

**Holderness Select Board
Meeting Minutes
January 7, 2019**

Select Board Members Present: Jill White, Chair, Woodie Laverack, Vice Chair, Sam Brickley, Shelagh Connelly and Peter Francesco.

Others Present: Town Administrator- Michael Capone, Police Chief-Jake Patridge, Fire Chief - Eleanor Mardin and Scott Fields

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 5-0.

Approval of meeting minutes: Mr. Francesco moved, with a second from Mr. Laverack to approve the minutes of the December 10, 2018 meeting as written. The motion was passed by a vote of 5-0.

Consent Agenda/Signature File

Abatement Response Map 245 Lot 039 Sub Lots 009, A06, CO2, D17, P01, B11

Abatement Response Map 252 Lot 011

Ms. Connelly moved with a second from Mr. Laverack to approve the consent agenda as presented. The Board voted 5-0 in favor of the motion.

Department Head Visits: Police Chief, Jake Patridge – The Chief was present to provide an update to the Board with regard to the status of hiring for the open position within the Police Department. The Chief had a candidate he would like to hire to fill the position pending completion of a background check. Mr. Laverack made a motion with a second from Ms. Connelly to authorize the Town Administrator to complete the hiring process once all of the necessary background review and paperwork has been completed to the satisfaction of Chief Patridge. The Board voted 5-0 in favor of the motion.

The Board thanked the Chief for attending the meeting.

New Business: Scott Fields - Mr. Fields was present to question the Board with regard to the status of Huckins Hill Road. It was his understanding that it was a class VI Road its entire length, but he commented that access on the Route 175 end of the road was posted as foot traffic only. Mr. Fields mentioned that he had asked the Town Administrator to look into this some time ago and had not heard anything back. The Town administrator mentioned that he had been working on it as time allowed and apologized for not having completed his review as of this time. Ms. White informed Mr. Fields that the Town Administrator would be directed by the Board to contact Legal Counsel and have them review the matter so that the situation can be resolved in a timely matter. Ms. White directed the Town Administrator to keep Mr. Fields advised of his progress. The Board thanked Mr. Fields for bringing the matter to their attention.

Department Head Visits continued: Fire Chief- Eleanor Mardin- Chief Mardin mentioned that the department responded to a total of 427 calls in 2018 up from 385 calls in 2017. They had already responded to 10 calls in 2019. The Chief reviewed some call response data with the Board.

There was some discussion with regard to implementing a review process for department members to monitor performance and set training objectives. This would allow the Chief a basis upon which to make promotions/demotions or take other employee related actions. Both the Board and the Town Administrator offered their services in support of the Chief's initiative.

The Chief provided an update for the Board with regard to two warrant articles previously discussed during the joint meetings with the Budget Committee. The first was with regard to bringing the well at the Public Safety Building back online. When it was originally drilled it was subsequently discovered that it did not meet the water demands of the Public Safety Building and a new connection was made to the well at the old Fire Station to serve the building. Water quality issues from that well have resulted in us revisiting the original Public Safety Building well and new capacity and water quality testing there indicated that it would be a better option for the building going forward. The water quality was better and the flow rate for the well would be adequate for operations. It was noted that if the warrant article was approved, it would be put out for competitive bid, but based on a quote received from the well company, the amount on the warrant article would be set at \$10,000 in order to cover any possible contingencies. It was also noted that the funding would come from the Municipal Buildings Capital Reserve and no money would be raised through taxation.

The other article would be for the purchase of two SCBA's at a cost of \$6,000 each. This would begin the process of replacing older SCBA's that can no longer be certified for use. The funding for this purchase would come from the Fire Equipment Capital Reserve so no new appropriation would be necessary.

The Board thanked Chief Mardin for attending the meeting.

New Business continued: Review and discussion of proposed 2019-2020 Operating Budget, Capital Outlay and Draft Warrant – The Town Administrator reviewed some of the changes discussed during the budget review with departments to see if the Board wished to make any additional changes. There were none proposed.

The Board then moved on to consider some items previously not discussed. They reviewed and discussed potential changes to the Welfare budget based on some history provided by the Town Administrator. Mr. Brickley made a motion with a second from Mr. Laverack to reduce the overall welfare budget to \$15,000 dollars with the adjustments to be made at the discretion of the Town Administrator and the Welfare Director. There was no further discussion. The Board voted 5-0 in favor of the motion.

Mr. Francesco made a motion with a second from Mr. Brickley to allow for up to 4% increase in the Police Chief and Town Administrator wage lines for possible merit/performance increases. There was no further discussion. The Board voted 5-0 in favor of the motion.

The Board discussed funding new Public Service requests from Mid-State Health Center and the Central NH Chamber of Commerce in the amount of \$1,430 and \$695 dollars respectively. Ms. Connelly made a motion with a second from Mr. Laverack to not fund these requests. There was no further discussion. The Board voted 5-0 in favor of the motion.

The Board moved on to the articles as currently proposed for the 2019 Town Meeting Warrant. It was noted that the Board only had to vote for articles that contain an appropriation of funds. Should a petitioned article that required an appropriation be received after this vote, the Board could consider it at the Budget Hearing on February 6, 2019.

Mr. Francesco moved, with a second from Mr. Laverack to vote to recommend the following article for inclusion on the warrant for the 2019 Town Meeting:

To see if the Town will vote to raise and appropriate the Budget Committee's recommended sum of Two Million Four Hundred Fifty-Two Thousand Six Hundred and Thirty-Nine Dollars (\$2,452,639) for general municipal operations. Said sum does not include special or individual articles elsewhere within this warrant.

Recommended by the Select Board; (5 yeas, 0 nays)

Mr. Brickley moved, with a second from Ms. Connelly to vote to recommend the following article for inclusion on the warrant for the 2019 Town Meeting: To see if the Town will vote to raise and appropriate the sum of Four Hundred and Three Thousand Five Hundred Dollars (\$403,500) to be placed in the following Capital Reserve Funds:

WHITE OAK POND DAM	\$2,500
FIRE/RESCUE VEHICLES	\$40,000
ROAD RECONSTRUCTION	\$150,000
LIBRARY BUILDING	\$5,000
MUNICIPAL BUILDINGS	\$30,000
REVALUATION	\$35,000
FIRE EQUIPMENT	\$5,000
PUBLIC WORKS VEHICLES	\$46,000
CONSERVATION	\$5,000
POLICE CRUISER	\$19,000
TRANSFER STATION EQUIPMENT	\$2,000
EMPLOYEE HEALTH INSURANCE	\$5,000
TOWN OFFICE INFORMATION TECHNOLOGY	\$17,000
LIBRARY INFORMATION TECHNOLOGY	\$10,000
MASTER PLAN	\$5,000
EMPLOYEE POST BENEFIT EXPENDABLE TRUST	\$15,000
NEW CABLE TV SERVICE EXPANSION	\$12,000
TOTAL	\$403,500

Recommended by the Select Board; (5 yeas, 0 nays)

Mr. Laverack moved, with a second from Mr. Brickley to vote to recommend the following article for inclusion on the warrant for the 2019 Town Meeting: To see if the Town will vote to raise and appropriate the sum of Four Hundred Eighty-Three Thousand Seven Hundred Twenty-Nine Dollars (\$483,729) for the following Capital projects and to fund this appropriation by authorizing the Select Board to withdraw the sums indicated from Capital Reserve Funds and Revolving Funds as noted: No additional funds will be raised through taxation.

Road Reconstruction: \$235,344 (from the Road Reconstruction Capital Reserve Fund)

Recommission Well at Public Safety Building: \$10,000 (from Town Buildings Capital Reserve Fund)

Revaluation (Cycle Inspections): \$25,000 (from Revaluation Capital Reserve Fund)

Two Self Contained Breathing Apparatus (SCBA) for the Fire Department: \$12,000 (from the Fire Equipment Capital Reserve)

Loader Backhoe for the Highway Department: \$137,500 (\$64,545 from Highway Equipment Capital Reserve and \$72,955 from Fund Balance.

Police Interceptor Sedan for Police Department: \$45,000 (\$26,000 from the Police Cruiser Capital Reserve Fund and \$19,000 from the Police Department Revolving Fund)

Town IT Equipment: \$18,885 Replacement of Town Office Server, Recreation Department Workstation, Land Use/Checklist Laptop, Police Department Workstation, Fire Department Laptop and Workstation and the installation of a secure route for the Fire Department (from Town Information Technology Capital Reserve Fund)

Recommended by the Select Board; (5 years, 0 nays)

Mr. Francesco moved, with a second from Mr. Brickley to vote to recommend the following article for inclusion on the warrant for the 2019 Town Meeting: To see if the Town will vote to raise and appropriate the sum of Eight Thousand Six Hundred and Eighty-Seven Dollars and Fifty Cents (\$8,687.50) to fund a Natural Resources Inventory for the Howe Forest and to further authorize the withdrawal of the sum indicated from the Town Forest Fund. No additional funds will be raised by taxation.

Recommended by the Select Board; (5 years, 0 nays)

Old Business: None

Public Participation: None

**Town Administrator's Report to the Select Board
January 7, 2019**

Meetings- January 8, MTRS Budget Webinar 1PM
January 9, NHMA Legislative Preview Webinar 1PM
January 11, Legislative Brunch, PSU 9-11AM @ AllWell
January 14 Department Head Meeting 11AM

1. The LRPC is following up on their cell phone mapping with a letter to the FCC.
2. We have received a copy of the audit for year end June 30, 2018. Patrick and Frank will be in to the January 22, 2019 to review the results with the Board.

Board Member Reports: Ms. Connelly inquired about the history of the Boston Post Cane. There was some brief discussion with regard to how the Town has handled awarding the cane. The Town Administrator will follow up with the Historical Society to get some additional background.

Mr. Francesco mentioned that he was doing some further research on attachments for loader backhoes to see if they would accept a flail head for roadside mowing/trimming.

With no further business to come before the Board, Mr. Francesco made a motion to adjourn the meeting at 7:07PM. Mr. Brickley provided a second. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator