

**Holderness Select Board  
Meeting Minutes  
January 16, 2024**

**Select Board Members Present:** Vice Chair, Woodie Laverack, Sam Brickley, Peter Francesco and Kelly Schwaner.

**Others Present:** Town Administrator, Michael Capone, Highway Supervisor, Kevin Coburn and Fire Chief, Jeremy Bonan.

**Call to Order:** The meeting was called to order at 5:00PM in the Public Safety meeting room.

**Correspondence Items:** reviewed the payroll and accounts payable manifests, and other correspondence.

**5:30PM Agenda Items:** in the Public Safety meeting room.

**Department Head Visit: Highway Supervisor, Kevin Coburn** – Kevin was present to provide an update on Highway Department activity. The department was busy plowing this evening and has been busy these past couple of weeks with the onset of winter weather. Kevin mentioned that the new 6500 series plow truck is working well and has been very useful in increasing the efficiency of plowing operations.

He also mentioned that the International dump truck was going in for the replacement of one of the rear springs. The other equipment in the department was functioning well and he was very pleased with the efforts of his fellow employees, Dean, Jake and Eddie and all of the hard work they are doing for the Town.

Kevin also mentioned that if folks need to contact the department for emergencies such as plowing or other dangerous road conditions, they should either contact Police Dispatch to report the issue or call the Town garage and leave a message if no one answers. There was recently an issue with a resident attempting to contact Dean and Kevin directly with a text, but the message was delayed in getting to them.

The Board thanked Kevin for taking time to attend 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 Ms. Schwaner. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Approval of the Public Meeting Minutes of January 2, 2024:** Ms. Schwaner made a motion to approve the public meeting minutes of January 2, 2024 as written. Mr. Francesco provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Consent Agenda:** Capital Reserve Transfer Memo  
Tax Map Maintenance Proposal  
Election Official Appointment Slips  
FEMA Resolution  
Private Road Liability Waiver Map 101 Lot 004 Sub Lot 001

Mr. Francesco made a motion to approve the consent agenda as presented. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 4-0 in favor of the motion.

**New Business: 2024-2025 Draft Budget Review and Discussion:** The Board deferred further action on this item until their January 29, 2024 meeting when the entire Board will be present.

**Poll Coverage for the January 23, 2024 Primary:** The Town Administrator mentioned that the polls would be open from 8AM to 7PM on Tuesday. The Board discussed a schedule for poll coverage and agreed on the following: Ms. White from 8-11, Mr. Laverack from 11-1, Mr. Francesco from 1-3, Mr. Brickley from 3-5 and Ms. Schwaner from 5-7. Ms. Schwaner, Mr. Laverack and Mr. Brickley will return to sign the ballot seals.

**Old Business: Conservation Commission LCHIP Grant -update:** the Town Administrator mentioned that he heard back from LCHIP regarding the disbursement of grant funds and was advised that the funds could be paid out directly from the LCHIP grant. This means a warrant article will not be necessary for Town Meeting.

The Town Administrator also mentioned that he had been advised by the Squam Lakes Conservation Society that they were in conversation with the Conservation Commission regarding holding the easement for the Ox Bow property.

### **Town Administrators Report January 16, 2024**

1. The local firewood bank agreement with resident, Stephen Uhlman has been formally executed and the grant funds from the Alliance for Green Heat will be dispersed to the Town for award to him as soon as they are received by the Town. He has signed a volunteer agreement with the Town that has been reviewed and approved by Primex.
2. The public hearing for the Town and the Holderness Central School budgets will be scheduled for Wednesday, February 14 at 6:30PM.
3. We are in the process of submitting the required documentation to FEMA to comply with the recent update of floodplain maps for our area.

4. Have been preparing articles for inclusion in the Town Report. Appreciate all of your feedback. *Mr. Brickley asked for an updated copy of the Select Board report on which he could do a final review prior to submission. The Town Administrator will forward the draft to Mr. Brickley.*

5. Have received some inquiries from residents regarding a Trash to Energy plant under consideration by the Town of Ashland. Have been and will continue to follow this to see what opportunities we may have for input as the project progresses.

**Public Participation:** None

**Board Reports:** Mr. Francesco mentioned that he is reviewing materials pertaining to a 2019 subdivision approved by the Planning Board.

**Adjournment:** With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Francesco, to adjourn the meeting at 7:20PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator