

**Holderness Select Board  
Meeting Minutes  
May 10, 2021**

**Select Board Members Present:** Jill White at the Town Office. Vice Chair, Woodie Laverack and Peter Francesco were present by remote link. Sam Brickley joined the meeting at 5:55PM by remote link.

**Others Present:** Town Administrator, Michael Capone, at the Town Office. Gerry Dubreuil, R and D Paving from the second-floor meeting room. Reed Ibarguen, Plymouth Regional High school Student, from his home.

**Call to Order:** The meeting was called to order at 5:31 PM in the first-floor office area. Ms. White and the Town Administrator were in the building in separate offices on the first floor. Mr. Dubreuil was in the second-floor meeting room. All others were attending remotely.

Ms. White read the following into the record: Due to the ongoing emergency orders in place, the Board is operating under RSA 91-A:2 that allows for remote participation by Board Members. Limited socially distanced seating is available in the second-floor meeting room. Remote access to the meeting, is available by emailing [administrator@holderness-nh.gov](mailto:administrator@holderness-nh.gov) to obtain the meeting link.

Ms. White then polled all meeting participants to ask if they had anyone else present in the room with them and if they were recording the meeting. All participants were alone and only Mr. Ibarguen was recording for his class assignment.

Ms. White welcomed Mr. Ibarguen and Mr. Dubreuil to the meeting and asked if they had any initial questions. There being none, she moved forward with the agenda.

**New Business: Paving and Road Reconstruction Bid Opening:** Ms. White noted that Road Agent, Kevin Coburn, was unavailable for the meeting as he was working on the sidewalk project downtown. She had the bids for both the Road Reconstruction and the Paving work proposed for the summer of 2021. Two Bids were received for the Road Reconstruction work on Marston Road. The first bid from – Central NH Aggregates was in the amount of \$30,405. The second bid from GMI Asphalt LLC was in the amount of \$92,794.

Mr. Laverack made a motion that the Board forward the bids to Road Agent, Kevin Coburn for him to review for compliance with the bid specifications and to further authorize Kevin to award the bid based on the best value for the Town. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

Mr. Laverack - yes      Mr. Francesco – yes      Ms. White – yes

Ms. White then opened the three bids received for the paving projects on Marston Road and Shepard Hill Road. The first bid, from Bryant Paving, was in the amount of \$93,536. The second bid, from R and D Paving, was in the amount of \$90,270. The third bid, from GMI Asphalt, was in the amount of \$82,117.36.

Mr. Laverack made a motion that the Board forward the bids to Road Agent, Kevin Coburn for him to review for compliance with the bid specifications and to further authorize Kevin to award the bid based on the best value for the Town. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

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

**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 Mr. Laverack. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

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

**Correspondence File items: None**

**Approval of the Meeting Minutes of April 26, 2021:** Mr. Francesco made a motion to approve the minutes of the April 26, 2021 meeting as written. There was a second from Mr. Laverack. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

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

**Consent Agenda: Intent to Cut Map 251 Lot 18**

**Abatement Response Map 228 Lot 067**

**Warrant for Land Use Change Tax Map 210 Lot 019 and Map 227 Lot 011-012**

**Abatement Map 217 Lot 015**

**Yield Tax Levy Map 216 Lot 002**

**Owls Landing Campground Abatements**

Mr. Francesco made a motion to remove the Abatement Response for Map 228 Lot 067 from the Consent Agenda. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

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

Mr. Laverack made a motion to approve the remaining items on the Consent Agenda. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

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

**Old Business: COVID-19 Operational Updates:** The Town Administrator noted that the “Safe at Home 2.0” guidelines proposed by the State last year had been replaced by a new document, “Universal Best Practices for New Hampshire Employers and Employees.” The document contains recommendations for business and other organizations with regard to their operations. There is nothing in the document that precludes any business or organization from taking additional precautions for the health and safety of its employees or customers.

At present, the appointment system in place at the Town office appears to be working well and has been well received by the public. Given the space limitations within the office it would probably be best to continue forward with appointments. Generally, the Town Clerk is able to work people in around appointments for dump stickers and dog licenses. Other items, such as burn permits can be done on line.

The Board briefly discussed lifting the restriction on vehicles accessing the roll offs at the Transfer Station and agreed to get some input from Scott prior to considering the matter further at their meeting on May 24<sup>th</sup>.

**Public Participation: None**

**Town Administrator’s Report to the Select Board  
May 10, 2021**

1. You will notice in the consent agenda an abatement form related to the Veterans Exemption discussed at the last meeting. It would appear that, in order to properly grant the relief approved by the Board at your last meeting, you would need to deny the exemption on the grounds that it did not meet the one year residency requirement and grant the relief through the abatement process. The \$500 amount has been prorated to \$470.

*Mr. Brickey made a motion to deny the exemption based on the fact that the applicant had not met the required one-year residency requirement. There was a second from Mr. Laverack. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.*

*Mr. Laverack -Yes, Mr. Brickley – Yes, Mr. Francesco – Yes, Ms. White -Yes*

*Mr. Brickley made a motion to grant a prorated abatement in the amount of \$470 to the applicant. There was a second from Mr. Laverack. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.*

*Mr. Laverack -Yes, Mr. Brickley – Yes, Mr. Francesco – Yes, Ms. White -Yes*

2. Jill and I have begun our conversations with the Fire Department Officers to get their input with regard to the path forward for the Fire Chief's position. Our goal is to have those conversations completed in the next two weeks. We will also be rescheduling the conversation with the Fire Wards that was postponed from April 19<sup>th</sup>.
3. I have contacted Consolidate Communications to see if I can get permission to place flags and banners on the utility poles in the vicinity of downtown. I may also speak with them with regard to their plans to extend their fiber optic cable in Town as another option for high-speed internet access.
4. Speaking of which, the New Hampshire Electric Coop has stated that they plan to be more informative with regard to their broadband expansion plans. I have contacted them twice with regard to their plans for Holderness and have not heard one word from them. We will see how that plays out.
5. We will be conducting performance reviews over the next few weeks so we can have everything completed and employees notified of their wage increases prior to the beginning of the new fiscal year.
6. The Joint Loss Management Committee (JLMC) will be conducting safety inspections at all Town Facilities between now and the end of June.
7. The Public Restroom adjacent to the lower entrance of the Library is now open for the season.
8. We have been notified that, due to some culvert replacement work anticipated for late summer or early fall, Perch Pond Road in Campton will be closed for approximately five days. Will update this and put something up on the website once we have a firm date.
9. Information had been received from the Town Line Village Cooperative (TLVC), RCAP Solutions and Donna Lane, a Community Development Block Grant (CDBG) Writer, from Conway with regard to the process by which the Town could sponsor the TLVC for a CDBG Grant. *The Board briefly discussed the material that had been supplied and asked the Town Administrator to contact all concerned parties to advise them that the Town was amenable to sponsorship, but would want to review the Grant Application in advance of final approval.*

**Board Member Reports:** Ms. White mentioned that the best option for the Memorial Day celebration this year would be to do the planting at the memorial then place flags and a wreath onsite. There was agreement from the Board that this may be the best path forward for this year with the hope that we could have a full ceremony in 2022.

Ms. White also asked for input from the Board with regard to holding a community business meeting to get input on some of the issues facing businesses, particularly those in the downtown area. The Board members discussed the matter and agreed that Tuesday, May 25<sup>th</sup> at 9AM would be a good time for the meeting. The upper level of the Town Office would be a

good location given the availability of parking. Some consideration as to how many folks could safely attend would be necessary due to social distancing requirements.

**Non-Public Session: RSA 91A:3, II (I), if necessary – None**

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Laverack to adjourn the meeting at 6:45PM. The Board voted 4-0 in favor of adjournment by a roll call vote.

Mr. Laverack -Yes, Mr. Brickley – Yes, Mr. Francesco – Yes, Ms. White -Yes

Respectfully submitted,

Michael R. Capone  
Town Administrator