

**Holderness Select Board
Meeting Minutes
August 2, 2021**

Select Board Members Present: Chair, Jill White, 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 5:02 PM in the upper-level meeting room.

Correspondence Items: Reviewed and discussed

5:30PM Agenda Items:

Department Head Visit: Road Agent, Kevin Coburn- Kevin was in to provide an update on Department activity and provide some input for the Board on a drainage issue and road acceptance issue. He detailed the work done to date on reconstruction projects noting that Marsden Road and Shepard Hill had all of the initial work completed and were scheduled for grinding and paving the week of August 9th. Dean, Denny and Cody have now started roadside mowing and ditching work along the Town roads.

Kevin mentioned to the Board that he was having difficulty maintaining Perkins Lane due to obstructions being placed in the Town right of way. He noted that the Town right of way along the paved section of the road is 30 feet and along the balance of the public section is 33 feet. While he appreciated the fact that property owners would like to protect their property and their beachfront, there needed to be a minimum width maintained within the right of way in order to be able to safely maintain the road. Kevin noted that there had been damage to two Town vehicles as a result of them striking objects that had been placed in the travel way while the highway crew was working along the Road.

The Board discussed this at length and directed the Town Administrator to write an informational letter to property owners in the area requesting that they provide sufficient access along the roadway for safe and proper maintenance to be performed by the highway department. This will avoid the Town having to stop maintenance work on the road due to safety concerns.

Kevin also discussed the recent and steady uptick of development in Town and its potential impacts on staffing, equipment needs and road reconstruction funding. The Board asked Kevin to provide some information for the Board and the Budget Committee to consider during the next budget cycle.

The Board asked Kevin for his input regarding a request to address a drainage issue at the intersection of East Holderness Road, Coxboro Road and Hawkins Pond Road. Kevin mentioned that he had been working with a property owner to adequately address the concern, but, to his knowledge, the drainage structures had been in place for many years and predate the development of the property. The structures are also in the Town right of way. He had suggested some options for the property owner to pursue as the Town would not be able to work on private property and offered to provide some drainage pipe for their use.

The Town Administrator had researched the matter with Counsel to see if there were other options to be pursued and there were none. The Board asked the Town Administrator to prepare some correspondence for the Board to review and sign advising the property owner of their decision.

The Board also asked for Kevin's input regarding the condition of the private portion of Lane Road as there had been inquiries from residents along the Road as to what would be required to bring the road up to an acceptable standard so they could petition the Town to take over maintenance of the road. Kevin provided the Board with some of his initial impressions with the overall condition of the road and some of the conversations he had with property owners.

The Town Administrator mentioned that he had been researching the subdivision history of the road as well as possible options available to residents to pursue regarding having the Town take over the road. He noted that he had conversations with Counsel in an effort to get some good information to provide to residents, but the process was somewhat involved and he was still discussing with Counsel. He wanted to be certain that he was providing residents with the correct information.

The Board thanked Kevin for attending the meeting and for all of the good work that the highway crew does on behalf of the residents.

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.

Approval of the Meeting Minutes of July 19, 2021: Mr. Brickley made a motion to approve the minutes of the July 19, 2021 meeting as written. There was a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

Consent Agenda: Raffle Permit, Holderness School
Application for State Forest Land Reimbursement
Special Event Permit Application Map 212 Lot 001 Elks Lodge #2312
Special Event Permit Application Map 239 Lot 044 Inn on Golden Pond

Mr. Brickley made a motion to approve the items on the Consent Agenda and noted that the special event permit for the Inn on Golden Pond was contingent upon approval from the Police and Fire Department. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

New Business: Review of Update Personnel Handbook – The Town Administrator mentioned that the review of the draft was complete. Mr. Brickley suggested that the draft be circulated to all department heads for their review and comment prior to adoption by the Board in September.

Old Business: COVID 19 Protocols – The Board reviewed and discussed the latest update from the CDC. They would continue to monitor the guidance provided and discuss again at their next meeting.

Public Participation: None

Town Administrator's Report to the Select Board
August 2, 2021

1. The opening for the Fire Chiefs position has been posted on three main websites, the Municipal Association, The NH Fire Chiefs Association and the Lakes Region Mutual Fire Aid website. Individuals have been contacted to see if they wish to participate in the interview Board. To date we are only awaiting a response from one more person and we will have our full complement. We hope to begin interviews during the month of August. The biggest logistical challenge will be scheduling the interviews so the entire interview team can be present. I am building a spreadsheet with all of the groups contact information to share.
2. The CDBG Grant application for the Town Line Village Cooperative has been submitted.
3. As a follow up to the recent request we received from an establishment regarding town support for a liquor license you may want to consider if you wish to delegate the task to respond to someone other than the Board. In my experience, for whatever reason, these seem to be time sensitive, so unless the Board can see some reason why they want to review and comment on them, delegating it to someone, might be more expeditious.
4. The Grafton County Broadband Committee is seeking backing from all of the towns in the County in support of their plan to have the County develop a backbone network for municipalities to tap into and run additional fiber optic cable through their communities. Not sure how this project fits with the existing New Hampshire Electric Cooperative plans to do the same thing. I have attached a draft copy of the letter if the Board should wish to send it. It does not obligate us to anything. *Ms. Schwaner made a motion that the Board approve sending a letter of support and authorize Ms. White to sign it on the Boards behalf. Mr. Francesco provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.*
5. I can provide you with an update from Ellen regarding the potential Tax Deeding of two parcels.
6. Our assessors continue to work on the update of values for the Fall tax bill. Once the values are set, letters will be sent to all taxpayers informing them of any change in value and other information regarding the process.
7. We have been informed by the Governor's Office that we will be receiving our first allotment of ARPA funds in the next week or so. I will provide notice of the necessary public hearing pursuant to RSA 31:95-b so we can hold the public hearing at the August 16 Board Meeting.
8. We have been informed by the bank that our interest rate on our funds is going down to .30%.

Board Member Reports: Mr. Francesco asked that the Board review the list of Town properties and discuss the possible sale of any that were not being considered for eventual Town use.

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

Adjournment: With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Francesco to adjourn the meeting at 7:50PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator