

**Holderness Select Board  
Meeting Minutes  
August 19, 2019**

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

**Others Present:** Town Administrator- Michael Capone and Holderness Central School Principal, Joseph Sampson

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

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

**Consent Agenda Items and Correspondence Reviewed:**

**Approval and Signing of Payroll and Payable Checks:** Mr. Francesco made a motion, 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 the Public Meeting Minutes of August 5, 2019:** Mr. Francesco made a motion to approve the public meeting minutes of August 5, 2019, with a second from Ms. Schwaner. The Board voted 5-0 in favor of the motion.

**Consent Agenda/ Signature File:**

Discretionary Preservation Easement Map 227 Lot 025

Lien Release Map 210 Lot 003 Sub Lot 049

2019 2nd Quarter Sewer Warrant

Special Event Permit Map 255 Lot 018

Mr. Brickley made a motion to approve the consent agenda, with a second from Mr. Francesco. The Board voted 5-0 in favor of the motion.

**New Business: Holderness Central School (HCS) Principal, Joseph Sampson** – was present to introduce himself to the Board and briefly chat about his background and his vision for HCS. He is spending most of his time meeting folks and formulating goals and objectives for the upcoming school year. He is aware of the schools outstanding reputation and hopes to build on that foundation.

A community expo is scheduled for August 28<sup>th</sup> and local organizations will be in attendance to provide information on their facilities and services to attendees. A community survey is being prepared that will seek input from respondents with regard to educational priorities for the school.

The Board members welcomed Principal Sampson and commented on the good working relationship between the school and the community. They were especially appreciative of the support the school has provided to the Recreation Department by making their building available for various classes and activities including the SummerEscape program. It is hoped that the trend will continue. Principal Sampson commented that he sees the school building as a community resource to be shared by both the school and the Town.

The Board thanked Principal Sampson for attending the meeting.

**New Business: Plymouth State University Sewer Lift Station Term Sheet** – The Town Administrator and the Board reviewed the information provided on the rate sheet. The University was looking to enter into a formal agreement for the Town to pay a portion of the ongoing maintenance and capital costs for the sewer lift station owned and operated by the University. Those costs would include an annual fee for maintenance, an annual contribution toward capital costs for replacement of the lift station in 2040 and the back payment of capital cost for the 2015 upgrade of the station.

At the outset it was noted that any costs associated with this request would need to be paid by the Sewer Customers and not by the Town. The Board could negotiate this agreement in their capacity as Water and Sewer Commissioners as voted at the 2005 Town Meeting.

With regard to the ongoing maintenance expense the Town Administrator noted that, based on his preliminary research, it appears that the user rates were increased in 1996 to pay for the maintenance costs of the lift station. He had contacted the Plymouth Sewer District office to verify this, but had not heard back from them. The Board asked that he provide an update at a subsequent meeting.

With regard to the capital contribution, the request seemed reasonable to the Board, but they requested that the agreement language include a provision that the capital contribution would be adjusted as necessary based on the % of Town users. It is assumed that the number of users and therefore the % of the system for which they are responsible would decrease over time. This would result in a decrease in the capital contribution.

The Board was not in support of making a retroactive payment for the 2015 upgrade as they are not aware that it was discussed in 2015. It seemed to be an excessive expense to be passed on to the small number of system users. The Town administrator will continue to research the matter and report back to the Board.

**Old Business:** None

**Public Participation:** None

#### **Town Administrator's Report to the Select Board August 19, 2019**

1. We had an inquiry from the Science Center with regard to holding weddings at their venue. They were inquiring as to what would be required in the way of formal review to eliminate the need for them to obtain a special event permit for each wedding. After reviewing our zoning regulations, special event permit regulations and speaking with Counsel, it was determined that they would not need to file a special event permit or obtain a site plan review to conduct weddings as those events could be included

as part of their regular operations. A letter has been drafted to that effect and is attached to this email for your review. *The Board reviewed the letter and agreed with Counsel's recommendation. MR. Brickley made a motion to authorize the Chair to sign the letter on behalf of the Board. There was a second from Mr. Laverack. Seeing no further discussion, the Board voted 5- 0 in favor of the motion.*

2. An appeal has been filed with regard to the decision rendered by the Planning Board on the Yankee Trails Motel application that was heard at the July 16th Planning Board meeting. It will be heard by the ZBA at their September 10th meeting.

3. The well work at the public safety building is scheduled for Thursday, August 22nd.

4. One of our paving vendors has mentioned to Kevin that they would offer to hold their per ton price for paving material at its current level for the next three years. Given that paving prices always increase each year, this might be a good thing to do. If it were something that the Board wished to consider, we could put a "request for bid" out to all of our paving vendors and see what we get for pricing. Any bid would contain an escape clause which would satisfy our legal requirement for entering into a multi-year agreement.

5. Ken Evans advised that he thought the new budget schedule would be fine, so we should plan on implementing it for the 2020-2021 budget cycle. It has been discussed with the Department Heads as well.

6. The auditors will be in the Town Office on August 22nd and 23rd to conduct an in-house review of some of our year end numbers.

7. The Solar Array proposal submitted for the Holderness School will be going to the Planning Board for Site Plan Review on Tuesday, August 20.

8. Have received some more detailed information with regard to the residency question for your consideration. Given that this has stimulated much discussion we will wait for the Full Board to be available prior to continuing our discussion.

9. Primex conducted a safety inspection of the Highway Garage. They were complimentary of the cleanliness and organization of the facility as well as the safety features already in place. They did suggest that we look into installing a fire detection and suppression system. If the Board wishes to consider their recommendation, we should think about adding it to the budget for 2020-2021. They also suggested that we get the emergency lighting system tested. That testing has already been scheduled for the Fall of 2019.

**Board Member Reports: None**

With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Laverack, to adjourn the meeting at 6:39PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator