

**Holderness Select Board
Meeting Minutes
January 22, 2019**

Select Board Members Present: Jill White, Chair, Woodie Laverack, Vice Chair and Shelagh Connelly

Others Present: Town Administrator- Michael Capone, Patrick Mohan- Melanson Heath

Call to Order: The meeting was called to order at 4:30 PM

Payroll & Payables: Reviewed and discussed.

Pledge of Allegiance: at 5:00 PM Ms. White led those present in the Pledge of Allegiance.

Approval and Signing of Payroll and Payable Checks: Ms. Connelly 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 3-0.

Approval of meeting minutes: Mr. Laverack moved, with a second from Ms. Connelly to approve the minutes of the January 7, 2019 meeting as written. The motion was passed by a vote of 3-0.

Consent Agenda/Signature File:

Capital Reserve Fund Transfers
Summary of Forest Stewardship Plan: Map 251 Lots 11 & 13
Application for Property Tax Exemption: Map 237-007
Application for Current Use: Map 204 Lot 003
Appointment of Police Officer David Waterbury

Ms. Connelly moved with a second from Mr. Laverack to approve the consent agenda as presented. The Board voted 3-0 in favor of the motion.

New Business: Patrick Mohan- Melanson Heath, Audit Y/E 6-30-18 – Mr. Mohan was present to review the audit results with the Board. He noted that there was a clean opinion rendered for the audit including compliance with the new GASB 75 regulations. He reviewed the statement of net position with the Board. He also reviewed the balance sheet as well as the statement of revenues, expenditures and changes in fund balances. Overall, he noted a continuing trend of positive financial health for the Town. He noted no discrepancies and complimented the office staff and departments on their continued cooperation with the audit process and their good management of the Budget.

The Board inquired as to Mr. Mohan's opinion with regard to existing capital reserve balances and the existing fund balance. He noted that the current balances provide the Town with a number of good options to pursue when managing the tax rate and funding capital purchases. It will assist in avoiding spikes in the tax rate when unexpected events occur.

The Board thanked Mr. Mohan for his presentation.

Old Business: 2019-2020 Budget - Review of remaining schedule- the Board reviewed and discussed the remaining items on the budget schedule.

Public Participation: None

**Town Administrator's Report to the Select Board
January 22, 2019**

Meetings- January 23, Holderness Central School – Building Use- 9AM
January 25, Lakes Region Managers Meeting- Belmont – 12 Noon

1. Missy Mason provided me with some information on the Boston Post Cane. The Cliff Notes version is they have a plaque and the original cane at the Historical Society as well as a reproduction of the cane to present. It was last presented in 2005. Tried another time after that, but the person did not want it.
2. The SLA will be hosting a Municipal Officials Meeting from 3-5PM on Wednesday, February 13 to discuss the connection between water quality and local land use practices and policies. Invitations have gone out to all of the land use boards as well.
3. I have been in contact with Legal Counsel with regard to Huckins Hill Road. There will need to be some follow up with regard to developing a plan forward as the requirements have changed and we will need to provide some evidence of the continuous use of the entire road for a period of twenty years.
4. The assessors have completed the USPAP report and have submitted it to the DRA. This essentially completes their work on the revaluation other than work on any Abatement requests that may be received. Their work area in the office has been reconfigured and we have a good plan going forward for when we need to have them in the office. Both Amy and I are very pleased with their efforts on our behalf.
5. Linda has the Town Report material just about ready to go. Once a decision is made with regard to the dedication, we can add that. It will leave us just the warrant and budget to add once the public hearing is done. She has done a great job on getting it ready.
6. After some discussion at the JLMC and the Department Head meeting, we would like to implement an employee CPR training program. Linda is a certified CPR instructor and we are in the process of working out the details on how to get this done.
7. Attended the Legislators Brunch at PSU last week. Had an opportunity to speak at length with President Birx about a number of topics and invited him to meet with the new Board after Town Meeting. Also had an opportunity to speak with Representatives Suzanne Smith and Joyce Weston and extended an invitation to them as well. All of them said that they would look forward to meeting the Board and discussing topics of mutual interest.

Board Member Reports: Ms. Connelly mentioned that the Coaches Classic Ski Race will take place at the Holderness School this weekend.

Ms. White mentioned that she will be working with the Town Administrator on the presentation for the Budget Hearing to be held on February 6, 2019.

With no further business to come before the Board, Mr. Laverack made a motion to adjourn the meeting at 6:31PM. Ms. Connelly provided a second. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,
Michael R. Capone
Town Administrator