

**Holderness Select Board  
Meeting Minutes  
September 3, 2019**

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

**Others Present:** Town Administrator- Michael Capone

**Call to Order:** The meeting was called to order at 5:00 PM in the first-floor conference room.

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

**Pledge of Allegiance:** At 5:35, Ms. White led those present in the Pledge of Allegiance

**Consent Agenda Items and Correspondence Reviewed:**

**Approval and Signing of Payroll and Payable Checks:** Mr. Laverack made a motion, with a second from Mr. Brickley to approve the payroll and accounts payable manifests and to issue checks accordingly. The Board voted 4-0 in favor of the motion.

**Approval of the Public Meeting Minutes of August 19, 2019:** Mr. Brickley made a motion to approve the public meeting minutes of August 19, 2019 as written, with a second from Mr. Laverack. The Board voted 4-0 in favor of the motion.

**Consent Agenda/ Signature File:**

Certification of Yield Taxes Assessed Map 225-003

Plymouth State University Officer Appointment for jurisdiction within Holderness

Mr. Brickley made a motion to approve the consent agenda, with a second from Mr. Laverack. The Board voted 4-0 in favor of the motion.

**New Business:** Todd Elgin – Annual Treasurer’s Report: Mr. Elgin was present to deliver his annual report to the Board. Mr. Elgin reviewed the status of the various Town Accounts. He noted that the 36-month certificate of deposit at the Woodsville Guaranty Bank will mature on September 30, 2019 and recommended that the certificate not be renewed and the funds be placed in the MVSb Sweep Account where it will get a better rate of return. The Board was in agreement with his recommendation.

With regard to the annual review of the General Fund Policy, Mr. Elgin noted that nothing had changed procedurally. The Town Administrator will prepare a new copy with just a date change for the current year and have the Board sign it at the September 16, 2019 meeting.

Mr. Elgin commented that he appreciated the responsiveness of Meredith Village Savings Bank to his request last year to revisit the interest rate on our account. The subsequent increase has had a very favorable impact on the interest return for our account.

Ms. White and the other Board members thanked Mr. Elgin for his efforts on behalf of the community. They were appreciative of not only his contributions in his role as Treasurer, but also as a member of the Budget Committee.

**Old Business: Cost Estimates for Downtown Parking-** Road Agent, Kevin Coburn was present to review some of the preliminary cost estimates provided by KV Partners for possible downtown parking options. In particular, to review the estimates provided for the option to expand the community parking area on the Town owned land out behind the Post Office.

The preliminary estimates were for a 24 space lot with a paved surface for \$58,000, a 24 space lot with a gravel surface for \$40,000, a 45 space lot with a paved surface for \$98,000 and a 45 space lot with a gravel surface for \$64,000. There are still some variables to consider, chief among them being what the State might require in terms of mitigation for shoreland compliance.

Kevin indicated, that based on his review of the estimates, the Highway crew could probably provide labor for some of the work and reduce the costs by about fifty percent. The one caveat would be with regard to the type of drainage that would be required to meet the aforementioned shoreland compliance requirements which are not currently known.

Ms. White inquired if the Board had any thoughts with regard to moving forward. Mr. Brickley suggested that the Board consider further vetting of the 45 space paved option. There was general agreement among the Board members that this was a good option to pursue. The Town Administrator noted that he would follow up with Mike Vignale of KV Partners to see what the best process would be to further develop the numbers for possible consideration of the project at Town meeting.

**Sidewalk Repairs** - The Board next discussed possible sidewalk repairs in the village area on either side of the Route 3 bridge. The Board had considered a couple of possible options at other meetings, but wanted to speak directly with Kevin to get his input.

Kevin suggested that the Board consider a more complete rebuild of the sidewalks as opposed to just resurfacing them. That would involve the removal of most of the material under the pavement and a recompacting of the replacement material. That might also allow for the replacement of some sections of curbing as needed. It would be more work for the highway crew, but would result in a better sidewalk which would last longer. In addition, the paving costs would be lower as there would be less handwork required of the paving contractor.

The work could be broken down into four sections, two sections on the north and south side of the bridge and the other two on the east and west side of side of Route 3. The only question would be timing the work to minimize impacts in the village.

The Board expressed concern that the added sidewalk work and possibly the parking area work would tax the capabilities of the Department and impact other projects. Kevin recognized this as a possibility, but commented that he, Denny, Dean and Cody would do their best to make it all work. The Board discussed having this item be a separate article on the Town Meeting warrant.

**Safety enhancements at the Highway Garage** – the next discussion topic centered on suggestions provided by our insurance provider with regard to safety enhancements to the Highway Garage. Among them were the suggestion that a fire detection and monitoring system as well as a fire suppression

system be added to the building. This request seemed reasonable to the Board given some of the recent losses of equipment experienced by other community Highway Departments due to fires in their garages. The Town Administrator mentioned that he and Kevin had discussed getting some pricing from vendors for the Board to consider, but wanted to be certain that the Board was aware of what they were doing.

One other item that had come up in a Joint Loss Management meeting was the need for a back up generator for the building. To date, the department had been using the arc welder for emergency power, but that has been determined to be neither reliable or safe so a generator for that specific purpose has been recommended by the Safety Committee. The Board was in agreement that the generator was needed. It was mentioned that an estimate had been obtained some time ago. The Board asked for an updated estimate with the thought that the project could be funded from the Town Building Capital reserve.

While present, Kevin also provided a quick update on the Departments activities. The paving projects were complete and the road reconstruction projects would be finished this week. Some road side mowing and other grading work would be done shortly.

The Board thanked Kevin for taking the time to attend the meeting and provide his input directly to the them. Kevin thanked the Board for the support they had shown to him and the Department.

**PSU Lift Station** - The Town Administrator informed the Board that he had provided some feedback to the University in response to their initial inquiry with regard to providing pro-rated financial support for their Sewer Lift Station. He first asked that they recheck the percentage of participation calculation as their billing/user numbers were not reflective of what is currently billed by the Town. He also commented that it appeared, based on a memo that he found from 1996, that system users had been paying toward the maintenance of the station since that time. He also informed the University that it was his understanding, based on a conversation with the former Holderness Administrator, that the expense of the 2015 upgrade to the lift station would be paid for in its entirety by the University as it was done to accommodate the new AllWell Center. To date, the Town Administrator mentioned that, although he did receive a note back from the University thanking him for his input, there had been nothing further from them.

**Public Participation:** None

### **Town Administrator's Report to the Select Board September 3, 2019**

Monday, September 9, 2019 – Department Head Meeting @ 11AM

Monday, September 9, 2019 – Joint Loss Management Meeting @ 12 Noon

1. The new town website is now live. It is being reviewed by all departments for updates and corrections.
2. The well work at the public safety building was completed on August 22nd. We are now monitoring the site to see if it improves overall water quality and fixture flow issues.

3. The auditors were in for one day last week. So far, their review has gone smoothly and there are no issues of note. They may be back next week to wrap up their field work if they feel they need to review and/or recheck anything.

4. Dead River has been asked to provide updated pricing for #2 Fuel Oil and Propane for the upcoming heating season. Prices are low at the moment and it might be a good time to lock in pricing for the winter heating season. *It was suggested that, given the volatility of the markets, the Board give the Town Administrator the authority to enter into a seasonal heating agreement at his discretion. Ms. Schwaner made a motion to that effect with a second from Mr. Brickley. The Board voted 4-0 in favor of the motion. The Town Administrator noted that he would likely enter into an agreement shortly as the pricing is presently very favorable and may be moving upward shortly.*

5. Walter Johnson, our Emergency Management Director, has forwarded two proposals for an update to our Local Emergency Operations Plan (LEOP). The pricing for the proposals is identical and he is recommending that we select the vendor who did the first LEOP given that they are more familiar with the Town. Grant funding is available for the work, so it will not cost us anything. I have attached a copy of the proposal to this email. *Mr. Brickley made a motion that we accept the Emergency Management Directors recommendation and authorize the Chair to sign the proposal on the Boards behalf. Mr. Laverack provided a second. The Board voted 4-0 in favor of the motion and the Chair signed the proposal.*

6. The revised revenue estimate report (MS434R) has been submitted to the State. The revenue estimates were revised upward by about 2.5% based on increases in interest earned on our operating accounts and an increase in Motor Vehicle Registration Fees.

7. I will be attending the next Northeast Resource Recovery Association operational meeting to begin discussions as to how they might assist us with our next Solid Waste Agreement RFP.

8. There is a potential subdivision proposed along route 175 that may require that a road bond be posted.

**Board Member Reports:** Ms. White reported that she had forwarded the name of a possible Budget Committee candidate to Ken Evans for the Committee's review and consideration. This candidate could potentially fill the remaining opening on the Budget Committee. The Town Administrator noted that Mr. Evans had informed him that he would be speaking with the candidate this week.

With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Laverack, to adjourn the meeting at 6:55PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator