TOWN OF HOLLIS SELECT BOARD
August 10, 2026
PUBLIC MINUTES 6:00 PM
DRAFT

SELECT BOARD MEMBERS

Select Board Present:	Vice Chair Tom Whalen; Susan Benz; Erin Hubbard; Will Walker
Select Board Absent:	Chair David Petry
Staff Present:	Chrissy Herrera, Town Administrator; Erica Crea, Recreation Director; Robert Boggis, Fire Chief; Brendan LaFlamme, Police Chief; Joan Cudworth, DPW Director; Dawn Desaulniers, IT Director

LOCATION

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

PLEDGE OF ALLEGIANCE AND AGENDA REVIEW

T. Whalen called the meeting to order at 6:00pm and invited E. Hubbard to lead the group in the Pledge of Allegiance.

1. PUBLIC HEARING

a. The Hollis Select Board conducted a public hearing regarding the acceptance of Cutter Place as a Class V public highway in accordance with RSA 674-40-a.
   i. Request to accept Resolution 2026-01, Cutter Place

T. Whalen read the Resolution: "Whereas the Hollis Planning Board approved Wright Ayers' property Cutter Place on July 19, 2005 and recorded the plan at the Hillsborough County Registry of Deeds as plan number 34544, and whereas the Select Board voted to name the road associated with the subdivision as Cutter Place, and whereas the Flint Hill Real Estate Trust with a principle business of 84 Depot Road in Hollis, NH constructed Cutter Place in accordance with the Town's road design standards, and the Town Planner and Public Works Director have requested that the Select Board accept ownership and maintenance of Cutter Place, whereas the construction maintenance bond shall remain in effect until the Public Works Director authorizes release of said bond unless additional maintenance and repair work is required, and whereas Town Meeting delegated authority to the Select Board on March 10, 1994, Warrant 9, to accept roads in accordance with RSA 674:40-a, now therefore be it resolved by the Hollis Select Board to accept Cutter Place as a public Class V highway in accordance with RSA 674-40-a."

As there were no speakers for this public hearing, T. Whalen closed the hearing.

MOVED by Susan Benz seconded by Erin Hubbard that the Select Board accept Cutter Place as a public Class V highway in accordance with RSA 674:40-a. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

PUBLIC COMMENT

None.

2. RESIGNATION

a. Cassandra Stearns, Recreation Commission Alternate (1 year of service)

T. Whalen thanked C. Stearns for her service on the Commission.

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

3. NEW BUSINESS

a. Presentation of the Declaration of Independence ***(Aaron Penkacik)***

A. Penkacik stated that we recently had our two-week-long celebration of America's 250th birthday, which only happens once. From what he has heard in speaking with people in other communities, Hollis knocked it out of the park. He appreciates the Town's support with this. He thanked S. Benz for her help in getting the tree planted and the marker placed. As a result of that, he would like to have our State Representative Liz Barbour, who spent a lot of time helping them publicize the event, aid him in presenting to the Town a full-sized parchment copy of the Declaration of Independence. The document is being donated to the Town of Hollis by A. Penkacik. He hopes that it can be hung somewhere in the Town Hall's Community Room.

The Select Board thanked A. Penkacik.

A. Penkacik stated that Lillian Garruba, who was Chair of the event's planning committee, prepared Christmas ornaments in celebration of the 250th anniversary. He thanked the Town for supporting the celebratory activities, and stated that they came in under budget and on schedule.

A. Penkacik stated that the second topic he would like to discuss is that he is trying to figure out how we can memorialize in some sort of Town document the fact that we have a 50-year time capsule that was sealed just after July 4, 2026, to be opened around July 4, 2076. In it are a bunch of coins, proof sets, silver coins, commemorative coins, pennies, and over 100 hand-written notes from citizens about their thoughts in terms of what is going on in 2026 – some of them in cursive. He is looking for thoughts, and a motion, as to how we can develop some sort of short text to put in one of our documents for the Town that would memorialize the fact that that exists, and would remind people that it needs to be opened in 50 years. It's in the Police Department right now. He was going to bury it out by the tree and the marker, but was advised that that's probably a bad idea because people metal-detect. There are silver coins in there, and someone would find it. The Chief allowed him to bring it to the Police Station, which is probably the safest place in Town for it to be.

Chief LaFlamme stated that right now it is in his office. They are still trying to decide if they are going to lock it up in their evidence room, or put it on display in one of the administrative offices where it would always be seen, and hopefully remembered that way.

S. Benz stated that if it is displayed, maybe we don't have to put it in any document. She thinks that is a great idea. Chief LaFlamme stated that he is happy to do that. He can't say what will happen with it three Chiefs from now, but he fully supports having it on display in a secure area.

A. Penkacik asked whether there is a mechanism for him to give the Select Board a short paragraph of text to put in some sort of document for the Town of Hollis that memorializes the existence of it, so that it doesn't get forgotten.

W. Walker suggested putting such text in the Town's Annual Report. S. Benz stated that it would have to go in every year. S. Benz added that they would have to think about it; she thinks that having it on display may be enough.

T. Whalen thanked A. Penkacik for the presentation, and encouraged everyone to re-read the Declaration of Independence. He stated that it is classic, it is important, and the 27 grievances are very important.

b. Special License Permit approvals

i. American Diabetes Association Tour de Cure Ride, 8/16/2026 *(Jonathan Madrigal*)

MOVED by Will Walker seconded by Susan Benz that the Select Board approve the American Diabetes Association Tour de Cure Ride on 8/16/2026.

S. Benz asked whether Chief LaFlamme is aware of this, as they have asked for an officer. He answered yes. S. Benz asked who covers the fee for that; the answer was that the organization does.

W. Walker asked whether they need SAU approval for this, because it is on Middle School property. S. Benz pointed out that the event will occur before school starts, and she thinks that it is just in the parking lot. Chief LaFlamme added that they typically also have one little pop-up tent in the grass area off of Love Lane for a water station.

E. Hubbard asked whether this was the event for which, last year, painted arrows caused an issue. T. Whalen stated that the group has been reminded of that problem, and to not use paint on our roads. Chalk and adhesive paper arrows were suggested as alternatives.

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

ii. Hot Dogs and Service Dogs, 9/2/2026 *(Alison Butler, Operation Delta Dog*)

MOVED by Susan Benz seconded by Erin Hubbard that the Select Board approve the special license for Operation Delta Dog's event Hot Dogs and Service Dogs on 9/2/2026.

Per questions from T. Whalen, it was confirmed that this is a new event, this year, and has been signed off on by the Department heads.

W. Walker pointed out that a bounce house is listed as being included in the event. E. Crea stated that that would be by Select Board approval; it is a policy of the Town to not allow bounce houses, but the Select Board can override that.

C. Herrera stated that the event organizers were made aware that there are no bounce houses permitted for the Barn.

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

iii. Tommy's Trot on Town Field – inside the track, 10/24/2026 *(Helen Walsh / Erica Crea, Recreation Director*)

E. Crea stated that they are here for approval of a special event application for Tommy's Trot. H. Walsh stated that the LaFontaine family's little boy Tommy, who is 4 and a half, was diagnosed last month with leukemia. H. Walsh stated that she herself lives in Nashua; her friend Mary (also present at this meeting) lives on Silver Lake Road in Hollis, and submitted the paperwork for Parks and Rec to hopefully borrow the field and the dirt track for the event. The event, Tommy's Trot, will be on October 24 from about 10am – 12pm. Hopefully they will not need a police detail if it is approved, because she doesn't anticipate it being a crazy event. It is a kids' fun run, ages 3-12. It is a totally off-road event. All of the proceeds will go directly to the LaFontaine family. H. Walsh started a fund raiser about a month ago; her initial goal was $10k, and they're now at almost $20k. This is doing wonders for the family. All they are asking for is use of the track and the inside field of the track – and the turf outside of the track, for people mingling and maybe having some pop-up tables. They are planning on having a fall-themed bake sale, a raffle, face painting, some lawn games. They will use the existing port-a-potties at the location. H. Walsh asked whether she would have to bring trash receptacles, or whether they would be allowed to use the ones on site. E. Crea replied that they would be free to use the trash cans that are there. There will be ample parking at the field across the road.

T. Whalen stated that the application has been reviewed and approved by the Police Chief, the Fire Chief, and the Town Administrator. He stated that a comment on the application makes it known that if the Barn is rented, then the parking lot at the Barn will not be available for the event. C. Herrera stated that the Barn is not rented for that date and time right now, but it could be. T. Whalen asked whether it would make sense to rent the Barn for this event, in case of rain. H. Walsh stated that the rain date would be October 25th.

E. Crea stated that she does not have any concerns about this event.

[No motion was made by the Select Board on this item, but they now took a vote.]

Voting in favor of the special event license for Tommy's Trot were Whalen, Benz, Hubbard, and Walker. No one was opposed. Approval PASSED 4-0-0.

iv. Old Home Days Village Homesteader use of Farley Building Lawn, 9/19/2026 *(Erica Crea, Recreation Director*)

E. Crea stated that what they would like to do is highlight, and shine a spotlight on our local homesteaders. For this event they are asking eight small homesteaders to come and show the community what they have to provide. One is a pork farm; they are working on getting representation for honey. They have sent out some feelers to gauge interest, and have had some interest back from some of our smaller farmsteads. This is to highlight some of our smaller farms, which might not be in the public eye. They've been speaking with the Historical Society as well, which would like to have some sort of presentation as to historical farms. E. Crea stated that Recreation would be running the event, at the field.

T. Whalen asked how a homesteader is different from a small farm. It was answered that the name was the most difficult thing for them to come up with. It's a misnomer to call it a farmer's market; they don't want to overpromise. They are calling it the Old Home Days Homesteader's Village. They are defining homesteader as a small farm. E. Hubbard added that it would mostly be family-run farms.

They have spoken with the Police Department and Fire Department, and have requested one additional detail to facilitate the traffic going across 122. The Historical Society has said that they would be willing to open the Always Ready Engine House on that day, too.

Per a question from S. Benz, it was confirmed that if the Select Board approves this it will be publicized along with the Old Home Days events so that people know about it. E. Crea stated that they will have signage to print and post, as well.

MOVED by Susan Benz seconded by Will Walker that the Select Board approve the application for a special license for the Old Home Days Village Homesteader event on 9/19/2026, from 9am – 12pm. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

c. Recreation Event Field Rental Policy & Field Event Usage Application *(Erica Crea, Recreation Director)*

T. Whalen stated that the Board has already discussed this; they had a couple of questions, and E. Crea has updated the document. E. Crea stated that the Select Board wanted to have final approval or denial of events, so the process, which is outlined in the policy, would be that an event application is submitted to Recreation. The Recreation Commission approves or denies it; if they approve it, then it goes to the Select Board for approval or denial. She stated that she thinks it is time that Recreation has a policy, because they are getting a lot of requests to utilize the fields. There will be a fee, and the applicants will be responsible for damage.

T. Whalen stated that it is important to be consistent in how we administer the fields, as well. He added that E. Crea might want to think about what their limits are going to be. The fields are being used quite a bit, and they have a limited capacity of use because it is natural grass.

E. Crea concurred. She stated that spring is the busiest time of the year, so she would most likely deny an event at that time.

MOVED by Will Walker seconded by Susan Benz that the Select Board approve the Recreation Event Field Rental Policy and Field Event Usage Application.

W. Walker asked whether, if Recreation denies an application, the applicant could come to the Select Board and protest. E. Crea replied that she assumes they could come to the Select Board in public comment and appeal the denial. T. Whalen stated that they could always ask, but Recreation is the ruling party on this. With this document, the Select Board is authorizing them.

E. Hubbard pointed out that because the Select Board has final approval once Recreation has approved an event, there will have to be enough lead time on the application; the Select Board does not meet every week. E. Crea concurred, and stated that the lead time is 90 days – the application must be submitted 90 days prior to the proposed event. There is a cancellation policy, as well.

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

d. Department of Public Works *(Joan Cudworth, DPW Director)*

i. Bid recommendation for winter sand and crushed gravel

J. Cudworth stated that they had three companies bid on our crushed gravel. The most expensive was $37.25, and the lowest bid was $27.50 from Onyx Corporation, which we used last year. Last year's bid price was $25.50. Her recommendation is that we hire Onyx Corporation to deliver our gravel again this year.

MOVED by Susan Benz seconded by Erin Hubbard that the Select Board approve the bid recommendation from the Department of Public Works Director, for Onyx Corporation for the crushed gravel.

T. Whalen asked whether J. Cudworth was satisfied with Onyx Corporation's performance last year, and she answered yes, very much so.

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

In terms of winter sand, J. Cudworth stated that we did not have a lot of bidders this year – mainly because the small sand pits are out of sand. We did have one smaller company bidding this year, at $19 a ton. That is versus the highest bidder, at $34.43. Last year's sand price was $15.75. It is her recommendation that we hire Scott Tiedemann & Son Excavation to haul our winter sand to us.

MOVED by Susan Benz seconded by Will Walker that the Select Board accept the recommendation of the DPW Director to hire SE Tiedemann & Son Excavation for our winter sand.

S. Benz asked about ton versus cubic yard. J. Cudworth stated that they went through this with Weights & Measures a few years ago, when they were called out on it. Some companies have scales in their pits that they can drive through, vs. scales on their loader buckets. What they did was follow the same format as the town of Amherst, and converted it out – so if that person was not able to get on a scale on a daily basis, we could do it by cubic yards. Then what they do is, every couple of loads, they get on the scale at Granite State to confirm the ticket and the tonnages per cubic yard.

S. Benz asked whether J. Cudworth knew anything about the SE Tiedemann company, as that was her only concern. J. Cudworth answered yes; he has been around for a long time, and has a very good reputation. Additionally, his sand is spectacular.

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

ii. Transfer Station, Dow Road, and Twiss Lane culvert updates

J. Cudworth stated that the Transfer Station renovation is moving along at a great clip. We are on schedule, and they have started the last section of the wall. They have taken all of the creosote logs down, and today they started laying the new wall in that section. They did move the compactor that was by the road to its new location; she informed SRLD that we have some issues with the compactor being so rusty. Sizemore Motors has been out a few times, and they are going to rectify the situation ASAP. Those costs are all covered by SRLD.

J. Cudworth further stated that Eversource was out today; she believes that they were cutting the power off the island, which is the old electric panel. Once they have cut all that out, they have upgraded for us, at the pole – then we can get rid of that island, which is falling down. The other thing to note is that the new trash compactor was delivered today; Jennings will be taking it off the truck. It is really moving along, and there have been no major surprises other than the usual. There was a lot of metal, when they were digging, and a lot of tires. Jennings has done a fantastic job, and they did what they said they were going to do, keeping the Transfer Station open during all of the work. They have been giving her daily updates.

E. Hubbard asked whether there is going to be a grand opening ceremony; J. Cudworth replied that we’re going to have to do something. It’s been very exciting to see the progress, and the taxpayers have been very positive about it – they are seeing their tax dollars at work, and they like the space. Once it’s done there is going to be a lot more parking around that side, as well. Once it is done, she will make a slide presentation to put on the website so that everyone can see the before and after.

W. Walker stated that what J. Cudworth is doing is why the Town trusts her so much.

In terms of Dow Road, J. Cudworth stated that if anyone has been down there lately, it is beautiful. It came out very well, and she gives her crew a lot of accolades – they worked really hard to get the drainage all corrected before R&D came in and paved. They did a fantastic job. They really care about the community, they care about their work, and she has had nothing but positive feedback from the residents on Dow Road and Blood Road. It is complete, and it was right on budget with perhaps $600 to spare.

J. Cudworth stated that, to make the Board aware, in 1948 we bought a concrete culvert pipe and from what we can tell it was installed in 1948. It is on Twiss Lane. We’ve got a band aid on it now, but it is going to have to be repaired and the pipe is not cheap. We’re looking at a specialty pipe which is 40 feet long, 64” in diameter, she believes, and costs about $15,000. She is trying to get some other quotes from pipe companies, but there are not a lot of pipe companies out there that do this kind of specialty pipe. Her thought right now is that if she has any money left in her budget, she will be buying the pipe this year – because if the old culvert pipe does let go, we’ve got to have a pipe. This is something that we cannot mess around with. We can keep one lane open, but that is not acceptable to her, with Police and Fire. Right now we are in good shape; there is a band aid on it, and the band aid should last until school is out next year – but it would be peace of mind to have that pipe in-house just in case.

S. Benz asked whether it makes sense to add the pipe to the CIP. J. Cudworth replied that she was going to take it out of the line for Town roads and culverts – and if we can’t buy it in this budget, she was going to add a little more to the Town roads and culverts budget – but we can look at adding it to the CIP. S. Benz suggested that once J. Cudworth gets the quotes, we can talk about it. J. Cudworth stated that she does have one firm quote from the pipe company we use all the time, E.J. Prescott. She added that they do look at the road on a daily basis to make sure that nothing has changed because the concrete pipe is 78 years old. The other two, at the other end of Twiss Lane, are fine; they’ve been in them. She stated that they’re hoping that if they are going to do it, it will be during the dry season, similar to what they did with Wheeler Road.

e. Information Technology *(Dawn Desaulniers, IT Director)*

i. Request to approve Bring Your Own Device Policy

D. Desaulniers stated that it was recommended that we should have a Bring Your Own Device Policy, which we don’t have today. The proposed policy was in the Board’s packet for this meeting.

T. Whalen asked how much training they are planning on giving to Staff on this particular policy. D. Desaulniers replied that she has already been going around to people, talking with individuals. She confirmed that the Department heads are aware of it, and stated that most people don’t want to use their personal devices for work. When we need them to use their own devices, such as for multi-factor authentication, we have not gotten a lot of pushback. She stated that we could send the policy out to all employees, so that everyone is aware; she isn't sure how we handle other new policies. C. Herrera stated that in her opinion, if we are asking employees to sign off and acknowledge the policy, then they should be aware of the policy and be able to ask questions.

T. Whalen asked about making the policy part of our HR packet for new employees. C. Herrera replied that we could; each Department has a set of their own policies. T. Whalen suggested that perhaps it would be up to each of the Department heads to get their employees to sign off on the policy.

D. Desaulniers stated that they tried to keep the policy simple and straightforward. It was stated that Department heads could probably answer 99% of the questions that could arise from their employees; if there are further questions, D. Desaulniers is happy to step in.

W. Walker stated that the language seems very Microsoft heavy, and asked about Apple, Android, or Linux devices. D. Desaulniers responded that the policy doesn't specify on the browsers; Apple users have remote, as well. For those who opt for remote access, their operating systems and browsers have to be currently supported.

MOVED by Susan Benz seconded by Erin Hubbard that the Select Board approve and adopt the Bring Your Own Device Policy, as proposed by the IT Director. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

ii. Request to expend funds from the Municipal Buildings & Facilities Expendable Trust Fund for Town Clerk camera system upgrade

D. Desaulniers stated that she wrote up a memo which discussed the old system that is there, which only has four cameras. We need some more coverage, and the total cost for the upgrade is $4,298. She checked with D. Padykula, and there are enough funds available in the Municipal Building Trust Fund – so she is requesting to do the upgrade out of that. Next year they have planned in their Municipal Building Trust Fund to do the Town Hall cameras, which is another old system. The system they are going to is the same type and brand that they have already used at the Fire Station, Police Station, Lawrence Barn. They will also use the same vendor as has done our other buildings.

Per a question from W. Walker, D. Desaulniers confirmed that $4,298 is the final number. If she gets approval tonight she will contact the vendor tomorrow; they have said that they could be installing it in early September.

MOVED by Susan Benz seconded by Will Walker that the Select Board approve expending funds from the Municipal Buildings & Facilities Expendable Trust Fund for the Town Clerk camera system upgrade at a cost of $4,298.

W. Walker stated that he does think there is a gap in coverage right now, and that this will help to close that gap.

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

f. Request to expend funds from the Municipal Buildings & Facilities Expendable Trust Fund *(Chrissy Herrera, Town Administrator)*

C. Herrera stated that we discussed this at a workshop in May. She wanted to formally request the expense from the Municipal Buildings & Facilities Expendable Trust Fund for refinishing the hallway and lobby floors for $4,200, re-keying exterior doors for $2,500, and completing phases A and B of the ADA assessments for $8,200 – so the total would be $14,900 to be expensed from the Trust Fund.

T. Whalen stated that he knows the Board was in favor of this back when it was discussed, and didn't know why the expense wasn't approved at that time – perhaps it was because we didn't yet have the quotes. C. Herrera replied that this is now just the formal request.

W. Walker asked whether C. Herrera anticipates anything from the ADA assessments that would result in needing to re-do the floors. C. Herrera replied that she does not foresee that having an effect; the floor work is mostly just a repair and restoration.

MOVED by Susan Benz seconded by Will Walker that the Select Board approve expending funds from the Municipal Buildings & Facilities Expendable Trust Fund for refinishing hallway and lobby doors, re-keying the exterior doors, and completing phases A and B of the ADA assessments for a total of $14,900. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

g. Request to accept private donation(s) in the amount of $200.00 to the Hollis Fire Department Expendable Trust Fund *(Rob Boggis, Fire Chief)*

Chief Boggis stated that the Fire Department has received a check for a private donation in the amount of $200.00. In order to put that in the Expendable Trust Fund that was established in, he believes, January 2025, there needs to be Select Board approval.

MOVED by Erin Hubbard seconded by Will Walker that the Select Board accept the private donation in the amount of $200.00 to the Hollis Fire Department Expendable Trust Fund. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

h. Request to approve amended Safety Program *(Chrissy Herrera, Town Administrator)*

C. Herrera stated that every two years we are required to review and/or update our Safety Program, contingent upon being able to receive discounts with the Primex prime program. The Joint Loss Management Committee has reviewed the Safety Program in July; the tracked-changes version and a clean version have been included in the Board's packet for this meeting. There were not a lot of changes, but a few housekeeping-type changes and some updates to the RSAs. This has been reviewed by staff over at Primex to make sure that all of those RSAs are up to date. She is requesting that the Board formally adopt the Program.

MOVED by Erin Hubbard seconded by Will Walker that the Select Board approve the amended Safety Program, as presented by the Town Administrator.

T. Whalen asked to confirm that this has been reviewed by the Joint Loss Management Committee and the Fire Chief. C. Herrera answered yes; the Department heads are part of the Committee.

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

i. Capital Expenditure Advisory Committee extension of term limits

T. Whalen stated that we have had several discussions about this already. He believes that C. Herrera and M. Binette have gotten to the bottom of where we are, actually, versus where we think we are in regard to the existing terms of the members of the Committee.

C. Herrera stated that this is a 7-member Committee. The members have different term dates, throughout July, August, and September. The recommendation from Staff is to extend their term dates to April 30, 2027 so that they are in the same cycle with other committee and board members.

T. Whalen stated that the reason they all have different dates is because they were granted one year from the date on which they started, and they each started at a different date. The intent is to move each Committee member to an appointed status until April 30, 2027.

S. Benz stated that there is a choice; it could be September 2nd or April. C. Herrera confirmed that there are options; the Board could approve it for another year, which would essentially leave them out of the same cycle as the rest and would give them an expiration date of September 2nd, 2027, or they could approve until April 30 and that would be another opportunity to review the term dates with the rest of the boards and committees – at which point they could do one year, two years, or three years.

T. Whalen stated that having the CEAC on the same schedule also makes sense from the standpoint of the fiscal calendar; if they are going to be presenting information for our budgetary seasons, March is the Annual Meeting and we want the same people there until at least then.

The Board was in agreement with getting the CEAC members on the same schedule.

MOVED by Susan Benz seconded by Will Walker that the Select Board extend the Capital Expenditure Advisory Committee term limit for all members to April 30, 2027. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

4. OLD BUSINESS

a. Farley Building fire alarm system update ***(Rob Boggis, Fire Chief)***

Chief Boggis stated that at the Board's last meeting he was asked to look into possibilities for protecting the Farley Building. He stated that that is a major task, without certain kinds of information. He was able to talk with Representative Barbour, who was the one who spearheaded the discussion at the last meeting, and got some better guidance as to where to go with it. Since occupancies drive how these fire alarms go, the intent is to have the building as it sits now, in an unoccupied status, and remain that way until they can figure out what they want to do, moving forward.

He stated that, as mentioned before, alarm systems require heat in order to work. However, technology is always changing. There are some new systems out there that are used on construction sites. Because OSHA is always looking to protect the workers, the codes are changing – so if you're going to build a 100-story skyscraper they can take these alarms and move them floor to floor as things get done. This system is called the WES3 system. The company that monitors all our fire alarm panels now, within the Town, does have experience with these systems. The systems are being used in Concord and Portsmouth for the exact same purpose, for mothballed buildings. They are battery-operated, wireless systems, and the batteries have a three-year lifespan. You can change the batteries after three years, to be able to continue to use the system. The system is modular, so it is all different components: there is a smoke detector component, a heat detector component, and they all wirelessly talk through a central control unit.

Chief Boggis stated that there were several issues with the building, and the Department of Labor not wanting Town Staff to get into it. It was going to be very, very expensive to have the control unit on the outside of the building because it needs to be in a secure box – so they decided that the best spot would be just inside the front door, facing Main Street. He further stated that the system is not cheap. It would be a Town-owned system; it could be used at another building in Town, or used floor to floor – the system can be moved around and re-programed. It's also a system that will tie into existing fire alarm systems in different buildings.

He stated that the unfortunate part that we are running into at the moment is that at the Farley Building, the cellular unit that communicates to the third-party monitoring company is a 24-volt system. It takes the 120 from the panel and reduces it to 24 volts to send the signal out. This new system, the WES3, does not have that ability – so we would have to upgrade the cellular unit to a 120-volt cellular packet. Then it would be able to communicate, and do everything. That means that power needs to stay on in the building, in order to do that. This is really the only system that can apply to this type of structure, as it is right now. The price is an estimate; they are still waiting to finalize a few smaller items – but after doing a walk-through with Chief Boggis and the Fire Inspector, the contractor feels very confident that he can do it for around $40,000. It should not exceed that. Chief Boggis has worked with this contractor for several years, throughout the Town. They repair a lot of our things.

S. Benz asked whether the estimate includes the upgrade of the Starlink; Chief Boggis answered yes. The electrical upgrade would be included in the $40k.

Chief Boggis stated that back in September 2025, the Board approved not monitoring the Farley Building any more. At that time, they were hoping that they would be able to remove the power from the building because that eliminates a lot of potential issues. That did not happen because of waterlines, so there is still power in the building – which is not ideal.

E. Hubbard asked about the state of the electrical system in the building – are we worried about electrical fires because the wiring is so old? Chief Boggis stated that he believes that at the moment there are only a couple of circuits that are on, in the building. Most are turned off at the circuit breaker. The circuit that runs the fire alarm panel that is there now is turned on, and there is a circuit that runs a heat tape along the waterline to keep it from freezing. E. Hubbard asked whether those are in pretty good shape. Chief Boggis answered that he is not an electrician, but we haven't had any problems with it.

T. Whalen stated that that is a critical juncture point for the water supply for downtown.

S. Benz stated that the Board cannot make a motion until they have a discussion about where the money would come from, but she is in favor of doing this. She wondered whether the funds could come from the Municipal Buildings & Facilities Expendable Trust Fund.

C. Herrera stated that the Trust Fund currently has a balance of $104,000, minus the $14,900 and $4,298 approved for use at this meeting.

T. Whalen asked whether there was any money in the fund created for the Farley Building. C. Herrera stated that she is not aware of that.

Chief Boggis stated that in talking with D. Padykula he is not sure that the account for the Farley Building got set up properly, so there may be $0 there. If it was set up properly, there might be around $2,000-

$2,500 there. When you set up the trust funds, you have to allocate a certain amount of money – and that allocation was never done. It was a spot for donations, but there wasn't a base price to open the account.

S. Benz stated that she personally donated money, and that that is there somewhere; she does not think that they spent it.

Chief Boggis stated that it is a matter of D. Padykula researching, and finding where everything went.

T. Whalen summarized that we have to find a funding source, and then decide whether or not we want to do it.

Chief Boggis added that he has been contacted by various people with other ideas about how to do this for the Farley Building; he would be cautious about not going with a known system. Because of the dollar amount, this project would typically have to go out for an RFP. This particular company is on our preferred vendor list. If we go out for an RFP on a project like this, he would have an extremely difficult time writing it as he would be doing it to an unoccupied building. He is not going to get apples to apples unless he specifically requests this system, and each bidder is going to give him a different number of smoke detectors, etc. With this particular company, they walked the building and did not overdue it – they tried to be conservative. He would highly recommend this preferred vendor, who has done other systems in Town.

W. Walker asked about the lifespan of systems like this, in terms of viability. Will it be out of date in five years? Chief Boggis responded that he doesn't have an answer 100% for that; he knows that they are a considered a temporary system. However, in speaking with this company he has heard that several other customers have replaced the batteries and it has been fine. It is a software thing, so as long as you can re-program them, in theory they will last forever. They are designed to go from -13 degrees Fahrenheit to over 120 degrees Fahrenheit because they are designed for skyscrapers. They are designed for the construction industry, and are pretty rugged devices. The components could also be mounted on a 2x4 type framework, so they would not have to be screwed through the walls or the tin ceilings. Some may have to be attached to the walls in order to work properly, but we could do as little damage as possible to get these installed.

E. Hubbard stated that it sound like this system gives great versatility, and has the ability to evolve to the next project where it would be needed.

Chief Boggis added that he believes this system also fits the building best for the state that it is in. He is not aware of another company that makes a system like this one.

S. Benz appreciated Chief Boggis's research on this, and stated that the Board may have to table the discussion until we get some numbers from D. Padykula. She is in favor of doing this; it is just a question of where the funds would come from.

Chief Boggis asked for a sense from the Board, so that this company keeps this potential project on the front burner for the Town. T. Whalen replied that he thinks we're still in discovery mode, and haven't had enough of a discussion as yet. He stated that he thinks S. Benz's sentiment is that we want to do something.

b. Hollis Police Department septic line repair RFQ ***(Brendan LaFlamme, Chief of Police)***

Chief LaFlamme stated that he put the RFQ out twice. The first time, they had zero response; the second time, with a little bit of solicitation, they were able to get some responses. Four site visits took place; only two of those visits resulted in quotes. He knows that we are supposed to get three, but that is a challenge for this project. The two quotes that they did get are complete; one certainly had more detail, but they both included everything that was asked for. The prices were very different – one was $117,000 and one was $88,000. The lower quote is the one that provided greater detail. It is a company that has been used by municipalities in the past, though admittedly he does not have any first-hand references. This project was approved for $80,000 at Town Meeting. If they were to go with the lower bid that has been received, he is confident that he could cover the remaining $8,000 out of his salary line. However, it is strongly recommended by everyone with whom he has spoken that they have some contingency for this because once we start cutting into the floor and walls we don't know what could be found.

S. Benz asked whether we know how much should be added for contingency. Chief LaFlamme replied that one contractor suggested 15%, but everything is a guess with this project as the whole thing is encased in concrete.

Chief LaFlamme added that the question is not an if but a when the septic line is going to fail. We know this from everyone who has put cameras down there over the years. It has been kicked down the road by every administration since he has been working there. Hopefully this fix would last through whatever the next use of the building is.

W. Walker asked about additional costs, such as temporary bathroom facilities. Chief LaFlamme answered that portables are factored into the quotes. In terms of showers, if there were an emergency situation hopefully the Fire Department could let them use their facilities. A brand-new kitchen is also part of this quote – they are saving the appliances, but the cabinets are in such rough shape that it makes no sense to try to save them. This will involve several different types of flooring because they will be cutting through so many different rooms. There will also be patch jobs to walls, and whatever unknowns they find.

Per a question from S. Benz, Chief LaFlamme confirmed that he is confident he can cover the extra amount in the lower received quote from his salary line – keeping in mind that he will be back before the Board in the future to talk about the totaled cruiser, and how they are going to pay for what insurance isn't covering. S. Benz stated that, then, in terms of any kind of other funding, we're just talking about the 15% contingency. Chief LaFlamme stated that, again, that is a guess – it could be more, or less, or none.

It was discussed that 15% of the lower bid is approximately $13,200. S. Benz stated that she thinks we have to do this. It was considered that that 15% would come out of the Municipal Buildings & Facilities Expendable Trust Fund. In regard to the discussions that the Board just had about the use of money in the Trust Fund, T. Whalen stated that it is a matter of prioritization – we have live bodies in the Police Department building. S. Benz concurred, and added that we know that this has been a problem for years.

Chief LaFlamme summarized that they have two bids; with the Select Board's approval they would go with the lower bid and get started as soon as possible.

MOVED by Susan Benz seconded by Will Walker that the Select Board approve Brookstone Builders to do the septic work at the Police Department, at a cost of $88,300. $80,000 will come from the approved Town Warrant, and the remainder will come from the Police budget.

S. Benz and E. Hubbard stated that any contingency, if needed, will come from the Municipal Buildings & Facilities Expendable Trust Fund and/or the Contingency Fund.

E. Hubbard asked whether there is a timeline for performance of the work. Chief LaFlamme replied that the hope is that they can get started within a month. He does not have an official start date from the contractor as yet. The goal is to have it done before it gets too cold, as their locker room is going to be moved to one of the garage bays. The anticipated length of the whole project is 4-6 weeks.

W. Walker asked what happens if someone in the holding cell has to go to the bathroom – is there a security protocol? Chief LaFlamme replied that if they are in a position in which they are holding somebody, they will use a different facility at a mutual aid town.

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

c. Capital Improvement Plan (updated 8/10/2026)

S. Benz stated that if you go down to the newer requests, she took an action, and the Chief and DPW extended some of their requests through 2035 because they had not done that and a lot of other departments and the schools had their requests through 2035. She thanked the Department heads for doing that.

E. Hubbard recommended updating the Police septic system to the cost of $88,300, as right now it is on the CIP for $80,000.

d. RTK – Summary of Expenses (updated 8/03/2026)

T. Whalen stated that this is an every-meeting review of the costs RTK requests, year to date. He asked C. Herrera whether the costs are trending upward or downward, and whether we have everything represented.

C. Herrera responded that the costs are holding steady; the requests are still coming in fairly consistently. We do have the one larger request from 2025, on the last page – that is an ongoing request, until it is done. Hopefully it will be complete by the next Select Board meeting. T. Whalen stated that there has been considerable effort from Town Counsel on that one.

W. Walker stated that Chief LaFlamme had had a strategy for the RTK requests that come to his Department, and asked whether that strategy is working. Chief LaFlamme answered yes. Some automated conversations are going back and forth, but it is minimal.

5. DEPARTMENT/COMMITTEE LIAISON UPDATES

a. Historic District Commission

S. Benz stated that the HDC cancelled their meeting as there were no requests.

b. Cemetery Trustees

E. Hubbard reported that things are moving along. One of the things that would be helpful to clarify would be the deadline for warrant requests, rather than have it be simply "mid October". She asked whether it is the Select Board or the Budget Committee who sets the deadline, and suggested that it be something like noon on October 15. T. Whalen stated that this is a request that has come from multiple Department heads, as well – a firm deadline for warrants. He stated that he thinks it is appropriate that we pick a date, and ask for them to be in by then. E. Hubbard stated that October 15 is a Thursday; the 19th would give us two full weeks until the end of the month. The 12th is Columbus Day. She recommended the 19th. T. Whalen stated that he would be just as comfortable with the 15th. The Board asked what would be easiest for the Department heads.

C. Herrera stated that the Select Board has a meeting date on October 26th, and that that is a designated meeting for the Department heads to meet with the Select Board about the budget. E. Hubbard stated that she would vote for the 15th, then, so that we have more of a buffer between that meeting and the due date.

MOVED by Erin Hubbard seconded by Susan Benz that the Select Board set noon on October 15th as the official due date for warrants. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

6. ADMINISTRATIVE BUSINESS

a. Assessing

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

MBLU	Owner	Location	Acres Removed	LUCT Amount
029-004-002	Patrick R. Dunn	21 Lorenzos Ln	8.00	$30,000

MOVED by Susan Benz seconded by Will Walker that the Select Board approve the Form A-5 & Warrant, Current Use Release & Land Use Change Tax (LUCT) for MBLU 029-004-002. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

b. Approval of Warrants

a. Wages	**$253,213.77**	**07/16/2026**
b. Wages	**$235,022.56**	**07/30/2026**
c. Accounts Payable	**$340,925.73**	**07/20/2026**
d. Accounts Payable	**$650,275.15**	**08/03/2026**
e. HSA	**$2,046.65**	**07/16/2026**
f. HSA	**$1,920.65**	**07/30/2026**

MOVED by Susan Benz seconded by Will Walker that the Select Board approve the Warrants for Wages from 07/16/2026 and 07/30/2026, Accounts Payable from 07/20/2026 and 08/03/2026, and HSA from 07/16/2026 and 07/30/2026. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

c. Approval of Minutes

i. 07/13/2026 Select Board Public Meeting Minutes

MOVED by Will Walker seconded by Erin Hubbard that the Select Board approve the public meeting minutes of 07/13/2026. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

ii. 07/13/2026 Select Board Non-Public Meeting Minutes

MOVED by Will Walker seconded by Erin Hubbard that the Select Board approve the non-public meeting minutes of 07/13/2026 and keep them sealed. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

7. MEETINGS & ANNOUNCEMENTS

As there is a lengthy list of upcoming meetings, it was decided to forego reading them all in the interest of time. T. Whalen stated that the next Select Board meeting is scheduled for September 14, 2026.

8. TAX DEEDING

C. Herrera stated that the Board needs to make a decision on tax-deeded property. The property in question needs to be either deeded or waived. She stated that at the Board's last meeting, they agreed to deed 26 Silver Hill Park. That was what was decided at that time. There is a tenant occupying the residence, so if the Board would like to continue to deed that the deadline is September 1st.

T. Whalen stated that currently there is about $26,000 in back taxes owed on the property. Of the $26,000, $3,000 applies to the tax deed. The most recent tax bills have not been paid in the last two years. There is a history of this pattern, for this property, over the years. The property is not owned by a resident; it is a rental property which is currently rented.

S. Benz pointed out that the landowner is therefore getting income from rent. T. Whalen stated that the assumption is that the tenant is paying his rent. We do not know the condition of the building, or the condition of the rental agreement.

T. Whalen added that one of the things the Select Board has historically stated is that we do not wish to be a landlord. We would rather settle our debts, and take care of business that way. Our choice is that we can deed the property, try to sell it right away and regain our funds. In that case, we get the money that is owed to us plus any fees, any costs incurred to sell, but the owner gets the proceeds from the sale that are left over after the Town's reimbursement. T. Whalen stated that he remembers a case in which the Board deeded a property, and if they decide to do that in this case they will be discussing the property frequently in their meetings.

S. Benz stated that she is leaning towards doing that, not waiving it, in the hopes that that event will cause some action.

T. Whalen stated that he is suggesting that the Board waive the $3,000 and continue to pursue the debt, as opposed to deeding the property and creating a lot of work for themselves.

C. Herrera stated that there are some unknowns; we are not sure of the condition of the property. If the Town were to deed it, we would take on all responsibility should there be any maintenance repairs, etc.

T. Whalen asked whether, if the Board deeds the property, they are required to continue a lease.

C. Herrera stated that she does not have that answer, but the Board previously agreed to deed the property. Right now, it will proceed as being deeded unless they choose to waive it.

W. Walker asked whether, if the Board assumes ownership of the property and decides to sell, there is any constraint on what they sell it for. Could we sell it for just the money owed? T. Whalen replied that there are rules; we are required to act in good faith.

S. Benz asked what has changed in T. Whalen's mind between the Board's decision on this at their last meeting, and now. T. Whalen answered that the Board discussed the landlord part last time.

C. Herrera stated that the property is scheduled to be deeded September 4th, so this is another opportunity to discuss options and the property before it is deeded. This property is tenant-bound.

E. Hubbard asked whether, if the Board waives the deed now, there is a mechanism to find out more about the property and potentially deed it at that point. C. Herrera answered that she believes the Board would have to wait until the next cycle.

T. Whalen stated that if the Board waives it now, they will get another opportunity next year to do the same thing. Next year, it will be for about $16,000 as opposed to $3,000. T. Whalen stated that what changed his mind about this is that at the last meeting he thought that we were talking about the full $26,000. He knows that we are talking about getting paid in full no matter what, but what we're really deeding on is based on $3,000.

S. Benz stated that, to E. Hubbard's point, the Board should probably find out more about the rules around leasing, having a tenant, if the Town deeds the property.

E. Hubbard stated that for $3,000 she doesn't think it's worth becoming landlords of a property the condition of which we do not know. However, if the Board waives the tax deed, they need to make it clear that they need to find out everything they can about the property so that when it comes around again they can make a firm choice.

T. Whalen stated that he knows the Board has been involved in a situation similar to this before, and it became a vortex of legal hours and constant non-public discussions.

E. Hubbard stated that, though, we need to hold people responsible for their obligations to the community.

T. Whalen stated that the Board would only be waiving their ability to deed this property this year, at this time. They will have the opportunity to do it again next year. If it is not settled at that point, it will be for a much bigger amount.

C. Herrera stated that the property address is 26 Silver Hill Park. T. Whalen stated that it has about 980 square feet of livable space in it.

MOVED by Susan Benz seconded by Will Walker that the Select Board waive tax deeding 26 Silver Hill Park.

E. Hubbard asked whether there is a mechanism for the Board to find out more information about this particular property between now and next year. T. Whalen answered that he doesn't think the Board has that ability, other than to do a drive-by. They could ask for an inspection. S. Benz stated that she would like to do that.

C. Herrera stated that we can look into it; there may be some public records.

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

9. NON-PUBLIC SESSION

RSA 91-A:5 XI cyber security, and 91-A:3 (d) land acquisition

MOVED by Erin Hubbard seconded by Will Walker that the Select Board enter Non-Public Session in accordance with RSA 91-A:5 XI cyber security, and 91-A:3 (d) land acquisition. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

The Board entered non-public session at 7:47pm.

10. CONCLUSION OF NON-PUBLIC SESSION

MOVED by Will Walker seconded by Susan Benz that the Select Board come out of Non-Public Session and seal the minutes, in accordance with RSA 91-A:5 XI cyber security, and 91-A:3 (d) land acquisition. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

The Board came out of non-public session and entered back into public session at 8:25pm.

11. PUBLIC SESSION

MOVED by Will Walker seconded by Susan Benz that the Select Board adopt the Town of Hollis Cybersecurity Incident Response Plan, as recommended by D. Desaulniers, IT Director. Voting in favor of the motion were Whalen, Benz, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

12. ADJOURNMENT

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

The Board adjourned at 8:26pm.

Respectfully Submitted,
Aurelia Perry, Recording Secretary

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