

**Holderness Select Board  
Meeting Minutes  
December 18, 2023**

**Select Board Members Present:** Chair, Jill White, Peter Francesco and Kelly Schwaner.

**Others Present:** Town Administrator, Michael Capone, Holderness Resident, Brendan Mathieu.

**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 the payroll and accounts payable manifests, and other correspondence.

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

**5:30PM Public Hearing to accept additional bridge aid funds from the State:** Ms. White opened the public hearing required under RSA 31:95-b to accept public comment on the additional bridge aid funds received from the State.

**Public Participation:** Holderness resident, Brendan Mathieu was present to speak with the Board regarding winter maintenance of sidewalks in the center. He mentioned they did not appear to be maintained. Mr. Mathieu mentioned that he had approached Highway Supervisor, Kevin Coburn about maintenance and Kevin suggested that he speak with the Board. Ms. White mentioned that the winter maintenance policy provides for the sidewalks to be maintained as time and resources permit. She and the Town Administrator provided some history on the efforts made to keep sidewalks clear in the winter. It was suggested that the Town Administrator reach back out to Kevin to see if there might be sub-contractor options that could be explored. Mr. Mathieu left his contact information so he could be provided with any updates.

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

**Approval of the Public Meeting Minutes of December 4, 2023:** Mr. Francesco made a motion to approve the public meeting minutes of December 4, 2023 as written. Ms. Schwaner provided a second. There being no further discussion, the Board voted 3-0 in favor of approving the minutes as written.

**Consent Agenda:** Certification of Yield Tax Assessed Map 237 Lot 022,023 and 024  
Property Lease agreement  
Land Use Change Tax Bill Map 232 Lot 003, Map 227 Lot 050-001  
Appointment Slip- Town Clerk Appointment Slip – Tax Collector

Ms. Schwaner made a motion to approve the consent agenda as presented and further to authorize Ms. White to sign the lease agreement on behalf of the Board. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of approving the consent agenda as presented.

**New Business:** 2024 Meeting and Holiday Schedule-Review and Approval – those present reviewed the schedules prepared by the Town Administrator. There was some general discussion regarding the addition of the Juneteenth federal holiday to the schedule, but the sense of the Board was to wait for all members to be present to vote on the matter. Mr. Francesco made a motion to approve the 2024 meeting schedule as presented. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 3-0 in favor of the motion.

**New Business continued:** Ms. White asked if the Board would consider providing gift cards for employees for the holidays in recognition of their hard work and dedication through another challenging year. Mr. Francesco made a motion to authorize the purchase of seventy-five-dollar gift cards for employees and a one hundred fifty-dollar gift certificate for the Call Fire Department. Ms. Schwaner provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

**Old Business:** Conservation Commission LCHIP Grant -update: the Board discussed the \$210,000 LCHIP grant received by the Conservation Commission for the purchase and protection of four parcels in the oxbow at exit 25. The Notice of Award (NOA) paperwork had just been received and Ms. Schwaner made a motion to authorize Ms. White to sign the NOA after review and comment by Counsel. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion. The Town Administrator commented that he will review the guidance documentation with the Conservation Commission and set up a timeline for compliance with the terms of the grant.

**Old Business continued:** Ms. White mentioned that, having received little in the way of numbers from the Plymouth Fire Department regarding the 140% increase in the ambulance contract, she was going to speak with the Plymouth Town Manager to see if he could provide any additional information.

#### **Town Administrators Report December 18, 2023**

1. We have received a report of a zoning violation that I plan to follow up on with the agent who submitted the original variance request which was denied by the zoning board. *The Board asked the Town Administrator to keep them advised of any updates.*
2. The abutters to the Pemi Fish and Game club would like to come speak with the Board at one of your January meetings. I told them I would get back to them with a date once we approved the meeting schedule. *The Board asked the Town Administrator to schedule them for the second or third meeting as the first meeting in January will most likely involve an extended conversation on the budget.*
3. Received a phone call from a resident concerned about the lack of treatment on Lane Road, Cuxboro Road and Shepard Hill Road on the evening of 12/13/23. He mentioned that he texted both Dean and Kevin about the conditions, but received no response. He is going to forward his concerns to the Board in writing. *Ms. White commented that once they are received, the Board will review and comment on them.*
4. Ellens open house has to be rescheduled. *The Board discussed possible options and settled on Thursday, December 28 from 11 AM to 3PM as the best possible date.*
5. I am leaving this note in here so I do not forget to follow up. Received a petition from Mr. David Haley seeking permission and some minor funding from the Board to do some preservation work at the

Sanborn Cemetery on Beede Road. I will gather more information on the process and schedule some time at one of our January meetings to discuss further with the Board. Subsequently, in doing some research regarding our cemetery funds, it is unclear what vehicle exists to spend them. We may have to establish a capital reserve fund or an expendable trust so we have a clean way of accessing those funds.

6. We have reviewed the draft of the final audit report and have sent it back to the auditors.

7. Received a request from members of the Zoning Board to attend a future meeting to discuss enforcement of zoning regulations. *The Board suggested that the Town Administrator schedule them for a meeting in January if that is possible.*

8. I am going to write letters to the two petitioners from the 2023 Town Meeting informing them they will need to resubmit their petitions if they choose to do so as we incorrectly informed them, they would be considered at the 2024 town meeting having been tabled in 2023.

**Public Hearing continued:** Ms. White closed the public hearing at 7:10PM. Having received no public comment, she asked for a motion from the Board. Ms. Schwaner made a motion to accept the additional \$8,475.38 in Bridge Aid funds and use them for purposes intended. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion,

**Board Member Reports:** Mr. Francesco asked that the Board consider the use of some of the remaining ARPA funds for a renewable energy project. The Town Administrator mentioned that the present balance of funds available would allow for a project at the Transfer Station. Ms. White asked the Town Administrator to put the item on the next agenda for consideration by the entire Board.

**Adjournment:** With no further business to come before the Board, Mr. Francesco moved, with a second from Ms. Schwaner, to adjourn the meeting at 7:15PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator