

**Holderness Select Board
Meeting Minutes
August 14, 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, Town Treasurer, Todd Elgin and Fire Chief, Jeremy Bonan.

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.

New Business: Annual Treasurers Report - Todd Elgin: Mr. Elgin provided his annual report to the Board. He reviewed account balances and the current rates for various financial instruments. Most notably, he commented that the increase in interest rates on our bank balance will provide additional revenue for the Town.

Mr. Elgin also informed the Board that he will be stepping down from his duties as Town Treasurer effective September 25, 2023. The Board thanked him for his more than eighteen years of service to the community as Treasurer.

Ms. White asked Mr. Elgin if he had any thoughts regarding the qualities the Board should look for in seeking to fill the position. Mr. Elgin suggested that the appointee have a financial background, be reliable and have a strong attention to detail.

The Board thanked Mr. Elgin for attending the meeting.

General Funds Policy – Ms. White noted that the Board should review and approve the General Funds Policy which they do each year after hearing the Treasurers report. No changes had been proposed by the Town Treasurer. Mr. Brickley made a motion to readopt the existing policy as no changes were proposed. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Department Head Visit: Fire Chief, Jeremy Bonan – Chief Bonan provided the Board with a brief compliance update and discussed options for the compliance position going forward.

The Board thanked Chief Bonan 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 Mr. Laverack. There being no further discussion, the Board voted 5-0 in favor of the motion.

Approval of the Meeting Minutes of July 31, 2023: Mr. Laverack made a motion to approve the meeting minutes of July 31, 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: Special Event Permit-Big Boy Beer Fest – the Board instructed the Town Administrator to contact the applicant and have them review their plans with Police and Fire in more detail to obtain the approval of both departments prior to the Board considering the application further.

Old Business: Lisetta Sylvestri – Plymouth Area Renewable Energy Initiative (PAREI) – The Town Administrator mentioned that Ms. Sylvestri was not able to attend the meeting this evening, but had asked if the Board would consider submitting a letter of support for the 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 Town Administrator had prepared a draft letter for the Board to consider submitting. It advocated support for the application and outlined the Towns participation. After reviewing the letter, Mr. Brickley made a motion to authorize the Town Administrator to sign the letter and forward it to PAREI to be included with the grant application. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Old Business: Town Clerk/Tax Collector Position – The Town Clerk position is an elected office and the Tax Collector position is appointed by the Board. Ms. King has informed the Board that she will be stepping down from these positions at the end of this year.

Ms. White asked for input from Board members with regard to how to proceed with filling the position. There was considerable discussion regarding possible options to consider. Among them were, should the position be held by one individual, should the position(s) be part time or full time and what should the hours of operation be. A full-time position in the range of 32-40 hours per week was the consensus. The two positions would remain available for one individual, but some of the operational details would need to be worked out. There was a strong preference from the Board that some early evening hours and/or Saturday morning hours be added on the Town Clerk side, but by law, the Town Clerk can set their own hours. The matter of compensation and benefits was also discussed as that can be set by Town Meeting vote if necessary.

The Board agreed that Ms. White would work with the Town Administrator on an update to the job description as well as some of the other details. The matter would be reviewed at the August 28th meeting with the goal being to post the opening by September 1st.

Public Participation: None

Town Administrators Report

August 14, 2023

1. You can begin your deliberation regarding conditions to be placed on the license renewal for the auto salvage yard should we receive the application. As of this writing, it has not been submitted. *The Board deferred deliberation on the application and asked the Town Administrator to follow up with the applicant regarding submitting the application.*

2. I have prepared a delegation of authority document (attached) that will require a vote of the Board. It is for the demolition grant we have been working on with Town Line Village since last fall. This should be the last item on the grant checklist to be reviewed for final approval by Invest NH. *The Board reviewed the document and received an update from the Town Administrator regarding the grant. After a brief discussion, Mr. Brickley made a motion that the Selectmen voted to accept the demolition grant for the Town Line Village Cooperative Project, grant award: DEMO22, and enter into a grant contract (the "Contract") with the New Hampshire Department of Business and Economic Affairs (the "BEA"), subject to Governor and Executive Council approval. The Selectmen further authorized the Select Board Chair to execute any documents and perform any other acts necessary or convenient to cause the Town to enter into the Contract with the BEA. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.*

3. We are organizing an update to the personnel handbook to provide to employees for their review and signature. It will incorporate any changes to existing policies as well as the inclusion of any new policies adopted since September of 2021.

4. Working with Kevin on a revised road standards document for approval by the Board. The final document would be referenced in the road policy currently under discussion by the Planning Board and incorporated into their subdivision regulations.

5. We are reviewing municipal accounting software packages to see if there is an affordable option to our present use of QuickBooks. Use of QuickBooks requires some workarounds that would not be necessary if we used software specifically developed for municipal accounting. We may be reporting back to you with some possible options once we have reviewed some of the packages.

Mr. Francesco left the meeting at 7:00PM.

Board Member Reports: Mr. Laverack mentioned that he was contacted by a resident regarding parking issues downtown. They expressed interest in participating in a committee to study parking options.

Adjournment: With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Brickley, to adjourn the meeting at 7:11PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator