

**Holderness Select Board
Meeting Minutes
August 6, 2018**

Select Board Members Present: Jill White, Chair, Sam Brickley, Shelagh Connelly and Peter Francesco.

Others Present: Michael Capone, Town Administrator, Fire Chief/Compliance Officer, Eleanor Mardin, Police Chief Jake Patridge

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.

Department Head Visits: Fire Chief/Compliance Officer – Eleanor Mardin – Chief Mardin noted that the department call volume was 41 calls ahead of the 2017 YTD total. The mix of calls was about the same. The department is currently evaluating a procedure for weekend coverage.

The Chief mentioned that Trevor Solomon and Jimmy Wieliczko were heading out west on forest fire duty. Kevin Rogers is currently on assignment in Montana.

As for outstanding compliance issues, a property owner is in the process of meeting the timetable for proper compliance with a current violation. Two other possible violations are being researched.

The Board thanked the Chief Mardin for attending.

Police Chief- Jake Patridge – Chief Patridge mentioned that the Department has been very busy and is handling about 600 calls per month.

The speed limit sign to be placed on Route 113 in the vicinity of the Science Center had been ordered. It was privately funded and would be placed to slow down traffic along route 113 coming into the center of Town much like the signs on Route 3.

The new Police Cruiser is scheduled for a mid-September delivery. The new Department server will be installed on August 22nd.

We have been informed that the State will be putting up no parking signs along Route 113 in the vicinity of the Rattlesnake Trailhead. This was confirmed by assistant DOT Commissioner Cass after a meeting facilitated by Senator Giuda at which Chief Patridge, EB James, the Director of the SLA, and the Town Administrator provided an update for Mr. Cass with regard to all of the work that had been done to date by all of the partners involved in this project. We hope to have the signs installed by September.

The Chief and the Board discussed some other potential improvements in the vicinity of the trailhead to enhance safety for visitors to the area.

The Chief informed the Board that move in day for Freshman at PSU is August 23rd. Upper classmen will move in over the balance of that weekend.

The Board thanked Chief Patridge for attending the meeting.

Approval and Signing of Payroll and Payable Checks: Ms. Connelly moved, seconded by Mr. Brickley 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 July 23, 2018 as written. The motion was passed by a vote of 4-0

Consent Agenda/ Signature file:

- Intent to Cut- Map 209 Lot 015
- Intent to Cut- Map 246 lot 026
- Application for Federal and State Forest Land Reimbursement
- Appointment Town Information Security Officer
- Appointments (2) Inspector of the Election

Ms. Connelly moved with a second from Mr. Brickley to approve the consent agenda as presented. The Board voted 4-0 in favor of the motion.

New Business: NHMA Floor Policy Review – Ms. Connelly indicated that there were two additional floor policies anticipated. She suggested putting off review of the material until those policies are available for review by the Board.

Old Business: Consideration of junkyard license for Royea's Auto Wrecking LLC – The Board reviewed the document prepared by the Town Administrator outlining the conditions for approving the operating license for the period through June 20, 2019.

Ms. Connelly made a motion, with a second from Mr. Francesco to authorize the Board Chair to sign the licensing document. There was no further discussion. The Board voted 4-0 in favor of the motion.

Public Participation: none

**Town Administrator's Report to the Select Board
August 6, 2018**

Meetings- 8/13 Department Head Meeting 11AM

1. Kevin has received 10 applications for the Foreman position. We spent time last week reviewing the applications and discussing the interview process. The interview process will begin next week.
2. I met with Margot Riley of the Holderness School today to provide an update on the assessing review and discuss some of the changes to the process going forward.
3. Field review from the revaluation is complete. Final data entry is in process with some sales analysis to follow.

4. We have received our task list from the auditors and have begun gathering the materials requested. We anticipate their initial on-site review to begin later this month. Unaudited numbers still look good. Revenues ever so slightly over projections. Expenses about 100K below budgeted amounts.

5. Have prepared a preliminary budget schedule for 2019-2020 budget.

6. We are going to reschedule a visit from Counsel to coincide with the completion of the review of the Zoning Ordinance. Not all of the Zoning Board members were available to meet in August.

Board Member Reports: Ms. Connelly asked if the Board members had received the emergency notification from Grafton County Dispatch on Sunday. Not all of the members had received it. The Town administrator will follow up to be certain the Board Members are on the notification list.

Mr. Francesco asked about supplies for the public bathroom. The Town Administrator will check with the cleaners regarding resupply of materials.

With no further business to come before the Board, Mr. Brickley made a motion to adjourn the meeting at 6:35PM. Mr. Francesco provided a second. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator