

**Holderness Select Board
Meeting Minutes
July 6, 2021**

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

Others Present: Town Administrator, Michael Capone, Shelagh Connelly and Walter Johnson.

Call to Order: The meeting was called to order at 5:02 PM in the upper-level meeting room.

Correspondence Items: Reviewed and discussed

5:30PM Agenda Items:

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.

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

Approval of the Meeting Minutes of June 21, 2021: Mr. Francesco made a motion to approve the minutes of the June 21, 2021 meeting as written. There was a second from Mr. Brickley. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

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

Consent Agenda: Hawkers, Peddlers License – David Simons

Intent to cut Tax Map 210 Lot 006

Yield Tax Levy Map 2008 Lot 002

Mr. Francesco made a motion to approve the items on the Consent Agenda. 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.

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

New Business: Review and discussion of the Plymouth State University term sheet. Ms. White welcomed former Select Board member Shelagh Connelly and former Town Administrator, Walter Johnson and thanked them for taking the time to attend the meeting. Both were present to share their recollections with regard to previous discussions with Plymouth State University regarding financial support from the Town for the PSU lift station. Ms. White informed Ms. Connelly and Mr. Johnson, that representatives from the University, previously scheduled to attend, would not be present due to it being a campus holiday.

Ms. White asked both Ms. Connolly and Mr. Johnson if they could provide any history on the topic.

Mr. Johnson commented that, in previous conversations with the Administration at PSU, it had been made clear that improvements to the lift station were only for the benefit of the University (i.e., addition of the AllWell Center).

Ms. Connelly commented that it had also been made clear that any expansion of the system was of no benefit to the users in Holderness and the Town would not participate in any funding for the project. The Town had no funds set aside for that purpose.

The University had no issues with the Town not participating in funding the project. No capital contribution was ever discussed.

The Town did pay for an inspection of the sewer pipes in the vicinity of North and South River Streets as well as Avery Street to ascertain their overall condition and there were no reported problems. Mr. Johnson thought that there had been some discussion with regard to flow rates. The Town Administrator commented that he had not come across anything on that topic in his review of the records, but would go back through them again to be certain.

The Board reviewed and discussed the term sheet. Although, they did not see anything in the document that would cause them to change their perspective on the matter, they directed the Town Administrator to follow up on any items from this evening's conversation prior to preparing draft correspondence for review by the Board.

The Board thanked both Ms. Connelly and Mr. Johnson for attending the meeting and their continued service to the community.

Old Business: 6PM Public Hearing on Amended Parking Ordinance: Ms. White had opened the public hearing at 6PM. No one from the public was present to speak to the amended ordinance. The hearing was closed at 6:30PM. The Board reviewed and discussed the amendments which consisted of changes to most of the fees and fines associated with the ordinance as requested by Chief DiFilippe. Mr. Brickley made a motion to approve the ordinance. There was a second from Ms. Schwaner. Mr. Brickley suggested changing Item D1 (k) to D2. There was no further discussion. The Board voted 4 to 0 to approve the ordinance as amended by a roll call vote.

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

Public Participation: None

Town Administrator's Report to the Select Board July 6, 2021

1. Jill and I have been reviewing material gathered from our conversations with Fire Department members regarding the Fire Chief's position. We hope to have the materials available for your review and comment at a future meeting. Given the scope of the task, it may necessitate a separate meeting this month. *The Board discussed holding a separate meeting to review the Fire Chief job description and review the comments received from Department members. They agreed to meet on Tuesday, July 13, 2021 at 5:30 for that purpose. The Town administrator will notice the meeting.*

2. Attached are two documents that will be part of three public hearings pertaining to the CDBG Grant application for the Town Line Village Cooperative scheduled for the July 19th meeting. This is all boiler

plate stuff and Donna anticipates it will take no more than fifteen minutes to go through it. Given that Donna has another meeting to attend that evening, we have scheduled the public hearing to begin at 5:30PM on July 19th.

3. The Town Forest survey agreement was executed on June 22, 2021 and we have been invoiced by Yerkes Surveying Consultant's for the down payment of \$2,450.00. The balance of \$4,000.00 will be paid from encumbered funds upon receipt of the deliverables required in the agreement.

4. We will be submitting an application to receive the American Rescue Plan ACT (ARPA) funds prior to the August 18, 2021 deadline. Holderness will receive a total of \$220,581 dollars in funding over the next two years. There are guidelines for the use of the funds. Options will be considered as more details become available with regard to how best to use the funding.

5. Have been in conversation with Speare regarding a flu clinic this fall. Assuming things continue to improve, would you be in favor of hosting one here at the Town Hall? Previous sessions have been well attended and have afforded employees, as well as residents a convenient way to get vaccinated. *The Board had no concerns with holding a flu clinic in the Fall.*

Board Member Reports: Mr. Francesco provided an update on Planning Board activity.

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

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Brickley to adjourn the meeting at 7:00PM. The Board voted 4-0 in favor of adjournment by a roll call vote.

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

Respectfully submitted,

Michael R. Capone
Town Administrator