

**Holderness Select Board  
Meeting Minutes  
March 18, 2019**

**Select Board Members Present:** Jill White, Chair, Woodie Laverack, Vice Chair, Sam Brickley, Peter Francesco and Kelly Schwaner.

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

**Call to Order:** The meeting was called to order at 5:10 PM

**Pledge of Allegiance:** Ms. White led those present in the Pledge of Allegiance.

Ms. White and the other Board Members welcomed Ms. Schwaner to the Board and thanked her for stepping up to run for the position. Ms. Schwaner thanked the Board and noted that she was looking forward to serving with them.

**Department Head Visits: Kevin Coburn -Road Agent** – Kevin was present to provide an update on Road Conditions and the Department budget. He mentioned that the sudden onset of warm weather on Friday created serious issues with mud on our gravel roads. The Highway crew was working most of the weekend trying to mitigate the conditions on those roads. This meant more overtime and the need to bring in more material to fix the roads. Kevin noted that there had been only two weekends all winter when the crew did not have to go out to address weather related issues with the roads. This would have an impact on the budget for this fiscal year.

The Board thanked Kevin and the highway crew for all of their efforts to date. They realized that Kevin cannot control the weather and offered praise and support for the crews' efforts to date.

At 5:20 PM, Mr. Francesco made a motion to go into non-public session under RSA 91A:3, II (a). The motion was seconded by Mr. Brickley. The motion was approved 5-0 by a roll call vote.

Mr. Laverack -Yes, Mr. Francesco – Yes, Mr. Brickley – Yes, Ms. Schwaner-Yes, Ms. White-yes

At 5:29 PM, Mr. Francesco made a motion to come out of non-public session and to seal the minutes of the non-public session stating that to not seal them would render the non-public session ineffective. The motion was seconded by Mr. Laverack. The motion was approved 5-0 by a roll call vote.

Mr. Laverack -Yes, Mr. Francesco – Yes, Mr. Brickley – Yes, Ms. Schwaner-Yes, Ms. White – yes.

The Board thanked Kevin for attending the meeting and asked if there was anything else, they could do to assist the department to please let them know.

**Payroll & Payables:** Reviewed and discussed.

**Approval and Signing of Payroll and Payable Checks:** Mr. Francesco moved, with a second from Mr. Laverack 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:** Mr. Francesco moved, with a second from Mr. Laverack to approve the minutes of the March 4, 2019 meeting as written. The motion was passed by a vote of 4-0-1 with Ms. Schwaner abstaining.

**Consent Agenda/Signature File:**

MS232 Report of Appropriations Actually Voted

GIS Internet Services Annual Maintenance Agreement

Appointment Slips: Planning Board (3), Zoning Board (2), Conservation Commission (1), Recreation Board (1)

Appointment Slips: Boat Fee Agent (2)

Special Event Permit Map 230 Lot 006

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

**New Business: Board Reorganization** – The Board next took up the matter of electing a Chair and Vice-Chair for the coming year. Mr. Francesco made a motion with a second from Mr. Brickley to nominate Ms. White as Chair. There were no other nominations and no further discussion. The Board voted 4-0-1 in favor of the motion with Ms. White abstaining. Mr. Francesco made a motion with a second from Mr. Brickley to nominate Mr. Laverack as Vice-Chair. There were no other nominations and no further discussion. The Board voted 4-0-1 in favor of the motion with Mr. Laverack abstaining.

**Ex-Officio Committee Assignments** – The Board reviewed the current assignments to the various Boards, Committees and Commissions. Ms. White noted that by RSA, the Board was only required to provide ex-officio members to the Planning Board and the Budget Committee. The Board discussed the importance of being available to assist the other Boards, Commissions and Committees and expressed a desire to continue to do so.

The Board then discussed how best to balance to assignments by matching them to skill sets and availability due to meeting schedules. The following changes were made to existing assignments. Mr. Francesco would become the ex-officio member to the Planning Board with Mr. Brickley remaining the alternate. Ms. White and Ms. Schwaner would be assigned to the Budget Committee as primary and alternate respectively. Mr. Laverack would be assigned to the Conservation Commission. All other assignments would remain as they are.

**Town Meeting Recap** – The Board members were grateful for the confidence shown in the work done by the Town Employees, the Board and the Budget Committee, in that all of the warrant Articles passed as presented. Ms. White noted that all three groups will continue to work hard to managed the Town Budget effectively and keep the voters informed as to changes to the Budget.

**Old Business:** None

**Public Participation:** None

**Town Administrator's Report to the Select Board  
March 18, 2019**

Meetings- March 18- Department Head 11AM, JLMC 12 Noon  
March 20 – Recycling Webinar 12-1

1. Hope to be conducting interviews with residents over the next couple of weeks regarding Huckins Hill Road. They might help us better define the time frame on the use of the road.
2. Attended a program at Primex on employee manual dos and don'ts. Amy and I will be discussing the material in advance of our meeting with Primex. Our goal in meeting with them, will be to amend the existing personnel policy as necessary.
3. With the deadline now passed it would appear that we will have 21 abatement requests upon which to act. Our Assessors have been out visiting the properties as the first step in the process.
4. We need to discuss changing the date of the April 29<sup>th</sup> meeting, as Ms. White, Ms. Schwaner and the Town Administrator all have conflicts on that date. The Board discussed their availability for the meeting on April 29<sup>th</sup> and agreed to move the meeting date to April 30<sup>th</sup>. The Town Administrator will correct the meeting calendar.
5. It would appear that HB709 continues to move through the legislative process with no reinstatement of excess Statewide Educational Property Tax (SWEPT) included.
6. Per the vote of the Board at their meeting of March 4, 2019, I contacted Alan Hanscom, the NHDOT District 3 Engineer with regard to the States Road Maintenance policies and a schedule for improvements to roadways in and around Holderness. Based on the current schedule repairs and repaving along route 175 is scheduled for the summer of 2019. There will be no major rebuild of the road.

**Board Member Reports:**

Mr. Francesco inquired if the Town still had a sitting Safety Committee. The Town Administrator will research the matter.

With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco, to adjourn the meeting at 6:55PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator