

**Holderness Select Board
Meeting Minutes
April 30, 2019**

Select Board Members Present: Woodie Laverack, Vice Chair, Sam Brickley and Peter Francesco

Others Present: Town Administrator- Michael Capone, Madison Marsh, Jacob Marsh and Jamie Sherburne.

Call to Order: The meeting was called to order at 5:00 PM

Mr. Laverack welcomed Ms. Madison Marsh a tenth-grade civics student at Plymouth Regional High School to the meeting. Ms. Marsh was attending the meeting as part of her civics curriculum.

Pledge of Allegiance: Mr. Laverack led those present in the Pledge of Allegiance

Payroll & Payables: Reviewed and discussed.

Approval and Signing of Payroll and Payable Checks: Mr. Brickley moved, with a second from Mr. Francesco to approve the payroll and accounts payable manifests and to issue checks accordingly. The motion passed by a vote of 3-0.

Approval of Meeting Minutes: Mr. Francesco moved with a second from Mr. Brickley to approve the meeting minutes of the April 15, 2019 meeting as written. The motion passed by a vote of 3-0.

Consent Agenda/Signature File:

Appointment of Library Trustee Alternate Member.

Special Event Permit for Map 225-015

The Special Event Permit was reviewed and discussed by the Board. It was for "soup fest" an event organized by PSU student Jamie Sherburne to collect donations for local food banks. Mr. Sherburne was present to take questions from the Board. The Board asked some general questions with regard to the nature and history of the event.

Mr. Francesco moved with a second from Mr. Brickley to approve the consent agenda as presented. The Board voted 3-0 in favor of the motion.

Department Head Visits: Kevin Coburn, Highway Supervisor: Kevin advised the Board that the crew was still dealing with lingering mud issues on some of the roads. They were also busy doing general clean up including grading, sweeping and brush cutting. The weight limits on the Town Roads will be lifted effective May 6th.

The job opening in the department has been posted on line and in various publications. The bid packages for paving and gravel projects had been sent out.

Kevin advised the Board that he had been in conversation with two residents with regard to the water level at the White Oak Pond Dam. In both instances Kevin explained how he manages the water flow at the dam. He informed the callers that there are a number of considerations and competing interests that impact his decisions with regard to the dam. He monitors the dam levels six days a week, mindful of the guidelines contained in the operating plan, which he strives to meet. He also noted that they are guidelines and he must exercise independent judgement to address his primary concern which is to control the volume of water flowing through the box culvert that goes under Route 3 where White Oak Pond flows into Big Squam. If the volume of water becomes too great it could damage the culvert and wash out Route 3, which has happened in the past.

The Board reviewed the White Oak Pond Operating Plan which had been discussed and agreed upon by both the Board and Representatives from the White Oak Pond Water Association (WOPWA) in March of 2016. The Board directed the Town Administrator to contact the WOPWA President and request that future inquiries about the Dam and its operation come through the President of the Association. The Town Administrator will contact the WOPWA President.

The Board thanked Kevin for all of his work in monitoring the dam and for all of the work that he and the rest of the Highway crew put in to keep the Town Roads in such good shape.

New Business: Municipal Equipment Bids: The Town had advertised for bids on the used Plow and Sander body removed for the Highway one-ton truck that was replaced last year. There was only one bid received for each item. Mr. Laverack opened the bids.

The bid for the Sander Body was \$350.00. The bid for the Plow was \$110.00.

The Board discussed the bids with Highway Supervisor, Kevin Coburn. Kevin noted that while the equipment was no longer compatible with the existing highway department fleet, it was in good condition and worth more than the bids that were received. Mr. Francesco made a motion to not accept the bids received and to direct the Town Administrator and the Highway Supervisor to set a minimum bid price and expand the advertising for the sale of the items. Mr. Brickley provided a second. The Board voted 3-0 in favor of the motion.

Public Participation: None

Town Administrator's Report to the Select Board

April 30, 2019

1. The Lakes Region Planning Commission (LRPC) will be hosting an area Select Board Meeting in Moultonborough on 6/18@6:30 to discuss regional purchasing and other topics of interest.
2. The Highway Department opening has been posted online, on the NHMA Website and in the Plymouth Record Enterprise. It is currently posted with the CDL-B requirement. If we do not get a sufficient pool of quality applicants, we will amend the listing per our discussion.
3. The cell phone signal coverage data collection was completed last week and sent to the LRPC. They will provide a revised coverage map once the data has been processed.
4. I Hope to be meeting with Ross Deachman next week to review any information he may have on Huckins Hill Road. I was contacted by Mr. Fields this morning asking to come to the next Board Meeting to discuss Huckins Hill Road. I provided Mr. Fields with another update as to our progress in researching the matter.
5. I have been asked to participate in a panel discussion at the New Hampshire Charitable Foundation Meeting on June 12th. They are looking for input from communities with regard to needs and opportunities facing the Lakes Region.
6. Our Insurance provider, Primex. has completed their review of our existing personnel policy. The review was quite favorable and they had no major recommendations for our next update which is scheduled to be completed by July 1, 2019. We plan to add any new information received from the Federal Government and the State and clarify some of our existing policies. Draft copies will be made available to both Department Heads and the Select Board for their review prior to producing the final draft.
7. The Highway Department has gone back to their Spring/Summer Schedule of four 10-hour days effective 4/29/19. This will afford them the opportunity to take advantage of the longer days to get larger road projects completed.

8. After discussing the matter with Amy, we would like to request that the Board consider changing the pay date for employer payroll from Wednesday to Thursday. This will afford time to process payroll more effectively on the short weeks created by the preponderance of Monday Holidays during the year. The Board members had no issue with the request and Mr. Brickley made a motion to change the payroll pay date to Thursday of each pay period. Mr. Francesco provided a second and the Board voted 3-0 in favor of the motion.

9. Police and Highway are discussing the use of a Road Sign Permit form to be completed by anyone requesting that a road sign be placed along a Town road.

Board Member Reports: Mr. Francesco mentioned that he will be discussing Road Standards with the Planning Board Chair.

With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco, to adjourn the meeting at 6:30PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,
Michael R. Capone

Town Administrator