

**Holderness Select Board
Meeting Minutes
August 28, 2023**

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

Others Present: Town Administrator, Michael Capone, Police Chief, Erik DiFilippe and Resident Georgene Fabian.

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.

Department Head Visit: Police Chief, Erik DiFilippe – Chief DiFilippe provided the Board with a brief update on department activity. He noted that this summer had been very busy with 22 arrests in the last two months. Among them were 8 DWI's and one for possession of a controlled substance.

The Chief indicated that the recent technology upgrades at the Police Department were yielding very good results in terms of efficiency of department operations and safety for the officers.

The Chief has applied for or will be applying for Highway Safety grants and equipment grants as part of the next fiscal budget cycle.

The Board thanked Chief DiFilippe for attending the meeting.

Old Business: Town Clerk/Tax Collector Positions – continued – The Board reviewed and discussed the draft job descriptions and job posting provided by the Town Administrator and had no suggested changes. They also discussed a process for receiving resumes and interviewing candidates.

The posted position will be for an “assistant to the Town Clerk/Tax Collector” with the possibility of the successful candidate being appointed to fill the vacancy created when the sitting Town Clerk/Tax Collector, Ellen King, resigns her post in December of this year.

The Town Administrator will have a final review done by Counsel prior to posting the position.

Mr. Laverack left the meeting at 6:20PM

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

Approval of the Meeting Minutes of August 14, 2023: Ms. Schwaner made a motion to approve the meeting minutes of August 14, 2023 as written. Mr. Brickley 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: Special Event Permit - Big Boy Beer Fest – Wolfsburg Farm
Conservation Restriction Assessment Application Map 241 Lots
34 & 39
Support Letter for Rockywold event
Permission to move Mobile Home Map 245 Lot 039-D04
Intent to Cut Map 237 Lots 22,23 and 24
Health insurance Waiver of Contributions
Special Event Permit Map 217 Lot 001
Elderly Exemption -Denial Map 210 Lot 003 sub-Lot 033
Parade Permit-NHDOT-Reach the Beach Road Race

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

New Business: Initial 24-25 Fiscal Year Budget Discussion- The Town Administrator provided the Board with a draft budget schedule for the 24-25 budget cycle. He also reviewed some of the items for possible consideration on the warrant, including, but not limited to an increase in the income and asset limits for elderly exemptions, proposed changes to the zoning ordinance and updates to capital reserve accounts and capital purchases.

Public Participation: Georgene Fabian was present to express her concern regarding the condition of College Road. She noted that sections of the road were uneven and temporary patches were not holding up.

The Town Administrator mentioned that he had visited the road to inspect the conditions and spoken with Highway Supervisor, Kevin Coburn, regarding the matter. It appears that the condition of the section of the road in Holderness (approximately 250 feet) is okay. The sections in Center Harbor appear to need some work. The Town Administrator will follow up and make certain someone contacts Center Harbor regarding Ms. Fabian's concern.

The Town Administrator commented that he was working with Rockywold-Deephaven on getting new “Welcome to Holderness” signs made in their woodshop to replace the existing signs around Town that are showing their age.

Ms. Fabian thanked the Board for their time and consideration.

Town Administrators Report

August 28, 2023

1. Will be preparing the MS434 (Revised Revenue Estimates) for the New Hampshire Department of Revenue Administration (NHDRA). The due date is 9/1/2023.
2. The Assessors continue to review sales data in preparation for the Cyclical Revaluation. We anticipate new values to be established by the middle of October. As such we have requested an extension for filing our MS-1 (Summary of Valuation) with NHDRA.
3. The Auditors will be back in the Town Office to follow up their initial audit review next week.
4. Will be updating the Capital Equipment spreadsheet in advance of our upcoming budget cycle.
5. We will need to fill two open slots on the budget committee for the next budget cycle.
6. Paving work will be done this week on Ta Da Dump Road and East Holderness Road.
7. Will be considering possible candidates to fill the Treasurer position.

Board Member Reports: None

Adjournment: With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Brickley, to adjourn the meeting at 7:05PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator