's last meeting, D. Petry reported on the first three; the latest one was on March 16. That RTK
189 was handled by the Hollis Police Department. The associated expense was \$284. There was legal
190 associated with this RTK request, as well.

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T. Whalen stated that we have just started getting input from the Departments in terms of RTK requests; prior to that, we were just tracking the legal costs. This should get to be a much bigger list in the coming months.

DEPARTMENT/COMMITTEE LIAISON UPDATES

1. Recreation Commission

W. Walker stated that they are looking at issues in terms of the dustiness of their horse riding ring. They are trying to figure out creative ways to mitigate that, and are using irrigation.

2. Joint Loss Management Committee

E. Hubbard stated that there are all kinds of reports, most of them easily being handled by all Departments. One of the things that struck her is that with the Dow Road reclamation there are reports of a number of people being rude to the workers because of the inconvenience of having to go around the block. She would like to speak to that, and say please be patient, please be kind. These crew members are here to make your road work as it should.

3. Cemetery Trustees

S. Benz reported that the DAR is going to purchase flag holders to place at veterans' cemetery markers. They will start with the Church Cemetery. One of the Trustees went to a State training, and there is grant money available for historic cemeteries. They are trying to determine whether any of ours in Town are designated as such officially.

ADMINISTRATIVE BUSINESS

1. Assessing

2026 Charitable, Educational & Religious Exemption

MOVED by Susan Benz seconded by Will Walker that the Select Board approve the memo from MRI for the list of organizations that they provided.

W. Walker stated that he does work for one of the listed organizations, and asked whether it is a conflict of interest for him to vote on this. T. Whalen answered no; he is not getting any benefit from it.

Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

2025 Abatements

Case #	MBLU	Owner	Location	Amount to be Abated & Refunded
2025-007	046-044	Ronald Nadeau & Elizabeth Kosis	43 Alsun Dr	\$3548.00
2025-011	019-060-001	Pamela P. Hicks	8 Maple Knoll Dr	\$593.00
2025-014A	005-028-001	Team Yarmo Investment I LLC	Runnells Bridge Rd	\$917.00
2025-014B	005-028-002	Team Yarmo Investment I LLC	Runnells Bridge Rd	\$922.00
				Total: \$5980.00

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237 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the 2025 abatements,*
238 *Cases #2025-007, #2025-011, #2025-014A, #2025-014B. Voting in favor of the motion were Whalen,*
239 *Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.*

2025 Abatement for Denial

Case #	MBLU	Owner	Location	Amount to be Abated & Refunded
2025-009	014-107	Daniel & Valentina Brady	15 French Mill Rd.	\$0.00

246 *MOVED by Susan Benz seconded by Will Walker that the Select Board accept the denial of abatement case*
247 *#2025-009. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was*
248 *opposed. The motion PASSED 4-0-0.*

Form A-10, Application for Current Use Assessment

MBLU	Owner	Location	Acres to be Enrolled	Total Acres
003-004	Klasek-MacDonnell Family Revoc Trust	10+10A Worcester Rd.	1.72	3.29

256 *MOVED by Susan Benz seconded by Erin Hubbard that the Select Board approve Form A-10, Application*
257 *for Current Use Assessment, MBLU 003-004. Voting in favor of the motion were Whalen, Benz, Hubbard,*
258 *and Walker. No one was opposed. The motion PASSED 4-0-0.*

Form A-5 & Warrant, Current Use Release & Land Use Change Tax (LUCT)

MBLU	Owner	Location	Acres Removed	LUCT
047-044-001	RA/LO & Associates	293 South Merrimack Rd	4.10	\$35,000
Total:				\$35,000

265 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve Form A-5 & Warrant,*
266 *Current Use Release & Land Use Change Tax (LUCT) MBLU 047-044-001. Voting in favor of the motion*
267 *were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.*

2026 Notice of Intent to Cut Wood or Timber

Operation #	MBLU	Owner	Location
26-223-04	041-001 & 041-002	Robert & Helena Hayden	33 Hayden Rd & abutting vacant lot

274 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the intent to cut wood or*
275 *timber, Operation #26-223-04. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker.*
276 *No one was opposed. The motion PASSED 4-0-0.*

2. Approval of Warrants

a. Wages	\$229,240.61	04/23/2026
b. Accounts Payable	\$519,676.23	04/27/2026
c. HSA	\$3,262.81	04/23/2026

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283 *MOVED by Erin Hubbard seconded by Will Walker that the Select Board approve the Warrant for Wages*
284 *from 04/23/2026, Accounts Payable from 04/27/2026, and HSA from 04/23/2026. Voting in favor of the*
285 *motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.*
286

287 **3. Approval of Minutes**

288 **a. 04/13/26 Select Board Public Meeting Minutes**

289 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the public meeting minutes*
290 *of 04/13/26. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was*
291 *opposed. The motion PASSED 4-0-0.*
292

293 **b. 04/13/2026 Select Board Non-Public Meeting Minutes**

294 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the non-public meeting*
295 *minutes of 04/13/2026 and keep them sealed. Voting in favor of the motion were Whalen, Benz, Hubbard,*
296 *and Walker. No one was opposed. The motion PASSED 4-0-0.*
297

298 **MEETINGS & ANNOUNCEMENTS**

299 The meeting schedule was announced for April 29, 2026 – May 11, 2026.
300

301 **Announcements include:**

- 302 • The Still Good Table at the Transfer Station is closed during construction of the wall, beginning April
303 29. It will re-open after completion.
- 304 • Saturday May 9 from 8am – 12pm is the Household Hazardous Waste Collection Day in Milford, 289
305 South St., Milford.

306
307 **NON-PUBLIC SESSION**

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

309 *MOVED by Susan Benz seconded by Will Walker that the Select Board enter Non-Public Session in accordance*
310 *with RSA 91-A:3 II (a) personnel. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No*
311 *one was opposed. The motion PASSED 4-0-0.*
312

313 The Board entered non-public session at 7:09pm.
314

315 **CONCLUSION OF NON-PUBLIC SESSION**

316 *MOVED by Susan Benz seconded by Will Walker that the Select Board come out of Non-Public Session and seal*
317 *the minutes, in accordance with RSA 91-A:3 II (a) personnel. Voting in favor of the motion were Whalen, Benz,*
318 *Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.*
319

320 The Board came out of non-public session and entered back into public session at 8:00pm.
321

322 **PUBLIC SESSION**

323 *MOVED by Erin Hubbard seconded by Susan Benz that the Select Board change the compensation for the*
324 *Recreation Director position from a stipend to a nonexempt (hourly) classification, and offer an hourly rate*
325 *pursuant to the nonunion wage scale (Grade XIX, step 2), effective May 2, 2026. Voting in favor of the motion*
326 *were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.*
327

328 **ADJOURNMENT**

329 *MOVED by Susan Benz seconded by Will Walker that the Select Board adjourn the meeting. Voting in favor of*
330 *the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.*

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332 The Board adjourned at 8:01pm.

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337 Respectfully Submitted,

338 Aurelia Perry, Recording Secretary

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350 NOTE: Any person with a disability who wishes to attend this public meeting and who needs to be provided with reasonable
351 accommodation, please call the Town Hall (465-2209) at least 72 hours in advance so that arrangements can be made.