

**Holderness Select Board  
Meeting Minutes  
October 28, 2019**

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

**Others Present:** Town Administrator- Michael Capone, Peter and Michael Royea, Ted Vansant and members of the Holderness Climate Group

**Call to Order:** The meeting was called to order at 5:00 PM in the first-floor conference room.

**Payroll & Payables:** Reviewed and discussed.

**Consent Agenda Items and Correspondence Reviewed:**

At 5:35PM, Ms. White led those present in the Pledge of Allegiance.

**Approval and Signing of Payroll and Payable Checks:** Mr. Francesco made a motion, with a second from Ms. Schwaner, to approve the payroll and accounts payable manifests and to issue checks accordingly. The Board voted 5-0 in favor of the motion.

**Approval of the Meeting Minutes of October 16, 2019:** Mr. Laverack made a motion to approve the meeting minutes of October 16, 2019 as written, with a second from Mr. Francesco. The Board voted 5-0 in favor of the motion.

**Consent Agenda/ Signature file:**

Hazard Mitigation Plan Grant

Certification of Yield Taxes Assessed Map 223 Lots 002 and 003

Mr. Laverack made a motion to approve the consent agenda, with a second from Mr. Brickley. The Board voted 5-0 in favor of the motion.

**New Business: Public Hearing-Hazard Mitigation Grant-**Ms. White noted that Holderness had received a grant in the amount of \$7,500.00 from FEMA for the purpose of preparing a Local Hazard Mitigation Plan Update. State RSA 31:95-b requires that this item be listed on the agenda of a public meeting and a vote be taken by the Board to accept the unanticipated revenue (\$7,500.00). She opened the floor for comment on the matter. Mr. Brickley made a motion that the Board accept the terms of the Pre-Disaster Mitigation Grant Program as presented in the amount of \$7,500.00 to update the Town of Holderness Local Hazard Mitigation Plan. Furthermore, the Board acknowledges that the total cost of the project will be \$10,000.00, of which the Town will be responsible for 25% match, \$2,500.00 in funds or in-kind services and to also authorize the Town Administrator to sign all documents related to the grant. Mr. Francesco provided a second to the motion. There was no discussion. The Board voted 5-0 in favor of the motion.

**Old Business: Road Standards Review** – the Board continued their review of the latest draft of the Road Standards.

**New Business: continued- Public Hearing, Royea's Auto Salvage Yard License.** At 6PM Ms. White opened the public hearing required for the licensing renewal of Royea's auto salvage yard on East Holderness Road. Peter and Michael Royea the operators of the yard were present. Ms. White asked if they had any questions with regard to the conditions for the renewal of the license. Peter Royea mentioned that he had spoken with Chief Mardin with regard to maintaining the 12 foot wide emergency access to the property.

Ms. White asked if they were able to comply with the requirement to remove vehicles from in front of the fence at the property. Peter stated that it was his recollection that earlier agreements stated they could have 12 vehicles in front of the fence available for sale since they are a bonded dealer and can sell used vehicles. There was some discussion about this. None of the Board members could recall if that was ever a condition of licensing.

Ms. White asked the Town Administrator to research this and see what he could find. Ms. White suggested that the discussion be continued to a future meeting to allow time for follow up. Mr. Laverack made a motion with a second from Mr. Francesco to continue the hearing to a future meeting. The Board voted 5-0 in favor of the motion.

**New Business-Holderness Climate Group-** Ted Vansant and members of the Holderness Climate Group were present to speak with the Board about a resolution they would like considered at the March 2020 Town Meeting. Ted provided some background with regard to the activities of the group and their efforts to get this issue elevated to a national discussion by submitting resolutions to be adopted by New Hampshire towns to send to their congressional representatives.

Ted asked if the Board would sponsor the resolution to be on the warrant at the March 2020 Town Meeting.

Ms. White asked for comments from the Board. Mr. Francesco commented that he believed the project had merit. He suggested that it might be more effective to gather more than the number of signatures required to place the article on the warrant by petition as it would show broader support and have more impact. Ms. Schwaner agreed with Mr. Francesco's comments and supported the idea that the signatures would indicate broader support for the idea which she felt had merit.

Mr. Laverack was also in agreement and suggested that all of the climate groups considering this action draft a similar article for each Town to provide a consistent message to the congressional representatives. Mr. Brickley agreed that a display of community will should come from the people.

There was a question posed as to whether the Board had any suggestions with regard to drafting the article or whether they could handle any questions about it. Ms. White commented, that the Board could not provide the draft language, they could only make minor grammatical corrections. She also noted that it would be more effective for the members of the group to handle questions with regard to the article as they would be more familiar with the subject matter.

The Board thanked the group for their presentation and wished them success with the article.

**Old Business Continued**-Road Standards-the Board picked up their review of the draft document. It was suggested that the Town Administrator update the document with some of the suggested edits and forward one more draft to the Board for their consideration.

**Old Business: Budget Planning Update**-The Town Administrator provided the Board with an update on the Budget timetable and asked that they give some consideration to what they may want to see as a percent allowed for cost of living and wage increases for the next budget cycle.

Mr. Laverack left the meeting at 6:59.

**Public Participation:** None

### **Town Administrator's Report to the Select Board October 28, 2019**

1. I have begun a conversation with Waste Management regarding renewal of our current agreement. They have proposed submitting some revised numbers for our consideration in an effort to avoid having us go out to bid. I expect to continue the conversation in the next week or two when their sales rep will be visiting. I have some numbers from other vendors for comparison, so we will see if it has the potential to be the bargain, they are touting it will be. Stay tuned.
2. Lakes Region Planning Commission has also contacted us to see if there is any interest in doing a joint agreement with other Towns whose contracts are also expiring in 2020. I told them that we would be interested, but I will pursue an independent agreement as well in case the joint agreement does not materialize or is too cumbersome to manage. A successful conclusion to item 3 will render this all moot.
3. I am reviewing the capital equipment spreadsheet to see what adjustments we can make to help offset potential increases to budget expenses in the coming years. The issue will be striking the balance between short term relief and long-term erosion of the gains we have made in previous years.
4. Spoke with our Auditors and heard from a number of Towns with regard to the range of fund balance they maintain. Patrick Mohan of Melanson Heath indicated that the ranges are all over the place (the DRA recommended range is 5-17 percent. Among the Towns that responded to my inquiry the ranges ran from 8 to 18 percent. In discussing the use of fund balance, Patrick and a number of the managers indicated that they would use fund balance for capital projects and not use too much of it to offset taxes. *The Board discussed some options for the tax rate, but deferred a decision until they could consider some additional information with regard to future budgets. They will meet on Thursday, November 7 at 5PM to continue their discussion and perhaps make a final decision with regard to the rate.*
5. Sara Hixon has submitted a letter of resignation will be leaving her position effective November 6<sup>th</sup>. *The Board regretfully accepted her letter of resignation and wished her success in her new endeavor.*
6. Correspondence was received from abutters to the Pemigewasset Fish and Game Club expressing concern with some of the activity there. It was suggested that the correspondence be forwarded to legal counsel for their review and comment. *Ms. White offered to reach out to the correspondents on behalf of the Board to ascertain what their specific concerns were so that a more complete reply could be crafted by Legal Counsel. Mr. Brickley made a motion to authorize Ms. White to discuss the matter*

*further with the abutters. There was a second from Mr. Francesco. The Board voted 4-0 in favor of the motion.*

**Board Member Reports:** Mr. Brickley wanted to thank Chief Patridge for the presentation he did for his class at PSU. It was well received by the students.

Mr. Francesco noted that there the cell tower applicant will be flying a balloon at the tower site on Saturday from 8-12 with a rain date of Sunday at the same time.

**Non-Public Session: RSA 91A: 3, II ()**

With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco, to adjourn the meeting at 7:24PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator