

**Holderness Select Board
Meeting Minutes
May 22, 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, Assessing Assistant, Amy Sharpe, Marybeth Walker, Corcoran and Associates, Gerry DuBreuil, R&D Paving

Call to Order: The meeting was called to order at 5:00PM in the Town Office second floor 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 Town Office second floor meeting room.

New Business: Opening and Review of Paving and Road Reconstruction Bids: Bids for the paving and road reconstruction projects on East Holderness Road, Coxboro Road and Ta Da Dump Road were received from three vendors.

Ms. White opened each bid and reviewed the material contained therein. The total bid amounts were as follows: Bryant Paving - \$230,983.00, R & D Paving \$215,785.38 and GMI \$180,888.50.

Mr. Francesco made a motion to have Highway Supervisor, Kevin Coburn review the bid details for compliance with the bid specifications and award the work based on the best overall value to the Town of Holderness. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

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

Approval of the Meeting Minutes of May 8, 2023: Ms. Schwaner made a motion to approve the meeting minutes of May 8, 2023 as written. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor approving the minutes as written.

Consent Agenda/ Signature file: Appraisal Summary Memorandum Fairpoint/NNETC
Library Trustee Appointments (2)
Health Insurance Reimbursement (2)
Abatement Response Map 245-039-A26, Map 245-039-C13
Hawkers and Peddlers License -Tartaglia's Pizza

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

Old Business- Memorial Day Program – Ms. White reviewed the final details and the tasks assigned to be accomplished this week. All seems to be in order for the event to move forward as planned on Monday, May 29th at 11:00 at the library.

New Business continued: Marybeth Walker, Corcoran and Associates: Assessing Update: Ms. Walker was present this evening to discuss two items. The first is a follow up to the information provided in her October 2022 memo in which the recommendation was made to perform a revaluation in 2023. Ms. Walker reviewed the most current sales data and the preliminary ratios for the various assessing categories. Overall, the ratio is at 73% which is well below the required assessment review range of 90% to 110%. A revaluation will need to be done to bring the assessed values in line with sales. Ms. Walker reviewed some of the conditions under which different ranges of sales data could be used to provide the most complete and accurate review possible and took questions from the Board. The Board will review and sign the revaluation agreement at the June 5th meeting.

Ms. Walker also provided an update on some of the more recent legal developments regarding tax exempt properties and the possible options available to the Board when reviewing and rendering a decision whether to approve or disapprove an exemption request. Marybeth took questions from the Board on this topic as well.

The Board will consult with Counsel to obtain a legal opinion on how best to proceed with their review of these properties.

Town Administrators Report

May 22, 2023

1. Spoke with Lisetta Silvestri, PAREI Operations and Special Project Manager, regarding pursuing a grant through the US Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) Program. The Plymouth Area Renewable Energy initiative (PAREI) is looking to organize a cooperative grant application with a number of possible partners. They would like Holderness to be the lead municipality with Plymouth being the additional "Team Member". Ashland, PAREI, Habitat for Humanity, Holderness Central School and the Town Line Village Cooperative would be other potential partners. PAREI would provide grant writing support. It is anticipated that the application would include a request for an amount sufficient for us to complete the four Solar projects we have discussed for Town buildings and possibly an EV charging station. Funding for projects in other communities would be part of the grant request as well.

The first phase of the project would be to submit a concept paper to secure an invitation to the grant round. At this point PAREI is seeking to have you authorize me to sign on to preparing that document.

One loose end is what entity will be the grant administrator and does the EECBG program require the administrator to be a municipality. If so, PAREI could be the overall project manager and bill the town for project costs as expensed. Also, if Holderness is the grant administrator what is the admin fee they would want included in the budget? *The Board discussed the matter and expressed concern that there was not enough information for them to make an informed*

decision at this time. They asked the Town Administrator to follow up to see what additional information may be available.

2. Have another local cleaning company coming in on Friday to give us a quote on cleaning services. Hope to have a quote from them by the end of the month.

3. Did receive a proposal from an electric aggregator. We can walk through it at the meeting. *Based on our current usage and existing rate with the New Hampshire Electric Cooperative the estimated savings over the six-month term of the agreement could be up to \$1,800.00. The Board discussed the matter briefly. Mr. Francesco made a motion to authorize the Town Administrator to pursue the agreement further and execute it on the Towns behalf should the terms and conditions warrant. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.*

4. Going to resurrect the minimum road standards policy we worked on a few years back. Kevin and I were supposed to rework it, but it fell off the radar. No excuses.

Public Participation: None

Board Member Reports: Ms. White reviewed the fiscal year 23-24 wage adjustment paperwork for the Town Administrator with the Board. The adjustment was as presented and approved by the voters in the 23-24 operating budget. Mr. Francesco made a motion to approve the adjustment as noted in the 23-24 operating budget. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 7:16PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator