

**Holderness Select Board  
Meeting Minutes  
April 12, 2023**

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

**Others Present:** Town Administrator, Michael Capone, Highway Supervisor, Kevin Coburn, Fire Chief, Jeremy Bonan.

**Call to Order:** The meeting was called to order at 5:00PM in the Public Safety Building meeting room.

**Correspondence Items:** Reviewed by the Board members. Individual members reviewed the payroll and accounts payable manifests as well as the items in the consent agenda.

**5:30PM Agenda Items:** in the Public Safety Building meeting room.

**Department Head Visit-Highway Supervisor** – Kevin Coburn was present to provide an update on Highway Department activity. He mentioned that the highway crew was doing a very good job and getting a lot accomplished.

Kevin noted that he was going to lift the load limit bans on the paved roads, but leave them on the dirt roads for a while longer. They were working on grading some of the roads. Kevin had some stone brought in to the yard so it would be available if they needed it on a weekend. Kevin commented that the new roller was a tremendous help and they had been using it almost every day as they work on the roads.

Kevin also mentioned that they were running out of room to store material and he would like to look at expanding the area of the highway yard. The Board briefly discussed options to consider and asked the Town Administrator to review and follow up on questions from some of their prior discussions on the topic.

Kevin also suggested that the Board re-visit their discussions regarding road standards.

The Board thanked Kevin, Dean, Jake and Eddie for all of their hard work

**Approval and Signing of Payroll and Payables Checks:** Mr. Francesco made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. There was a second from Mr. Laverack. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Approval of the Meeting Minutes of March 27, 2023:** Mr. Francesco made a motion to approve the meeting minutes of March 27, 2023 as written. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor approving the minutes as written.

**Consent Agenda/ Signature file:** Warrant for Land Use Change Tax 210-025-000  
Abatement Response 241-099-000  
Veterans Tax Credit 210-021-000  
Application for Current Use Assessment 252-005-000  
Intent to Excavate and Gravel Tax Levy 210—008-001  
Abatement Response 245-029-001  
Acceptance of Electronic Payments Policy

Ms. Schwaner made a motion to approve the consent agenda as presented. There was a second from Mr. Francesco. There being no further discussion, the Board voted 5-0 in favor of the motion.

**New Business: Board Committee Assignments-** The Board reviewed current Board and Committee assignments. After a brief discussion, they agreed to the following primary assignments for the next year. Mr. Francesco-Planning Board, Ms. Schwaner-Budget Committee, Mr. Laverack- Conservation Commission. Other assignments may be made pending a review of where there may be an existing need.

**Old Business-** None

**Public Participation:** None

## **Town Administrators Report**

**April 12, 2023**

1. Do you want to have a spring community business meeting this year? If so, when and where?

The Board discussed the matter briefly and agreed that in the absence of any new input from businesses and the fact there have been no changes to current matters of concern, there would be no meeting scheduled for the spring. Should there be any new developments, or any request from the business owners, a meeting would be scheduled.

2. Our cleaning company has informed us they are going out of business, so we will have to find a new one (again). RFQ has gone out to some area companies. Hopefully, we will find someone prior to the end of the month. Most are not taking on new clients due to lack of personnel.

3. We have been advised by the Lakes Region Planning Commission (LRPC) that Tink Taylor's appointment to the Transportation Advisory Committee (TAC) is up in June. He would like to be reappointed. If someone would make a motion to reappoint Tink at the meeting, we can advise the LRPC of the reappointment.

*Mr. Francesco made a motion to reappoint Mr. Taylor to another term as the Towns TAC rep to the LRPC. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.*

4. We have been contacted by an engineering firm looking to do some waterline work at Livermore Trailer Park. The firm has submitted some plans (attached) that Kevin has been reviewing. The extent of the line is denoted by a "W" and has been highlighted in pink. The only section they need permission for is the 385 feet along Livermore Road as that is a town road. The other sections are on private portions of the park. Kevin did not see any issues with the work proposed provided sufficient notice was given on when the work would be done.

*Mr. Brickley made a motion to authorize Highway Supervisor, Kevin Coburn to oversee the work on Livermore Road and provided guidance to the contractor regarding the planned improvements. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.*

5. Followed up with Roger on Article 10 from Town Meeting. Attached is an agreement and deed prepared for the Board's signature if you are so inclined. It has been reviewed and approved by Counsel.

Unless anyone has any other stipulations, they wish to put forth, that would be all that needs to be done.

*The Board reviewed and discussed the materials provided. Mr. Brickley made a motion to accept the proposed agreement and sign the deed as prepared. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 5-0 in favor of the motion.*

6. Do you want to do anything for Memorial Day?

*Ms. White suggested that a conversation be had with the Library Trustees to get their thoughts on the type and timing of the events given that it is held on library grounds. There was general agreement from the Board. Ms. White will follow up.*

7. Spoke with Ward and he suggested that I contact Joel Fisher to get a structural determination of the ability of the Public Safety Building roof to support the proposed solar array. I spoke with Mr. Fisher and he indicated that he could not be able to look at the project for at least two months.

*The Board discussed the matter briefly. The Town Administrator mentioned that he had reached out to Ted Vansant regarding this, but Ted was out of Town until April 20<sup>th</sup>. He will follow up with Ted when he returns.*

8. Gathering more information regarding possible items for consideration as part of the road policy. Will put a draft together in the following weeks for possible review and discussion.

9. Received the annual notice from the New Hampshire Electric Cooperative regarding herbicide application. It has been posted to the website.

10. Getting pricing to replace the Welcome to Holderness signs at their 5 existing locations.
11. Have been discussing possible options for new accounting software with Amy. She is going to visit Moultonborough this week to speak with their finance person regarding the software they use.
12. We have received an updated copy of the Cyclical Revaluation agreement from Corcoran and Associates. Marybeth Walker will be present at the May 22<sup>nd</sup> meeting to review and discuss further.
13. Will be reaching out to our contractor to schedule the scraping and painting of Town Hall. Will also order the replacement shutters for the building.

**Board Member Reports:** None

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 6:52PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator