

**Holderness Select Board
Meeting Minutes
January 6, 2020**

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

Others Present: Town Administrator- Michael Capone, Town Clerk/Tax Collector, Ellen King, Chair, Trustee of Trust Funds, Bonnie Hunt and Bob Maloney.

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:

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. One of the two finalists withdrew from consideration and the second took another job, so the position has been reposted.

Amy Sharpe will serve as pro-tem Deputy for elections as required. Ellen indicated that she may close the Town Clerk-Tax Collectors office on Wednesdays for a period of time to afford her an opportunity to keep up with her paperwork.

Pledge of Allegiance: At 5:30 PM Ms. White led those present in the Pledge of Allegiance.

New Business- Bonnie Hunt – Trustee of Trust Funds Report – Ms. Hunt provided an update to the Board with regard to the Trustees activities in 2019. Principal among them were to make corrections to overdrafts in income and principal distribution. Ms. Hunt researched the matter and made corrections to the MS-9 Reports from 2016-2019. They have been forwarded to the Charitable Trusts Unit.

Ms. Hunt emphasized that the adjustments were to correct allocation errors and the all funds have been accounted for. The Board thanked her for her efforts to correct the reports.

Ms. Hunt also mentioned that Trustee, Moe Lafreniere, would not be seeking another term. The Trustees are actively looking for candidates to replace him.

The Board thanked Ms. Hunt and the other Trustees for their service to the community.

Approval and Signing of Payroll and Payables Checks: Mr. Laverack made a motion, with a second from Mr. Francesco, to approve the payroll and accounts payable manifests and to issue checks accordingly. The Board voted 5-0 in favor of the motion.

Approval of the Meeting Minutes of December 23, 2019: Ms. Schwaner made a motion to approve the meeting minutes of December 23, 2019 as written, with a second from Mr. Francesco. The Board voted 5-0 in favor of the motion.

Consent Agenda/ Signature file:

Sanders Search Agreement

Mr. Laverack made a motion to approve the consent agenda as presented with a second from Mr. Brickley. The Board voted 5-0 in favor of the motion.

Old Business: Review and Approval of the proposed 202-2021 Operating Budget – the Town Administrator reviewed the proposed changes to the operating budget suggested during the joint budget presentations with the Board and the Budget Committee. He also reviewed some of the proposed changes to the projected revenues based on those same presentations. The proposed changes would result of an operating budget in the amount of Two Million Five Hundred Sixty Thousand Six Hundred and Seventy-Five dollars (\$2,560,675). Mr. Francesco made a motion to recommend that amount be forwarded to the Budget Committee for their consideration. There was a second from Mr. Laverack. There was no further discussion. The Board voted 5-0 in favor of the motion.

The Town Administrator had prepared a draft of the current warrant articles under consideration by the Board for Town Meeting. He had written them in a format consistent with past Department of Revenue Administration (DRA) practice, but they had not been formally reviewed by DRA as of yet. A final draft will be prepared prior to the Public Hearing on the Budget scheduled for February 5, 2020. They were presented at this meeting for purposes of conducting a formal vote of the Board so that the Budget Committee will be aware of the Boards position on them. The article numbers assigned are based on the current position within the warrant and are subject to change.

Article 5: To see if the Town will vote to raise and appropriate the sum of Four Hundred Three Thousand Five Hundred Dollars (\$403,500) to be placed into the following previously established Capital Reserve Funds:

WHITE OAK POND DAM	\$2,500
FIRE/RESCUE VEHICLES	\$60,000
ROAD RECONSTRUCTION	\$150,000
MUNICIPAL BUILDINGS	\$30,000
REVALUATION	\$35,000
FIRE EQUIPMENT	\$5,000
PUBLIC WORKS VEHICLES	\$51,000
CONSERVATION	\$5,000
POLICE CRUISER	\$26,000
TRANSFER STATION EQUIPMENT	\$2,000
TOWN OFFICE INFORMATION TECHNOLOGY	\$10,000
EMPLOYEE POST BENEFIT EXPENDABLE TRUST	\$15,000
NEW CABLE TV SERVICE EXPANSION	\$12,000
TOTAL	\$403,500

Moved by Mr. Francesco with a second from Mr. Laverack.

Recommended by the Select Board; (5 yeas, 0 nays)

Article 6: To see if the Town will vote to raise and appropriate the sum of Three Hundred Seventy Thousand Three Hundred Dollars (\$370,300) for the following Capital projects and to fund this appropriation by authorizing the Select Board to withdraw the sums indicated from Capital Reserve Funds as noted: No additional funds will be raised through taxation.

Road Reconstruction: \$203,800 (from the Road Reconstruction Capital Reserve Fund)
Repair and Repave the Parking area at the Public Safety Building: \$60,000 (from Town Buildings Capital Reserve Fund)
Install Storm Windows in the Original section of the Library: \$5,000 (from the Library building Capital Reserve Fund)
Revaluation (Cycle Inspections): \$25,000 (from Revaluation Capital Reserve Fund)
Town IT Equipment: \$1,500 Add Fire Department Computer to the Public Safety Computer Network. (from the Town Information Technology Capital Reserve Fund)
Abatement Defense: \$20,000 for legal defense of Abatements in Superior Court. (from Abatement Defense Fund Capital Reserve)
Employee Post Employment Benefit Trust: \$55,000 payout of Benefit to Retiring Employees. (from the Post Employment Benefit Capital Reserve.

Moved by Mr. Brickley with a second from Mr. Laverack.

Recommended by the Select Board; (5 yeas, 0 nays)

Article 7: To see if the Town will vote to raise and appropriate the sum of One Hundred and Sixteen Thousand Dollars (\$116,000) for the purpose of purchasing a compressor and ten self-contained breathing apparatus (SCBA's). One Hundred Ten Thousand Two Hundred Dollars (\$110,200) to come from the assistance to firefighters grant and Five Thousand Eight Hundred Dollars (\$5,800) to come from the Grant Application Capital Reserve Account. No additional funds will be raised through taxation. No amount shall be expended unless the grant funds are secured.

Moved by Ms. Schwaner with a second from Mr. Francesco.

Recommended by the Select Board; (5 yeas, 0 nays)

Article 8: To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (\$4,000) to survey the Howe Town Forest and to further authorize the withdrawal of the sum indicated from the Town Forest Fund. No additional funds will be raised by taxation.

Moved by Mr. Laverack with a second from Mr. Francesco.

Recommended by the Select Board; (5 yeas, 0 nays)

Article 9: To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to reconstruct and repave the sidewalks in the downtown area and to fund this appropriation with funds to come from the unassigned fund balance.

Moved by Mr. Brickley with a second from Ms. Schwaner.

Recommended by the Select Board; (5 yeas, 0 nays)

Article 10: To see if the Town will vote to raise and appropriate the sum of One Hundred Twenty Thousand Dollars (\$120,000) to design, permit and construct an expanded parking area in the existing municipal lot behind the Post Office and to fund this appropriation with funds to come from the unassigned fund balance.

Moved by Mr. Laverack with a second from Mr. Brickley.

Recommended by the Select Board; (4 yeas, 0 nays, with Mr. Francesco Abstaining)

Article 11: To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) for a statistical update of property values and to fund this appropriation with funds to come from the unassigned fund balance.

Moved by Mr. Brickley with a second from Mr. Francesco.

Recommended by the Select Board; (5 yeas, 0 nays)

The Town Administrator will update the Budget Spreadsheet as directed by the Boards votes and forward it to the Budget Committee for their consideration at their meeting on Monday, January 13, 2020. Ms. White and Ms. Schwaner will be in attendance as Budget Committee representatives. The other Board Members may attend as well.

Public Participation: None

Town Administrator's Report to the Select Board

January 6, 2020

Meetings: January 6, Department Head Meeting-11:00 AM
January 8, Northeast Resource Recovery Association-Epsom 9-12
January 17, Hazard Mitigation Plan Update Meeting-9AM

1. Attached as part of this email is a copy of an email exchange between myself and PSU with regard to our ongoing conversation about the lift station. ***The Board reviewed and discussed the email and the issue in general. There was a consensus that the Board needed some input from Counsel with regard to options going forward. The Town Administrator will follow up with Counsel. The Town Administrator will notify PSU.***

2. An update to the existing snow removal obstruction ordinance is in the works. It should be ready for consideration at the January 21st meeting. A copy of the revised ordinance will be made available prior to that meeting. We will also notice and hold a public hearing on the ordinance.

3. We will be doing an update to our existing Hazard Mitigation Plan. The kickoff meeting is scheduled for Friday, January 17th at 9AM in the Town Office. It would be helpful if one or two members of the Select Board were present for the meeting. We received a grant to cover 75% of the \$10,000 cost for the update. Our 25% match will come from our participation in the process. Almost all of the Department Heads are scheduled to attend.

4. We will need to review the personnel policy with regard to pro-rated holiday time for eligible part time employees to make it more consistent.

5. The filing period for Town Offices is from Wednesday, January 22 until Friday, January 31st.

6. We should plan on discussing remote deposit options at a future meeting.

Board Member Reports: None

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

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco to adjourn the meeting at 6:58PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator