

**Holderness Select Board
Meeting Minutes
July 31, 2023**

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

Others Present: Town Administrator, Michael Capone, Town Clerk-Tax Collector, Ellen King, Fire Chief, Jeremy Bonan, Lisetta Sylvestri, PAREI.

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, other correspondence and the items in the consent agenda.

5:30PM Agenda Items: in the second-floor meeting room of the Town Office.

Ellen King: Was present to briefly discuss the process for replacing her when she resigns her position in December. The Board will review and discuss further at a future meeting.

Department Head Visit: Fire Chief, Jeremy Bonan – Chief Bonan informed the Board that he was working on revising department Standard Operating Procedures (SOPs). They would be presented to Department Officers for review and comment with the goal of implementing them by January 1, 2024.

Engine 3 will be going to a vendor to have body corrosion repaired. Additional lighting has been added to the fire boat for safer night time operation. The water rescue trailer is being reconfigured. Changes to other department vehicles are being considered.

There are presently three firefighters doing per diem shifts during the week. Another may be added shortly. This has proved helpful when responding to calls and getting much needed work done around the station. The department is about 30 calls ahead of last year's numbers.

The second annual public pancake breakfast is scheduled for Saturday, August 19th from 8AM until Noon.

The Board thanked Chief Bonan for attending the meeting.

New Business: Lisetta Sylvestri – Plymouth Area Renewable Energy Initiative (PAREI) - Update-Possible energy project grant – Ms. Sylvestri was present to update the Board on a grant project under consideration by PAREI. They have been invited to apply for a Department of Energy "Energy Efficiency and Conservation Block Grant (EECBG) Program" This program provides

funds for renewable energy projects on an area wide basis. PAREI is proposing a multi – community project that would secure funding for renewable energy projects. The application requires that a “prime applicant” which must be a Town, receive the funds for distribution to other participants. Ms. Sylvestri briefly explained her understanding of the logistics of the process. She asked if the Town would consider being the prime applicant.

Ms. White asked for comments from the Board and the Town Administrator. The Town Administrator noted that if we receive federal grant funds in excess of \$750,000/year we would be required to do an additional audit, called a single audit. This would be an added fee to the Town. He would want to review this with our auditors to get their input.

Mr. Brickley noted that he has concerns with possible liability to the Town and would want Counsel to review the language in the grant as well as any future application related material. This would be an added expense to the Town as well.

Ms. Sylvestri mentioned that these expenses could be paid from the grant along with administrative costs thereby limiting financial exposure to the Town. She also noted there is no exposure to the Town in submitting the application. If the grant was awarded and it was determined that the exposure to the Town would be too great, the Town could refuse the grant.

Ms. White expressed a desire to better understand the impact to the team in the Town Office, should we decide to move forward as the “prime applicant.” Specifically, what would the additional workload look like, what additional documentation would be needed to track the grant funding thru our system and what if any unintended consequences might exist?

It was requested that Ms. Sylvestri provide additional information to the Town Administrator for review by Counsel and our Auditors. The Board will consider the matter further at their August 14th meeting.

The Board thank Ms. Sylvestri for attending the meeting.

Approval and Signing of Payroll and Payables Checks: Ms. Schwaner 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 4-0 in favor of the motion.

Approval of the Meeting Minutes of July 17, 2023: Mr. Laverack made a motion to approve the meeting minutes of July 17, 2023 as written. Mr. Brickley provided a second. There being no further discussion, the Board voted 4-0 in favor of approving the minutes as written.

Consent Agenda/ Signature file: Special Event Permit-Reach the Beach
Application for current use assessment 210-029-000
Application for current use assessment 204-002-000

Solar Exemption Map 212 Lot 003

Ms. Schwaner 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 4-0 in favor of the motion.

Old Business: None

Public Participation: None

Town Administrators Report

July 31, 2023

1. We should briefly discuss if there are any conditions you wish to place on the Auto Salvage Yard license renewal to come before the Board at one of the August meetings. *The Board will await receipt of the application prior to discussing any conditions.*
2. We will be restarting weekly cleaning services at the library as of this weekend. We will be cleaning the Town Offices and the Public Safety Building every other week as well.
3. Structural repairs on the Transfer Station office have been completed. The vendor has been contacted to return and make adjustments to the door so that it can be secured more easily. Sheet rock will be done next week.
4. Awaiting word from the Plymouth Rotary on their request for funding for the #6 Foam Collection box approved at the July 17th meeting.
5. Working on ideas for pole banners downtown. Attached is a sample. *The Board Members commented that they liked the sample.*
6. The Highway Department will be putting a gate up at the entrance to the Town owned lot on East Holderness Road. We continue to find vehicles and equipment on the property and feel the gate will provide better security and control to access.
7. We have been contacted by the New Hampshire Public Works Mutual Aid program regarding membership. This is a network of municipalities that will help each other during emergencies through partnering agreements and protocols for requesting and receiving aid. They are offering two years of free membership after which our annual dues would be \$25/year. Spoke with Kevin and he thinks it would be a good idea to participate. While Kevin has developed his own informal local network, participation in a wider ranging program has value for everyone. Would appreciate your thoughts on the matter. *The Board was in agreement with Kevin's recommendation.*
8. We have received the draft actuarial study from Jefferson Solutions. It is under review. Once we have completed the review and added any necessary comments it will be returned to Jefferson Solutions for final processing.

9. Will be meeting with Rockywold Deephaven Camps regarding the “Welcome to Holderness” signs. They have asked if they should be made bigger. Would appreciate your thoughts on the matter. *Ms. Schwaner suggested that the requirements for the size of a sign in a State Right of Way be considered prior to making any changes to the size of the signs. The other Board members were in agreement.*

10. Town Treasurer, Todd Elgin would like to schedule his annual meeting with the Board for one of the August meetings. *After a brief discussion, the Board concluded that August 28th would be a good date.*

Board Member Reports: None

Adjournment: With no further business to come before the Board, Mr. Laverack moved, with a second from Mr. Brickley, to adjourn the meeting at 7:06PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator