

**Holderness Select Board  
Meeting Minutes  
February 26, 2024**

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

**Others Present:** Town Administrator, Michael Capone and Fire Chief, Jeremy Bonan, Holderness Residents Casey Hixon and Scott Biederman.

**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 on the receipt of volunteer fire assistance funds from the State of New Hampshire:** Pursuant to RSA 31:95-b., Ms. White opened the public hearing at 5:34PM. There was no public present to offer comment. Ms. White left the hearing open.

**Pledge of Allegiance:** Ms. White led those present in the pledge of allegiance.

**Public Participation:** Mr. Hixon and Mr. Biederman were present to present their concerns to the Board regarding the development of a lot abutting Mr. Hixon's property on Meadowview Drive. Mr. Hixon expressed his opinion that, during the subdivision process, the applicant mentioned there was no development planned for that parcel and it would be used for haying and recreation. Now the owner has sold the parcel as a buildable lot, which Mr. Hixon feels was deceptive on the property owner's part. He also feels this is a non-conforming lot and as such should not receive a building permit if applied for.

Mr. Biederman expressed his concern regarding the proximity of the lot to the well that serves the Meadowview subdivision. He mentioned in reviewing the records for the property there was never any mention this was a buildable lot.

Ms. White asked both the Town Administrator and Mr. Francesco, the Select Board's representative to the Planning Board for their thoughts.

The town administrator mentioned that the subdivision was approved by the planning board and there were no conditions on the Notice of Decision that restricted the use of the lot in question. There was also no appeal of the decision filed by any of the abutters.

Mr. Francesco mentioned that the property has been sold. He has visited the property and questioned where the well and septic would go.

Ms. White asked if Mr. Hixon and Mr. Biederman would send their specific questions to the Town Administrator so he could have Counsel review and comment on them.

Mr. Hixon and Mr. Biederman thanked the Board for their time and consideration prior to leaving the meeting.

**Department Head Visit: Fire Chief, Jeremy Bonan** – Chief Bonan was present to provide an update on compliance and fire department activity. He reviewed some ongoing issues with the building furnace that were close to finally being resolved. It would involve replacing a circulator and repairing the furnace pipe. The Board considered some possible sources of funding for the repairs including use of the building capital reserve of remaining ARPA funds, but left that to the discretion of the Town Administrator.

Chief Bonan mentioned that the fire department's boat is in need of a replacement radio. He had been researching various options and determined that the Motorola APX4500 enhanced model would best suit the department's needs. The Chief mentioned there was a long lead time for this item and he could allocate funds for purchasing it by delaying the replacement of two portable radios for the department.

Mr. Francesco suggested that, rather than put off purchase of the portable radios, existing ARPA funds could be allocated to purchase the radio for the boat. Other Board members were in agreement with this suggestion and left it to the discretion of the Town Administrator and the Fire Chief as to how best to accomplish the purchase of the radio.

Ms. White closed the public hearing on the receipt of volunteer fire assistance funds from the State of New Hampshire. No public comment had been received. Chief Bonan commented that the grant funds in the amount of \$1,276.36 would be used to purchase additional forestry equipment for the Department.

Ms. Schwaner made a motion to accept the grant funds in the amount stated for the purpose as noted by the Fire Chief. Mr. Francesco provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

Chief Bonan mentioned there will be a meeting of the department's Executive Board on Thursday of this week to discuss operational issues and new Standard Operating Procedures (SOP's).

Chief Bonan also provided an update for the Board regarding the new communications facility to be built in Laconia at the former State School site. There is funding by the State to assist with the construction of the facility, but not sufficient funding for moving and/or purchasing equipment for the dispatch center. This shortfall may place an additional financial burden on

the member communities. Chief Bonan will keep the Board advised of any new developments regarding the facility.

The Board thanked Chief Bonan for attending the meeting.

**Non-Public Session: RSA91A:3 II (I)**

At 6:28PM, Ms. Schwaner made a motion to go into non -public session under RSA 91A:3, II (I). The motion was seconded by Mr. Francesco. The motion was approved 4-0 by a roll call vote.

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

At 6:41 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. Francesco. There being no further discussion, the Board voted 4-0 by a roll call vote to approve the motion.

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

Mr. Laverack left the meeting at 6:43PM

**Approval and Signing of Payroll and Payables Checks:** Ms. Schwaner made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. There was a second from Mr. Francesco. There being no further discussion, the Board voted 3-0 in favor of the motion.

**Approval of the Public Meeting Minutes of February 12, 2024:** Mr. Francesco made a motion to approve the public meeting minutes of February 12, 2024 as written. Ms. Schwaner provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

**Consent Agenda:** Abatement Response: Map 213 Lot 017, 217-008,217-003,217-004,  
217-019,218-008, 245-39-Do4 and 245-39-0406  
Veterans Tax Credit Map 236 Lot 038  
Sewer Warrant

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 3-0 in favor of the motion.

**New Business: Preliminary Town Meeting Review:** The Town Administrator advised the Board that the warrant and MS 737 had been signed by all parties and posted according the established regulations. There was some general discussion regarding who would speak to the various warrant articles as they come before the meeting. There was also some conversation regarding poll coverage at the first session of Town Meeting and the possible need for ProTem appointees to assist at the polls.

**Old Business: Conservation Commission LCHIP Grant -update:** The Town Administrator provided an update to the Board on the activity related to the LCHIP Ox Bow grant. He mentioned that he has been working with the Squam Lakes Conservation Society and the Conservation Commission on some of the details for the project including a review of the purchase and sale agreement, the boundary survey, the environmental assessment, the title search and the management plan. Most of these activities would need to be completed in advance of proceeding with the sale.

**Town Administrators Report  
February 26, 2024**

1. Awaiting responses from vendors in response to the RFP for the renewable energy project at the Transfer Station. We may end up with a limited response given the small size of our project.
2. The Town reports arrived today. They are available at the town office, the post office and the library as well as online.
3. We have received surety for a project that will be continuing off Shepard Hill Road while the roads are posted. Kevin will continue to monitor conditions at the site.
4. Also **attached** is the latest court decision regarding the Rand case. Not certain of the implications at this time, but will continue to monitor the situation. The Board briefly discussed some possible options for complying with the decision should it be implemented.
5. NH Broadband subcontractors are currently working all over town installing the wiring for the broadband deployment scheduled for June of this year.
6. Members of the Conservation Commission visited the Highway Garage to better understand the need for more land. Kevin reviewed his plan with the members and they were supportive of his request.

**Board Reports:** None

**Adjournment:** With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Francesco, to adjourn the meeting at 7:12PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator