

**Holderness Select Board
Meeting Minutes
December 23, 2019**

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

Others Present: Town Administrator- Michael Capone, Town Clerk/Tax Collector, Ellen King and Road Agent, Kevin Coburn

Call to Order: The meeting was called to order at 5:00 PM in the first-floor conference room.

Payroll & Payables: Reviewed and discussed.

Consent Agenda Items and Correspondence Reviewed:

New Business: Ellen King, Town Clerk/Tax Collector- Ellen provided the Board with an update on the hiring of the part time deputy town clerk/tax collector. Two finalists will have second interviews later this week and a hiring decision will be made in early January.

Kevin Coburn, Road Agent – Kevin was present to speak with the Board regarding some work to be done on Perch Pond and Beede Road.

Approval and Signing of Payroll and Payables Checks: Mr. Francesco made a motion, with a second from Mr. Brickley, to approve the payroll and accounts payable manifests and to issue checks accordingly. The Board voted 4-0 in favor of the motion.

Approval of the Meeting Minutes of December 9, 2019: Mr. Francesco made a motion to approve the meeting minutes of December 9, 2019 as written, with a second from Mr. Brickley. The Board voted 4-0 in favor of the motion.

Consent Agenda/ Signature file:

Employee Health Insurance Form

Veterans Tax Credit

Mr. Francesco made a motion to approve the consent agenda as presented with a second from Mr. Brickley. The Board voted 4-0 in favor of the motion.

Old Business: Budget Review to date – the Town Administrator provided an update on the Budget work to date. The next joint meeting of the Board and the Budget Committee will be held on December 30th. Capital projects, projected revenue and the Holderness Central School Budget will be reviewed and discussed. After that, the Board will meet on January 6th to set their final budget to send to the Budget Committee for review.

Public Participation: None

**Town Administrators Report
December 23, 2019**

Meetings: December 30 Budget Meeting-5:30PM

1. I have an agreement from Hydro Source for the PFAS work at the Landfill. It is attached to this email if you wish to review it prior to the meeting. ***The Board reviewed the agreement. Mr. Brickley made a motion to authorize the Town Administrator to sign it on behalf of the Board. There was a second from Mr. Francesco. The Board voted 4-0 in favor of the motion.***
2. The equalization report has been received from DRA. A copy is attached to this report. We can discuss at the meeting if you like. ***The Board reviewed the report and asked the Town Administrator to follow up with DRA in regard to its findings to see if a partial update of values is recommended.***
3. I am working on the wording for proposed Warrant Articles for the 1/6/20 meeting. We will also need to finalize the Budget at that meeting so it can be provided to the Budget Committee on January 9th.
4. I had a conversation with Don Jutton and Jason Randall of the Plymouth Village Water and Sewer District (PVWSD). They have indicated that they are working on some new rates for users. I am thinking that we should include them in the lift station discussion underway with PSU given that the two are interrelated. ***The Board discussed the request and agreed that it would be helpful to have the PVWSD involved in the discussions.***
5. The Land Use and Select Board Offices will be open until 4:30 on Christmas Eve. The Town Clerk's Office is closing at 1PM.
6. I am going to work on an update to the Snow removal and obstruction ordinance.

Board Member Reports: Mr. Francesco provided an update on the Planning Board's review of the current cell tower application.

Non-Public Session: RSA 91A: 3, II ()

With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting at 6:44PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator