

**Holderness Select Board
Meeting Minutes
April 30, 2018**

Select Board Members Present: Woodie Laverack, Vice Chair, 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.

At 5:00PM, Mr. Laverack 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 4-0.

Approval of meeting minutes: Mr. Francesco moved, seconded by Ms. Connelly to approve both the public and non-public minutes of the April 16, 2018 meeting. The motion was passed by a vote of 4-0.

Consent Agenda/Signature File:

- Abatement Response 2017 #03- Map/Lot 245-039-A06
- Warrant for Collection of Excavation Tax Map/Lot 210-008-001
- Intent to Excavate Map/Lot 210-008-001
- Special Event Permit-1159 NH Route 175, 6/9/18

Ms. Connelly moved, seconded by Mr. Francesco to approve the items on the Consent Agenda. The motion was passed by a vote of 4-0.

Department Head Visits: Holderness Free Library: Adam Di Filippo – Adam was present for his first meeting with the Board since taking over at the Library. Adam mentioned that he was getting acclimated to the Town and learning the budget process. He also commented on the great work that Deborah and the rest of the staff had done during the interim period. He is looking forward to working with them and other Town Employees going forward.

Adam mentioned that he is looking for new programming ideas to make maximum use of the Library for the community. Many of the current programs such as the bridge group are continuing, but he would welcome more programs.

The Board discussed the upcoming Memorial Day celebration with Adam. The Veterans Memorial area will be utilized for the event.

The Town Administrator mentioned that he had contacted Adam with regard to the upcoming regional fuel bid. Adam had supplied some usage data to be added into the bid package. There was also some discussion with regard to other areas of cooperation between the library and the Town including winter maintenance and the schedule for the public restroom.

The Board thanked Adam for attending and wished him much success in his new role.

Transfer Station: Scott Davis – Scott provided the Board with an update on activity at the Transfer Station. He mentioned that they had recently received a check for the clothing left at the drop box location. He was also monitoring prices for many of the recycled metals, including copper, to determine the best time to sell off the material he has baled and/or collected at the Transfer Station. Scott also noted that he has been monitoring trash vs. recycling expenses and noted that it cost the Town 4 cents/pound to dispose of trash, but only one cent/pound to handle recycling. Even with the downturn in the recycling markets we can still minimize expenses through recycling. Scott also discussed the recent challenges some communities have been having with regard to recycling glass but noted that our current agreement requires our provider to take it as part of single stream recycling.

Scott also discussed the handling of ash from the burn pile with the Board so he can explore disposal/distribution options for the material.

Ms. Connelly mentioned that she had received a number of favorable comments from residents with regard to how helpful Hanz Currier is when they visit the Transfer Station. Scott said he would pass along the remarks.

The Board thanked Scott for attending the meeting.

New Business: Open Sealed Bids for new Police Cruiser and Highway Department F550.

Mr. Laverack opened the bids for the new Police Interceptor Sedan and read the amounts into the record:

Irwin Motors - \$28,323.00

Grappone Ford - \$28,182.00

Meredith Ford – 28,217.18

Ms. Connelly made a motion to allow Chief Patridge to do a final comparison on the bids including warranty and service options and purchase from the vendor who will provide the best overall value to the Town. Mr. Brickley provided a second. There was no further discussion. The Board voted 4 -0 in favor of the motion.

Mr. Laverack opened the bids received for the Ford F550 pick up and the Plow/Sander Body package and read the amounts into the record:

F550 Grappone Ford- 51,892*

F550 Meredith Ford – 54, 267.35**

*Price includes 6 year, 75K extended Warranty.

** Price includes 6 year,100K Warranty

F550 Plow and Sander Package – HP Fairfield – 35,252.00

No other bids received.

Ms. Connelly made a motion to allow Road Agent, Kevin Coburn to do a final comparison on the bids including warranty and service options and purchase from the vendor who will provide the best overall value to the Town. Mr. Brickley provided a second. There was no further discussion. The Board voted 4 -0 in favor of the motion.

Old Business: None

Public Participation: None

**Town Administrator's Report to the Select Board
April 30, 2018**

**Meetings- 5/7 Department Head, 11AM
5/8 Master Plan Subcommittee, 3PM**

5/8 Conservation Commission, 4PM

5/8 Zoning Board, 6:15PM

5/9-5/10- Primex Conference

1. We have received some inquiries and at least one submission in response to our request for proposals for legal services. May 11th is the deadline.
2. I am in the process of reviewing our heating oil and propane usage to submit for the LRPC's cooperative bid for winter heating fuel. The bid package will go out in May.
3. Have received a request that we consider nominating the library Trustees for the LRPC annual award of excellence for their fundraising efforts on the addition. The Board discussed this briefly and agreed that if they were to receive a nominating letter, they would support it.
4. Have placed the information about the May business meeting on the website and have already received one RSVP. Will reach out to businesses personally as time permits.
5. Will be scheduling a benefits review meeting for employees in early June with our Health insurance provider.
6. Have asked the Department heads to conduct performance reviews with their employees as part of the implementation of wage increases for the coming budget year.
7. Have mailed out all of the abutter notices and member packets for the upcoming Planning and Zoning Meetings in May. We have one variance hearing for the Zoning Board and a Boundary line adjustment and two Site Plan Reviews for the Planning Board. The meetings are on May 8th and May 15th respectively.
8. The Town Administrator asked the Board to consider granting an exemption for the use of accrued vacation time for the Police Chief due to personnel/staffing needs. Ms. Connelly moved to grant the request. There was a second from Mr. Brickley. There was no discussion. The Board voted 4-0 in favor of the motion.
9. The Town Administrator provided an appointment slip for Michael Clark as a part time officer in the Police Department. Mr. Francesco made a motion to grant the appointment. Mr. Brickley provided a second. There was no further discussion. The Board voted 4-0 in favor of the motion
10. The Highway Department is going on their summer schedule beginning next week.

Board Member Reports: Mr. Brickley mentioned that Chief Patridge had recently presented to his criminal justice class and had done a great job. The students all enjoyed his presentation and the good practical information they had received.

With no further business to come before the Board, Mr. Francesco made a motion to adjourn the meeting at 6:50PM. Ms. Connelly seconded the motion. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator