

**Holderness Select Board
Meeting Minutes
May 14, 2018**

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

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, Ms. White led those present in the Pledge of Allegiance.

Approval and Signing of Payroll and Payable Checks: Mr. Brickley 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: Ms. Connelly moved, with a second from Mr. Brickley to approve the minutes of the April 30, 2018 meeting. The motion was passed by a vote of 4-0.

Consent Agenda/ Signature file:

- LRPC joint Oil/Propane bid authorization
- Intent to cut for Tax Map/Lot 249/002,247/014, 239/045
- Certification of yield taxes assessed-Tax Map/Lot 239/010
- Special Event Application Tax Map/Lot 250/022/023
- Land Use Change Tax Map/Lot 236-041
- Land Use Change Tax Warrant Map/Lot 239-004

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

Department Head Visits: Amy Sharpe – Finance and Assessing – Amy noted that the spring bills will be going out soon as the Assessors have finished their work on pickups. The fall bills will be done on the new assessing system as the conversion will be done at that point. The work on the revaluation is continuing.

A review of the status of all non-profits will be completed as part of the revaluation. A full review of the Holderness School will be completed as well.

Amy reviewed the status of some potential abatements with the Board. It is estimated that those abatements will be covered by the overlay.

Amy suggested that the Board might wish to consider revising the thresholds for elderly exemptions. The Board asked Amy to provide some background with regard to the thresholds other communities have in place.

The Board thanked Amy for attending the meeting.

Ellen King Town Clerk/Tax Collector – Ellen was present to review some potential tax deeding issues with the Board.

At 5:35 PM Mr. Brickley made a motion to go into non-public session under RSA 91A:3, II (c). Ms. Connelly provided a second. The motion was approved 4-0 by a roll call vote.

Mr. Brickley -yes, Mr. Laverack – yes, Ms. Connelly – yes, Ms. White – yes.

At 5:55 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 Ms. Connelly. The motion was approved 4-0 by a roll call vote.

Mr. Brickley -yes, Mr. Laverack – yes, Ms. Connelly – yes, Ms. White – yes.

Ellen will prepare the necessary paperwork for the Board's possible action at the meeting on May 29, 2018.

The Board thanked Ellen for attending the meeting.

New Business: Open Sealed Requests for Proposals for Legal Services: Proposals were received from: The Mitchell Group, P.A., DrummondWoodsum and Gardner Fulton and Waugh. Ms. White opened the proposals. The Board asked the Town Administrator and Mr. Brickley to review the submissions for completeness and content and report back to the Board at the first meeting in June.

Old Business: None

Public Participation: None

Town Administrator's Report to the Select Board May 14, 2018

Meetings- 5/15 Planning Board 6:30 PM
5/16 Business meeting 9AM at the Library
5/18 NHMA Meeting, 12 -2, Concord

5/24 Health Officers Meeting 9-3, Concord

A spreadsheet has been prepared for submission to the LRPC for their joint oil/propane bid. The Library will be participating as well. I contacted the school and Jon Francis advised that while they will not be participating in this bid, he suggested that the school and the Town might be able to work together on future joint purchasing projects.

Have received nine RSVP's for the business meeting on Wednesday morning. Asked Jake, Eleanor and Kevin to be available in case there are questions for them. Ms. White and Mr. Laverack will be present as well. The Town Administrator will post notice in the event there is a quorum of the Board present.

Will be conducting performance reviews with the Department Heads on May 21 and May22.

The variance requests submitted by Curry Place Cottages LLC were denied by the Zoning Board. The Planning Board will be hearing two site plan reviews and a boundary line adjustment tomorrow night.

The bids received for the new F550 with plow and sander exceeded the amount allocated in the Warrant for Town Meeting. The Town Administrator has discussed the process forward with other communities that have had this occur and recommended to the Board that they encumber funds from the 2017-2018 Highway Department Operating Budget and repurpose them to apply to the vehicle purchase in 2018-2019. The Board was agreeable to this recommendation and will conduct a formal vote to encumber the funds in June.

The year to date revenue numbers are running slightly above projections when adjusted for capital outlay transfers. Expense numbers were running at about 5% below projections for the year.

Board Member Reports:

Mr. Brickley advised the Board that PSU graduation was this weekend and traffic might be busy in Plymouth.

Ms. White mentioned that plans were in place for the Memorial Day service at the Library.

Ms. Connelly mentioned that the committees working with NHMA to produce policies for consideration during the next Legislative session had completed their work. Once the Board receives the list of policies , they will be reviewed and voted on in advance of the NHMA legislative policy meeting in September.

With no further business to come before the Board, Mr. Brickley made a motion to adjourn the meeting at 6:55PM. Mr. Laverack provided a second. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator

