

**Holderness Select Board  
Meeting Minutes  
January 31, 2022**

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

**Others Present:** Town Administrator, Michael Capone

**Call to Order:** The meeting was called to order at 5:02 PM in the second-floor meeting room of the Town Office.

**Correspondence Items:** Reviewed and discussed

**5:30PM Agenda Items:** Second Floor Meeting Room

**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 5-0 in favor of the motion.

**Approval of the Meeting Minutes of January 18, 2022:** Mr. Francesco made a motion to approve the minutes of the January 18, 2022 meeting as written. 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 Non-Public Meeting Minutes of January 3, 2022:** Mr. Francesco made a motion to approve the non-public minutes of the January 3, 2022 meeting as written. There was a second from Mr. Laverack. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Consent Agenda/ Signature file:** Capital Reserve Transfers

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

**New Business:** Discussion in advance of the February 2, 2022 Budget Hearing. Ms. White mentioned that she would not be able to attend the Budget Hearing. Mr. Laverack agreed to join Ms. Schwaner in representing the Select Board.

The Town Administrator asked if the Board wished to revote the previously approved warrant articles so the final warrant would reflect a full vote of the Board.

Mr. Brickley made a motion to approve the following warrant articles for inclusion on the March 9<sup>th</sup> Town Meeting Warrant.

Article 4: To see if the Town will vote to raise and appropriate the Budget Committee's recommended sum of two million nine hundred fifty-five thousand, two hundred and eighty dollars (\$2,955,280) for general municipal operations. Said sum does not include special or individual articles elsewhere within this warrant. (Majority vote required)

Article 5: To see if the Town will vote to raise and appropriate the sum of Three Hundred and Ninety- One Thousand Five Hundred Dollars (\$391,500) to be placed in the following Capital Reserve Funds: (Majority vote required)

WHITE OAK POND DAM	\$2,500
FIRE/RESCUE VEHICLES	\$75,000
ROAD RECONSTRUCTION	\$150,000
MUNICIPAL BUILDINGS	\$30,000
LIBRARY BUILDING	\$5,000
REVALUATION	\$35,000
FIRE EQUIPMENT	\$5,000
PUBLIC WORKS VEHICLES	\$46,000
CONSERVATION	\$5,000
POLICE CRUISER	\$26,000
TRANSFER STATION EQUIPMENT	\$2,000
TOWN INFORMATION TECHNOLOGY	<u>\$10,000</u>
TOTAL	\$391,500

Article 6: To see if the Town will vote to raise and appropriate the sum of Twelve Thousand Dollars (\$12,000) to be placed in the New Cable Service Expansion Capital Reserve Fund with funds for this appropriation to come from the unassigned fund balance. No additional funds will be raised by taxation. (Majority vote required)

Article 7: To see if the Town will vote to raise and appropriate the sum of Three Hundred Thirty-Seven Thousand Seven Hundred Dollars (\$337,700) for the following Capital projects and to fund this appropriation by authorizing the Select Board to withdraw the sums indicated from Capital Reserve Funds and Revolving Funds as noted: No additional funds will be raised through taxation. (Majority vote required)

Road Reconstruction: \$200,000 (from the Road Reconstruction Capital Reserve Fund)  
Ford F-350 4WD Pickup truck \$62,000 (from the Public Works Vehicle Capital Reserve Fund)  
Revaluation (Cycle Inspections): \$25,000 (from Revaluation Capital Reserve Fund)  
Pickup Truck for Police Department: \$45,000 (\$35,000 from the Police Cruiser Capital Reserve Fund and \$10,000 from the Police Department Revolving Fund)

Town IT Equipment: \$5700 Replacement of Two Workstations in the Town Office and one workstation at the Police Department. (from the Town Information Technology Capital Reserve Fund)

Article 8: To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000.00) to be placed in the Town's Abatement Capital Reserve fund and to further authorize the use of \$50,000 from Fund balance for this purpose. No additional funds will be raised through taxation. (Majority vote required)

Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Old Business:** COVID 19 Protocols -update – The Town Administrator reported that there were no proposed changes to COVID protocols at this time.

**Public Participation:** none

## **Town Administrators Report January 31, 2022**

1. The Planning Board determined that the Transmission Line Replacement project for Eversource is exempt from Site Plan Review under section 400.19 of the Zoning Ordinance as it fits the definition of an essential service. They have requested that any material received from the applicant sent to the Select Board for their review under Section 500 of the zoning ordinance be forwarded to them for their review and comment as well. I have notified the engineering firm handling the project for Eversource of their need to satisfy the conditions in Section 500.

2. In looking at options for the possible receipt of donations in support of the revival of the Summer Concert series, I reviewed the status of RSA 31:19. This statute allows towns to accept private donations to be used for any purpose for which a town may spend money. The donations should be accepted by the select board once they have been given the authority to accept private donations under RSA 31:19, and accounted for separately as donations collected for a specific purpose—a summer concert series. This is important because if a private donation of money is made for a particular purpose, you are obligated to spend that money only for that purpose. Private donations are “held” by the trustees of the trust fund.

Researching the matter further, it appears the Town adopted RSA 31:19 at Town Meeting in 1994, but failed to include the requisite language that would allow it to remain in force indefinitely. I would suggest we add an article to the warrant that includes the additional language so 31:19 will be in effect until rescinded by Town Meeting. This may prove useful for other purposes other than the concert series in the future. *The Board discussed this matter briefly. Mr. Francesco made a motion to add the following article to the warrant: To see if the Town will vote to authorize the Select Board to accept on behalf of the Town gifts, legacies and devices made to the Town in trust for any public purpose, as*

*permitted by RSA 31:19. This authority shall remain in effect until rescinded. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion. This article will be added to the warrant for consideration by the voters at the second session of Town meeting on March 9, 2022*

3. To date we have received one petitioned warrant article. It is a request for the Town to assume responsibility for the maintenance of Pleasant Place, a cul-de-sac serving 9 homes off Route 175 in the vicinity of North Ashland Road.

4. We should revisit our current credit card policy for employees. *The Board reviewed the current credit card procedure for department heads. There was discussion regarding who should be issued credit cards and what the credit limits should be for each card. The Board asked the Town Administrator to prepare a recommendation for the Boards consideration at a future meeting.*

5. We have received an award notice from the Governor's Office for Emergency Relief and Recovery for our application submitted to the Locality Equipment Matching Program in the amount of \$43,070. This application was made by our Fire Department to be used for the purchase of portable radios to replace existing units that no longer work reliably. Once the award receives final approval by the Executive Counsel at their February meeting, we can purchase the radios and receive full reimbursement through this program. There is a possibility we will receive an additional \$6,930 in funding to purchase additional radios at a future date.

6. Our new Police Officer, Brian Morrill, began work on January 24<sup>th</sup>. Officer Morrill fills a department opening created by the resignation of Officer Strickland. Officer Morrill had previously worked in Bow.

**Non-Public Session:** RSA 91A:3, II (e), (l) -none

**Board Member Reports:** - Mr. Francesco mentioned that the Planning Board was still seeking new members.

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Laverack to adjourn the meeting at 6:42PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator