

**Holderness Select Board
Meeting Minutes
June 25, 2018**

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

Others Present: Michael Capone, Town Administrator, Fire Chief/Compliance Officer, Eleanor Mardin, Road Agent, Kevin Coburn.

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 5:01PM, 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: Ms. Connelly moved, with a second from Mr. Laverack to approve the minutes of the June 11, 2018 meeting. The motion was passed by a vote of 4-0.

Consent Agenda/ Signature file:

Abatement response Map 245 Lot 039-F020 and Map 251 Lot 017-001

Land Use Change Tax Appeal Map 250 Lot 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: Fire Chief/Compliance Officer, Eleanor Mardin – Chief Mardin was present in her role as compliance officer to discuss an enforcement issue with the Board. She provided an update for the Board with regard to the current status of the property. The Town Administrator provided the Board with some information provided by Town Counsel with regard to an interpretation of the zoning ordinance. The Board discussed the matter briefly and considered options for moving forward with enforcement measures. Mr. Laverack made a motion to authorize the Town Administrator to prepare correspondence to be sent to the property owners with the conditions they must meet to bring their property into compliance. There was a second to the motion from Mr. Francesco. The Board voted 3-1 in favor of the motion.

Chief Mardin advised the Board that the Fire Department has been very busy responding to more than 180 calls for service year to date.

She also noted that there is an ongoing problem with the water supply at the Public Safety Building. She is working with local companies to determine the best path forward.

The Board thanked Chief Mardin for coming into the meeting.

Road Agent, Kevin Coburn – was present for an update on Highway Department operations. He noted that the crew was busy prepping the roads that are scheduled for paving this summer. They have also been pulling brush and replacing damaged culverts.

Kevin had a discussion with the Board with regard to staffing within the department. Prior to filling the opening created with Lewie Thompson's resignation, Kevin evaluated the overall needs of the Department. He concluded that a four person department best meets the needs of the community in that it can provide the highest level of service to the taxpayers. He further determined that the Foreman position was important to the overall operation of the department as it provides a secondary level of supervisory authority in his absence.

The Board discussed how best to fill the position. The position will be posted and all applicants will be considered. Kevin will work with the Town Administrator to prepare an advertisement for posting.

The Board thanked Kevin for attending the meeting.

New Business: Encumbrances from the 2017-2018 Town Budget and Capital Outlay

Vote to encumber \$12,500 from the new cable TV expansion fund for the balance of the work started in 2018 that will not be completed until the beginning of the next fiscal year. These funds were appropriated in Article 6 at the March 2017 Town Meeting.

Motion by Mr. Laverack with a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

Vote to encumber \$3000 from the legal services line 4153-320 for a contracted review of our current Zoning Ordinance by the legal firm of Gardner Fulton and Waugh. Motion by Mr. Francesco with a second from Mr. Laverack. There being no further discussion, the Board voted 3-0-1 in favor of the motion.

Vote to encumber \$15,144 from the Highway Department Operating Budget and repurpose that amount to complete the purchase of a one-ton truck with plow and sander body per article 8 at the 2018 Town Meeting: Motion by Ms. Connelly with a second from Mr. Laverack. There being 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

June 25, 2018

Meetings - 7/2 Department Head Meeting 11AM

1. The LRPC advised that they did not receive any electric aggregation bids that would result in any savings so they are not signing any of them. They will keep us posted on future plans.
2. The LRPC also sent along the bids received for the oil and propane solicitation. The propane price was slightly lower than last year's pricing and the fuel oil numbers were higher. Not certain it is worth

jumping in right now. There is still time for the pricing to potentially go lower as the warm weather moves in. I recently spoke with our current fuel provider and the propane pricing is already below the price quoted through the LRPC bids and oil prices are trending lower. He will provide pricing updates in advance of every Board meeting for the Board consideration.

3. I would like to recommend the hiring of Linda Levy for the Part Time Land Use Boards Assistant position at the rate of \$18.00/hour subject to review after six months. The Board reviewed the candidates background and qualifications with the Town Administrator. Mr. Laverack made a motion to extend an offer of employment at the rate of \$18.00 subject to a six-month review. There was a second from Mr. Francesco. The Board voted 4-0 in favor of the motion.

Board Member Reports: Ms. Connelly reported that she recently did a volunteer greeter stint at Livermore Falls. The Park was busy and she is happy to report they now have a compressor for folks to use to inflate their river floats.

She also reported that the Governor had vetoed Senate Bill 365 which has resulted in the closing of two wood chip plants. She mentioned that the legislature will be taking action in September to reverse the Governor's veto. She asked that the Board consider sending a letter in support of reopening the wood chip plants.

Ms. Connelly also mentioned that the retirement party for Sam Laverack was a great event.

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

Respectfully submitted,

Michael R. Capone
Town Administrator