



TOWN OF HOLLIS SELECT BOARD

June 8, 2026

PUBLIC MINUTES 6:30 PM

Approved 6/22/2026

1 SELECT BOARD MEMBERS

2 Select Board Present: Chair David Petry; Vice Chair Tom Whalen; Susan Benz; Erin Hubbard; Will
3 Walker
4 Staff Present: Chrissy Herrera, Town Administrator; Deb Padykula, Finance Director; Robert
5 Boggis, Fire Chief; Brendan LaFlamme, Police Chief; Erica Crea, Recreation
6 Director
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 D. Petry called the meeting to order at 6:30pm and invited D. Padykula to lead the Pledge of Allegiance.
14

15 PUBLIC COMMENT

16 None.
17

18 1. APPOINTMENTS

19 a. **Holly Babcock, Recreation Commission, Regular Member (Term to expire April 30, 2029)**

20
21 *MOVED by Will Walker seconded by Tom Whalen that the Select Board approve Holly Babcock as a*
22 *Regular Member to the Recreation Commission, term to expire April 30, 2029. Voting in favor of the*
23 *motion were Petry, Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 5-0-*
24 *0.*
25

26 2. NEW BUSINESS

27 a. **Request to approve bid proposal for Fire Station Bay Roof (Robert Boggis, Fire Chief)**

28 D. Petry stated that he believes we have selected the lowest bidder, by \$48.
29

30 Chief Boggis stated that the bidder who came in lowest has actually done a lot of work in Town. They are
31 the same people who did the Fire Station metal roof, the roof at Town Hall, the Library, the DPW. They
32 are very familiar with the Town, and know how the Fire Station works. Therefore, he is recommending JB
33 Roofing Systems, LLC.
34

35 *MOVED by Erin Hubbard seconded by Will Walker that the Select Board approve the bid of \$37,240 from*
36 *JB Roofing Systems, LLC. Voting in favor of the motion were Petry, Whalen, Benz, Hubbard, and Walker.*
37 *No one was opposed. The motion PASSED 5-0-0.*
38

39 b. **Request to approve Event Specific Sign Permits for Old Home Days Committee**

40 **(1) 24"x36" sign at the Lawrence Barn, (1) 24"x36" sign at 23 Main Street (Farley), (1) 24"x48"**
41 **banner on Nichols Field fence – displayed from August 18, 2026 to September 18, 2026**
42

43 *MOVED by Will Walker seconded by Susan Benz that the Select Board approve the event-specific sign*
44 *permits for Old Home Days, as stated. Voting in favor of the motion were Petry, Whalen, Benz, Hubbard,*
45 *and Walker. No one was opposed. The motion PASSED 5-0-0.*
46

47 c. **Request to approve Right-to-Know Policy**

TOWN OF HOLLIS SELECT BOARD

June 8, 2026

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48 D. Petry stated that C. Herrera has been working with this, along with Melissa Binette. It was available
49 through the link on the Google drive.
50

51 E. Hubbard suggested that the policy state “within 5 business days from the date of receipt of the request”
52 rather than “within 5 business days from the date of request”, in case a request is sent by mail.
53

54 W. Walker asked whether there was any expectation of privacy for people who submit RTK requests. D.
55 Petry answered no. He stated that, based on what has happened over the last couple of years, he thinks it’s
56 important for the Townspeople to know who is submitting them, where they are submitting them from, and
57 how much it’s costing us.
58

59 Per a question from S. Benz, C. Herrera stated that we have not had a policy to this extent. D. Petry added
60 that this new policy gives guidance to the Department heads, and coordinates the effort with the requests.
61

62 The Select Board was in agreement that the policy should be reviewed by Town Counsel prior to adoption.
63

64 T. Whalen stated that the policy may be revised, per legislation currently being considered at the State
65 level.
66

67 D. Petry stated that the Board will postpone a vote on the policy until review from Town Counsel.
68

69 **d. Deb Padykula, Finance Director**

70 **I. Certificate of Vote Authorization of Bond Approval with NH Municipal Bond Bank**

71 D. Petry stated that this is approval of the bond loan agreement for \$2,770,000.
72

73 *MOVED by David Petry seconded by Tom Whalen that the Select Board adopt the Authorization of*
74 *Bonds as documented on the Certificate of Vote Regarding Authorization of Bonds with the New*
75 *Hampshire Municipal Bond Bank, with the resolutions listed on the Certificate as stated below.*
76

77 D. Petry read the resolutions of the Certificate of Vote Regarding Authorization of Bonds and Approval
78 of Loan Agreement with the New Hampshire Municipal Bond Bank into the record, stating that the
79 Town of Hollis is the “Issuer”:
80

81 I, the undersigned Clerk of the Issuer, hereby certify that a meeting of the Governing Board of Issuer
82 (the “Board”) was held on June 8th, 2026. A quorum of the Board was in attendance and voting
83 throughout.
84

85 I further certify that there are no vacancies on the Board, and that all of the members of the Board
86 were duly notified of the time, place and purposes of said meeting, including as one of the purposes
87 the authorization of bonds and the approval of a Loan Agreement between the New Hampshire
88 Municipal Bond Bank (the “Bond Bank”) and the Issuer.
89

90 I further certify that the following is a true copy of resolutions unanimously adopted at said meeting:
91

92 **RESOLVED:**

93 That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New
94 Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in
95 addition thereto, and to votes of the Issuer duly adopted on March 14, 2026 under Articles 2 and 3 of

TOWN OF HOLLIS SELECT BOARD

June 8, 2026

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96 the Warrant for such annual meeting of the Issuer thereby and hereby is authorized the issuance of a
97 \$2,770,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer to finance (i)
98 reconstructing the Transfer Station wall (\$2,400,000); and (ii) designing, permitting, purchasing,
99 installing, and commissioning a solar photovoltaic array on the Hollis Public Works Cold Storage
100 Building located at 10B Muzzey Road (\$370,000).

101
102 The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the
103 purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a
104 certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost
105 rate (as defined in the Loan Agreement) of four and three quarters percent (4.75%) per annum or such
106 lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the
107 form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and
108 form as the signatories shall approve by their execution thereof.

109
110 **RESOLVED:**

111 That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.
112

113 **RESOLVED:**

114 That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are
115 authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan
116 Agreement in substantially the form submitted to this meeting, which is hereby approved, with such
117 changes therein not inconsistent with this vote and approved by the officers executing the same on
118 behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by
119 the execution of the Loan Agreement by such officers.

120
121 **RESOLVED:**

122 That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents
123 in its authorization of the project to be financed by the Bond are hereby ratified, approved and
124 confirmed.

125
126 **RESOLVED:**

127 That the Clerk and the signers of the Bond are each hereby authorized to take any and all action
128 necessary and convenient to carry out the provisions of this vote, including delivering the Bond
129 against payment therefor.

130
131 **RESOLVED:**

132 That the useful lives of the projects being financed are in excess of fifteen (15) years.
133

134 I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret
135 ballot nor in executive session; that notice of the time and place of said meeting was posted in at least
136 two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper
137 of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal
138 holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in
139 executive session; and that the minutes of said meeting have been promptly recorded and have been or
140 will be made open to inspection not more than five (5) business days after the meeting, all in
141 accordance with Chapter 91-A, N.H.R.S.A., as amended.

142
143 I further certify that the above vote has not been amended or rescinded and remains in full force and

TOWN OF HOLLIS SELECT BOARD

June 8, 2026

PUBLIC MINUTES 6:30 PM

Approved 6/22/2026

144 effect as of this date.

145

146 *Voting in favor of the motion were Petry, Whalen, Benz, Hubbard, and Walker. No one was opposed.*

147

The motion PASSED 5-0-0.

148

149 **II. Approval of Bond Loan Agreement for \$2,770,000**

150

151 *MOVED by David Petry seconded by Tom Whalen that the Select Board approve the Loan Agreement*
152 *with the New Hampshire Municipal Bond Bank for the sale of bonds in the amount of \$2,770,000. Voting*
153 *in favor of the motion were Petry, Whalen, Benz, Hubbard, and Walker. No one was opposed. The*
154 *motion PASSED 5-0-0.*

155

156 **e. Request to approve Assistant Town Administrator Job Description**

157

Per a question from S. Benz, C. Herrera stated that she is the one doing HR. The job description has been discussed with and approved by the current Assistant Town Administrator.

158

159

160 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the job description for*
161 *Assistant Town Administrator. Voting in favor of the motion were Petry, Whalen, Benz, Hubbard, and*
162 *Walker. No one was opposed. The motion PASSED 5-0-0.*

163

164 **f. Request to remove two (2) damaged pine trees on Old Adams Road due to safety concerns**

165

D. Petry stated that this request came from Craig Birch of the Forest Committee. He further stated that normally when trees on a designated scenic road have to be taken down, the Planning Board has to have a Scenic Road Hearing. The exception to that is when C. Birch of the Forest Committee, or the DPW, or any of the Department heads, comes before the Select Board to notify them of a safety issue. In such a case, it must be clearly stated that it is for safety reasons.

166

167

168

169

170

171 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve removal of the two*
172 *damaged pine trees on Old Adams Road due to safety concerns. Voting in favor of the motion were Petry,*
173 *Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 5-0-0.*

174

175 **g. Request to approve RecDesk LLC Payment Services Addendum and Sub-Merchant Agreement for recreation payment transactions (Erica Crea, Recreation Director)**

176

E. Crea stated that RecDesk is the registration platform that she uses for programming. Two months ago they informed the Recreation Department that they were severing their relationship with the credit card processor that the Rec Department uses. RecDesk now offers their own credit card processor, and it is \$25 less than the processor that we had been using.

177

178

179

180

181

182 *MOVED by Will Walker seconded by Tom Whalen that the Select Board approve the RecDesk LLC*
183 *Payment Services Addendum and Sub-Merchant Agreement for recreation payment transactions, as*
184 *presented. Voting in favor of the motion were Petry, Whalen, Benz, Hubbard, and Walker. No one was*
185 *opposed. The motion PASSED 5-0-0.*

186

187 **3. OLD BUSINESS**

188

a. Capital Improvement Plan (CIP) (new project requests)

189

D. Padykula stated that these are all the new requests that were discussed at the Board's workshop meeting on May 15th. Not everything has a price as yet.

190

191

TOWN OF HOLLIS SELECT BOARD

June 8, 2026

PUBLIC MINUTES 6:30 PM

Approved 6/22/2026

192 D. Petry stated that the only thing he sees on the first page of the new project requests that could have a
193 large price tag is the fire engine. The one that would be replaced is from 2009.
194

195 W. Walker asked about the ADA assessment, and whether we are planning on growing the scope to
196 include all of our Town buildings such as the Library, Town Hall, Lawrence Barn. C. Herrera stated that
197 that question was broached at the workshop, and is definitely something that could use further discussion.
198 The initial plan was to do the Town Hall. D. Petry added that we need to be careful; we do have to
199 comply, but that compliance comes into play only when we renovate a building. This could get very
200 expensive very quickly.
201

202 E. Hubbard asked, however, whether we're also at risk for liability. D. Petry confirmed that we are; he
203 does not disagree – but to open it up to all buildings in Town, in his opinion, should be dealt with as we
204 build new buildings. He asked whether we have had Primex come in and do an assessment. C. Herrera
205 answered yes, but Primex is not an ADA specialist per se. Primex does a brief version of a health and
206 safety inspection. D. Petry stated that the minute we have a report that shows deficiencies, if we don't take
207 action then we will be liable.
208

209 Regarding another item on the list, E. Hubbard stated that she loves that we can give our employees a
210 training vehicle to go to trainings, but she wonders whether reimbursing for mileage would be less
211 expensive. Chief Boggis clarified that this is not just a training vehicle – these vehicles support EMS and
212 in the past we've purchased them out of the ambulance fund. He added that the feeling among a few
213 Department heads is that the current leasing program is not working out; we've had a lot of difficulty with
214 it.
215

216 Per question from D. Petry, D. Padykula confirmed that it would be helpful for the Select Board to have a
217 vote on adding the new items to the CIP, as the Capital Expenditure Advisory Committee will be looking
218 at that. D. Petry stated that he thinks the Board can vote on any items that have numbers put to them.
219

220 D. Petry stated that the CIP is as it is, at this point in time. If more information becomes available, things
221 may be added, and things may be removed.
222

223 *MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the seven items to be*
224 *added to the CIP that have full information in regard to funding source, expected expenditure date, and*
225 *value. Voting in favor of the motion were Petry, Whalen, Benz, Hubbard, and Walker. No one was*
226 *opposed. The motion PASSED 5-0-0.*
227

228 **b. RTK – Summary of expenses (updated 06/05/2026)**

229 C. Herrera stated that we have had some additions since the list was last reviewed. She will provide any
230 updated information as the list goes on; we actually got a RTK request today, which will be reflected on
231 the next update. A lot of the new requests are fairly minimal, and can be handled internally. Several of
232 them are in the Police Department, and have not required legal expenses.
233

234 W. Walker asked whether it is common for the Police Department to get a RTK request after an arrest
235 report. Chief LaFlamme replied that it comes and goes. In the latest round, pretty much all of
236 Hillsborough County got hammered with them over about 48 hours, over the course of a weekend. He
237 suspects that it may be due to an automated service, which pulls articles from newspapers, etc. The
238 addresses listed for the people making the requests aren't even real addresses; he Googles every one of

TOWN OF HOLLIS SELECT BOARD

June 8, 2026

PUBLIC MINUTES 6:30 PM

Approved 6/22/2026

239 them, and they do not exist. He may go three weeks with no RTK requests, and then come in on a Monday
240 and find that he has 10 new ones. For the latest round he was able to handle them all fairly quickly.

241
242 D. Petry asked whether the requests that come in without an actual address come in via email. Chief
243 LaFlamme answered yes; it’s all electronic. D. Petry asked whether it is the same email address. Chief
244 LaFlamme stated that it is different email addresses, but the same body of the text, perfectly written to
245 meet all of the legal requirements of a valid request.

246
247 E. Hubbard asked whether, if an address Chief LaFlamme checks doesn’t exist, we still have to respond to
248 the RTK request. Chief LaFlamme replied that he has been advised to, yes. D. Petry stated that that will
249 be until the legislation changes such that requestors have to be citizens of the State.

250
251 Per a question from T. Whalen regarding the last item on the list, C. Herrera agreed that the request
252 appeared to be extensive – but the response was not as extensive. That information was available through
253 our website.

254
255 **4. DEPARTMENT/COMMITTEE LIAISON UPDATES**

256 **a. Supervisors of the Checklist**

257 E. Hubbard stated that if registered voters have not voted in the last five years, letters were sent to your
258 homes indicating that if you wish to remain registered please mail back a photocopy of your ID, or stop by
259 the Town Clerk, or stop by a Supervisors of the Checklist meeting. The next meeting is June 23rd from
260 9am – 2:30pm in the Town Hall Community Room.

261
262 **b. Schools**

263 The Board joined T. Whalen in congratulating our Seniors on their graduation this weekend. It was a
264 successful event, and a beautiful day, and we wish them all the best in their future endeavors.

265
266 **5. ADMINISTRATIVE BUSINESS**

267 **a. Assessing**

268
269 **2025 Abatements**

270 *For Approval*

Case #	MBLU	Owner	Location	Amount to be Abated & Refunded*
271 2025-012	032-045-009	Lu Family Revoc. Trust	11 Hobart Ln.	\$3,387.00
272 2025-015	013-006	Liliana S. Arcidy Revoc. Trust	5 N. Pepperell Rd.	\$5,039.00
				Total: \$8,426.00

273
274
275 ** plus interest and costs*

276
277 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve abatement cases #2025-*
278 *012 and #2025-015. Voting in favor of the motion were Petry, Whalen, Benz, Hubbard, and Walker. No*
279 *one was opposed. The motion PASSED 5-0-0.*

280
281 *For Denial*

Case #	MBLU	Owner	Location
282 2025-013	013-078	Janet B. Hicks 2007 Revoc. Trust	16 N. Pepperell Rd.

283
284
285 MRI has recommended that this abatement be denied, with an associated memo.
286

TOWN OF HOLLIS SELECT BOARD

June 8, 2026

PUBLIC MINUTES 6:30 PM

Approved 6/22/2026

287 *MOVED by Susan Benz seconded by Tom Whalen that the Select Board approve abatement case #2025-*
288 *013. No one voted in favor of the motion. Voting against the motion were Petry, Whalen, Benz, Hubbard,*
289 *and Walker. The motion FAILED 0-5-0.*
290

2025 Report of Wood or Timber Cut

Operation #	MBLU	Owner	Timber Tax Levy
25-223-05	036-021 & 036-024	Soc. for the Protection of NH Forests	\$4,388.13
25-223-08	046-052-001	Gimak Properties LLC	\$324.03
			Total: \$4,712.16

296
297 *MOVED by Susan Benz seconded by Erin Hubbard that the Select Board approve the 2025 Report of*
298 *Wood or Timber Cut, operation #25-223-05 and #25-223-08. Voting in favor of the motion were Petry,*
299 *Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 5-0-0.*
300

b. Approval of Warrants

a. Wages	\$231,564.79	05/21/2026
b. Wages	\$246,965.09	06/04/2026
c. Accounts Payable	\$175,372.60	05/26/2026
d. Accounts Payable	\$765,608.18	06/08/2026
e. HSA	\$2,984.81	05/21/2026
f. HSA	\$2,454.81	06/04/2026

308
309 *MOVED by Susan Benz seconded by Will Walker that the Select Board approve the Warrant for Wages*
310 *from 05/21/2026 and 06/04/2026, Accounts Payable from 05/26/2026 and 06/08/2026, and HSA from*
311 *05/21/2026 and 06/04/2026. Voting in favor of the motion were Petry, Whalen, Benz, Hubbard, and*
312 *Walker. No one was opposed. The motion PASSED 5-0-0.*
313

c. Approval of Minutes

I. 05/11/2026, 05/15/2026, 05/18/2026 Select Board Public Meeting Minutes

314
315 *MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the public meeting*
316 *minutes of 05/11/2026 and 05/15/2026. Voting in favor of the motion were Petry, Whalen, Benz, Hubbard,*
317 *and Walker. No one was opposed. The motion PASSED 5-0-0.*
318
319

320 *MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the public meeting*
321 *minutes of 05/18/2026. Voting in favor of the motion were Whalen, Hubbard, and Walker. No one was*
322 *opposed. Petry and Benz abstained. The motion PASSED 3-0-2.*
323

II. 05/11/2026 Select Board Non-Public Meeting Minutes

324
325 *MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the non-public meeting*
326 *minutes of 05/11/2026 and keep them sealed. Voting in favor of the motion were Petry, Whalen, Benz,*
327 *Hubbard, and Walker. No one was opposed. The motion PASSED 5-0-0.*
328

6. MEETINGS & ANNOUNCEMENTS

329 The meeting schedule was announced for June 9, 2026 – June 22, 2026.
330
331

Announcements include:

- Property tax bills are now available online. They can be viewed at the HollisNH.gov website. Hard copies were mailed Tuesday, May 26. Tax bills are due July 1, 2026.

TOWN OF HOLLIS SELECT BOARD

June 8, 2026

PUBLIC MINUTES 6:30 PM

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- 335 • The filing period for candidates for all offices for the September State Primary Election will be June 3-
336 12.
337

338 **7. NON-PUBLIC SESSION**

339 **RSA 91-A:3 II (a) personnel, (c) reputation, and (d) land acquisition**

340 *MOVED by Susan Benz seconded by Will Walker that the Select Board enter Non-Public Session in accordance*
341 *with RSA 91-A:3 II (a) personnel, (c) reputation, and (d) land acquisition. Voting in favor of the motion were*
342 *Petry, Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 5-0-0.*
343

344 The Board entered non-public session at 7:22pm.
345

346 **8. CONCLUSION OF NON-PUBLIC SESSION**

347 *MOVED by Will Walker seconded by Tom Whalen that the Select Board come out of Non-Public Session and*
348 *seal the minutes, in accordance with RSA 91-A:3 II (a) personnel, (c) reputation, and (d) land acquisition.*
349 *Voting in favor of the motion were Petry, Whalen, Benz, Hubbard, and Walker. No one was opposed. The*
350 *motion PASSED 5-0-0.*
351

352 The Board came out of non-public session and entered back into public session at 8:58pm.
353

354 **9. ADJOURNMENT**

355 *MOVED by Tom Whalen seconded by Susan Benz that the Select Board adjourn the meeting. Voting in favor of*
356 *the motion were Petry, Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 5-0-0.*
357

358
359
360 The Board adjourned at 8:58pm.
361
362
363
364
365

366 Respectfully Submitted,
367 Aurelia Perry, Recording Secretary
368
369
370
371
372
373
374
375
376

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