

Holderness Select Board

Meeting Minutes January 8, 2018

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

Others Present: Michael Capone, Town Administrator,

Call to Order: The meeting was called to order at 4:30 P.M.

Payroll & Payables: Reviewed and discussed.

Correspondence File: The correspondence file was reviewed and discussed.

Ms. White asked if the Board wished to consider sending correspondence to the State House of Representatives and the State Senate with respect to House Bills 561 and 1470. The Town Administrator had prepared the correspondence for the Board in response to a request from the New Hampshire Municipal Association and State Representative Suzanne Smith. The Board reviewed the correspondence.

Mr. Brickley made a motion for the Chair to sign the correspondence on behalf of the Board and submit it to the appropriate committees at the State House. Mr. Laverack provided a second. There was no further discussion. The Board voted 5-0 in favor of the motion. The Chair directed the Town Administrator to forward the signed correspondence as requested by the Board.

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

Approval and Signing of Payroll and Payable Checks - Mr. Francesco moved, seconded by Ms. Connelly 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. Laverack moved, seconded by Mr. Brickley to approve the December 26, 2017 meeting minutes. The motion was passed by a vote of 4-0-1 with Ms. Connelly abstaining as she was not present at the meeting.

Consent Agenda/Signature File – Mr. Francesco moved, seconded by Ms. Connelly to approve the items on the Consent Agenda. The motion was passed by a vote of 5-0.

- **Appointment Slip-Bob Snelling-Planning Board**
- **Intent to Cut Map 206 Lot 007**

ACE program – Subcommittee Input – Ms. White thanked all of those who had provided input for the subcommittee's consideration during their review of this matter.

The subcommittee's recommendation to the Board is that the Town not take on the program at this time.~ Among other things, they cited the lack of sufficient time to truly research and understand the varying needs of the program and the potential consequences of taking it on.~ They were mindful of the fact that they did not want to rush into designing a program that does not allow us to provide the best possible experience for the children of Holderness.

They also felt that there needed to be a larger discussion as to the future of the development of the recreation program in Holderness. The earliest they felt this matter could be considered further would be in the FY2019-2020 budget cycle.

Ms. White opened the floor to comments from the Board. Ms. Connelly asked if it was still the intent of the Town to support the program through funding in the operating budget. Ms. White responded that she thought that was the case, but the final draft of the fiscal year 2018-2019 budget was not complete at this time.

There were no other comments from Board members.

Ms. White then opened the meeting up to comments/questions from those in attendance. Joanne Pearce Mitchell commented that the recommendation was not what she had hoped to hear. She noted that it would put the program in jeopardy and was not certain it would continue.

Ms. White thanked Ms. Pearce-Mitchell for her comment.

There were no other comments/questions from those in attendance.

Ms. White asked if the Board wished to make a motion with respect to the subcommittee's recommendation.

Ms. Connelly made a motion to accept the recommendation of the sub-committee as presented. Mr. Brickley provided a second to the motion. There was no further discussion.

The Board voted 5-0 in favor of the motion.

Ms. White thanked those present for their attendance and their input.

Old Business: 2018-2019 FY Budget – The Town Administrator noted that he had supplied the Board with a revised draft of the operating budget and a copy of the warrant articles currently available for consideration. It was suggested that the Town Administrator review the changes to the operating budget with the Board. He reviewed the few minor changes discussed during the presentations including adjustments to some of the wage lines and reductions in the Police and Library budgets.

At that point in the meeting Dr. Joe Casey and Bonni Action, two members of the Holderness Central School Budget Committee, arrived at the meeting. Ms. White informed them that the Board had already acted on the first item on the agenda and provided a synopsis for them. There was a brief discussion with regard to the Board's decision. Ms. White thanked them for attending.

The Board continued their review of the draft budget. The Town Administrator mentioned that funding for the capital reserve accounts would be similar to last year. He noted that the ongoing objective would be to keep the overall funding amount the same each year, but redistribute the dollars among the various capital reserve accounts to accommodate planned capital equipment purchases through 2028.

Mr. Brickley asked if we should vote on each Article independently. The Board was in agreement that a vote on each article would be appropriate. The Town Administrator noted that the Article numbers were arbitrary at this point as he was not certain how many Zoning Amendments would be included in the Warrant for Town Meeting.

Ms. White noted that the vote on the operating budget can be made later after the full review is complete.

Mr. Brickley made a motion that the Board approve the addition of the article to place \$403,500 in the capital reserve funds as noted in the draft. There was a second from Ms. Connelly. There was no further discussion. The Board voted 5-0 in favor of placing the article on the warrant. The article will read as follows:

Article 5: 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 | \$26,000 |
| TRANSFER STATION EQUIPMENT | \$2,000 |
| EMPLOYEE HEALTH INS | \$5,000 |
| TOWN OFFICE IT FUND | \$10,000 |
| LIBRARY IT FUND | \$10,000 |
| MASTER PLAN CRF | \$5,000 |
| EMPLOYEE POST BENEFIT EXPENDABLE TRUST | \$15,000 |
| NEW CABLE TV SERVICE EXPANSION CRF | \$12,000 |
| TOTAL | \$403,500 |

The Town Administrator reviewed the details of the next article which would include the appropriation of \$391,145 for capital purchase in the FY2018-2019 budget. It was noted that the funding for these items would come from existing capital reserves, revolving funds, fund balance and one-time State funds. No money would be raised through taxation.

Mr. Francesco pointed out a typo in the warrant article. It was duly noted by the Town Administrator.

Mr. Brickley made a motion to include the article on the Town Meeting warrant as corrected. There was a second from Ms. Connelly. There was no further discussion. The Board voted 5-0 in favor of placing the article on the warrant. The corrected article will read as follows:

Article 6: To see if the Town will vote to raise and appropriate the sum of Three Hundred Ninety-One Thousand One Hundred and Forty-Five Dollars (\$391,145) for the following Capital projects and to fund this appropriation by authorizing the Select Board to withdraw the sums indicated from Capital Reserves, Revolving Funds Fund Balance and One Time State Funds (SB38) as noted:

Road Reconstruction: \$150,000 (from the Road Reconstruction Capital Reserve Fund)

Fire Department Forestry Vehicle: \$36,445: (from the Fire Department Fire/Rescue Vehicles Capital Reserve))

Revaluation (5-year State Mandated Revaluation): \$73,000 (from Revaluation Capital Reserve Fund)

Three new Computer Workstations and one server for the Town Office and Police Department \$12,700 (from Town Information Technology Capital Reserve Fund)

Ford F-550, one-ton Truck with Sander Body and Plow for the Highway Department: \$72,000 (\$34,156.97 from Public Works Vehicles Capital Reserve Fund and \$37,843.03 from SB 38 Funds.

Police Interceptor Sedan for Police Department: \$47,000 (\$30,000 from the Police Cruiser Capital Reserve Fund and \$17,000 from the Police Department Revolving Fund)

The Board continued their review of the remaining warrant articles for possible inclusion in the warrant. The next four articles were submitted by the conservation commission.

Article 7: To see if the Town will vote to designate the Pilote Forest as a town forest per RSA 31:110. As per section 31:111 The main purpose of that town forest shall be to encourage the proper management of timber, firewood and other natural resources through planting, timber stand improvement, thinning, harvesting, reforestation, and other multiple use programs consistent with the forest management program. As per Section 31:112 the Holderness Conservation Commission shall be designated as the manager of the forest.~~

Since this is a non-monetary article, the Board does not have to vote to recommend. The Town Administrator explained some of the history with regard to this article.

Article 8: To see if the Town will vote to raise and appropriate the sum of Thirteen Thousand Six Hundred Thirty-Two Dollars and Thirty-Nine Cents (\$13,632.39) as an initial funding amount for the Pilote Forest maintenance fund. Per RSA Section 31:113, this forest maintenance fund, shall be allowed to accumulate from year to year, unless otherwise voted by the legislative body of the town.~ These funds will be used to maintain and enhance this town property designated as a "Town Forest". The funding amount reflects the proceeds received by the Town for recent forestry work on the property. These funds will come from Fund Balance. No money will be raised from taxation.

This is a monetary article and as such would require a vote to recommend. The Town Administrator explained that since the forestry work was done on this property prior to its recommendation to become a Town Forest, it would require a vote of Town Meeting to place these funds in the Maintenance Account.

The Board expressed concern with regard to the confusion this article may create. The Town Administrator noted that he had discussed the issue of Town Forests with legal counsel and the Municipal Association Attorneys to be certain how the funds should be voted. He noted that the other funds derived from work in the Pease Forest established at a Town Meeting vote in 1973 would not require a vote for those funds to go into the Town Forest account. There was over \$37,000 in proceeds from work in the forest that would go into a Pease Town Forest Maintenance Fund. Those proceeds could only be used for work in that Forest.

Article 9: To see if the Town of Holderness will support the Holderness Conservation Commission in the process of designating the existing Town Forest property as a conservation easement, the details of which will be brought back for approval at the town meeting in March of 2019.~~

The Town Administrator noted that he questioned the Conservation Commission as to the need to have this article on the warrant given there was no action to be taken by the 2018 Town Meeting. The Commission members thought it would be helpful for it to be in the warrant to advise the Town of the pending action.

Article 10: To see if the Town of Holderness will vote to designate the property, now called the Town Forest, the Sydney Howe Forest in honor of the now deceased resident of Holderness who was one of the foremost environmentalist of the United States. That property will continue to be managed as a town forest.~~

The Board questioned if there was some significance to the original Pease name. There was concern that the original owner should not be ignored if they had made some significant contribution to the community.

Overall, there was concern expressed by the Board with regard to the inclusion of these articles on the warrant. The Town Administrator mentioned that the Conservation Commission was meeting on January 9th and he would take the Board's concerns to the Commission to discuss the matter further. Ms. Connelly mentioned that she would be in attendance at the meeting as well. The Board deferred any action on these articles pending the discussion with the Conservation Commission.

The Town Administrator mentioned that the next article was a housekeeping article to comply with RSA 154:1.

Article 11: To see if the Town will vote to ratify the Holderness Fire Department existing form of organization per RSA 154:1-III to the following:

A Fire Chief appointed by the Governing body.
Firefighters and EMS personnel elected by the Fire Department members at large.
Firewards elected by the local legislative body pursuant to RSA 669:17.

The Board was not required to vote on this article as it was non-monetary.

The Town Administrator mentioned that he anticipated receipt of a petitioned article for the Town to consider allowing Keno to be played in Town at authorized locations.

Public Participation: Ms. White recognized two individuals who were present and asked if they had a question or comment to offer. Both inquiries were with respect to the discussion of ACE funding. Ms. White mentioned that the topic had been discussed previously at the meeting and advised them of the Board's decision.

Board Reports: Peter Francesco – Thanked Ms. White and Mr. Laverack for their work on the ACE program subcommittee.

Shelagh Connelly- Inquired as to the progress of winter sidewalk maintenance. The Town Administrator provided an update on the work done to date noting that the Highway Department had been cleaning up after every storm. They also had a local contractor clearing the Town sidewalk up the store at the bottom of Shepard Hill.

Ms. Connelly also asked about the status of the Public Bathroom at the Library. The Town Administrator mentioned that it was closed on January 2 and will reopen in May around Memorial Day.

Jill White – Ms. White wanted to thank Mr. Laverack for his work on the subcommittee.

Woodie Laverack – Acknowledged the work Ms. White had done on the subcommittee.

Town Administrator's Report to the Select Board January 8, 2018

- Chief Patridge and E.B. James of the SLA presented the Rattlesnake/Route 113 Parking issue to the TAC group on Wednesday. It was well received and the Committee voted to send a letter of support to NHDOT with regard to putting the parking signs up as we requested. I will follow up with the Lakes Region Planning Commission to be certain the letter goes out.
- The Town Administrator advised the Board of a potential compliance issue. He will provide the Board with a further update once the review of the matter is complete.
- The Town Administrator asked the Board if they would authorize four additional hours per week for the Land Use position. The estimated expense for the balance of this fiscal year would be approximately \$2,200. The Town Administrator noted that he would be recognizing some additional savings in the budget from a reduction in our assessing contract that could be put toward the Land Use position. Mr. Francesco

made a motion to authorize the additional four hours per week for the Land Use position. Ms. Connelly provided a second. There was no additional discussion. The Board voted 5-0 in favor of the motion.

Non-Public Session: RSA 91A:3, (If needed)

At 6:40 PM, Mr. Francesco made a motion to go into non-public session under RSA 91A:3, II (a). The motion was seconded by Mr. Brickley. The motion was approved 5-0 by a roll call vote.

Ms. Connelly -Yes, Mr. Laverack -Yes, Mr. Francesco – Yes, Mr. Brickley – Yes, Ms. White -Yes

The Board excused Town Administrator from the meeting while the Board was in non-public session.

At 6:51 PM, Mr. Francesco made a motion to seal the minutes of the non-public session stating that to not seal them would render the action taken in non-public session ineffective. The motion was seconded by Ms. Connelly. The motion was approved 5-0 by a roll call vote.

Ms. Connelly -Yes, Mr. Laverack -Yes, Mr. Francesco – Yes, Mr. Brickley – Yes, Ms. White -Yes

The Board advised the Town Administrator to amend the executive payroll line to reflect an additional 2 percent increase to his proposed wage for the 2018-2019 Fiscal Year with the yearly total rounded up to the nearest \$100 increment.

The Board then took up the matter of the operating budget for FY 2018-2019. Mr. Brickley made a motion to recommend the following article be included in the Town warrant contingent upon the Budget Committees approval at their next meeting.

Article 4: To see if the Town will vote to raise and appropriate the Budget Committee's recommended sum of Two Million Three Hundred Fifty-Four Thousand Four Hundred and Fifty-Five Dollars (\$2,354,455) for general municipal operations. Said sum does not include special or individual articles elsewhere within this warrant.

Ms. Connelly provided a second to the motion. There was no further discussion. The Board voted 5-0 in favor of the motion.

With no further business to come before the Board, Mr. Laverack made a motion to adjourn the meeting at 7:05PM. Mr. Brickley seconded the motion. The Boar voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator