TOWN OF HOLLIS SELECT BOARD
September 14, 2026
PUBLIC MINUTES 6:00 PM
DRAFT

SELECT BOARD MEMBERS

Select Board Present:	Chair David Petry; Vice Chair Tom Whalen; Erin Hubbard; Will Walker
Select Board Absent:	Susan Benz
Staff Present:	Chrissy Herrera, Town Administrator; Deb Padykula, Finance Director; Joan Cudworth, DPW 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

D. Petry called the meeting to order at 6:00pm and the Pledge of Allegiance was recited.

C. Herrera stated that there were no changes to the agenda.

PUBLIC COMMENT

Chelsea Lennartz, 50 Pine Hill Road. Stated that there was a special license application to close down some of the roads around Monument Square for Halloween. For the past three years a bunch of parents and people who live in this area have tried to close the roads for Halloween because there are a lot of kids. Two years ago, Recreation did the Trunk-or-Treat to help. That is usually for kids under 6. The first year, they had 265 people come; last year they had 343, and this year it is on a Saturday – so it's going to be big. After that, there are even more people because the older kids are coming in. It gets to the point at which people don't even fit on the sidewalks. She and a group of parents thought that perhaps money was the issue with closing the roads, as no one wants to pay for the police detail, so they offered to fundraise. They have the money, and have now covered the cost, but she is not sure that this should be a parents/private citizen problem: they don't make Halloween, or designate the hours for Halloween. They're not holding a special event, but are just trying to make sure that everything is safe. Perhaps at some point there should be a committee.

1. NEW BUSINESS

a. Event Specific Sign Permit approval for (1) 30x45 sign outside of Town Hall and Constitution Week Proclamation, 9/17/26 through 9/23/26 *(Mary Lou Ward, Daughters of the Revolution)*

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the 30x45 sign outside of Town Hall for Constitution Week. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

In terms of the Constitution Week Proclamation, D. Petry stated that four of the five Select Board members have signed it, and S. Benz will sign it when she is available.

D. Petry read the Proclamation: "Town of Hollis, NH. Whereas September 17, 2026 marks the 239th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention, and whereas it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary and to the patriotic celebrations that will commemorate the occasion, and whereas Public Law 915 guarantees the issuing of a proclamation each year by the president of the United States of America designating September 17 - September 23 as Constitution Week, now therefore we the Select Board of the Town of Hollis, New Hampshire, by the authority vested in us, do hereby proclaim the week of September 17 - September 23 as Constitution Week, and ask our citizens to reaffirm the ideals that the framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties and remembering that lost rights will never be regained. In witness whereof, we have hereunto set our hands and caused the Seal of the Town of Hollis to be affixed on the 14th day of September of the Year of our Lord 2026."

Mary Lou Ward thanked the Select Board for honoring our Constitution today with a proclamation. She stated that she is with the Daughters of the American Revolution. She asked to imagine that it is 1787. The colonies are united under the Articles of Confederation, but it is weak and problematic. The Philadelphia Convention was called to revise the Articles of Confederation. The great minds of the colonies gathered, like Washington, Madison, and Franklin. From May 25 to September 17, 55 delegates met in a very hot room with windows shut for secrecy. Ideas and arguments flew back and forth. The different colonies had very different demands and objectives. Farmers were being put in jail for reasons they did not understand. Every colony had different money. Bills were not being paid. Confusion abounded. Some colonies were raising their own armies. Foreign countries were watching for divisions that they could take advantage of. After a few weeks of unending arguments, Ben Franklin stood up and insisted that from now on they would start every day with a prayer from a minister. Sessions moved along much better with a better attitude. Ok, a new government – a new Constitution should be formed, but what? Not the English structure we just fought. Not government where too much power in a king, or in commerce, or in military like Sparta, Rome, or Carthage, which all failed. Distrust, envy, pride, power-hungry people were all sins that destroyed past governments. No one person should have that power. Wait: all of us, we the people, should have the power to run the country. A separation of powers, branches of government – and then our Constitution evolved. "We the people, in order to form a more perfect union". Not perfect, but more perfect, with space for improvement, like amendments allowing individual rights, freedoms and protections which would eventually abolish slavery and give all citizens the right to vote. And so, today, we all are blessed to live with the greatest and longest-living Constitution – but with a warning from Abraham Lincoln: "Don't interfere with anything in the Constitution. It must be maintained, for it is the only safeguard of our liberties."

A group photo was taken with the Select Board.

b. Direct Support Professionals' Appreciation Week Proclamation, 9/13/26 through 9/19/26

W. Walker read the Proclamation: "Town of Hollis, NH. Whereas direct support professionals are essential to the physical, mental, and emotional security of New Hampshire citizens living with a disability, and direct support professionals' commitment and dedication to caring for others with disabilities personifies the true meaning of community, and whereas direct support professionals, direct care workers, personal assistants, and in-home care providers are the primary providers of publicly-funded long-term supports and services for individuals with disabilities in Hollis, and whereas direct support professionals assist New Hampshire citizens with disabilities in leading independent lives and are dedicated to developing close and trusted relationships with individuals, their families, and the community to provide a broad range of daily living support, and whereas direct support professionals' devoted commitment enriches lives by enabling community engagement of citizens impacted by disabilities and further strengthens communities by including people with disabilities, and whereas 2026 marks 19 years of celebrating direct support professionals' contributions to improving the lives of those they support and the communities they enrich, now, therefore, we the Select Board of the Town of Hollis, New Hampshire do hereby proclaim the week of September 13 - September 19 as Direct Support Professionals' Appreciation Week, and call this to the attention of all citizens. In witness whereof, we have hereunto set our hands and caused the Seal of the Town of Hollis to be affixed this 14th day of September, the Year of our Lord 2026."

W. Walker stated that the four present members of the Select Board have signed the Proclamation, and S. Benz will sign it when she is available.

c. Fire pit waiver request for Old Home Days event ***(Becky Kellner, Beaver Brook Association)***

B. Kellner stated that she is speaking on behalf of the Beaver Brook Association, where she serves as the Program Director. She is requesting a one-time waiver for this coming Friday evening, to be allowed to have a portable propane fire pit at Nichols Field to host a smores gathering for family, friends, and neighbors to come together. This is a meaningful way for Beaver Brook to contribute back to the community in the spirit of Old Home Days, sharing what it means to be outdoors together. They have been in contact with Fire Chief Boggis in advance of this request, and have made adjustments according to his suggested plans. They will be using a propane fire pit, so there will be no embers, no coals, no wood, no smoke like that. She went over some of the safety precautions that they would have in place if the fire pit waiver is granted, and stated that they will stay more than 10 feet away from any physical structures such as tents, easy-ups, or flammable displays. They are not planning to have a tent or an easy-up as part of their experience. The fire pit will stay adult-supervised by a Beaver Brook staff member the whole time, and they will be using benches to corral the fire pit. The activity at the fire pit will be making smores, so they will be selling the products to make smores with friends – so there will be a designated purpose to be at the fire pit. They will have a fire extinguisher available at the site, and they will be on the hard-pack material at the track and not on the grass. They will also be very close to the entrance and exit where the Fire Department can come in and out of the area. They are adhering to all of the requested safety procedures from the Fire Chief. They feel that this is a really great activity to bring community together. It gives children and families something else to do at the event.

E. Hubbard stated that she read the Fire Chief's memo, and that he seems to think that everything is all set with this proposed activity.

T. Whalen asked where the Beaver Brook Association's tent is going to be, in relation to the pit. B. Kellner replied that they are not having a tent.

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the one-time waiver for the open fire pit for the Beaver Brook Association, per the email dated September 3, 2026. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

d. Request to expend funds from the Municipal Buildings & Facilities Expendable Trust Fund for repairs to a Hollis Police Department holding cell in the amount of $1,846.83

A Police Officer from the Town of Hollis Police Department presented the case to the Select Board, stating that they had a prisoner in the holding cell who decided to damage the cell door. They got a quote for replacement and installation of a new door that was close to $3k; this price of $1,846.83 is just the door, for the Police Department to install themselves. They are a little bit concerned about their maintenance budget line at the moment, especially with the new septic line. They also had a cruiser that was recently totaled, so, while they do have funds in their salary line, there is $30 - $40k coming out of the salary line to fund that. That is why they are asking for the $1,846.83 for the holding cell door to come out of the Municipal Buildings & Facilities Expendable Trust Fund.

D. Padykula stated that we currently have $71,000 of unallocated funds in the Municipal Buildings & Facilities Expendable Trust Fund. Per a question from D. Petry, D. Padykula confirmed that we still have a couple of projects to finish this year, but they are already accounted for.

Per a question from W. Walker, the Hollis Officer confirmed that restitution is certainly going to be something they will be looking for, via the court process. In an ideal world they would get all of that money, and in an ideal world it would happen quickly – but there are no guarantees.

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the request to expend funds from the Municipal Buildings & Facilities Expendable Trust Fund in the amount of $1,846.83 with the stipulation that if we do get reimbursed, the money is returned to that same fund. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

e. Request to accept private donation(s) in the amount of $525.00 to the Fire Department Expendable Trust Fund

MOVED by Erin Hubbard seconded by Will Walker that the Select Board accept the private donation(s) in the amount of $525.00 to the Fire Department Expendable Trust Fund. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

f. North Cemetery Road Improvement Bid Proposals

Melinda Willis of the Cemetery Trustees presented to the Select Board, and introduced Erika MacDonald, who is now the Chair of the Cemetery Trustees. M. Willis stated that they received three proposals, in their project to do an expansion and improvement of the roads at the North Cemetery and also putting in a buried water tank at the North Cemetery. They chose the lowest bid, which was also the most comprehensive bid. The amount of that bid is $131,672. There was a contingency in the proposal for if the reclaimed asphalt price goes up, the contractors could ask for additional funds. They would like to include an additional 5% in their request, for that potential inflation, and also add a 10% contingency fund. Altogether, they are asking for a warrant article for up to $151,000. They are hoping to not have to hit that, but they want to be cautious in their request. Their CIP request for this project was $200,000, so the warrant article request is $49,000 less than that CIP budget. M. Willis has drafted language for the warrant article, which she will give to C. Herrera.

D. Petry asked what the validity date of the bid is, to which M. Willis replied that they are expecting to start work in the spring of 2027, after Town Meeting. D. Petry asked whether the bid is valid through Town Meeting, to which M. Willis answered yes. The project would take four weeks of work, after awarded.

M. Willis stated that the Cemetery Trustees are going to potentially request three warrant articles this year. There is this one; a repeat warrant article from previous years for $10,000 for savings toward future cemetery expansions; and the third one, which came up recently. When they started taking the monies for people to buy their lots (right to inter) in 2010, the Trustees decided to put that money into a trust fund for maintenance of the cemeteries. That takes some of the burden off of their annual budget. In 2010, there was no RSA that stated that they had to have a warrant article to create that trust fund. In 2014, an RSA was created that said that there had to be a warrant article for creation of such a trust fund. D. Padykula is going to look into the situation, and find out whether the Hollis Cemetery Trustees' trust fund is grandfathered or whether they need to do a warrant article this coming spring to correct the paperwork.

g. Review and approve Select Board meeting dates for 2027

No members of the Board noted a conflict with any of the dates as currently proposed. D. Petry stated that if we do run into a conflict, rescheduling could occur.

MOVED by Erin Hubbard seconded by Will Walker that the Select Board approve the proposed Select Board meeting dates for 2027, with the understanding that rescheduling could occur in the event of a conflict. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

2. OLD BUSINESS

a. Transfer Station final update

J. Cudworth began by speaking about the Souhegan Regional Landfill District. The SRLD bought a brand-new compactor for $200,000. It was delivered and installed, and then it was discovered that they built the wrong one. This is not a Town of Hollis problem; it is an SRLD problem. The compactor was ordered correctly; we ordered a 600XW, and received a 600X. On Thursday night the SRLD will decide whether they are going to have Marathon take the whole thing out at their cost and put a new one in, or have Marathon retrofit it with a retrofit that they have come up with. Because Hollis doesn't own the equipment, it is up to the SRLD how they proceed. They are on top of it, and know that it is mission critical. There is paper trail, and all parties have agreed that it was a terrible mistake.

D. Petry asked about the lead time for a new compactor. J. Cudworth replied that the last one took four months. She stated that we always have a plan B, and the SRLD is paying for all the costs associated with the extra loads of trash. There is no cost to the Town of Hollis.

J. Cudworth stated that if they go with a retrofit, it will be two weeks before they can get all the parts shipped out here, and then it's just a matter of welding it together. It does not void the warranty; SRLD has asked those questions. Again, Hollis does not own any of the equipment, so it is up to the SRLD.

D. Petry pointed out that the SRLD should not be paying for any of the associated costs; the manufacturer should cover everything. J. Cudworth concurred. She stated that the manufacturer has already said that they would cover the costs of either the retrofit and welding, or a brand-new compactor. She stated that in the meantime, SRLD has guaranteed her that they will continue to move our 50-yarders at no additional cost to the Town of Hollis.

Per a question from T. Whalen, J. Cudworth stated that yes, there is a difference in capacity between the 600XW and 600X compactors.

D. Petry and J. Cudworth concurred that they would vote for a whole new compactor, as ordered.

In regard to the final update on the transfer station, J. Cudworth thanked S. Benz for supporting this project, giving guidance, and playing a critical role in the next steps when J. Cudworth sounded the alarm about the transfer station wall. J. Cudworth thanked David Jennings for meeting with her shortly after J. Cudworth spoke with S. Benz. D. Jennings understood the problem, and gave J. Cudworth some ideas as to what to do next.

J. Cudworth stated that she is now in front of the Board with the final update on a $2.4 million warrant article that passed at Town Meeting to build a new transfer station wall. The project is complete except for the camera installation that will happen this week. She thanked David Jennings and his amazing staff. They kept us open, worked with us to keep the transfer station safe, and it was the most neat and tidy construction scene that she has ever seen. They had the right machinery to do the job, and always stopped to listen when J. Cudworth asked questions. Jennings Excavation truly cared about the project as much as she did, and the project came out amazingly. We gained 16 parking spaces, a handicapped parking space, a safe zone pathway for everyone to walk, new lighting that lights the entire yard, cameras, a spot for future growth, roofs that keep staff out of the elements and our trash dry, a lot more space to move around the yard, more green space, and a beautiful new wall.

J. Cudworth stated that our next steps over the coming weeks are that the still-good table will come back, and there will be a few changes as we move forward. A shed will be placed down below, manned by staff at the lower gate to sell stickers, take TVs, tires, and monitors, and check what is being left at the still-good table so that there is no chance of a battery fire. Staff will also check to make sure that transfer station rules are followed per RSA 41:11, the one-30-minute-visit-per-day rule.

J. Cudworth thanked the Hollis residents for their patience and support, and thanked the entire Select Board for their support of the wall project and all the support that she continues to receive.

D. Petry asked whether the project came in under budget, to which J. Cudworth replied that we came in right at $2.4 million and not a dime to spare – but we did it.

b. Capital Improvement Plan (updated and approved 8/31/2026) and New Project Requests (updated 9/09/2026

D. Petry asked whether there are any changes to the CIP. D. Padykula stated that there are a few new requests to the Municipal Buildings and Facilities Expendable Trust Fund. There are three additional items from the Police Department: a garage heater for $4,800, for 2028; a water heater in 2030 for $3,000; a septic field and tank replacement for 2031 for $40,000.

D. Padykula stated that these items will go on the Municipal Buildings and Facilities Expendable Trust Fund list.

MOVED by Tom Whalen seconded by Will Walker that the Select Board accept the proposed three new projects from the Police Department as listed on the request dated 9/14/26 . Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

c. RTK – Summary of Expenses (updated 8/27/2026)

D. Petry asked whether the current list before the Board consists of costs incurred just in 2026 or whether it includes 2025 as well. C. Herrera stated that the first two pages are about 50 requests; the total on the last page includes a request from 2025 – so it is all of 2026, plus the one from 2025 that rolled into 2026. It is the total cost from 2026, plus the one request from 2025 that rolled into this year.

T. Whalen stated that the requests have cost roughly $5,000 for the year, to date.

D. Petry stated that he thinks his recommendation is going to be that we have a budget line for RTK requests. Right now it comes out of the general and legal budgets; it should be separate.

3. DEPARTMENT/COMMITTEE LIAISON UPDATES

a. Old Home Days

E. Hubbard stated that Old Home Days is this coming Friday and Saturday, and that it is going to be great.

T. Whalen stated that he will walk in the parade for the Select Board.

b. Budget Committee

T. Whalen stated that they expect to have the recommended increase amount for the budget in November.

D. Petry stated that that is late; we're trying to get everything locked down between now and the middle of October.

4. ADMINISTRATIVE BUSINESS

a. Assessing

2026 MS-1, Summary Inventory of Value

Form MS-1 is required by the NH Dept. of Revenue Administration (DRA) to establish the assessed value of the Town for 2026 Tax Rate setting.

D. Petry stated that this is a 0.6% change from last year.

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the current MS-1 form for submission. Voting in favor of the motion were Petry, Whalen, 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
26-223-05	036-024	Society for the Protection of NH Forests	Farley Road

MOVED by David Petry seconded by Will Walker that the Select Board approve the 2026 Notice of Intent to Cut Wood or Timber, Operation #26-223-05. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

2026 Report of Wood or Timber Cut

Operation #	MBLU	Owner	Timber Tax Levy
26-223-01	037-012	James & Jonathan Rock	$1,137.38
26-223-04	041-001& 041-002	Robert & Helena Hayden	$1,812.02
		Total:	$2,949.40

MOVED by David Petry seconded by Will Walker that the Select Board approve the 2026 Report of Wood or Timber Cut, Operations #26-223-01 and #26-223-04. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

b. Approval of Warrants

a. Wages	**$253,233.28**	**08/13/2026**
b. Wages	**$242,166.41**	**08/27/2026**
c. Wages	**$236,532.47**	**09/10/2026**
d. Accounts Payable	**$295,342.65**	**08/17/2026**
e. Accounts Payable	**$218,331.28**	**08/31/2026**
f. Accounts Payable	**$3,700.00**	**09/01/2026**
g. Accounts Payable	**$924,107.96**	**09/15/2026**
h. HSA	**$1,870.65**	**08/13/2026**
i. HSA	**$1,815.65**	**08/27/2026**
j. HSA	**$1,597.00**	**09/10/2026**

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the Warrants for Wages from 08/13/2026, 08/27/2026, 09/10/2026, Accounts Payable from 08/17/2026, 08/31/2026, 09/01/2026, 09/15/2026, and HSA from 08/13/2026, 08/27/2026, 09/10/2026. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

c. Approval of Minutes

I. 08/10/2026 Select Board Public Meeting Minutes

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the public meeting minutes of 08/10/2026. Voting in favor of the motion were Whalen, Hubbard, and Walker. No one was opposed. Petry abstained. The motion PASSED 3-0-1.

II. 08/31/2026 Select Board Public Meeting Minutes

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the public meeting minutes of 08/31/2026. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

III. 08/10/2026 Select Board Non-Public Meeting Minutes

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the non-public meeting minutes of 08/10/2026 and keep them sealed. Voting in favor of the motion were Whalen, Hubbard, and Walker. No one was opposed. Petry abstained. The motion PASSED 3-0-1.

IV. 08/31/2026 Select Board Non-Public Meeting Minutes

MOVED by Tom Whalen seconded by Will Walker that the Select Board approve the non-public meeting minutes of 08/31/2026 and keep them sealed. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

5. MEETINGS & ANNOUNCEMENTS

The meeting schedule was announced for September 15, 2026 – September 28, 2026.

Announcements include:

- Old Home Days is this coming weekend, September 18 and 19; the list of events is online.
- Saturday, September 26 from 8am – noon is Household Hazardous Waste collection day, in Nashua, at 25 Crown Street.

D. Petry stated that a speaker earlier tonight mentioned Halloween, and he asked whether C. Herrera has received the associated paperwork. She answered that she has not gotten it yet, but knows that it is in circulation between the departments – there is a special event license that is being circulated. She is not sure whether a permit has been requested from the State to close roads around Monument Square; they are all State roads.

D. Petry asked whether these mentioned Halloween events were sponsored by the Recreation Commission in the past. T. Whalen stated that there was a discussion at the Rec. Commission last year about them taking it over; when they voted down the full-time position there was not room in the schedule for it. C. Herrera stated that the Rec. Commission does sponsor an event over at the Library for the smaller children which is earlier in the day. What is being requested is the 6-8pm timeline, which she believes a lot of other communities do. It's not really a Town-run event.

D. Petry stated that in looking at the Town's budget, they can't be adding things. It's a great idea; if people from the community want to sponsor it, that's fine – but they also have to submit the proper paperwork in the correct amount of time. He does not know how long the State approval takes.

6. NON-PUBLIC SESSION
RSA 91-A:3 II (a) personnel, (d) land acquisition, and (l) legal
MOVED by Will Walker seconded by Erin Hubbard that the Select Board enter Non-Public Session in accordance with RSA 91-A:3 II (a) personnel, (d) land acquisition, and (l) legal. Voting in favor of the motion were Petry, Whalen, Hubbard, and Walker. No one was opposed. The motion PASSED 4-0-0.

The Board entered non-public session at 6:52pm.

7. CONCLUSION OF NON-PUBLIC SESSION
MOVED by Erin Hubbard seconded by Will Walker that the Select Board come out of Non-Public Session and seal the minutes, in accordance with RSA 91-A:3 II (a) personnel, (d) land acquisition, and (l) legal. Voting in favor of the motion were Petry, Whalen, 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 8:00pm.

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

The Board adjourned at 8:00pm.

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.