

**Holderness Select Board  
Meeting Minutes  
July 19, 2021**

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

**Others Present:** Town Administrator, Michael Capone, Donna Lane, Nancy Isikoff, Dee Hopper and Bob Maloney.

**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:**

**Pledge of Allegiance:** Ms. White led those present in the Pledge of Allegiance

**New Business: 5:30PM - Public Hearing CDBG Grant for the Town Line Village Cooperative Community Development Block Grant Project-** Ms. White opened the first public hearing at 5:30 noting that an informational document with regard to the grant had been posted on the Town's website prior to the public hearing and copies were available for those present at the public hearing.

Donna Lane provided some information regarding Community Development Block Grant funds which are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility, up to \$500,000 for housing projects, and up to \$500,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons. The public hearings are on the following:

This is a proposed application to the NH Community Development Finance Authority for up to \$500,000 in 2021 Community Development Block Grant Public Facility funds. The majority of the funds will be subgranted to Town Line Village Cooperative, a 76-site manufactured housing park located at Livermore Road, Holderness, NH, to make significant upgrades to their water and wastewater systems. The majority of the residents in the park are of low and moderate income.

Ms. White asked for public comment. There was none. Ms. White closed the public hearing at 5:35PM.

Ms. White opened the Public Hearing on Housing and Community Development Plan at 5:36PM

The proposed Town's Housing and Community Development Plan identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the Town's housing and community development objectives and actions. It includes a CDBG Citizen Participation Plan.

Goals:

**Goal:** Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

**Goal:** Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

**Goal:** Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

**Goal:** Preserve and promote the town's historically and culturally significant structures. (Short-term and Long-term goal).

**Goal:** Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

**Goal:** Encourage activities that assist the residents, such as daycares, social services, and senior services. (Short-term and Long-term goal).

Ms. White asked for public comment. There was none.

Ms. White closed the public hearing at 5:40PM

Ms. White opened the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan for the Proposed Town Line Village Cooperative Infrastructure Improvements Project at 5:41PM.

**The Residential Antidisplacement and Relocation Assistance Plan for the Town Line Village Cooperative Infrastructure Improvements Project.** If applicable, a CDBG project must adhere to the Uniform Relocation Act. This is an infrastructure project; no relocation or displacement is anticipated.

Ms. White asked for public comment. There was none.

Ms. White closed the public hearing at 5:46PM

## **VOTING**

Mr. Laverack made a motion to approve the submittal of the Town Line Cooperative Infrastructure Improvement Project CDBG Application **and** vote to authorize the Chair of the Holderness Select Board, to sign and submit the application, and upon approval of the CDBG application, authorize the Chair of the Holderness Select Board to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Ms. Schwaner provided a second.

There being no further discussion, the Board voted 5-0 in favor of the motion.

Mr. Francesco made a motion to adopt the Housing and Community Development Plan. Ms. Schwaner provided a second.

There being no further discussion, the Board voted 5-0 in favor of the motion.

Ms. Schwaner made a motion to adopt the Antidisplacement and Relocation Assistance Plan. Mr. Laverack provided a second.

There being no further discussion, the Board voted 5-0 in favor of the motion.

**TOWN OF HOLDERNESS, NEW HAMPSHIRE**  
**Housing and Community Development Plan**  
**July 2021**

The Town of Holderness' Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the town's housing and community development objectives and actions. The Housing and Community Development Plan is consistent with the current master plan of the town.

This document also outlines the town's efforts to include citizen participation in implementing activities funded through the Community Development Block Grant. That information is found in the section below titled "Citizen Participation Plan."

**Housing and Community Development Goals and Objectives**

The Plan's goals and objectives are identified below and are consistent with the national Housing and Community Development Act of 1974, as amended, and the state's objectives listed in Chapter CDFA 300 Community Development Block Grant (CDBG) Program Rules (CDFA 305.01 & 310.01). These goals and objectives are both short and long term. Priority will be given to the needs of low and moderate-income persons, minorities and disadvantaged people.

The town states that as a matter of policy, involuntary displacement of households from their neighborhoods as part of a CDBG project shall be minimized.

Goals and objectives of this plan, both long and short-term, are consistent with following broad national objectives:

National Objective 1: direct benefit to low and moderate income persons or households;

National Objective 2: the prevention or elimination of slums and blight; and

National Objective 3: Elimination of conditions which seriously and immediately threaten the public health and welfare.

Goals and Objectives of this plan also addresses as many of the following state's objectives as appropriate for CDBG grant awards, and priority will be given to projects that have a public benefit, in both the short and long-term as follows:

State Objective 1: Implementing the Housing and Community Development Plan and conforming to the Holderness's master plan and ordinances;

State Objective 2: Preserving and promoting existing neighborhoods and community centers;

State Objective 3: Restoring and preserving properties which have historic, cultural, architectural or aesthetic value;

State Objective 4: Solving community problems with long term benefits and innovative solutions;

State Objective 5: Successfully raising funds or securing matching funds and resources from public and private sources; and

State Objective 6: Funding needed projects for which other private or public funding shall not be available.

The town's three-year short and long-term goals and objectives are as follows:

**Goal:** Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

**Goal:** Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

**Goal:** Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

**Goal:** Preserve and promote the town's historically and culturally significant structures. (Short-term and Long-term goal).

**Goal:** Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

**Goal:** Encourage activities that assist the residents, such as daycares, social services, and senior services. (Short-term and Long-term goal).

Federal CDBG grant funds awarded shall be consistent with the national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, public facilities, or employment opportunities primarily to low and moderate income persons or households. Grants shall not benefit moderate income persons to the exclusion of low income persons

### **Citizen Participation Plan**

The town will seek to engage its citizens in implementing housing and community activities funded by the Community Development Block Grant. Its citizen participation efforts will be consistent with the State of New Hampshire's citizen participation plan. Specifically, the town will adhere to the following steps to engage its citizens:

- 1) Publishing a statement of proposed activities for any application proposed to be submitted by the town so that affected citizens have an opportunity to submit comments on the proposed activities.
- 2) Provide adequate notices, specifically to persons of low- and moderate-income as well as the general public, for all public hearings to discuss proposed or approved CDBG applications. Such notices will include the statement of proposed activities or how to obtain such statement. At least ten days prior to any hearing, the notices will be published in a daily newspaper of general circulation in the Holderness; AND posted as a printed legal notice in at least three other public places.
- 3) Hold two or more public hearings on the proposed application at times and locations convenient to potential beneficiaries, accessible to persons with physical disabilities, and that meet the needs of non-English speaking residents, if appropriate, to obtain citizens' views before adoption of resolution or similar action by the local governing body authorizing the submission of the application. At least one public hearing will be held prior to submitting any CDBG application and another during the course of all approved projects.

- 4) Provide at public hearings information concerning the amount of funds available for proposed community development activities and the range of activities within the project.
- 5) Provide at public hearings information concerning the amount of funds that will benefit persons of low- and moderate-income.
- 6) Provide at public hearings information about potential program income and the Program Income Reuse plan, if program income is anticipated.
- 7) Furnish citizens with the plans made to minimize the displacement of persons and to assist persons actually displaced as a result of grant activities, if displacement is anticipated.
- 8) Provide technical assistance to groups representing persons of low- and moderate-income requesting such assistance in developing proposals.
- 9) Provide citizens with reasonable notice of substantial changes proposed in the use of grant funds and providing opportunity for public comment;
- 10) Any modifications or amendments to the project will be made in accordance with the same procedures required in points (1) through (3) above for the preparation and submission of a statement of proposed activities.

Any complaints or grievances received by town will be addressed within 15 working days of its receipt.

Printed Name of Municipal Official: Jill White

Title: Chair, Holderness Select Board

Signature: \_\_\_\_\_

Date Adopted: July 19, 2021

#### **DISPLACEMENT AND RELOCATION CERTIFICATION**

Town of Holderness

##### **RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

Every effort will be made to avoid temporary or permanent displacement of an individual due to a CDBG project undertaken by the Town.

No relocation or displacement is anticipated.

If relocation is required the Town will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;

- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  - 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:
  - 2. A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. The right to elect, as an alternative to the benefits in subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
- j. The right of appeal to the director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- k. Subparagraph (2) a. through g. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

**CERTIFICATION OF COMPLIANCE**

The Town does not anticipate relocation or displacement will be necessitated by this project. The Town certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

NAME: Jill White

TITLE: Chair, Holderness Select Board

SIGNATURE: \_\_\_\_\_

DATE: July 19, 2021

**FORM 3-A**  
**Environmental Review for Activity/Project that is Exempt**  
**Pursuant to 24 CFR Part 58.34(a)**

Project Name: Town Line Cooperative Infrastructure Improvement Project

Responsible Entity (Municipality): The Town of Holderness

Sub-Recipient (if different than Responsible Entity): Town Line Cooperative

Preparer: Donna Lane

Certifying Officer Name and Title: Jill White, Chair, Holderness Select Board

Project Address: Livermore Road, Holderness, NH

Total CDBG Grant Amount: up to \$500,000

Exempt CDBG Activity Estimated Amount: Up to \$25,000

Description of the Proposed Project: Infrastructure Improvements at Town Line Manufactured Housing Park

**Level of Environmental Review Determination**

☒ **Activity/Project is Exempt per 24 CFR 58.34(a)**

As Chief Certifying Official of the Applicant, I hereby certify that the activities from the above mentioned project have been reviewed and determined to be Exempt activity(ies) per 24 CFR 58.34 as follows (check those that apply):

<input checked="" type="checkbox"/>	58.34(a) (1). Environmental & other studies, resource identification & the development of plans & strategies;
<input type="checkbox"/>	58.34(a) (2) Information and financial services;
<input checked="" type="checkbox"/>	58.34(a) (3) Administrative and management activities;
<input type="checkbox"/>	58.34(a) (4) Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
<input type="checkbox"/>	58.34(a) (5) Inspections and testing of properties for hazards or defects;
<input type="checkbox"/>	58.34(a) (6) Purchase of insurance;
<input type="checkbox"/>	58.34(a) (7) Purchase of tools;
<input type="checkbox"/>	58.34(a) (8) Engineering or design costs;
<input type="checkbox"/>	58.34(a) (9) Technical assistance and training;
<input type="checkbox"/>	58.34(a) (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
<input type="checkbox"/>	58.34(a) (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
<input type="checkbox"/>	Other:

## CDBG Environmental Review Compliance Checklist for 24 CFR §58.6

### 1. §58.6(a) and (b) Flood Disaster Protection Act of 1973, as amended; National Flood Insurance Reform Act of 1994

*HUD State-administered assistance through the Community Development Block Grant (CDBG) Program is considered a "formula grant made to States." By law, the restriction on financial assistance for*

*acquisition and construction purposes in special flood hazard areas is not applicable to "formula grants made to States." 24 CFR 58.6(a)(3). Compliance with this section is not applicable for CDBG-financed projects.*

### 2. §58.6(c) Coastal Barrier Improvement Act, as amended by the Coastal Barriers Improvement Act of 1990 (16 U.S.C. 3501) Not Applicable *Please Move on to the next section CDFA 11/13/14.*

*Per FEMA's and the US Fish & Wildlife Service's web sites; New Hampshire does not have designated Coastal Barrier Resource System areas/communities. (Per Federal Consistency Coordinator, New Hampshire Costal Program DES 11/13/2014).*

### 3. §58.6(d) Runway Clear Zones and Clear Zones [24 CFR §51.303(a) (3)]

- a. Is your project located near Concord, Manchester or Portsmouth Airports?  
Yes ☐ No ☒

**If No, compliance with this section is complete.**

**If Yes,** continue below.

- b. Does the project involve the sale or purchase of existing property?  
Yes ☐ No ☐

**If No,** compliance with this section is complete.

**If Yes,** continue below.

- c. Is the project located within 2,500 feet of the end of a civil airport runway (Civil Airport's Runway Clear Zone) or within 15,000 feet of the end of a military runway (Military Airfield's Clear Zone)?  
Yes ☐ No ☐

**If No,** compliance with this section is complete.

**If Yes,** Notice must be provided to buyer. The notice must advise the buyer that the property is in a Runway Clear Zone or Clear Zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date, be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information, and a copy of the signed notice must be maintained in this ERR.

**To determine if your project falls in the Clear zone please use the following link.**

Radius Tool: <http://www.freemaptools.com/radius-around-point.htm> input your address on top, go below the map and fill in the feet space, click on map and the radius will be shown. If you have questions please call CDFA.



Cite and attach source document (Map indicating project site in proximity to end of runway):

For more information see:

Airport Information: [https://www.hudexchange.info/environmental-review/airport-hazards/  
http://www.airnav.com/airports/](https://www.hudexchange.info/environmental-review/airport-hazards/http://www.airnav.com/airports/)

HUD Airport Hazards Guidance: <https://www.onecpd.info/environmental-review/airport-hazards/>

Notice to Prospective Buyers: <https://www.onecpd.info/resource/2758/notice-prospective-buyers-properties-in-runway-clear-zones/>

With reference to the above Program activity(ies)/Project, I, the undersigned officer of the grantee, accept responsibility under the National Environmental Policy Act for environmental reviews, decisions and actions. By my signature below, I certify that I am authorized to, and do personally accept the jurisdiction of the Federal Court for enforcement of the aforesaid responsibilities. In addition, we request that the environmental conditions attendant to the above referenced grant activities be released so that, upon Governor and Council approval (where applicable), funds may be drawn down for Exempt (\$58.34). I understand that any activities not listed above are subject to all rules applicable to 24CFR58 and that funds may be not be obligated without a notice of removal of environmental conditions from CDFA

Responsible Entity Agency Official Signature:

Name/Title/Organization: Town of Holderness


Authorized Certifying Officer Signature \_\_\_\_\_

Date: 7-19-21

Name/Title: Jill White, Chair, Holderness Select Board

Preparer Name: Donna Lane

Date: 7-5-21

Preparer Signature:  \_\_\_\_\_

**Any costs incurred prior to contract approval by the Governor and Executive Council (if applicable) of the State of New Hampshire will be at the risk of the applicant. You may not incur any cost except for those authorized by CDFA prior to release of funds notification. All applicable State and Federal regulations including but not limited to procurement and debarment apply to the activities stated above.**

The Board thanked Ms. Lane for attending the meeting and overseeing the public hearings.

**Public Participation:** Nancy Isikoff, Dee Hopper and Bob Maloney were present to provide an update on the herbicide application scheduled by a contractor for the New Hampshire Electric Cooperative (NHEC). August 1 was the deadline for notifying the contractor that you wish to opt out of having your property treated. Concern was expressed by those present that there was not enough time for residents to adequately evaluate the possible impacts of applying herbicide to their property and they asked if the Board would request that NHEC consider not applying herbicide this year.

After a brief discussion, Ms. Schwaner made a motion to have the Town Administrator send correspondence to the NHEC asking if they would consider forgoing spraying this year to afford residents more time to evaluate whether they wish to have their properties treated. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0-1 in favor of the motion with Mr. Francesco abstaining. Mr. Francesco felt that he did not have sufficient information on which to base his vote.

**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 5-0 in favor of the motion.

**Approval of the Meeting Minutes of July 6, 2021:** Mr. Brickley made a motion to approve the minutes of the July 6, 2021 meeting as written. There was a second from Mr. Francesco. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Approval of the Meeting Minutes of July 13, 2021:** Mr. Brickley made a motion to approve the minutes of the July 13, 2021 meeting as written. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Consent Agenda/ Signature file:** Intent to cut Tax Map Lot 225 Lot 050  
Hawkers, Peddlers License, Anthony Moyer

Ms. Schwaner made a motion to approve the Consent Agenda. There was a second from Mr. Francesco. There being no further discussion, the Board voted 5-0 in favor of the motion.

**New Business: Adoption of 2021 Update to the Emergency Operations Plan (EOP) and National Incident Management System (NIMS) Resolution** – The Town Administrator provided an update on the plan for the Board and explained the process going forward. Mr. Francesco made a motion for the Board to adopt the Emergency Operations Plan as presented. There was a second from Mr. Laverack. There being no further discussion, the Board voted 5-0 in favor of the motion.

Mr. Laverack made a motion to adopt the NIMS Resolution as presented. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

**New Business: Appointing Authorized Representative for ARPA funds administration** – The Town Administrator advised the Board that, at their direction, he had submitted an application for the American Rescue Plan Act (ARPA) funds. One of the requirements of the application is that the Board designate someone to act as administrator for the process.

Mr. Brickley made a motion to authorize the Town Administrator to be the administrator for the ARPA funds. There was a second from Mr. Francesco. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Old Business: Review of Fire Chief Job Description** – The Town Administrator and the Board reviewed the proposed changes to the Fire Chief’s job description. They also briefly discussed the history of the position noting that it had been voted at a previous Town Meeting that the position would be full time and include the responsibilities of Compliance Officer. Mr. Francesco made a motion to reaffirm the Boards understanding that the Fire Chief’s position should be a full-time position. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

### **Town Administrator’s Report to the Select Board July 19, 2021**

1. Attached is a memo for your review that has additional withdrawals to be made from Capital Reserve Accounts to replenish the General Fund. This should complete the Transfers for the 2020-2021 fiscal year. *Mr. Brickley made a motion to approve the withdrawals in the amount of \$20,722.22 as noted in the memo. There was a second from Mr. Laverack.*

*There being no further discussion, the Board voted 5-0 in favor of the motion.*

The Board will also have to vote to withdraw \$770 from the library building improvement fund for work on the storm windows. *Mr. Laverack made a motion to approve the withdrawal of \$770 from the Library Building Capital Reserve Fund. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 5-0 in favor of the motion.*

2. You should be aware that the recently approved State Budget includes a one-time reduction in the State Wide Education Property Tax that should result in a fifty-cent reduction to the State Education portion of the tax bill in 2022. There has been some discussion with regard to how this would be handled between the Towns and School Districts which might impact the overall reduction. Either way, it is just for the 2022 tax bill.

3. We met with DRA last week to discuss the planned Cyclical Revaluation to Assessed values scheduled for the late summer and early fall of 2021. This adjustment is necessitated by some of our property values being outside of accepted limits as established by DRA. Our assessing firm, Corcoran and Associates, will conduct a full update of property values for the Town, the results of which will be seen in the fall tax bills. While one might expect that we will see an increase in values to many properties in Town, this revaluation could translate to an overall higher total valuation which, in turn, can help to lower the overall rate for taxpayers. More importantly, it will correct for the disproportionate assessments which have impacted some property owners in Town, which is one of the overall objectives of the assessing process.

4. The New Hampshire Electric Cooperative has submitted some information regarding their plan to provide broadband internet to all of the properties they serve. They are looking for partnerships with communities to pool ARPA funds to accelerate their program and have the service on line sooner than later. I will follow up on their correspondence to get more details and report back to the Board.

**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 7:06PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator