

**Holderness Select Board
Meeting Minutes
June 20, 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.

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 – Kevin was present to provide an update on department activity. Overall, the department is in good shape. He mentioned that gravel was being hauled in for use on maintenance projects. Kevin also noted that the weather was causing delays in grading and ditching.

The expected installation date for the plow, wing and sander body for the 6500 series truck is September. The new sweeper attachment is due the end of the month.

The Board thanked Kevin for attending the meeting.

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 Ms. Schwaner. There being no further discussion, the Board voted 5-0 in favor of the motion.

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

Consent Agenda/ Signature file: Solar Energy Exemption Map 251 Lot 011
Exempt/Non-Taxable Property Listing
Elderly Exemption Map 210 Lot 003
Elderly Exemption Map 239 Lot 007
Library Trustee Appointment-Emily Evans
Intent to Cut Map 255 Lot 009
Dog Warrant

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: Review and approve capital reserve withdrawal amounts for 22-23 – The Board reviewed capital reserve account activity for the current fiscal year (22-23). The amounts voted at Town Meeting in March of 2022 and subsequent withdrawals were noted. Mr. Francesco made a motion to approve the following subsequent withdrawals made during the fiscal year.

Motion for additional Funds to be voted from the following capital reserves:

1. Road Reconstruction:	\$ 27,058.52	Account Number: NH-01-0254-0009
2. Police Cruiser	\$ 5,416.15	Account Number: NH-01-0254-0013
3. Municipal Building Imp:	\$ 13,180.00	Account Number: NH-01-0254-0032
4. Town Revaluation:	\$ 8,580.96	Account Number: NH-01-0254-0033
5. Public Works Vehicles:	\$ 76,851.25	Account Number: NH-01-0254-0043
6. Employee Health Insurance:	\$ 8,732.49	Account Number: NH-0100254-0054
7. Abatement Defense Fund:	\$ 5,842.80	Account Number: NH-01-0254-0056
TOTAL	\$145,662.17	

Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Mr. Francesco made another motion to approve the following amounts of total withdrawals including amounts voted at Town Meeting in March of 2022.

1. Road Reconstruction:	\$ 227,058.52	Account Number: NH-01-0254-0009
2. Police Cruiser:	\$ 40,416.15	Account Number: NH-01-0254-0013
3. Municipal Building Imp:	\$ 13,180.00	Account Number: NH-01-0254-0032
4. Town Revaluation:	\$ 33,580.96	Account Number: NH-01-0254-0033
5. Public Works Vehicles:	\$ 138,851.25	Account Number: NH-01-0254-0043
6. Employee Health Insurance:	\$ 8,732.49	Account Number: NH-0100254-0054
7. Abatement Defense Fund:	\$ 5,842.80	Account Number: NH-01-0254-0056
8. Library IT:	\$ 9,975.76	Account Number: NH-01-0254-0060
Total	\$ 477,637.93	

Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

New Business: Encumbrances from the 22-23 fiscal year budget: No funds were encumbered from the Fiscal Year 22-23 budget.

Old Business: Tuition Reimbursement Policy: Mr. Brickley provided some additional comments on the draft language prepared by the Town Administrator and Counsel. The changes would be incorporated into a final proposal to be voted on by the Board at their July 3rd meeting.

Public Participation: None

Town Administrators Report

June 20, 2023

1. Tax bills went out on Friday, June 9th and are due by July 12th.
2. It appears the Holderness School will be purchasing a new Pick Up for their SRO. It will have Holderness Police lettering on it, but also be labeled as the SRO vehicle. They will be paying 100% of the cost of this vehicle and equipment.
3. Ken Evans would like to meet with you to provide an update on a new recycling project the Plymouth Rotary Club is working on with the Towns of Holderness, Campton and Plymouth to dispose of #6 Foam in a more environmentally friendly way. They have been running this program on a limited basis for the past few months, and are looking to expand it. Joining him will be Meghan Theriault, Director of Public Works in Gilford and Mike Carrier, a fellow Rotarian and incoming president of Plymouth Rotary Club. We can also have Scott present so he can speak to the Holderness residents' feeling about what we have been doing. Ken can provide presentation materials in advance of the meeting for your review. July 17, or any meeting date after that in July would work for them.
4. You have a request to appointment Emily Evans as a Library Trustee. She will be replacing recently appointed Trustee, Alicia Marino, who is stepping down to serve as the new President for the Friends of the Library.
5. Amy and I met with New Hampshire Department of Revenue (NHDRA) representatives and Marybeth Walker of Corcoran and Associates on Monday, June 19th to review the revaluation agreement and the plan for the update. The meeting went well. New 2023-2027 Assessment Review Standards were also discussed.
6. Mike Vignale and I visited one of the sites where they are completing work on the E115 transmission line. Mike was impressed with the quality of the work. He will visit other sites as needed while they wrap up work on the project.
7. Have provided initial responses to NHDES for the numerous inquiries they have made in the past few months. It appears our assessment was correct in that they have added staff and are spending much more time reviewing documents and getting caught up with their back log of work. They are appreciative of our response to date and I am awaiting feedback as to whether they will need any more information from us.
8. Chief DiFilippe has been informed that the State is discontinuing coverage at the Boat Ramp area on weekends. Not certain how this might impact us, but wanted you to be aware.
9. It appears the will be more dedicated bridge and road funding distributions in the next State fiscal year budget. Estimates indicate we can expect to receive an addition \$9,057 in bridge money and \$20,458 in road money.

Board Member Reports: Mr. Francesco reported that he had been contacted by a number of residents regarding a seasonally occupied trailer along route 113. It was noted by the Town Administrator that this matter had been reviewed in the past and based on present zoning regulations the trailer was not in violation of zoning. He would follow up with Counsel and compliance to see if there had been any changes to the regulations.

Adjournment: With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Francesco, to adjourn the meeting at 7:26PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator