

**Holderness Select Board
Meeting Minutes
May 13, 2019**

Select Board Members Present: Jill White, Chair, Peter Francesco and Kelly Schwaner

Others Present: Town Administrator- Michael Capone, Police Chief, Jake Patridge, Kristin and Scott Fields.

Call to Order: The meeting was called to order at 5:00 PM

Payroll & Payables: Reviewed and discussed.

Consent Agenda Items and Correspondence Reviewed

Pledge of Allegiance: Ms. White led those present in the Pledge of Allegiance at 5:40PM.

Department Head Visits: Police Chief, Jake Patridge- Chief Patridge was present for the opening of the bids for the new Police Cruiser. The Town had only received bids from two vendors, Crosstown Motors and Central Dodge. Ms. White opened the two bids which are for the cruiser only and do not include additional equipment such as radar, a radio and other items to go into the vehicle. The cruiser price for Crosstown Motors was \$25,017.00. The price from Central Dodge was \$25,461.00.

Mr. Francesco made a motion with a second from Ms. Schwaner to authorize Chief Patridge to review the bids received for compliance with the bid specifications and select the bidder whose submission best meets the interests of the Town of Holderness. There was no further discussion. The Board voted 3-0 in favor of the motion.

Mr. Francesco asked Chief Patridge about the safety issues created by vehicles parking along the State roadways over the previous weekend. Chief Patridge indicated that given the good weather and the abundance of events permitted for the weekend, addressing parking issues and ensuring public safety presented a challenge. The Board and the Chief discussed possible changes to the special event permitting process to provide a higher level of public safety by guaranteeing sufficient accommodations for parking and traffic control at scheduled events. The Chief mentioned that these issues had been discussed at the last Department Head meeting as well and plans were already under way to institute a system to track the scheduling of events.

The Board thanked the Chief for attending and for all of the good work done by his department.

Public Participation: Kristin and Scott Fields -Huckins Hill Road – Kristin and Scott Fields were present to discuss Huckins Hill Road. They were looking for information with regard to two items. The first was with regard to the status of the section of the road near their home that heads down to Route 175. The Town Administrator noted that he had been researching the history of that section of the road for quite some time. Any of the information that had been collected to date has been sent to Town Counsel for review to determine if it is sufficient to satisfy the Legal Statute for a Town Road established by prescription. The Town Administrator noted that he had one last person to interview with regard to the road. Once that interview was complete, he would forward any information received to Town Counsel for review. At that point, the Board could make a determination as to how they wish to proceed with the matter if at all.

The second topic discussed was with regard to the requirements for the Town to accept the improved portion of Huckins Hill Road as a Town road. There was some general conversation with regard to what had been required of property owners along the road as a condition of building on a Class VI Road. After some discussion, Ms. White asked Scott and Kristin what they specifically wanted the Board to address for them. Kristin asked that the Board determine what specific improvements were required of residents who built along the road. Also, if the road

improvements were based on any standard. Finally, what would be required to have the Town accept the road and take over maintenance.

With regard to the last question, the Town Administrator noted that unless the Select Board agreed to accept the road, the other option would be for residents to file a petition for consideration at Town Meeting. With regard to the second question, the Town Administrator noted that the Planning Board was presently working on adopting a road specification, but he was not aware of a specification that existed prior to that. With regard to the first question, Ms. White asked the Town Administrator to research meeting minutes to determine how the previous scope of work was determined. Ms. White asked the Town Administrator when he thought he would be able to research the matter. The Town Administrator noted that he would begin researching it as time permits, but realistically would not be able to work on it in earnest until the beginning of June.

The Board thanked Kristin and Scott for attending the meeting.

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 3-0.

Approval of Meeting Minutes of April 30, 2019: Given that two of the members who were present at the April 30, 2019 meeting were not present this evening to comment, those present deferred review and approval of the meeting minutes of April 30, 2019 until the May 28, 2019 meeting,

Consent Agenda/Signature File:

Capital Reserve Fund Withdrawals
Intent to Cut Map 225 Lot 003
Special Event Permit Map 250 Lot 022 and 023 for 6/7 thru 6/17
Special Event Permit Map 239-044 for October 26

**Town Administrator's Report to the Select Board
May 13, 2019**

Meetings: May 15 and 16 Primex Conference Bretton Woods
May 17 NHMA Workshop 9-1 Concord
May 21 Community Business Meeting 9-Library
May 22 Health Officer Workshop All Day-Concord

1. I have attached a copy of the Capital Reserve Transfer memo for your review. We can discuss at the meeting on Monday prior to forwarding it to Bonnie.
2. We will need to have a conversation with regard to special events permits and additional conditions that may need to be imposed on applicants depending on the nature and size of the event. Last weekend created some challenges for the PD due to the number, size and location of the events combined with the good weather.
3. Kevin has conducted one interview for the Highway opening in advance of the May 10 deadline.
4. Hope to be meeting with Ross next week to review any information he may have on Huckins Hill Road.
5. I will be participating in a panel discussion at the New Hampshire Charitable Foundation Meeting on June 12th. They are looking for input from communities with regard to needs and opportunities facing the Lakes Region.

6. I was contacted by Jerry Love of Peabody Smith Realty. Their employees would like to stain the gazebo in the Town park. As you recall we discussed permitting them to do this last year, but it never happened. I provided them with a volunteer form and suggested that they clean the gazebo prior to staining it.

7. Eleanor and I will be working on a bid spec for the well recommissioning project. We hope to get it out in time to receive bids and schedule the work for some time in July.

Board Member Reports: Mr. Francesco mentioned that he would like to look into having a changeable electronic message board to use at the Town Office to post meeting and special events notices.

At 7:10 PM, Mr. Francesco made a motion to go into non-public session under RSA 91A:3, II (a) (e) and (l). The motion was seconded by Ms. Schwaner. The motion was approved 3-0 by a roll call vote.

Mr. Francesco – Yes, Ms. Schwaner-Yes, Ms. White-yes

At 7:33 PM, Mr. Francesco made a motion to come out of non-public session and to seal the minutes of the non-public session stating that to not seal them would render the non-public session ineffective. The motion was seconded by Mr. Brickley. The motion was approved 3-0 by a roll call vote.

Mr. Francesco – Yes, Ms. Schwaner-Yes, Ms. White – yes.

With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Francesco, to adjourn the meeting at 7:35PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,
Michael R. Capone

Town Administrator