

**Holderness Select Board  
Meeting Minutes  
June 24, 2019**

**Select Board Members Present:** Jill White, Chair, Woodie Laverack, Vice Chair, Sam Brickley and Kelly Schwaner

**Others Present:** Town Administrator- Michael Capone, Fire Chief Eleanor Mardin and Nate Fuller.

**Call to Order:** The meeting was called to order at 5:00 PM in the first-floor conference room.

**Payroll & Payables:** Reviewed and discussed.

**Consent Agenda Items and Correspondence Reviewed:**

**Pledge of Allegiance:** At 5:30PM Ms. White led those present in the Pledge of Allegiance.

**Department Head Visits: Fire Chief Eleanor Mardin:** Chief Mardin was present to provide an update on fire department activity. She noted that, to date, the department had responded to 156 calls, slightly lower than last year at this time. Repairs have been completed to Engine #3.

The Chief mentioned that she had received one response so far for the request for bids on the well project at the Public Safety Building. Six vendors had been directly solicited for bids. It was anticipated that more bids would be received by the July 5<sup>th</sup> deadline. The Town Administrator noted that the bid would be advertised on the NHMA website as well.

The Chief also mentioned that a review of the department equipment listing showed that more of the replacement bottles for the SCBA's would need to be replaced as they can no longer be serviced. She was going to purchase replacements with some of the money in this year's equipment budget and more from the 2019-2020 operating budget and capital budget. She was also going to explore options for grant funding.

Ms. White asked the Chief if she had any recollection of discussions with Mr. Epp regarding his plans for the barn structures at 816 NH Route 175 as her visit was mentioned during the barn preservation easement discussion at the last meeting. The Chief recalled mentioning that if the farm stand near the front of the property were to be occupied, it would require some structural work. She did not recall discussing any work on the unimproved area of the barn beyond what would be required to get a "place of assembly" permit.

The Board thanked Chief Mardin for attending the meeting.

**Approval and Signing of Payroll and Payable Checks:** Mr. Laverack made a motion, with a second from Mr. Brickley to approve the payroll and accounts payable manifests and to issue checks accordingly. The motion passed by a vote of 4-0.

**Approval of the Public Meeting Minutes of June 10, 2019:** Ms. Schwaner made a motion to approve the public meeting minutes of June 10, 2019, with a second from Mr. Brickley. The Board voted 4-0 in favor of the motion.

**Approval of the Non-public Meeting Minutes of May 13, 2019:** Mr. Laverack made a motion to approve the non-public meeting minutes of May 13, 2019, with a second from Mr. Brickley. The Board voted 4-0 in favor of the motion.

**Approval of the Non-public Meeting Minutes of June 10, 2019:** Mr. Brickley made a motion to approve the non-public meeting minutes of June 10, 2019, with a second from Mr. Laverack. The Board voted 4-0 in favor of the motion.

**Consent Agenda/Signature File:**

Special Event Permit: Plymouth Elks, 1159 US Route 175 on 8/25/19

Application for Federal and State Forest Land Reimbursement

Appointment of Planning Board Alternate Member

Intent to Cut for Tax Map 222 Lot 018

Ms. Schwaner made a motion to approve the consent agenda, with a second from Mr. Brickley. The Board voted 4-0 in favor of the motion.

**New Business: Review and approval of 2018-2019 Budget encumbrances-** The Town Administrator requested the following encumbrances from the 2018-2019 operating budget.

Encumber \$4,500 from the Computer Services line (account 4150-330) for the upgrade of the Town Website to a new platform as required by our vendor. The new website upgrade had not been completed at this time.

Encumber \$1,100 from the Financial Services Equipment line (account 4150-810) for new printers for a State mandated upgrade of the registration printers. The printers originally specified by the State did not work correctly in the application and we were awaiting word on what printers would be acceptable before reordering.

Encumber \$9,731.09 from the 2018 Revaluation line of Capital Outlay (account 4901-734) for any additional assessing work required in defense of abatement requests that go to the BTLA or Superior Court.

Ms. Schwaner made a motion to encumber the funds as presented. Mr. Brickley provided a second. The Board voted 4-0 in favor of the motion.

**Discussion of LRPC Oil/Propane MOU -** The Town Administrator informed the Board that the Lakes Region Planning Commission (LRPC) was seeking participation from member towns in a regional oil/propane bid for the 2019-2020 heating season. There was no obligation to accept the bid prices if they were not in the best interest of the Town. The Town would supply anticipated volumes of fuel oil and propane to the LRPC to be incorporated into the bid.

Mr. Brickley made the following motion: "The town of Holderness authorizes LRPC to issue an RFP on our behalf to take part in a regional propane and/or oil joint purchasing initiative. We understand this means jointly issuing an RFP to purchase oil and/or propane at a group rate. We agree not to shop around during the joint bidding process so that our group will have a stable purchasing volume for

bidders to base their bid price on. We further understand that we are under no obligation to accept the joint bid price if it is not competitive for our town to do so.”

There was a second from Mr. Laverack. There was no further discussion on the motion. The Board voted 4-0 in favor of the motion.

**Old Business: Update on Barn Easement Research** – The Town Administrator mentioned that he had put out a request for information with regard to Barn Easements to other communities on the Managers List Serve and had received a limited response. He also briefly discussed a sample preservation easement that had been supplied by the New Hampshire Preservation Alliance (NHPA) with the Board. An email exchange, with Beverly Thomas of the NHPA provided some helpful information with regard to the question of improvements that are supported by the RSA. As to the question of a preservation plan being required, although it is not mandatory, Ms. Thomas encourages applicants to provide one to strengthen their application. Also discussed with Ms. Thomas was the question of how to make a determination as to what repairs and maintenance activity would qualify under the assessment exemption. Ms. Thomas noted that this was always a difficult determination to make without more specific information. After a brief discussion the Board requested that the Town Administrator contact the applicant to request more specifics with regard to the planned work on the property so they could continue their review of the application. The Board members were of the opinion that more specific information would allow both the Board and the applicant to better understand the terms and conditions that might be applied to the easement.

**Old Business: Update on options for downtown-** the Town Administrator mentioned that he was continuing his review of the possible options for consideration with regard to the Town property abutting Curry Place. Specifically, the use of a portion of the property for additional parking. John March, of Mountain Mapping, the firm that had originally conducted a survey of the Curry Place property, graciously donated his crews time to locate and mark a corner boundary on the Town property. A representative from NHDES Shoreland had been contacted and a preliminary discussion of what would be required in the way of a shoreland application was discussed. The Town Administrator and the Board discussed the option of having the site reviewed by an engineer to provide a better idea of how the site could be developed while providing more specifics for the shoreland permit. The funding could come from the professional services line in the general government budget.

The Board also considered having the same type of review done for the 832 Route 3 property. This would allow for a consistent review of both properties with regard to development options. Mr. Brickley made a motion to authorize an amount not to exceed \$2,500 for the Town Administrator to solicit the services of an engineer to do a preliminary review of both sites to assist the Board in their consideration of options for the properties. Mr. Laverack provided a second. The Board voted 4-0 in favor of the motion. The Town Administrator will contact an Engineering firm to discuss the Board’s request.

**Public Participation:** Nate Fuller mentioned that he had been approached by other residents with regard to some unsafe conditions on the 832 Route 3 property. The Board directed the Town Administrator to follow up with the Police Chief to check on the property. The Town Administrator mentioned that he will also contact the property owner to get permission to enter onto the property as part of the review by the engineer. He will also inquire as to the current asking price for the property.

#### **Town Administrator’s Report to the Select Board**

**June 24, 2019**

Meetings: June 28 Lakes Region Managers Meeting, Alton, 12 Noon

1. I will be continuing to conduct Department Head goal setting discussions in advance of the new fiscal year. The goal will be to have all paperwork for wage adjustments processed in advance of the first payroll period in July.
2. The Budget Committee has recommended Kevin Barrett for consideration for one of the two existing openings. The appointment has been reviewed and approved by Town Moderator, Dan Rossner. The Town Clerk has drafted appointment paperwork.
3. I have discussed the proposed course of action for review and adoption of the Road Policy with Bob Snelling and we will proceed as discussed.
4. A Seat Belt Policy and Temporary Alternate duty policy are being developed for inclusion in the revised Personnel Policy.
5. I have received a request from a resident to review material with regard to the Pemi Fish and Game Club. There has been concern expressed with regard to some of the changes that have occurred at the club and they asked that they be researched. Given the present work load with year-end upon us I have informed the resident that I will not be able to get started on this research for a few weeks. Also, not having had much dealing with the club in my time here and given the potential scope of the review cannot provide an accurate estimate of how long it will take to complete the review.
6. Cody Maynard, our newest highway employee, will begin work on July 1. He brings many years of heavy equipment experience to the department and Kevin and the crew are looking forward to working with him.

**Board Member Reports:** Ms. White mentioned that she had attended the Plymouth Rotary program on community sustainability Wednesday, June 12 in Plymouth along with the Town Administrator and Mr. Laverack. It was reasonably well attended and there was a good discussion on how to change the existing mindset regarding development in NH Communities.

With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Laverack, to adjourn the meeting at 7:02PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,  
Michael R. Capone  
Town Administrator