

**Holderness Select Board  
Meeting Minutes  
October 10, 2023**

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

**Others Present:** Town Administrator, Michael Capone and Highway Supervisor, Kevin Coburn and Police Chief, Erik DiFilippe.

**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 on the consent agenda.

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

**Police Chief Erik DiFilippe:** was present to speak with the Board regarding a Highway Safety Grant for the Police Department. He asked if the Board would authorize the Board Chair, Jill White, to sign the agreement on behalf of the Board. Ms. Schwaner made a motion to authorize Board Chair, Jill White, to sign the Highway Safety Grant Agreement on behalf of the Board. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion. Chief DiFilippe left the grant agreement for Ms. White to sign.

**Department Head Visit: Highway Supervisor, Kevin Coburn:** was present to provide the Board with an update on Highway Department activity. He mentioned that all of the planned road projects for this year had been completed. The crew was clearing ditch lines on all of the Town roads ahead of winter. They were also finishing up mowing along Town roads.

Kevin mentioned that the new 6500 series highway truck had been fitted with the sander body, plow and wing. The vehicle will be ready for the winter. The road grader is in need of a drive chain for one of the wheels. Given the age of the grader, it is difficult to find parts, but they are still looking. In the meantime, the grader can run in three-wheel drive mode instead of four-wheel drive mode.

**Old Business- Road Standards:** The Board revisited the road standards document prepared by Kevin and the Town Administrator. The objective in creating them was to provide the Planning Board with one standard for them to potentially adopt for use with their subdivision regulations. The Board had reviewed and discussed the document previously. Mr. Brickley had expressed his concern that there should be some flexibility in applying the standard. It was noted that the Planning Board would have the ability to waive portions of the standard should needs dictate.

The Town administrator mentioned that he would follow up with Counsel to confirm the Planning Board could adopt the standards without any prior approval from the Select Board. He also noted that he and Kevin would be available to meet with the Planning Board should they have questions regarding the policy.

The Board thanked Kevin for attending the meeting.

Miss White Joined the meeting at 6:00PM.

**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 Ms. Schwaner. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Approval of the Meeting Minutes of September 25, 2023:** Mr. Laverack made a motion to approve the meeting minutes of September 25, 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:** Appointment- Heidi Emmons-Recreation Committee  
MS535-Financial Report of the Budget  
Petition and Pole license-Perkins Lane

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 4-0 in favor of approving the consent agenda as presented.

**New Business: Budget and Town Meeting update:** The Town Administrator reviewed some of the items for possible consideration by the Board during the upcoming budget cycle and Town Meeting, including but not limited to wage considerations for employees, an increase in income and asset limits for elderly exemptions and adding more money to capital reserve accounts for future purchases. It was noted that more items would most likely need to be considered for inclusion in the budget or warrant.

**Old Business: continued: ARPA projects** – the Town Administrator reviewed the current list of ARPA projects with the Board. Among them were some possible Solar projects for Town buildings. The Board inquired as to what other projects were under consideration by departments. The Town Administrator mentioned that Scott Davis had inquired about erecting a covered area to house aluminum recycling and tires. The Board asked the Town Administrator to work with Scott to get a price for the project as they would like to make certain that all of the department needs are met prior to moving forward with any possible solar projects.

**Public Participation:** None

### **Town Administrators Report October 10, 2023**

1. Our painting contractor is pressure washing the building to get it ready for priming and painting.
2. Marybeth Walker will be at the October 23 meeting to review and discuss the update of values. I hope to have the values available in advance of the meeting.
3. Representatives from New Hampshire Broadband and their contractor, Conexon, are presently scheduled to be at the meeting on November 6 to provide an update on the Fiber project.

4. Kristen Fuller and Kim Beardwood Smith have agreed to serve on the Budget Committee to fill the seats formerly held by Bob Maloney and Kevin Barrett. Mr. Rossner has signed their appointment slips and both have been notified to see Ellen and be sworn in. This will fill out the Budget Committee for our upcoming budget cycle.

5. Ellen has asked the Board to review the agreement for a new title search company and vote to have her authorized to sign it. *The Board will discuss this further at their next meeting.*

6. Ellen and Jen would like to have a table at the Trunk or Treat on Halloween. *The Board thought it was a great idea*

**Non-Public Session: RSA 91A:3, II (b)** – at 7:19PM, Ms. Schwaner made a motion to go into non -public session under RSA 91A:3, II (a), (b). The motion was seconded by Mr. Laverack. The motion was approved 4-0 by a roll call vote.

Ms. White – yes, Mr. Laverack – yes, Mr. Brickley – Yes, Ms. Schwaner-Yes

At 7:28 PM, after the Board returned to public session, Ms. Schwaner made a motion to seal the minutes of the non-public session stating that to not seal them would render the non-public session ineffective. The motion was seconded by Mr. Brickley. The motion was approved 4-0 by a roll call vote.

Ms. White – yes, Mr. Laverack – yes, Mr. Brickley – Yes, Ms. Schwaner-Yes

**Board Member Reports:** Mr. Brickley mentioned that resident, Phil McCormack, had spoken with him and offered high praise for the work that Fire Chief, Jeremy Bonan and fire department member, Jake Le Pard had done in response to an inquiry from Mr. Mc Cormack regarding a fire safety issue at his home.

**Adjournment:** With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Brickley, to adjourn the meeting at 7:30PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator