

**Holderness Select Board
Meeting Minutes
November 6, 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, Kristen Taylor, CFO, NH Broadband, Jonathan Nelson, Vice President, NH Broadband, Anthony Vagliardo, Construction Project Manager, Conexon, Mike Rawlings, Project Manager, Conexon and Kevin Barrett, resident.

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.

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 Public Meeting Minutes of October 23, 2023: Mr. Laverack made a motion to approve the public meeting minutes of October 23, 2023 as written. Mr. Francesco 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: Delegation of Deposit Authority
NH Humane Society Agreement

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

Mr. Brickley made a motion to have Ms. White sign the Humane Society agreement on behalf of the Board. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Old Business: 24-25 Budget Update – The Town Administrator mentioned that he had distributed a revised budget schedule to all Committee members. The third budget work session will be moved from Tuesday, December 26, 2023 to Monday January 8, 2024. Department heads continue to work on their budgets which are due on November 10.

Public Participation: Kevin Barrett asked if there was an update on the cell tower project. Mr. Francesco mentioned that the applicant was still waiting on approval from the New Hampshire Department of Environmental Engineering regarding their alteration of terrain permit. Once they have that, they can proceed with construction.

Mr. Barrett also commented that he thought more information should have been included on the update of values notice that was posted on the website. Board members noted that it would have been difficult to comment further until the tax rate was set and that was mentioned in the notice.

New Business: New Hampshire Broadband and Conexon – Update on Fiber to Holderness.

Representatives from NH Broadband and their contractor Conexon were present to provide an update on bringing Fiber service to Holderness. Ms. Taylor provided some background on how NH Broadband was established. She also reviewed their success in obtaining grant funding to provide Broadband to their service area. Some of the initial grant conditions required that underserved areas be given priority for buildout.

Mr. Nelson mentioned that there will be a number of plans available for both residences and businesses. Phone service will also be offered. There will be managed services available as well as discounted plans for qualifying households. Main fiber runs will be made to general areas and individual splices will be made to homes. If you are a New Hampshire Electric Coop customer you will have access to this service.

Mr. Laverack asked about access for homes with underground utilities. Mr. Vagliardo mentioned that they can run the fiber down an empty existing conduit or bury a new one.

Mr. Brickley inquired about the time frame. Mr. Nelson and Mr. Vagliardo replied that they anticipate build out to be complete by the end of the second quarter of 2024. The central point for the build out will be in Plymouth.

Mr. Francesco and Mr. Barrett both asked questions regarding what a typical installation might look like. Mr. Rawlings noted that the household connection would be similar to current internet connections with the cables coming into a router. Boosters would be available for homes with a number of users to keep the network speed consistent. Mr. Nelson also mentioned that residents could pre-register for the service now and be notified when access is available.

The Board thanked Ms. Taylor and Messrs. Nelson, Vagliardo and Rawlings for their time. Contact information and program literature will be made available.

**Town Administrators Report
November 6, 2023**

1. The update property values have been posted on the website along with a brief note advising folks how to look them up on line. The MS-1 was sent in last week so the Department of Revenue Administration and they have provided a preliminary tax rate. I hope to have a spreadsheet to you later today containing the details for you to review prior to our meeting on Monday. ***Having received the preliminary rate information from the State in the interim, Mr. Francesco made a motion to approve the preliminary rate of \$8.60/thousand and not use any additional funds from fund balance to offset the rate. The final rate would be subject to approval and any additional adjustments made by the Department of Revenue Administration. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.***

2. Drafted some language to address salaried employees use of vacation days during pay periods when they work eighty hours or more. ***The Board reviewed the draft language and had no issues with it.***

3. Have locked in our fuel rates for this heating season. Propane will be \$179.9 a decrease of 10 cents per gallon from the last heating season. Heating oil will be at \$349.9 a decrease of forty-seven cents per gallon from the last heating season. This will be a savings of more than \$1,200 over last season's pricing.
4. Our painting contractor found some damaged siding and corner boards while working on the building. I will be speaking with them to get a price on repairing the damaged areas. We can pay for it from the municipal buildings capital reserve for which you are agents to expend.
5. Working with Primex to get employees set up for online training classes on both general and department specific topics. This has been discussed at Joint Loss Management Committee meetings. Online training could be done in each department during regular business hours.
6. Jami White-Lyford has started her employment. She will be working on Thursdays for the next two weeks and then start full time on Monday, November 20.
7. TransAmerica will transporting an oversize transformer the Public Service Station on Route 175 near the Campton line. This will require that the roadway between exit 25 and the station be completely closed for approximately 15-20 minutes late on the evening of November 16th or early morning on November 17th. More details to follow.
8. Our local girl scout troop is looking for a location to hold their meetings on Sundays. That had inquired about using the public safety meeting room, but given the potential for conflicts with Police and Fire operations, perhaps the second-floor meeting space here at the Town Office could be made available. ***The Board was fine with making the meeting space available and asked the Town Administrator to follow up with the Recreation Director to be certain there would be no conflicts with recreation programs.***

Board Member Reports: None

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Brickley, to adjourn the meeting at 7:01PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator