

HHolderness Select Board

Meeting Minutes October 15, 2018

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

Others Present: Michael Capone - Town Administrator, Adam Di Filippo, Library Director

Call to Order: The meeting was called to order at 4:30 PM

Payroll & Payables: Reviewed and discussed.

Pledge of Allegiance: at 5:00 PM Ms. White led those present in the Pledge of Allegiance.

Department Head visits: Library – Adam DiFilippe – Adam commented that, after a very busy Summer, things were quieting down a bit at the library. There are a number of new programs underway and there are some holiday themed events planned. Many of the programs have been well attended drawing dozens of visitors to the Library. The Town Administrator noted that one program he attended had more than 50 people present.

Adam is working on the 2019-2020 budget. The present staffing level includes one Full time employee (Adam) and four part time employees filling various roles and time slots during the week.

The Town Administrator mentioned that he was working with the Manager of Walters Basin to try to coordinate winter maintenance work so that one vendor would plow the shared parking lot.

The Board thanked Adam for attending the meeting.

Approval and Signing of Payroll and Payable Checks: Mr. Laverack 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 5-0.

Approval of meeting minutes: Ms. Connelly moved, with a second from Mr. Laverack to approve the minutes of the October 1, 2018 meeting as written. The motion was passed by a vote of 5-0.

Consent Agenda/ Signature file:

- MS535
- Election Notice
- Land Use Change Tax Map 238 Lot 007 sub-lot 001
- Current Use application Map 202 Lot 003

- Appointment of Nate Fuller to the Recreation Committee

Ms. Connelly moved with a second from Mr. Laverack to approve the consent agenda as presented. The Board voted 5-0 in favor of the motion.

New Business: Preliminary Budget Discussion-The Town Administrator mentioned that he had been soliciting information from vendors with regard to anticipated expenses for the 2019-2020 budget. To date, he noted that the property and workers compensation premiums would be

increasing and the unemployment compensation rate would decrease. The state retirement rates will be lower for the next biennium. This will lower contribution amounts slightly. Health insurance premiums may see a slight increase, but it will be below some of the other rates quoted to other Towns.

The Board discussed funding potential wage increases in the coming budget. The increases should account partly for cost of living adjustments with the remainder of the funding for Department Heads to provide for an additional increase based on merit and performance.

Old Business: None

Public Participation: None

**Town Administrator's Report to the Select Board
October 15, 2018**

Meetings- October 22-Health Trust @1PM

October 26-Lakes Region Managers Meeting @ Noon in Gilford

1. As noted previously, the auditors have completed their review and have produced the MS535. In speaking with Patrick, he noted that things went well and there were no issues. Once they have completed their formal report, we will schedule a time for them to come in and review the report with the Board.
2. Met with the Holderness School and our Assessors last week. We reviewed the exemption process with them and discussed the forms they will need to complete going forward. We expect to meet with them again to finalize their assessment and exemptions.
3. We have requested an extension on the MS-1 to October 30. This will give us time to incorporate any changes to values associated with the field review. The form will be available for the Board to sign at the October 29 meeting. All of the other materials have been submitted to the DRA and are in the process of being reviewed by them. The County and School submissions are complete so once we submit the MS-1 we will be ready to set the rate. It could be as early as the week of 10/29, but certainly no later than the following week.
4. I have provided the department heads with worksheets for them to use to prepare their budget submissions. I will also be reviewing their capital needs so we can make any necessary revisions to that worksheet as well. The deadline for operating budget submissions is November 2. Have been keeping Ken apprised of our progress.
5. Met with William to do an inspection of the School. We had a good conversation. He spoke about having the school building be more of a community resource for possible meetings and other community events. Also took the opportunity to reserve the school for the budget hearing (February 6, 2019) and the second session of Town Meeting (March 13, 2019).
6. A reminder with regard to the Flu Clinic sponsored by Speare Memorial Hospital. It will be conducted at the Town Office on October 24 from 11AM to 1PM. It has been posted on the website.

7. Bob Snelling contacted me about a project the LRPC is facilitating to secure possible funding for expanding cell service in rural areas. Hoping to speak with Jeff Hayes to get more information about the program. For now, I know it is a short window to conduct testing for coverage that the communities have to do on their own. Stay tuned.

8. The Fire Department would like to sell the old Forestry Truck (Ford F-350), which has been stripped of its equipment. I was going to post the sale on Tuesday and have the bids due by the next meeting so we can open them and award the bid.

Board Member Reports: None

With no further business to come before the Board, Mr. Francesco made a motion to adjourn the meeting at 5:55PM. Mr. Brickley provided a second. The Board voted 5-0 in favor of adjournment. Respectfully submitted,

Michael R. Capone
Town Administrator