

**Holderness Select Board  
Meeting Minutes  
January 29, 2024**

**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 Fire Chief, Jeremy Bonan.

**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.

**Department Head Visit: Fire Chief, Jeremy Bonan** – Chief Bonan was present to provide an update on compliance and fire department activity. On the compliance side of the house the Chief mentioned that he had been busy monitoring activity on a number of building projects around Town and reviewing new land use permits.

Chief Bonan mentioned that he was assisting NH Fish and Game by housing one of their trainees at the station for the next two weeks.

As for fire department activity, the chief informed the Board that Engine 5 was back in service after having some valves repaired. The cross-country ski event at the Holderness School went well. Chief Bonan also mentioned he was updating and reviewing Standard Operating Procedures with his officers prior to implementing them in the department.

The new fire engine was still on schedule for delivery in the spring or summer of 2025. Chief Bonan mentioned that the department would be reviewing other vehicle needs once the new engine was in service.

The Board thanked Chief Bonan 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 Public Meeting Minutes of January 16, 2024:** Ms. Schwaner made a motion to approve the public meeting minutes of January 16, 2024 as written. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Consent Agenda:** Abatement Response: Map 102-053-000  
Health Insurance Reimbursement  
Intent to Cut- Map 231 Lots 004 and 006

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

**New Business: 2024-2025 Draft Budget Review and Discussion:** the Board reviewed and discussed submissions for funding from two additional local agencies. \$1500 in funding was approved for inclusion in the 24-25 draft budget for the Lakes Region Visiting Nurse Association. Ms. Schwaner made the motion to include the funding. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

The Board then reviewed the following warrant articles for inclusion in the warrant to go to the Budget Committee for consideration at the public hearing on February 14:

Article 4: To see if the Town will vote to raise and appropriate the Budget Committee's recommended sum of Three Million Six Hundred Seventy-One Thousand Two Hundred Dollars (\$3,671,200) for general municipal operations. Said sum does not include special or individual articles elsewhere within this warrant. (Majority vote required)

Article 5: To see if the Town will vote to raise and appropriate the sum of Four Hundred and Eighty Thousand Dollars (\$480,000) to be placed in the following Capital Reserve Funds:  
(Majority vote required)

ROAD RECONSTRUCTION	\$200,000
FIRE/RESCUE VEHICLES	100,000
PUBLIC WORKS VEHICLES	100,000
LIBRARY BUILDING	5,000
FIRE EQUIPMENT	10,000
CONSERVATION	5,000
POLICE CRUISER	50,000
TOWN INFORMATION TECHNOLOGY	<u>10,000</u>
Total	\$480,000

**Article 6:** To see if the Town will vote to raise and appropriate the sum of Four Hundred Twenty Thousand Eight Hundred and Eighty-Five Dollars (\$420,885) for the following Capital projects and to fund this appropriation by authorizing the Select Board to withdraw the sums indicated from existing Capital Reserve Funds as noted: No additional funds will be raised through taxation. (Majority vote required)

Road Reconstruction: \$200,000 (from the Road Reconstruction Capital Reserve Fund)

Ford F550 series or equivalent dump truck with plow, wing and sander body: \$110,000 (from the Public Works Vehicle Capital Reserve Fund)

Assessing Activity: \$27,000 (from Revaluation Capital Reserve Fund)

SUV for Police Department: \$65,000 (from the Police Cruiser Capital Reserve Fund)

Town IT Equipment: \$18,885 Replacement of Three Workstations and one Server: (from the Town Information Technology Capital Reserve Fund)

**Article 7:** To see if the Town will vote to raise and appropriate the sum of Thirteen Thousand Five Hundred Thirty Eight Dollars and Thirteen Cents (\$13,538.13) for speed enforcement, DUI enforcement and distracted driving enforcement patrols as well as the purchase of three dual antenna radar systems for the Police Department and to further authorize the sum of Three Thousand Eight Hundred Twenty Nine Dollars and Thirty Seven Cents (\$3,829.37) to come from the unassigned fund balance for that purpose. Nine Thousand Seven Hundred Eight Dollars and Seventy-Six Cents (\$9,708.76) to come from a Highway Safety Grant previously obtained by the Police Department. No additional Funds will be raised by taxation. (Majority vote required)

**Article 8:** To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be placed in the Abatement Capital Reserve fund and to further authorize the amount to come from the unassigned fund balance for that purpose. No additional funds will be raised by taxation. (Majority vote required.)

**Article 9:** Shall the town MODIFY the elderly exemptions from the property tax per RSA 72:39-b, to allow the elderly taxpayer who qualifies for the exemption to have an income of not more than \$28,000. (presently the limit is \$20,000) or, if married, a combined net income of not more than \$53,000 (presently the limit is \$25,000); and own assets of not more than \$100,000. (presently the limit is \$50,000) excluding the value of the persons residence. (Majority vote required)

**Article 10:** To see if the Town will vote to remove two acres of land from the Town Forest to provide additional operating space for the Town Highway Garage first approved in 1987. This will bring the land occupied by the Highway Department to a total of seven acres and leave the remaining forty-three acres of the original parcel as Town forest. (Majority vote required)

Ms. Schwaner made a motion to approve the warrant articles as presented. Mr. Brickley provided a second. There being no discussion, the Board voted 5-0 in favor of the motion.

**Old Business: Conservation Commission LCHIP Grant -update:** the Town Administrator provided the Board with an updated spreadsheet from the Conservation Commission outlining some of the tasks to be completed for the project. He also mentioned that the Conservation Commission was continuing conversations with the Squam Lakes Conservation Society (SLCS) regarding having the SLCS hold the easement on the property.

**Town Administrators Report  
January 29, 2024**

1. Some of the required flood plain map documentation has been submitted to FEMA. Additional materials will be sent in the next week or so.
2. A motion to reconsider and a motion to stay the decision have been submitted by both Coalition Community Counsel and the State of New Hampshire in the case of Rand versus the State of New Hampshire. Will follow up to see what the implications of the court order might be.
3. The Budget Committee will be meeting on February 7, 2024 at 5:30PM PM here in the town office to review and finalize the budget proposals from the Town and the Holderness Central School prior to their Budget Hearing scheduled for Wednesday, February 14, 2024 beginning at 6:30PM in the Holderness Central School cafeteria.
4. We have received the funds from the InvestNH program grant we sponsored for the Town Line Village Cooperative. They will be forwarded to their fiscal agent.
5. The Holderness Central School has been considering a possible alternative to having the Boys and Girls Club of Central New Hampshire run the after-school program. It would require the participation of both the Recreation Board and the Town in assisting the program with registrations, collecting fees and payroll. The Recreation Board had a number of questions regarding how the process would work. *The Board was not certain that payroll could be run through the Town if the employees involved in the program were already in the employ of the school system as it could impact retirement contributions. The sense of the Board was that having the program run by the Boys and Girls Club would be a more straightforward approach.*
6. The filing period for Town officials runs until February 2. *Mr. Laverack indicated that he had signed up to run for another term on the Select Board.*
7. Hope to have the RFP for the solar project at the transfer station ready to send out by next week.
8. I am reviewing a request from the Police Department for a radio and some other equipment that we could fund through our ARPA allocation.
9. I was contacted this afternoon by the current owners of 832 US Route 3 regarding possible options for the property. Will be researching their request and reporting back as necessary.

**Public Participation:** None

**Board Reports:** Ms. White mentioned the safe deposit box agreement with the bank needed to be updated now that Ms. White-Lyford was serving as Town Clerk. Mr. Francesco made a motion have both Ms. White-Lyford and the Town Administrator authorized to have access to the safety deposit box. Ms. Schwaner provided a second. There being no further discussion the

Board voted 5-0 in favor of the motion. Ms. White instructed the Town Administrator to draft correspondence to that effect on Town letterhead for signature by the Board or their designee.

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

Respectfully submitted,

Michael R. Capone  
Town Administrator