

**Holderness Select Board  
Meeting Minutes  
November 12, 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, Road Agent, Kevin Coburn

**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:**

**Approval and Signing of Payroll and Payable Checks:** Mr. Francesco made a motion, with a second from Mr. Brickley, to approve the payroll and accounts payable manifests and to issue checks accordingly. The Board voted 4-0 in favor of the motion.

**Approval of the Meeting Minutes of October 28, 2019:** Mr. Francesco made a motion to approve the meeting minutes of October 16, 2019 as written, with a second from Mr. Laverack. The Board voted 4-0 in favor of the motion.

**Consent Agenda/ Signature file:**

Tax Warrant

Petition and Pole License #3692, Lane Road

Certification of Yield Taxes Assessed Map 222 Lots 018

Mr. Francesco made a motion to approve the consent agenda, with a second from Mr. Brickley. The Board voted 4-0 in favor of the motion.

**New Business:** Holderness Ratio Report- The Town Administrator reviewed the preliminary report, received from the Assessor, with the Board. The report lists real estate sales and compares the sale price to the assessed valuation for the one-year period from 10/1/2018 to 9/30/2019. This report can be an indicator of changes in market value that may trigger partial updates to assessed values. The Board briefly discussed the report and agreed to review it in more detail once the final report was received from the Department of Revenue Administration. There was discussion with regard to having Marybeth Walker of Corcoran Associates attend the next Board meeting to discuss the option of a partial update of values. The Town Administrator will contact Ms. Walker.

**Old Business: Road Standards Review** – the Board completed their review of the draft of the Road Standards in consultation with Road Agent, Kevin Coburn. The Town Administrator will provide an updated document for final review by the Board.

Kevin also mentioned that he had been in discussion with a contractor regarding a driveway cut and wanted to get some input from the Board with regard to his concern with the location. Kevin reviewed the information with the Board and they were in support of his decision.

Kevin also advised the Board that the emergency Generator was in the process of being installed at the Highway garage and he expected that installation would be complete in the next two weeks.

Miss Schwaner joined the meeting at 5:50PM

**Budget Planning Update:** The Town Administrator advised the Board that he continues to input data to the Budget as it is received. Departments budgets are due to his office by Friday, November 15<sup>th</sup>. He also mentioned that he will be meeting with a representative from Waste Management to review their renewal proposal for Solid Waste services on November 20<sup>th</sup>. The Board did discuss a range for employee wage increases and agreed that a maximum of 3% should be the guideline for departments. The Town Administrator also noted that he was working on updates to the capital reserve spreadsheet and would like the Board to review it at some point.

**Public Participation:** None

**Town Administrator's Report to the Select Board  
November 12, 2019**

Meetings: November 13 and 14 NHMA Conference-Manchester

November 15 @PSU 3PM – Lift Station Discussion

November 20 @11:30 -Waste Management - Solid Waste agreement Contract Extension

1. Based on the discussion at the October 28 Public Hearing the conditions of Mr. Royea's agreement have been revised and reviewed with Mr. Royea. *The Board reviewed the revised agreement and noted that it addressed the issues discussed at the Public Hearing on October 28<sup>th</sup>. Mr. Laverack made a motion to approve the agreement and authorize Ms. White to sign the agreement on behalf of the Board. Mr. Francesco provided a second. There was no further discussion. The Board voted 5-0 in favor of the motion.*
2. Jill and I will be meeting with representatives from PSU on Friday, November 15 at 3PM to discuss the proposal for support of the Lift Station. We will most likely be discussing the responses we provided to their original inquiry.
3. The opening for the Deputy Town Clerk position has been posted. Conversation continues with regard to what changes we may wish to make to the position and the hours the individual will work. Some of it may be dependent on the pool of applicants. *Members of the Board asked if there had been any consideration to changing the Town Clerks hours to replace some of the current week day times for public access with early evening or weekend hours. The Town Administrator will pass the information along to the Town Clerk.*
4. I will be at the NHMA conference in Manchester for Wednesday and Thursday next week. Appreciate the opportunity to attend.

5. The surveyor we were going to use to prepare the topo for the Town Parking Area is unavailable at this time. I have contacted Mike Vignale and he has indicated that he will provide a quote for survey work in his engineering proposal.

6. Jill and I met with two representatives for a group of residents who had questions with regard to the operation of the Fish and Game Club on Beede Road. The purpose of the meeting was to get some clarification of the material provided by the group to the Board at the last meeting. Jill indicated that she and the Town Administrator had an hour-long conversation with the representatives and gained a better understanding of their specific concerns. This information will be passed along to Counsel for their review and comment.

**Board Member Reports: Ms. White** indicated that she will not be available for the November 25<sup>th</sup> meeting. She also mentioned that she had spoken with some of the downtown merchants who inquired about a holiday event for the area given the success of the Halloween Festivities. It was noted that the Library has a tree lighting event scheduled for December 6 at 5PM and perhaps this would suffice given the short amount of time left to plan something for this year. The Town Administrator noted that there would be additional safety concerns compounded by the potential for snowbanks and the fact that it would be dark for the duration of any event held after 4PM. The Board discussed the matter briefly and agreed that it might require more planning and could possibly be considered next year.

**Mr. Francesco** reported on the balloon test for the cell tower that occurred on Saturday, November 2 from 8-12.

**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 7:07PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator