

**Holderness Select Board
Meeting Minutes
May 28, 2019**

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

Others Present: Town Administrator- Michael Capone, Road Agent Kevin Coburn, David Bourne, Nate Fuller, Rob Haskell, Gary Chaffee, Jen Evans, Betsy Whittemore, John Jenkinson, Bob Maloney and Bonnie Hunt.

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 5:32PM Ms. White led those present in the Pledge of Allegiance.

New Business: Opening Paving and Road Reconstruction Bids for 2019-The Board received three bids from paving contractors for the planned 2019 Paving projects on East Holderness Road and McCrillis Road. Ms. White opened the sealed bids. The total bid prices were: Bryant Paving \$121,794, R&D Paving \$119,801.64 and GMI \$101,847.36. GMI was the apparent low bidder. Mr. Francesco made a motion to have Road Agent, Kevin Coburn review the bids for compliance with the bid specifications and make an award recommendation to the Board. Ms. Schwaner provided a second. There was no discussion. The Board voted 5-0 in favor of the motion.

Ms. White then opened the sealed bids for the road reconstruction projects which include work on Beede Road and Perch Pond Road. The total bid prices were: David Bourne Construction \$133,485.20, M.E. Latulippe Construction \$86,355 and Mark Johnston Construction \$84,000. Mark Johnston was the apparent low bidder. Mr. Francesco made a motion to have Road Agent, Kevin Coburn review the bids for compliance with the bid specifications and make an award recommendation to the Board. Ms. Schwaner provided a second. There was no discussion. The Board voted 5-0 in favor of the motion.

With Road agent, Kevin Coburn present, Ms. White asked for a quick update of Highway Department activity. Kevin mentioned that the department is continuing with spring cleanup including grading, ditching and brush trimming. The rain has interfered with line painting.

Ms. White mentioned that there had been some discussion with regard to the condition of the paved sidewalks in the downtown area. She asked Kevin if he could look at the sidewalks and make some recommendations as to repairs and repaving that could be done.

Gary Chaffee commented on the good work the Highway Crew did downtown and thanked them for their work. This sentiment was shared by others in attendance.

The Board thanked Kevin for attending the meeting.

Nate Fuller-832 US Route 3 – Nate Fuller presented the Board with a proposal regarding the empty building located at 832 US Route 3. The property is currently being offered for sale and he thought the Town should consider purchasing the property, removing the building and repurposing the space as a park with some additional parking for downtown. He thought it would be a good opportunity to expand the green space downtown and possible offer some additional restrooms as well. There were a number of options to be considered. He also provided a letter from Mr. De Loge, an abutter, who was interested in purchasing a small section of the property to improve his driveway access to US Route 3.

Mr. Fuller indicated that he had put a petition up online to solicit comment with regard to his proposal. He received 82 comments in support of his idea. Mr. Fuller was hoping that the Board would consider the idea more fully and establish a committee to explore options for the use of the property.

Ms. White asked if a private group purchase had been considered. She explained the process by which the Board could consider purchasing the property, noting that there is presently no funding source for such purchases. Depending on the timing, a special town meeting would need to be called to consider the purchase and how to fund it. She noted that, if the Board were to consider acquiring the property, it might be with a different purpose in mind. She asked for comment from the other Board members.

Mr. Francesco did not disagree with what has been discussed and asked Mr. Fuller if he could leave copies of the material for the Board to review.

Mr. Brickley had a comment with regard to the best use of the property. Would there need to be more parking than park? There would also be a number of site issues to explore. Mr. Fuller mentioned that the committee could explore what the best option would be for the parcel.

Mr. Laverack noted that the parcel was not a large area (0.77 acres) and if Mr. De Loge were to purchase a piece it would become even smaller. Prioritization of the use would need to be a consideration.

Comments from others present spoke to the need for more parking for the employees of local businesses as well as the possibility of a small park. Others expressed concern that the building is a liability and an eyesore and should be taken down. It was also mentioned that the purchase of the property has been discussed before and some action should be taken sooner than later.

Ms. White thanked Mr. Fuller and those present for attending and for their interest in this matter. She mentioned that the Board would take the matter under consideration and get back to Mr. Fuller with some possible next steps hopefully within the next few meetings.

LRPC Electric Aggregation MOU-The Town Administrator explained the Electric Aggregation process as an opportunity for the Town to possibly get a lower electric rate based on cooperation with the other communities in the Lakes Region. The MOU only authorizes participation for rate gathering it does not commit the Town to any agreements. Mr. Brickley made a motion to authorize the Town Administrator to execute the MOU on the Boards behalf. Mr. Francesco provided a second to the motion. There was no discussion. The Board voted 5-0 in favor of the motion.

Old Business: Debrief of spring business meeting-The Board members who were able to attend the meeting all spoke of the cooperation between businesses in looking for solutions to winter maintenance and parking. There were a number of good ideas presented. Ms. White thought that perhaps a follow up meeting in the Fall would be helpful. She asked the Town Administrator to poll the businesses to see if they thought it would be helpful.

Approval and Signing of Payroll and Payable Checks: Mr. Francesco moved, with a second from Ms. Schwaner to approve the payroll and accounts payable manifests and to issue checks accordingly. The motion passed by a vote of 5-0.

Approval of Meeting Minutes of April 30, 2019 and May 13, 2019. Mr. Francesco made a motion to approve the minutes of the May 13, 2019 meeting with a second from Ms. Schwaner. The members present at that meeting voted 3-0 in favor of the motion. Mr. Francesco made a motion to approve the minutes of the April 30, 2019 meeting, with a second from Mr. Brickley. The members present at that meeting voted 3-0 in favor of the motion.

Consent Agenda/Signature File:

Abatement Response Map 210 Lot 003-050,236-073,210-003-044,239-015,246-011,229-024.239-049-090,239-045-108,218-017,218-018,235-011,222-023,225-030,239-030.

Spring Tax Warrant

Mr. Brickley made a motion to approve the consent agenda, with a second from Ms. Schwaner. There was no discussion. The Board voted 5-0 in favor of the motion.

**Town Administrator's Report to the Select Board
May 28, 2019**

Meetings: June 3 Department Head/JLMC 11AM

June 4 Health Trust 11AM

June 6 Drummond Woodsum 8-10 Manchester

1. The Spring Business Meeting was well attended with some good ideas exchanged. Have already begun some follow up on a few of the topics discussed.
2. The LRPC is looking to do a regional fuel and heating oil buy again this year. Will pull together some information for you to consider at one of the June meetings.
3. The Code enforcement and Health Officer trainings were very helpful. Appreciate the opportunity to attend to network and expand my knowledge base.
4. The Primex Conference was outstanding. Thank you for allowing me the time to attend and increase my skill set.
5. Met with Ross Deachman earlier in the week. He provided me with some information on a subdivision that I need to follow up on with regard to our review of Huckins Hill Road.
6. Peabody and Smith have advised that they will be cleaning and staining the gazebo on June 13 weather permitting.
7. The Town Clerk/Tax Collectors office will be closed all day on Wednesday, June 12. I have been asked to join a panel discussion at a New Hampshire Charitable Foundation event at 3PM on that day as well so I was hoping to close the office at 2 as there will be no staff available. There will be a notice placed on the website and posted at the Town Office. The Board was in agreement that the land use and assessing offices should close at 2PM on June 12.
8. Eleanor and I are working on a draft of the bid specifications for the well work to be done at the Public Safety building.
9. There presently is a Barn Easement application in the assessing office. A public Hearing is part of the process. I will provide the Board with information on RSA 79-D and the easement process in advance of the June 10, 2019 meeting at which the public hearing is scheduled.
10. Kevin has a candidate that he is considering for the Highway Department opening. I would like to request the Boards authorization to conduct a background check and execute a conditional offer of employment in advance of the next Board meeting to expedite the hiring process. Mr. Francesco made a motion to authorize the Town Administrator to continue the hiring process on the Boards behalf. Mr. Laverack provided a second. The Board voted 5-0 in favor of the motion.

Board Member Reports: Mr. Brickley mentioned that Plymouth Regional High School Graduation is scheduled for Saturday, June 8 at the AllWell Center.

Ms. Schwaner commented that the Memorial Day Ceremony was excellent and she appreciated everyone's efforts in making it happen. It is a great community event.

Mr. Laverack also offered some observations with regard to Highway safety that he observed on a recent trip to Switzerland.

Mr. Francesco mentioned that he will not be available for the June 10th meeting. He also mentioned that the Planning Board would be forwarding road standards to the Select Board for their consideration. The Town Administrator will confirm how the process should proceed.

Mr. Francesco also wanted to express his appreciation to Bill Dunnell for all of his work on the Memorial Day Flag placements.

Ms. White wanted to thank all of those involved in the Memorial Day celebration for their hard work and in particular Chief Patridge and Library Director Adam Di Filippo for facilitating all of the last-minute adjustments.

She also mentioned that there was a climate change forum at the SLA on June 8th and asked Board members to check their schedules to see if they were available to attend.

With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 7:12PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,
Michael R. Capone
Town Administrator