

**Holderness Select Board  
Meeting Minutes  
June 21, 2021**

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

**Others Present:** Town Administrator, Michael Capone, Conservation Commission member, Bill Nesheim.

**Call to Order:** The meeting was called to order at 5:45 PM in the upper-level meeting room.

**Public Participation:** Mr. Laverack welcomed Mr. Nesheim to the meeting. Mr. Nesheim was present for the Boards discussion of Bids for the Town Forest Survey. Mr. Laverack polled the Board members to see if they were okay with taking this matter up first. There were no objections.

The Town Administrator provided some background on the Topic and explained the options available to the Board. The bids for the Town Forest Survey work requested by the Conservation Commission came in above the amount allocated in the warrant article. The low bidder was Yerkes Surveying Consultants at \$6,450. The Town meeting warrant article authorized \$4,000 from the Town Forest Fund to pay for the survey. There are two options we could pursue at this point. One would be that you consider awarding the work to Mr. Yerkes as the lowest bidder and request that he provide a contract, to be executed by either myself or a member of the Board, prior to the end of the month including the requirement for a \$2,450 down payment on the work. The down payment could be paid from the 2020-2021 professional services line of the Conservation Commission budget, which will overspend their budget but not the bottom line of the Town Budget. We can then encumber the balance of \$4,000 against the contract and pay it out once the work is completed. I have reviewed this with both Larry and the Department of Revenue Administration and neither of them have any issues with it. The other option would be to submit a new warrant article at the next Town Meeting with an allocation from the Forest Fund that would cover the entire cost. A new set of quotes would be necessary to be certain we allocate sufficient funds for the project.

**Mr. Brickley made a motion to award the bid to Yerkes Surveying Consultants, authorize the Town Administrator to sign the agreement and fund the project as noted in the first option. Ms., Schwaner provided a second. Mr. Francesco noted the Mr. Yerkes does excellent work in addition to the fact that he was the lowest bidder. It was also noted that to delay the work until next year would most likely result in an increase in the cost of the project.**

**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. Schwaner – Yes**

Mr. Nesheim also provided the Board with an update on the knotweed removal project at the Transfer Station. The Board thanked Mr. Nesheim for his time and attention to that project.

**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 4-0 in favor of the motion by a roll call vote.

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

**Correspondence File items:** Reviewed

**Approval of the Meeting Minutes of June 7, 2021:** Mr. Brickley made a motion to approve the minutes of the June 7, 2021 meeting as written. There was a second from Ms. Schwaner. 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. Schwaner – Yes**

**Consent Agenda:** PA-28 Form

Hawkers, Peddlers License – David Simons and Valerie Vermeulen

Warrant for unlicensed dogs

Section 125 Flexible Benefits Plan Adoption Agreement

Abatement Response – Map 237 Lot 018

Abatement Response - Map 245 Lot 039 sub lot B11

Abatement Response - Map 245 Lot 039 sub lot B03

Abatement Response – Map 241 Lot 117

Abatement Response – Map 238 Lot 014

Appraisal Summary Memorandum – Map 101 Lot 001

Warrant for Land Use Change Tax – Map 250 Lot 015

Warrant for Land Use Change Tax – Map 227 Lot 011 sub lot 013

Warrant for Land Use Change Tax – Map 210 Lot 019 sub lot 006

Warrant for Land Use Change Tax – Map 210 Lot 019 sub lot 007

Warrant for Land Use Change Tax – Map 210 Lot 019 sub lot 008

Warrant for Land Use Change Tax – Map 210 Lot 019 sub lot 009

Warrant for Land Use Change Tax – Map 210 Lot 019 sub lot 010

Warrant for Land Use Change Tax – Map 210 Lot 019 sub lot 011

Permission to move mobile home 226 Mt. Prospect Road

**Mr. Francesco made a motion to approve the items on the Consent Agenda and to further authorize the Town Administrator to sign the Section 125 Flexible Benefits Plan Adoption Agreement on behalf of the Board. Ms. Schwaner provided a second. 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. Schwaner – Yes**

**New Business: Encumbrances to the 2020-2021 Budget:** The Board reviewed the list of recommended encumbrances for the 2020-2021 budget.

Encumber \$20,000 from Fund Balance for the statistical update of values voted at the 2020 Town Meeting. Agreement for the update has been signed with the work to be completed in Summer of 2021.

Encumber \$31,633 from operating budget account 4152-312 for property valuation services covered under current agreement.

Encumber \$34,417 from operating budget account 4324-392 for Solid Waste disposal services covered under current agreement.

Encumber \$6,600 from Fund Balance for the reconstruction and repair of village sidewalks voted at the 2020 Town Meeting. Work was suspended, but we have a secured price from our paving vendor to complete the work in October.

Encumber \$4,000 from the Town Forest Fund to complete the survey of the town forest. Agreement in place prior to June 30, 2021.

**Mr. Brickley made a motion to approve the encumbrances from the 2020-2021 Operating Budget as noted. Mr. Francesco provided a second. 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. Schwaner – Yes**

**Old Business: COVID-19 Operational Updates:** See item 8 in the Town Administrators Report

### **Town Administrator's Report to the Select Board June 21, 2021**

1. Jill and I attended the meeting with PSU and the Plymouth Village Water and Sewer District last week. They provided an updated term sheet for the lift station agreement. Please take some time to review it as it will be an agenda item for the July 6, 2021 Board meeting. I plan on contacting them to correct some of the information on the term sheet. They have the number of customers wrong. We only bill 24, they show 27. They have also indicated that they will provide some background for their % contribution calculation. PSU has requested to be in attendance at the July meeting to answer any questions the Board may have with regard to the agreement. *The Board briefly discussed having the prior Town Administrator and a former member of the Select Board present at the July 6<sup>th</sup> meeting to provide some history as to the expectations set by the previous PSU administration with regard to the Town's financial responsibilities for expansion of the lift station.*

2. We had our last meeting for the review and update of our emergency operations plan on Friday, June 18<sup>th</sup>. We will await the preparation of the draft for final consideration in late summer or early fall of this year. Finishing this update along with the update of our Hazard Mitigation Plan will bring us into full compliance for FEMA related disaster funding.

3. Have been monitoring the release of the American Rescue Plan Act (ARPA) funds. Still not clear when we will have them or, more specifically, exactly what we can use them for. Broad concepts have been discussed, but it may take a little more time to flesh out the details as we await more guidance and interpretation from the Feds. *The Board discussed this item briefly and agreed that they should accept the funds on behalf of the Town and research how best to apply them as defined in the ARPA regulations as it would appear from the preliminary information received to date that they could be put to good use. They instructed the Town Administrator to proceed with the application process for procuring the funds.*

4. I have been in contact with Donna Lane regarding the Townline Village Cooperative CDBG Grant. We will probably have a public hearing on July 19<sup>th</sup>. There is a community development document the Board will have to review and approve. We can do that at the July 6<sup>th</sup> meeting.

5. Ellen has submitted a letter requesting that she be allowed to reopen the office and not require appointments. *The Board discussed the request and agreed to allow Ellen to reopen the Town Clerks Office to the public without the requirement for appointments. They asked the Town Administrator to work on some appropriate signage advising the public of their responsibilities when entering the building.*

**Board Member Reports: None**

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

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting at 7:02PM. The Board voted 4-0 in favor of adjournment by a roll call vote.

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

Respectfully submitted,

Michael R. Capone  
Town Administrator