

**Holderness Select Board  
Meeting Minutes  
August 30, 2021**

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

**Others Present:** Town Administrator, Michael Capone, Town Treasurer, Todd Elgin.

**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: New Business: Todd Elgin, Treasurer's report** – Mr. Elgin reviewed the Town account balances with the Board. He mentioned the Rand Garden fund and the Conservation Commission Savings account had relatively small balances which he suggested be spent down to avoid service charges from the bank.

Mr. Elgin also reviewed the current interest afforded the general fund monies noting that, although not much was being made in interest, the rate of return is still better than other options available due to limitations under the General Funds Policy. He recommended that all operating account monies remain where they are unless current circumstances change.

The Board reviewed the current General Funds Policy and Mr. Francesco made a motion that no changes be made to the current policy, Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion. The Town Administrator will draft a new copy for the Board to readopt at the next meeting.

The Board thanked Mr. Elgin for preparing his report and for all of his work as Treasurer.

**Department Head Visit- Scott Davis-Transfer Station** - Scott was unavailable to attend the meeting due to an unforeseen event. The Town Administrator will reschedule him for the September 13, 2021 meeting.

**Non-Public Session: RSA 91A:3, II (c)** - At 5:41 PM, Ms. Schwaner made a motion to go into non-public session under RSA 91A:3, II (c). The motion was seconded by Mr. Francesco. The motion was approved 4-0 by a roll call vote.

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

At 6:05 PM, Mr. Laverack made a motion to seal the minutes of the non-public session stating that to not seal them would render the non-public session ineffective. The motion was seconded by Mr. Francesco. The motion was approved 4-0 by a roll call vote.

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

**Approval and Signing of Payroll and Payables Checks:** Mr. Laverack 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 August 16, 2021:** Mr. Francesco made a motion to approve the minutes of the August 16, 2021 meeting as written. There was a second from Mr. Laverack. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Consent Agenda: None**

**Old Business: COVID 19 Protocols** – The Board reviewed and discussed the latest update from the CDC. They agreed to update the signage at Town Facilities to reflect the current CDC recommendations and asked the Town Administrator to update the Town Website as well.

**Public Participation: None**

Mr. Laverack left the meeting at 6:25PM.

### **Town Administrators Report August 30, 2021**

1. Our Landfill Groundwater Monitoring Permit has been submitted to NHDES on our behalf by HydroSource. I have reviewed it with Fred Bickford and we are comfortable with the overall plan. A copy is available if anyone would like to review it.
2. The Fire Chief interview team will hold their first meeting on Tuesday, August 31 at 5:30PM here in the Town Office. There will be some general discussion of goals and objectives as well as a timetable for carrying out interviews.
3. The fiscal year 2020-2021 audit is underway. We are providing information for the auditors and anticipate they will be in the Town Office from 9-13 through 9-15.
4. I have attached a draft copy of the informational letter to go to property owners on Perkins Lane for your review. Perhaps we can finalize it at our meeting on Monday. *The Board reviewed the draft correspondence and made no changes. The Town Administrator will prepare letters to go out to all property owners requesting their assistance.*
7. The Energy Committee has discussed some possible options for Solar installations on Town Buildings. Draft proposals have been prepared and are being circulated to the Committee. Once they are finalized, they hope to meet with the Board to review and discuss them. *The Board also reviewed a letter received from residents expressing their support for Solar Projects.*
8. The survey of the Town Forest has been completed and all of the deliverables requested in the agreement have been supplied.
9. Our assessors continue to work on the update of values for the Fall bill. As previously mentioned, once the values are established, letters will be sent to all property owners advising them of their change in

value. Folks should be mindful that an increase in their overall value does not necessarily translate to a higher tax bill as the increase in valuation town wide should result in a lower overall rate. *Mr. Francesco asked if the Board could review of copy of the new values from the assessor prior to the letters being mailed. The Town Administrator will follow up with the Assessors.*

10. I have submitted the required revised estimated revenues form (MS-434) to the State in advance of the September 1 deadline. They were adjusted upward in the amount of \$15,140 or 1.16%.

11. I am in the process of reviewing the Disorderly Actions Ordinance to see what changes could be made to better clarify the section that addresses issues with noise.

12. We received a very nice letter from a resident complimenting the Highway Crew on the excellent job they are doing with roadside mowing and brush control.

13. There was some discussion at the last Recreation Board meeting regarding bringing back the summer concerts at the Gazebo.

**Board Member Reports:** Mr. Francesco asked if the well monitoring results could be reviewed and a request be made to NHDES that wells no longer showing any abnormal readings be exempt from future testing.

He also expressed concern regarding a camper on a residential property that appeared to be occupied.

**Adjournment:** With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Francesco to adjourn the meeting at 6:51PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator