

**Holderness Select Board  
Meeting Minutes  
May 29, 2018**

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

**Others Present:** Michael Capone, Town Administrator, Road Agent, Kevin Coburn and Fire Chief Eleanor Mardin

**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:** Ms. Connelly moved, seconded by Mr. Laverack 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. Laverack moved, with a second from Ms. Connelly to approve the minutes of the May 14, 2018 meeting. The motion was passed by a vote of 4-0.

**Consent Agenda/ Signature file:** Abatement Application Map 245-013-000  
Ms. Connelly moved, seconded by Mr. Laverack to approve the items on the Consent Agenda. The motion was passed by a vote of 4-0.

**Department Head Visits:** Fire Chief, Eleanor Mardin – Chief Mardin provided an update on a Zoning enforcement issue to the Board. The Board discussed the matter and directed the Town Administrator to draft a follow up letter to the property owners from the Board with a deadline for compliance. Chief Mardin mentioned that the department had handled 158 calls year to date. She noted that summer season is usually a very busy time for the department and she was anticipating things to pick up.

Chief Mardin noted that the Department had received a \$6,000 grant to purchase “Warm Zone” equipment. The vests and helmets purchased with the grant money would be used to protect EMT’s and Firefighters who answer active shooter calls.

Chief Mardin and the Town Administrator provided an update for the Board with regard to Land Use and Compliance activity. There are a number of permits in process and many questions from potential applicants about their projects.

The Board thanked Chief Mardin for attending the meeting.

Police Chief, Jake Patridge – Chief Patridge was not able to attend the meeting, but through the Town Administrator informed the Board that the Department has been very busy. It was also noted that the Department was going to be applying for grant funding similar to that obtained by the Fire

Department. This equipment would provide additional protection for officers responding to active shooter calls.

**New Business:** Open Sealed Bids for Paving – Three sealed bids were received for the paving projects planned for the 2018-2019 season. Included would be shim and overlay work on Mt. Prospect from Smith Road to the Campton Town Line and Currier Field Road including the cul-de-sac.

The bids specs were prepared by Road Agent, Kevin Coburn and were opened by Ms. White. The Bids were as follows:

Bryant Paving \$132,254.00

R and D Paving \$129,002.04

GMI Asphalt \$135,720.00

Ms. White turned the bids over to Road Agent, Kevin Coburn to do a final review prior to awarding the bid.

The Board thanked Kevin for his work on the bid packages.

Tax Deeding – Ms. King reported that there were no properties going up for deeding as owners had either paid their back taxes or made payment arrangements.

**Old Business:** Follow up from the spring business meeting- Ms. White, Mr. Laverack and the Town Administrator provided a synopsis of the topics discussed at the May 16<sup>th</sup> business meeting.

It was noted that the additional snow removal efforts this winter were well received. There was discussion with regard to how we might improve on them.

The schedule for the public bathroom was discussed. There was also a discussion with regard to the need and to where we might add a second public bathroom.

There was some discussion with regard to how to slow traffic down in the village area. There was also a discussion with regard to parking.

Mr. Haskell provided those present with an overview of his plans for the Curry Place property. There was some discussion with regard to how to maximize the space available on the property to accommodate public versus private needs.

Ms. White provided an update on both the Memorial Day and Labor Day weekend plans.

**Public Participation:** None

**Town Administrator's Report to the Select Board  
May 29, 2018**

Meetings- 5/31 Master Plan Sub-Committee 1PM

6/4 Department Head Meeting 11AM

6/4 Joint Loss Management Committee Meeting 12 Noon

1. I have completed my review/discussions with the department heads.
2. The information for the joint oil/propane bid was submitted to the LRPC.
3. I have conducted an initial review of the proposals received from the legal firms who responded to our RFP. Sam will be reviewing them as well and we plan to sit down prior to the Board's June 11 meeting so we can provide a recommendation for your consideration.
4. The Site Plan applications for Phase 1 of Curry Place and Betsy Co. were approved by the Planning Board.
5. Kevin and I have reviewed the current operating expenses for the Highway Department and we anticipate we will have funds to encumber and repurpose to supplement the purchase of the new one ton.
6. The tax bills will be going out shortly. They will be due July 2.

7. Putting up the tents this afternoon for the Memorial Day observance. I will leave the PA system at the Library. Adam plans to be at the Library around 9 or 9:30 on Monday morning. He has the wreath stand. Jake is bringing the chairs over.
8. The current owners of 834 US Route 3 have listed the property for sale.

**Board Member Reports:**

Mr. Brickley mentioned that Plymouth Regional High School Graduation was this weekend.

Ms. White wanted to thank all of those who participated in the Memorial Day Observance on Monday. Special thanks to Adam Di Filippe for all of his assistance at the Library both before and after the event.

Ms. Connelly inquired about the next perambulation. The Town Administrator will look into the matter.

Mr. Laverack commented that folks should go to the Library to see the new exhibit featuring Peter and Susan Francesco's postcard collection.

With no further business to come before the Board, Mr. Brickley made a motion to adjourn the meeting at 6:46PM. Ms. Connelly provided a second. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator