

**Holderness Select Board  
Meeting Minutes  
February 14, 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, Budget Committee Chair, Ken Evans, Police Chief Erik DiFilippe and Officer Brian Morrill.

**Call to Order:** The meeting was called to order at 5:00 PM in the second-floor meeting room of the Town Office.

**Correspondence Items:** Reviewed and discussed

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

Ms. White led those present in the pledge of allegiance.

**Department Head Visit: Police Chief, Erik DiFilippe**-Chief DiFilippe introduced Officer Brian Morrill to those present. Officer Morrill, a fully certified officer, most recently worked for the Town of Bow. Officer Morrill commented that he was very happy to be working in Holderness and is enjoying his field training. Chief DiFilippe mentioned he is happy to have Officer Morrill join the department and is confident he will represent our Town well.

Chief DiFilippe mentioned that the department also had an intern from the criminal justice program at Plymouth State assisting the department to gain some work-related experience. Nicholas Shanahan has been assisting with reviewing department records and other tasks initially and will be working in other areas of the department as well.

Chief DiFilippe noted that the department remains busy with little drop off in activity after the close of the summer season. This has been a trend over the past couple of years that he expects will continue.

The Chief informed the Board that he had applied for a 50/50 grant for the body cameras the department has plans to acquire. If approved, it will offset some of the expense related to cloud storage for the devices. In addition, the department is having the remaining non-LED lights replaced in the department. This will complete the upgrade to LED lighting in Town Buildings.

The Board thanked Chief DiFilippe and Officer Morrill for attending the meeting and for their service to our community.

**Public Participation: Ken Evans, Chair, Holderness Budget Committee** – Mr. Evans provided a brief synopsis of the Budget Committee’s public hearing on the 2022-23 Budget. He also thanked the Board for their participation in the process.

Mr. Evans spoke with the Board regarding the petitioned article to have the Town take over maintenance of a private road serving a new subdivision on which no new homes have been built. He asked the Select Board if they were going to consider a vote to recommend or not recommend that article given the possible financial implications involved with taking over the road. He noted comments made during the budget presentations regarding the Highway Department being at capacity regarding the maintenance of roads, particularly during winter plowing. The additional maintenance of any new roads might impact the operating budget of the department.

Mr. Evans asked if a policy should be developed regarding what criteria should be met prior to the Town taking over a road. Is this something the Planning Board should be looking at?

Ms. White commented that the Board historically had not taken a formal position on the acceptance of a road, but would engage the public thru an informational session at Town Meeting and get input from the Road Agent. Mr. Brickley noted that this was the case in 2006 when the town considered taking over maintenance of Currier Field Road.

Mr. Evans noted that it might be incumbent upon the Board and the Budget Committee to inform the residents of their position on the matter given the usually low turnout at Town Meeting. Mr. Brickley replied that he felt it was each individual voters’ responsibility to attend the meeting if they wish to be heard on any matter that comes before Town Meeting.

Mr. Evans mentioned that he may call a meeting of the Budget Committee to further discuss the warrant in preparation for Town Meeting. If no recommendation is made prior to the Meeting, it is clear that both the Budget Committee and/or Select Board can speak to the Article during the Town Meeting and prior to the vote. Amendments can also be made to the Article related to timing and conditions but not to add additional money to the budget.

The Town Administrator noted that the warrant could be posted no later than February 21<sup>st</sup>. He had a copy available for the Board to sign this evening that would be dated February 14<sup>th</sup>. After the Board voted on it and it was posted, it could not be changed.

The Board thanked Mr. Evans for attending the meeting and for all of his efforts on behalf of the Town.

**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 January 31, 2022:** Mr. Brickley made a motion to approve the minutes of the January 31, 2022 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:** Support letter to liquor commission-Inn on Golden Pond  
Town Meeting Warrant  
Abatement Response Map 245-039-A12  
Abatement Response Map 232-014-000

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

**New Business: Review of 2022 Town Meeting schedule and setup:** The Board and Town Administrator reviewed the setup for the polls and discussed coverage by the Board for the first session of Town meeting scheduled for Tuesday, March 8, 2022 from 10AM -7PM. Voting will take place in the second floor of the Town Office located at 1089 US Route 3.

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

### **Town Administrators Report February 14, 2022**

1. I have been in contact with the engineering firm working on the Power Line replacement project to be certain they are submitting what is required under section 500 of the zoning Ordinance. I have also made contact with an engineer who could provide a technical review of those documents at the applicant's expense when they become available. Just trying to work out the particulars of the formal application process at this point.
2. We continue to have vehicle supply issues. The truck that was ordered for the PD last July has still not been built. Kevin just spoke with two Ford dealers who told him they are not taking fleet or municipal orders at this time and do not know when that will change. We have an F-350 Scheduled for replacement in 22-23 Budget cycle. Kevin is going to follow up with some of the six-wheel truck dealers to see if there is a similar issue with the bigger dump trucks.
3. We are looking into options for replacing our existing phones. They have limited functionality and are starting to show their age. Going to reach out to a local firm that supplies refurbished equipment with a warranty to see if we can take a step or two toward the 21<sup>st</sup> century.
4. I would like to review the compliance status of a property in Town to be certain that the potential owner will be able to make the changes on the parcel that he would like. *The Town*

*Administrator reviewed the plans for the property which would include the removal of two existing structures, a small ranch home and a garage. An existing barn would be renovated into a two-bedroom home. When the project was completed, you would still have one dwelling on the property that can be serviced by the existing septic system. The Board saw no issues with the plan. The Town Administrator will proceed with acting on the land use permit.*

5. Will be attending a zoom meeting on February 17 to review the latest developments with the Grafton County Broadband Project.

6. The Final Draft of the Town Report will be reviewed on Monday and forwarded to our vendor for printing. The reports are expected in the Town Office prior to the March 1 deadline. A copy of the report will also be posted on the website.

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

**Board Member Reports:** None

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting at 7:12PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator