

**Holderness Select Board
Meeting Minutes
July 17, 2023**

Select Board Members Present: Chair, Jill White, Vice Chair, Woodie Laverack and Sam Brickley

Others Present: Town Administrator, Michael Capone, Plymouth Rotary member and Holderness Resident, Ken Evans, Meghan Theriault, Director of Public Works in Gilford and Mike Carrier, Plymouth Rotary.

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

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 second-floor meeting room of the Town Office.

New Business: Plymouth Rotary: #6 Foam Recycling Program – Mr. Evans, Mr. Carrier and Ms. Theriault were present to discuss a new recycling opportunity for the area. The Plymouth Rotary, in conjunction with the Town of Gilford, has been running a voluntary recycling program to collect and process #6 Styrofoam. The #6 foam would be collected in a number of ways at a variety of locations and transported to the Gilford Transfer station for processing in a recycling unit that chops up the foam and melts it into ingots that are sold on the recycling market.

Ms. Theriault, who oversees recycling operations for the Town of Gilford, reviewed the process with the Board and presented some of the options available for collection and transport. Mr. Evans explained that Holderness has been participating in this process by collecting #6 Styrofoam which Mr. Evans and his wife, Jenny transport to Gilford for processing. He has been pleasantly surprised by the high level of interest in the program and the amount of foam collected to date. Ms. Theriault and Mr. Carrier also mentioned they have seen a great amount of interest and support for the program to date in other communities.

Mr. Carrier explained that the Plymouth Rotary has applied for and been awarded partial funding for the purchase of collection boxes and plastic liners for use at collection sites. The Rotary was present this evening to see if the Town would donate \$1,000 in supplemental funds to help purchase a collection box for Holderness. The Collection box would be delivered with three liners for use in collecting the foam. Similar amounts would be collected in Plymouth and Campton so they could have permanent collection sites as well.

The Board asked questions of the presenters and briefly discussed the matter. They asked the Town Administrator if he had an opportunity to discuss the program with Scott Davis, the Transfer Station Supervisor. The Town Administrator noted that he had and Scott was in favor

of the program. Scott also felt it would be better to locate the collection box inside the Transfer Station where it could be monitored during operating hours.

Mr. Brickley made a motion to authorize the use of \$1,000 in funds from the Transfer Station equipment line to supplement the purchase of a #6 foam collection box and liners for use at the Transfer Station. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

Ms. Theriault, Mr. Carrier and Mr. Evans thanked the Board for their support of the project. Ms. White thanked them for their presentation and for the efforts of the Evans in transporting the material in the short term. She expressed her hope that the program would be successful to the extent that transportation costs could be covered in the future.

Public Participation: Fran Taylor was present to discuss her concerns with parking downtown, noting the lack of space and the amount of time vehicles remain parked in the same location. The Board reviewed the steps they had taken to address the issue and noted that the best existing option to resolve the matter, remains in the Town owned area near the gazebo. This location was brought to Town Meeting a few years ago and was rejected by the voters. The Board will not be bringing this option back to Town Meeting. However, the Board would be happy to turn over all the work completed to date, should a resident wish to champion this issue.

Ms. Taylor also expressed concern regarding the runoff from Range Road that makes its way onto route 113 in the vicinity of Cotton Cove. Ms. White commented that the State of New Hampshire Department of Transportation (NHDOT) and the Squam Lakes Association (SLA) were working on a remediation project to address this concern. The Board thanked Ms. Taylor for attending the meeting.

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 Mr. Brickley. There being no further discussion, the Board voted 3-0 in favor of the motion.

Approval of the Meeting Minutes of July 3, 2023: Mr. Brickley made a motion to approve the meeting minutes of July 3, 2023 as written. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0 in favor of approving the minutes as written.

Consent Agenda/ Signature file: Town Hall Use Agreement
Special Event Permit- Elks Family Day
Special Event Permit – Squam Ridge Road Race
Appointment – Library Trustee Alternate

Mr. Laverack made a motion to approve the consent agenda as presented. There was a second from Mr. Brickley. There being no further discussion, the Board voted 3-0 in favor of the motion.

Old Business: Tuition Reimbursement Policy: Mr. Brickley mentioned there were no substantive changes to the document, but did suggest one grammatical correction. Mr. Brickley made a motion to approve the policy as corrected and have the individual board members come in to the Town Office to sign the corrected version. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion

Town Administrators Report

July 17, 2023

1. I have cleaned up the dental plan **attachment** and added additional headings. *The Board reviewed the materials provided. Mr. Laverack made a motion to expand the dental benefit coverage for employees from \$1,000 to \$2,000. Mr. Brickley provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.*
2. Have provided the auto salvage facility on East Holderness Road with their application renewal packet. Have tentatively scheduled a review and hearing on their application for our August 14th meeting.
3. The Dunnell property has an easement to have a well on the library lot. Jacob Dunnell has inquired whether redrilling the well in the same location and adding additional casing to eliminate sediment and improve water quality would be in keeping with the terms of the maintenance section of the easement. Both Christine and I are of the opinion that it would be allowed. Thought I would get input from you folks prior to moving forward. *The Board briefly discussed the matter and were in agreement with the conclusion reached by the Town Administrator and Counsel.*
4. Structural repairs on the Transfer Station office are underway. The framing work should be completed this week. Interior sheet rock to follow.
5. Will be speaking with the library regarding cleaning services.
6. Chief Bonan has been working on new Fire Department Standard Operating Procedures (SOP'S) for review by the department officers. He will be present at the July 31st Board Meeting to provide an update on this and other Department activity.
7. Our auditors were in this week for their initial review. They will be back for their final review in September. We have also provided information to Jefferson Solutions, Inc. to begin our actuarial review as recommended by our auditors. Amy has done a very good job at collecting and reporting the required information.
8. Have been in contact with the New Hampshire Electric Cooperatives (NHEC) Broadband contractor, CONEXON, regarding the schedule for fiber installation in Town. It appears the schedule may vary depending on your location in Town and from what direction the fiber is coming. Awaiting an updated from their engineering department.

9. Lisetta Sylvestri will be at your July 31st meeting to provide an update on a solar energy project under consideration by PAREI.

Board Member Reports: None

Adjournment: 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 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator