

## **Holderness Select Board**

### **Meeting Minutes January 22, 2018**

**Select Board Members Present:** Chair, Jill White, Vice Chair, Woodie Laverack, Sam Brickley 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.

At 5:04PM, Ms. White led those present in the Pledge of Allegiance.

**New Business:** Ted Vansant-Chair of the Library Trustees was present to review a Capital Reserve Request with the Board. The Trustees would like to erect a Shade Structure on the porch of the new library addition. They have an estimated cost of \$20,000 to \$25,000 for the structure. He noted that funds raised for the library addition have been expended.~ The remaining funds from the Capital Campaign are to be used for programs and scholarship.~ The Trustees are requesting that \$15,000 be taken from the Library improvement Capital Reserve Fund to offset some of the expense for construction. Any remaining amount will be covered by a donation from the Friends of the Holderness Free Library.

Ms. White confirmed with the Town Administrator that this was a purpose consistent with the intent of the Capital Reserve. Mr. Brickley inquired as to the balance in that Capital Reserve. The Town Administrator noted that the balance in the fund was about \$47,000. There was general agreement that the request should be included in the Budget. Ms. White asked the Town Administrator if the Board needed to vote on the request now. The Town Administrator noted they could vote on it when they reconsider the Capital Outlay Warrant Article later in the meeting.

Ms. White asked if there were any additional questions with regard to the request. There were none.

Mr. Francesco asked how the search for the new Library Director was progressing. Mr. Vansant indicated that they had candidates that were being interviewed for the position.

The Board thanked Mr. Vansant for attending the meeting.

**Approval and Signing of Payroll and Payable Checks** - Mr. Laverack moved, seconded by Mr. Brickley 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-** Mr. Francesco moved, seconded by Mr. Laverack to approve the January 8, 2018 and January 18 meeting minutes. The motion was passed by a vote of 4-0.

**Consent Agenda/Signature File** – Mr. Francesco moved, seconded by Mr. Laverack to approve the items on the Consent Agenda. The motion was passed by a vote of 4-0.

- **Application for Current Use Map 200 Lot 201**
- **Correspondence to our State Reps on HB431**

Before proceeding further, Ms. White noted that the Board had received correspondence with respect to the ACE discussion along with a request for the Board to reconsider their decision from the January 8, 2018 meeting. She noted the correspondence had been distributed to the Board members for their review. She asked if the members of the Board had any further comment or questions with respect to the correspondence. There were none.

Ms. White noted there were no members of the public present for further comment.

She asked if any member of the Board wished to make a motion to reconsider the Boards decision from the January 8<sup>th</sup> meeting. No motion was brought forth.

**Old Business:** 2018-2019 FY Budget and Warrant Articles – Update and continued discussion: The Board continued their review of the Budget and Warrant Articles. There was discussion with regard to the placement of the petitioned article to allow Keno in Town. The Board has the option of placing the question on the Ballot for Tuesday voting or having a ballot vote at the second session of Town Meeting. After some discussion Mr. Brickley made a motion to place the petitioned article on the Tuesday Ballot. There was a second from Mr. Laverack. There was no further discussion. The Board voted 4-0 in favor of the motion. The petitioned article will be placed on the Tuesday, March 13<sup>th</sup> ballot for consideration at the first session of Town Meeting.

Ms. White noted that there was one outstanding item from the Budget discussion she would like the Board to consider. It is with respect to the additional Public Service requests for funding. Included were requests from Mid-State Health for \$1053.00, Central NH Chamber of Commerce for \$240.00, Lakes region Tourism Association for \$250.00 and Mountain Village Charter School for \$300.00. It was noted that there had been some discussion with respect to these requests during the December 18 joint meeting with the Budget Committee and it was noted that the Board would take these up at a subsequent meeting. The Board reviewed the requests. There were no motions put forth to add any of the requests to the budget.

The Board continued their review of the warrant articles. Given the conversation earlier in the meeting, the Board revisited their discussion with regard to the Warrant Article proposed to fund the Capital Outlay Items in the Budget. The Town Administrator noted that if the Board wished to add the Shade Structure to the Capital Outlay warrant article the amount of the article would need to be increased to \$416,145. This would reflect the full value of the estimate of \$25,000 mentioned earlier in the meeting. It would be offset by \$15,00 in Capital Reserve Revenue and \$10,00 in private donations. Mr. Francesco made a motion to accept the revised amount for the warrant article. There was a second from Mr. Laverack. There was no further discussion. The Board voted 4-0 in favor of the revised warrant article which will now read:

**Article 7:** To see if the Town will vote to raise and appropriate the sum of Four Hundred Sixteen Thousand One Hundred and Forty-Five Dollars (\$416,145) for the following Capital projects and to fund this appropriation by authorizing the Select Board to withdraw the sums indicated from Capital Reserve Funds, Revolving Funds, Fund Balance and SB 38 One-time additional Highway Block Grant Funds 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)

Two new Computer Workstations for the Town Office and one Computer Workstation and one server for the 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 One -time additional highway block grant 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)

Shade Structure for Library: \$25,000 (\$15,000 from the Library Improvement Capital Reserve Fund and \$10,000 from private donations)

**Recommended by the Select Board; (4 yeas, 0 nays) and Budget Committee; (yeas, nays)**

The Board considered the final monetary article from the Conservation Commission which had been revised based on the work session of January 18, 2018 to now read:

**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) to be placed in the Conservation Commission Capital Reserve Fund. The funding amount reflects the proceeds received by the Town for recent forestry work done on the Pilote property. These funds will come from Fund Balance. No money will be raised from taxation.

Mr. Francesco made a motion to recommend the article as written. There was a second from Mr. Brickley. There was no further discussion. The Board voted 4-0 in favor of recommending the article.

It was noted that with the inclusion of this article, there was no need to put the original article from the Conservation Commission requesting that the Pilote property be designated a Town Forest on the warrant. The Town Administrator mentioned that he had spoken with the Chair of the Conservation Commission and he was in agreement.

There were no additional monetary articles for the Board to consider. The remaining articles to be included on the warrant would be:

**Article 9:** 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.

**Article 10:** 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.

**Article 11:** To transact any other business that can legally come before the meeting.

This concluded the Boards review of the Operating Budget and Warrant Articles.

**Public Participation: None**

**Board Member Reports: None**

**Town Administrator's Report to the Select Board  
January 22, 2018**

**Meetings- Revaluation Agreement meeting with DRA and Corcoran – 1-23 at 9AM**

**Budget Committee Meeting – 1-24 at 5:30PM**

**Facility Inspection – White Mountain Montessori School – 1-25 at 9AM**

- Amy and I will be meeting with DRA and Corcoran on Tuesday morning to review our revaluation agreement. This is an opportunity to discuss our overall revaluation plan with DRA and review the schedule.
- Jill, Amy and I met with Patrick Mohan of Melanson Heath for a quick review of the draft audit. The final 2017 Audit and Management letter will be submitted shortly. Patrick and Frank Byron, one of the principals of the firm, are tentatively scheduled to attend the February 5<sup>th</sup> meeting to formally present the audit results.
- I will be expanding the review of Class VI road status to include a review of roads in addition to Huckins Hill. It would be useful to sufficiently mark the Class Vi sections clearly to avoid possible confusion to abutters and potential users. The roads should be marked at a minimum.

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

At 5:50 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 4-0 by a roll call vote.

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

At 6:01 PM, Mr. Brickley 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 Mr. Laverack. The motion was approved 4-0 by a roll call vote.

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

With no further business to come before the Board, Mr. Francesco made a motion to adjourn the meeting at 6:04PM. Mr. Brickley seconded the motion. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator