

**Holderness Select Board  
Meeting Minutes  
April 22, 2024**

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

**Others Present:** Town Administrator, Michael Capone, Casey Hixon, Scott Biederman and Police Chief, Erik Difilippe.

**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.

**Public Participation:** Mr. Hixon and Mr. Biederman were present to listen to the discussion on zoning enforcement. Ms. White advised them that the meeting was being rescheduled to a later date.

Mr. Hixon asked if there was any update on his concerns regarding the lot behind the Meadowview subdivision adjacent to his property. Ms. White commented that the Board had received some information from Counsel that they needed to review and possibly discuss further, and would get back to him with any updates.

Mr. Hixon inquired as to the qualifications of Counsel to review and comment on the matter at hand. Ms. White assured him that Counsel had the qualifications and experience to review the matter and provide a thorough and thoughtful analysis.

Mr. Biederman asked if anyone from the Board had been out to the property as it might help to better inform them regarding the situation. Mr. Francesco mentioned that he had been out to view the area.

Mr. Hixon and Mr. Biederman thanked the Board for their time and effort and left the meeting.

**Department Head Visit: Police Chief, Erik Difilippe** – Chief Difilippe was present to provide an update to the Board regarding filling an open position within the department. He has been in discussion with a well-qualified candidate who could fill a patrol officer position for now. At some point, with the right amount of training and experience, one of the patrol officers could then move up into the Sergeant position. Chief Difilippe asked for a sense of the Board as to whether he could continue conversations with the candidate and possibly make an offer of

employment for the Board to approve should he choose to do so. The Board was fine with the Chief moving forward with the process.

The Chief also mentioned that he was working with the Holderness School to install a speed indicator sign on Mount Prospect Road. The school would provide the location and electricity and the Chief would supply the speed monitoring equipment.

Chief Difilippe also mentioned he was considering a possible change in scheduling for the officers that would include 12-hour shifts. The Board was receptive to the idea if the Chief felt it practical. The Town Administrator commented that he would want to look into any possible financial impacts.

**Approval and Signing of Payroll and Payables Checks:** Mr. Laverack 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 4-0 in favor of the motion.

**Approval of the Public Meeting Minutes of April 8, 2024:** Ms. Schwaner made a motion to approve the public meeting minutes of April 8, 2024 as written. Mr. Laverack provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Consent Agenda/ Signature file:** Oxbow management plan agreement  
Automobile inspection station response  
Temporary sign approval-Sandwich Fair  
Veterans Memorial Request  
Intent to Cut Map 210 Lot 008-001  
Gravel Tax Levy Map 210-008-001  
Intent to cut Map 227-018-000

Ms. White asked for a motion to approve items 1 and 2 on the consent agenda and further, to authorize her to sign the documents on behalf of the Board. Mr. Laverack made the motion with a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

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

**New Business: Board organization for 2024 –** Mr. Francesco made a motion to appoint Ms. White and Mr. Laverack as Chair and Vice Chair respectively for another year. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

Mr. Francesco also made a motion that all Board and Committee assignments remain as they currently are for another year. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

**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 the environmental assessment had been completed, the management plan agreement had been signed and an agreement for title research was in the works.

**Town Administrators Report  
April 22, 2024**

1. The new phone system is in place at the Town office. All of the phone numbers are still the same. Once fiber is in place, we may be able to expand our phone options.
2. Eleanor has been doing research on names to be added to the Veterans Honor Roll at the Library and has five names she would like added. The Board had previously approved this request in the consent agenda.
3. Working on an update to the Hawkers and Peddlers license that will include a licensing review by the Police Department and a licensing exemption for certain events.
4. The Planning Board has completed their review of Road Standards and will supply the Board with a copy to consider for a public hearing and formal adoption. Once this is completed, the standards would be incorporated into the planning boards subdivision regulations.
5. The April 1, 2023 to March 31, 2024 ARPA expenditure report has been submitted.

**Non – Public Session RSA 91A:3 -if necessary - None**

**Board Reports:** Ms. Schwaner mentioned that she had received a compliment from a Perch Pond Road resident regarding the excellent work the Highway crew has done in maintaining the road.

**Adjournment:** With no further business to come before the Board, Mr. Francesco moved, with a second from Ms. Schwaner, to adjourn the meeting at 6:30PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator