

**Holderness Select Board
Meeting Minutes
September 11, 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 and Transfer Station Supervisor, Scott Davis

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: Transfer Station Supervisor- Scott Davis – Scott was present to provide the Board with an update on Transfer Station activity. He noted that things were starting to slow down a little, but it was still busy. The biggest issue he is dealing with is the shortage of drivers at Waste Management. This is impacting their pickup scheduling which is creating challenges for managing the roll offs.

Scott mentioned that he is completing the transfer of waste oil from the collection point at the station to a tank that can be transported to the highway garage for them to burn in their waste oil furnace. He hopes to have a second tank available to send over later in the fall which will help keep the garage warm over the winter.

Scott also mentioned that they are keeping up with metal and tire recycling. He has been surprised by the number of flat screen televisions that are coming in and may have to schedule a pick up soon.

Household Hazardous Waste Day went well. Scott recognized a number of Holderness residents at the drop off locations.

The repairs to the damage at the office are just about completed. The exterior work is finished and the sheetrock is up. Some trim boards need to be put up and the wall painted, but the building is weather tight for the winter.

The Town Administrator mentioned that they are still working on getting the damaged fence repaired. Vendors contacted to date have been unresponsive, but he will continue to work on it.

The Board thanked Scott 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 August 28, 2023: Ms. Schwaner made a motion to approve the meeting minutes of August 28, 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: Enforcement Letter, 54 Winnetaska Lane
Permission to move camper, Map 245 Lot 039 Sublot C03

Mr. Francesco made a motion to approve the consent agenda as presented. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor of approving the consent agenda as presented.

New Business: ARPA Projects – The Town Administrator mentioned that he had reached out for an update to the original pricing obtained for the two proposed solar projects at Town facilities. The Board might wish to reconsider those projects given other funding options for these projects have not worked out. He had hoped to receive the pricing prior to the meeting, but it is not yet available. The Board may consider it at a later date.

Old Business: Town Clerk/Tax Collector Positions Update – The Town Administrator mentioned that the position had been posted on the Town website, at the Town Office and the Post Office. It has also been advertised in the Laconia Daily Sun and the Plymouth Record Enterprise as well as other Salmon Press publications.

The position was posted as an “assistant to the Town Clerk/Tax Collector”. The successful candidate will train with current Town Clerk/Tax Collector, Ellen King, with the intent that individual will be appointed to fill the balance of Ellen’s first year of her current term when she resigns her post in December of this year.

He noted there had been a number of inquiries regarding the post. Interviews will be conducted as resumes are received.

Public Participation: None

Town Administrators Report

September 11, 2023

1. Our auditors were in for their follow up visit on Wednesday and Thursday of last week. They report all is order and they will have no significant findings to report. Many thanks to Amy, Ellen and Jen for all of their efforts and making this audit cycle another successful one. The auditors will now be able to prepare the MS 535 report for the Town, which the Department of Revenue Administration(DRA) will need to complete the tax rate calculation in the Fall.
2. The actuarial report required under GASB75 was received from Jefferson Solutions Inc. A copy was forwarded to the auditors for their review and comment.
3. Our painting contractor was scheduled to paint the Town Office building this week. Given all of the rain, it probably will not happen. Will contact them to see when they might reschedule.
4. The MS434, Revised Revenue Estimates form has been submitted to NHDRA. Overall revenues were increased by \$18,575 mostly due to an increase in our rate of return from the bank. We have also obtained an extension on the MS-1 which we will complete once the update of property values is complete.
5. The 2024-2025 draft budget timeline is circulating. It was reviewed and discussed at the Department Head Meeting on Monday morning.
6. Reviewing and updating the capital equipment purchases spreadsheet with department heads in advance of the 2024-2025 Budget Cycle.
7. Our paving projects for this year have been completed on time and just under budget. Congratulations to Kevin, Dean, Jake and Eddie for all of their efforts to make this happen. The wearing course (top coat) for Ta Da Dump Road, Marsden Road and part of Shepard Hill will be scheduled for the next paving cycle.
8. Bonnie Acton has agreed to serve as Town Treasurer. She will meet with current Treasurer, Todd Elgin, on September 25th to review the latest numbers and transfer responsibilities.
9. I have been in contact with New Hampshire Broadband regarding the schedule for implementation in Town. They have indicated it is now scheduled for later this fall or early next year. I can schedule them to come to a future meeting to provide more detail, if you would like. *There was consensus among the Board members they would like to have them in to meet with the Board.*

10. I have contacted the auto salvage yard on East Holderness Road regarding their late application and asked that they get it to us as quickly as possible. *Ms. White suggested they be provided with a date certain to submit the application. The Town Administrator will follow up.*

Board Member Reports: None

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 6:26PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator