

**Holderness Select Board
Meeting Minutes
November 26, 2018**

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

Others Present: Michael Capone - Town Administrator, Kevin Coburn – Road Agent

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

Approval and Signing of Payroll and Payable Checks: Ms. Connelly moved, seconded by Mr. Francesco 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 November 13, 2018 meeting as written. The motion was passed by a vote of 4-0.

Consent Agenda/ Signature file:

- Application for Raffle Permit Squam Lakes Association
- Sanders Associate agreement

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

Department Head Visits- Highway Department-Kevin Coburn – Kevin reported to the Board that the highway crew has already been out 11 times this season to treat or plow roads due to storms. He commented that Justin, Dean and Denny had all been working very hard during that period to keep the roads safe.

He also noted that they had problems with two trucks during the last storm which initially impacted their ability to deal with the storm, but both vehicles are running now.

The Board discussed Kevin's plans for Road improvement and reconstruction during the next budget cycle. They indicated that they would like to see the last gravel section of East Holderness Road paved. It would eliminate the need for the grader to go across Town to work on one small stretch of roadway. Completing the paving would also eliminate issues with the surface breaking down in the transitional areas between the pavement and the gravel sections.

Kevin mentioned that the unpaved section of Mc Crillis Hill Road should be done as well. That would complete the paving on the east end of Town. The Board was in agreement that those projects should be a priority for the next paving season.

The Board also discussed the replacement of the Backhoe scheduled for this budget season. Kevin noted that it was the departments only option for excavating and loading material as the Town does not own an excavator or loader. He also mentioned that it would be good to keep the old backhoe for use at the transfer Station as the old unit there does not work well and has needed a number of repairs. The Board was in agreement with Kevin's recommendation. The Town Administrator noted that the purchase could be funded with a combination of Capital Reserve Funds and Fund Balance and that no money would need to be raised through taxation.

The Board thanked Kevin and the crew for all of their hard work and effort on behalf of the Town.

Police Department-Chief Jake Patridge- the Chief was not available to attend and will be rescheduled for the meeting on December 10th.

New Business: 2019-2020 Budget Update/Discussion: The Town Administrator provided the Board with individual copies of the 2019-2020 Budget Books for their use during the budget review process. The Board reviewed the meeting schedule for the Budget process noting that the first joint meeting with the Budget Committee will be at 5:30PM on Monday, December 3rd at the Town Office.

Authorize Agreement for Natural Resource Inventories of Pilote and Howe Forests: The Board had received a memo from Conservation Commission Chair, Larry Spencer, authorizing an agreement with FB Environmental to conduct a Natural Resource Inventory at the Pilote and Howe Forests. Funding for the inventories will come from monies received by the Commission from logging operations at both sites. The inventories will assist the Conservation Commission with their management of the properties.

Ms. Connelly, the Boards ex-officio member on the Commission, provided some background on the process and made a motion that the Board vote to approve the recommendation of the Commission and authorize the Town Administrator to sign the agreement. Mr. Brickley provided a second and the Board voted 3-0-1 in favor of the motion with Mr. Francesco abstaining.

Old Business: None

Public Participation: A property owner came in to speak with the Board about a tax bill they received for a parcel of land they own. The Town Administrator explained the process by which the property owner could file an abatement request for consideration by the Towns' Assessors.

Administrators Report:

Town Administrator's Report to the Select Board
November 26, 2018

Meetings- November 27 Energy Committee 4PM

December 3 Department Head and Joint Loss 11AM

December 3 Budget Committee and the Select Board 5:30PM

1. As was discussed at the last meeting, the Budget Schedule includes meetings with the Budget Committee on December 3, 10 and 17 beginning at 5:30. The Board will also have a short meeting on

Thursday, December 20 at 5PM to approve their final version of the Budget for consideration by the Budget Committee.

2. The tax bills have gone out. They are due on December 20.
3. Eleanor and I drove over most of the Town on Tuesday and Wednesday, November 13 and 14 collecting cell coverage data for the LRPC. Awaiting the results of their testing region wide.
4. We have confirmed the Holiday luncheon for noon, Monday, December 17 at Walters Basin.
5. Attended the NHMA Conference on 11/14 and 11/15. Picked up some very good information and had an opportunity to meet with some of our vendors to discuss specific issues. It was well worth my time and I thank the Board for the opportunity to attend.

Board Member Reports: **Mr. Brickley** provided a brief update on the SAU budget review. He mentioned that the bond for the improvements to the School's technical building will impact the next budget.

Mr. Laverack congratulated the Plymouth Regional High School Football Team on Winning the Division 2 State Championship.

With no further business to come before the Board, Mr. Francesco made a motion to adjourn the meeting at 6:25PM. Ms. Connelly provided a second. The Board voted 4-0 in favor of adjournment. Respectfully submitted,

Michael R. Capone
Town Administrator