

**Holderness Select Board  
Meeting Minutes  
June 10, 2019**

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

**Others Present:** Town Administrator- Michael Capone, Police Chief, Jake Patridge, Cristina Ashjian, Robert Epp, Will Crawford 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:**

Police Chief Jake Patridge was present to discuss granting a waiver of use of his vacation time due to operational necessity. Mr. Laverack made a motion to waive the requirement to use vacation time in accordance with the Town Personnel Policy. There was a second from Ms. Schwaner and the Board voted 3-0 in favor of the motion.

Mr. Brickley arrived at 5:25PM.

**Pledge of Allegiance:** At 5:37PM Ms. White led those present in the Pledge of Allegiance.

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

**Approval of Meeting Minutes of May 28, 2019:** Mr. Laverack made a motion to approve the minutes of the May 28, 2019 meeting with a second from Mr. Brickley. The Board voted 4-0 in favor of the motion. Action on the Non-public minutes of May 13 was deferred to the next meeting.

**Consent Agenda/Signature File:**

Abatement Response Map 246 Lot 019 and Map 251 Lot 012

Intent to Cut Map 210 Lots 018 and 019

Intent to Cut Map 228 Lots 045 and 046

Intent to Cut Map 216 Lot 002

Certification of Yield Taxes Assessed Map 101-001 and Map 216 Lot 002

Warrant for unlicensed Dogs

Permission to move mobile Home Map 102 lot 53

Mr. Brickley made a motion to approve the consent agenda, with a second from Ms. Schwaner. There was no discussion. The Board voted 4-0 in favor of the motion.

**Old Business: Revised Capital Reserve Withdrawals for 2018-2019** – The Town Administrator provided the Board with a revised request for Capital Reserve Withdrawals to fund purchases voted at Town Meeting in March of 2019. The memo also contained a request to withdraw funds from the Health Insurance Capital Reserve in the amount of \$4,825.18. The total withdrawal amount for all projects equals \$334,139.65. Mr. Brickley made a motion to submit the memo for the Capital Reserve Withdrawals to the Trustee of Trust Funds to be executed. Mr. Laverack provided a second to the motion and the Board voted 4-0 in favor of the motion.

### **Town Administrator's Report to the Select Board June 10, 2019**

Meetings: June 12 Lakes Region Charitable Foundation 3PM, Center Harbor  
June 12 Plymouth Rotary Club Sustainability Discussion 7PM, Plymouth

1. Todd has requested the changes to the account signature cards per our discussion. He will sign the signature cards when he returns to the office. The Board reviewed the signature card paperwork and it was circulated among the members for their signature.

**New Business: 5:45 Public Hearing – Barn Easement-Map 227 Lot 025- Ms. White opened the public hearing at 5:45.** Robert Epp and Will Crawford were present along with Cristina Ashjian to present and discuss a Barn Easement for Mr. Epp's property located at 816 NH Route 175, Tax Map 227 Lot 025.

Ms. Ashjian, a member of the Moultonborough Heritage Commission and the area representative for the New Hampshire Preservation Alliance, provided some background on the Barn Easement program which grants tax relief for Historic Barn properties to allow property owners a financial incentive to maintain and repair older barns. Property owners can enter into a ten-year preservation easement with communities that will limit changes in assessed value to interior improvements. Improvements, repairs and maintenance work to the exterior of the property will be exempt from increases in assessed valuation. Tax relief granted to the properties can range from 25% to 75% of assessed value. Ms. Ashjian mentioned that the "de facto" percentage is 75% unless there is good reason not to grant relief in that amount. Having concluded her introductory remarks, Ms. Ashjian suggested taking questions from the Board as a way to further develop the conversation.

Mr. Brickley asked how many easements there are currently in Moultonborough and at what percentage have they been granted relief. Ms. Ashjian said that six of the 8 properties in Moultonborough were at 75%. The properties that are not at 75% were considered earlier in the process as it was first being developed.

Mr. Laverack asked if the current assessed value of the property was used in the calculation. Ms. Ashjian replied yes and noted that only the value of exterior improvements was considered in the calculation.

Ms. White inquired about a preservation plan. It was her understanding that a plan was a requirement of the application. Mr. Epp commented that he was first made aware of that on Thursday of last week

and had not had time to prepare anything. Ms. Ashjian said that a preservation plan was not a requirement under the RSA. A guarantee from the property owners to repair and maintain the property would be part of the easement.

The Town Administrator asked for clarification on how the value was established. It was his understanding that interior improvements to the structure that were not in keeping with its use as a barn were not part of the equation. He noted that the value of the current barn structure was originally around \$25,000. He mentioned that after the interior improvements were made to turn a section of the barn into warehouse and office space for the owner's business the value increased to \$111,000. If relief were to be granted for the property it would be based on the \$25,000 value not the \$111,000.

Mr. Brickley mentioned that the submission of a plan for the property would help the Board to better understand the owner's goals and objectives for the parcel.

Ms. White asked if there were any more questions or comments from the Board. There were none. Ms. White asked if there were any questions from the public. Mr. Fuller commented that he did not know much about the program, but it seemed pretty straight forward.

Ms. White noted that the Board will keep an open mind with regard to the process and work with the owner to best implement the goals of the program.

Mr. Epp said that the Board is welcome to come tour the property and he and Mr. Crawford spoke about some of what they plan for the property. Mr. Crawford noted that other community members who had visited the property felt it should be preserved. He also spoke about some of the repairs that had been completed to date and others that were being considered.

Ms. White asked how the Board wished to proceed at this point. Mr. Brickley made a motion that the Board defer action on the easement application until they have an opportunity to learn more about the parcel and consider a preservation plan from the owner. Mr. Laverack provided a second and the Board voted 4-0 in favor of the motion.

Ms. White asked the Town Administrator to follow up on some of what was discussed at this meeting and commented that additional discussion will take place at subsequent meetings. Ms. White thanked Ms. Ashjian, Mr. Epp and Mr. Crawford for attending.

#### **Town Administrator's Report to the Select Board, (continued)**

2. I have begun reviewing some of the information presented with regard to the property at 832 US Route 3 and the area adjacent to the gazebo. We can discuss a timeline for how best to proceed with work in this area.

3. Chief Mardin and I have completed a bid document for the well project. Even though the estimated cost for the project is well below the bid threshold, we are going to reach out to area companies to solicit bids on the work.

4. The Planning Board has been discussing the adoption of a road standard for the Town. It would be the responsibility of the Select Board to adopt the Road Standard. The Planning Board could then

incorporate it into their subdivision regulation by reference. I am reviewing a draft of the document with Kevin and Eleanor to solicit their comments and suggestions. My goal would be to make the draft available to both Boards for their review and comment prior to considering formal adoption. Although not required, I would suggest the Select Board hold a public hearing to solicit comment prior to formally adopting the standard.

5. The tax bills went out last week. They have a due date of July 1.

6. Wendy and I met with Annie Haskell last week to discuss some signage for the Harbor Walk trail along the channel by Curry Place. We also had a general discussion with regard to parking in the area. It was a good conversation.

7. The latest budget vs. actual numbers for the current fiscal year as well as the projected revenues are on track with projections. We can discuss any encumbrances at the June 24<sup>th</sup> meeting.

8. Reviewing a revised offering from our current website provider with regard to converting to their new platform. The pricing is a bit more in line with other providers under consideration.

9. I have been contacted by residents inquiring about having the State consider widening sections of Route 175 in the vicinity of the Holderness Central School next summer when the road is repaved. They also inquired about a crosswalk in the vicinity of Owl Brook Road. The State responded that there are a number of factors to be considered and it most likely would not be possible to honor the request. The Town Administrator is going to discuss the matter further with the State to see what other options might be considered.

10. I discussed the information on Huckins Hill Road provided by Mr. Deachman with Town Counsel.

**Board Member Reports:** Mr. Brickley mentioned that Plymouth Regional High School Graduation went very well.

Ms. Schwaner commented that she had received an inquiry from a resident along Perch Pond Road with regard to the availability of internet service.

Ms. White mentioned that she planned to attend a Plymouth Rotary program on community sustainability at 7PM on Wednesday, June 12 in Plymouth.

**Non-Public Session: RSA 91A:3 II (I)**

At 6:55 PM, Mr. Brickley made a motion to go into non-public session under RSA 91A:3, II (I). The motion was seconded by Ms. Schwaner. The motion was approved 4-0 by a roll call vote.

Mr. Brickley – Yes, Ms. Schwaner-Yes, Mr. Laverack-Yes, Ms. White-Yes

[Board went into non-public session.]

At 7:10 PM, the Board returned to public session. Mr. Laverack made a motion to seal the minutes of the non-public session stating that to not seal them would render the non-public session ineffective. The motion was seconded by Mr. Brickley. The motion was approved 4-0 by a roll call vote.

Mr. Brickley – Yes, Ms. Schwaner-Yes, Mr. Laverack-Yes, Ms. White-Yes

Mr. Brickley made a motion to have Town Counsel prepare a letter to be sent to Scott and Kristin Fields as to the status of the Board's review of Huckins Hill Road. There was a second from Mr. Laverack. There Board voted 4-0 in favor of the motion.

With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 7:20PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator