

**Holderness Select Board
Meeting Minutes
February 28, 2022**

Select Board Members Present: Sam Brickley, Peter Francesco and Kelly Schwaner.

Others Present: Town Administrator, Michael Capone, Road Agent, Kevin Coburn

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

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 Ms. Schwaner. There being no further discussion, the Board voted 3-0 in favor of the motion.

Approval of the Meeting Minutes of February 14, 2022: Mr. Francesco made a motion to approve the minutes of the February 14, 2022 meeting as written. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 3-0 in favor of the motion.

Consent Agenda/ Signature file: Certification of Yield Tax Assessed Map 225-050-000
Abatement Response Map 245 lot 039 sublot D06
Veterans Credit Map 224 Lot 076
Ballot Clerk Appointment – Jennifer Evans

Mr. Francesco made a motion to approve the Consent Agenda. Ms. Schwaner provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

5:30PM Agenda Items: Second Floor Meeting Room

Department Head Visit: Road Agent-Kevin Coburn-Kevin was present to provide an update on Department activity and take questions from the Board. There was a brief discussion regarding posting the Roads in Town. Kevin mentioned that, with the cold weather here for another week, he was going to hold off for now, but would inform the Town Administrator when the roads are posted so a notice can be placed on the website.

The Town Administrator mentioned that he had received correspondence from a resident regarding the exemplary actions of Highway Department employee, Cody Maynard who stopped his truck while on a plow route to assist a motorist whose vehicle was stuck in the snow. Kevin mentioned that all of the Highway employees have done this from time to time and he appreciated them going the extra yard as well.

Kevin mentioned that he and Chief DiFilippe had both contacted Ambrose Trucking regarding their hauling activities on Mount Prospect Road. There were concerns that trucks might be overloaded. Since expressing their concern to the company, they have noticed smaller loads in the trucks. The main concern was that overloaded trucks could damage Mount Prospect Road which had been rebuilt about three years ago.

Kevin mentioned that he would most likely not be able to order the Ford F-350 planned for this budget cycle and may need to switch to another manufacturer. Ford was only taking orders for private vehicles and not fleet or municipal orders.

The Board asked Kevin for his input regarding the petitioned article to have the Town take over maintenance of Pleasant Place Road. Kevin expressed concern with regard to the article. He mentioned that he had contacted the owner of the road a number of times asking to be advised when the road was being built so he could observe its construction, but was never contacted by the contractor. As a result, he has no idea how the road was constructed. He also noted that there are presently no homes on the road and the construction of homes might impact the condition of the road. To consider accepting the road at this time, at best, would be premature. He also noted that the highway department/s maintenance capabilities had reached their limit and taking over any additional roads would require additional equipment and people.

There was some brief discussion regarding the potential impact of taking over any new or existing roads and whether this topic should possibly be reviewed by the Planning Board as it relates overall to the Master Plan.

Kevin mentioned that it had been a long winter with bad timing for storms impacting employees' holidays. He noted that everyone was tired, but still getting the job done. The Board thanked Kevin and his Department for their continued efforts to keep our roads in such good shape all year round.

New Business: Second Session of Town Meeting – The Board briefly discussed the second session of Town Meeting and who would speak to the warrant articles if required.

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 February 28, 2022

1. The engineering firm working on the Power Line replacement project has received an outline of what they will be required to submit for review by this Board. Have also explained that you can forward the submission to any other board for review and comment.
2. Attended an online meeting regarding the Grafton County Broadband Project. Still awaiting word on the grant funding, for which the project has applied. Engineering firm is still working to complete their utility pole inventory.
3. The Town Reports are in. A soft copy has been posted online. Hard copies of the reports will be available at the Town Hall, the Post Office and the Library.
4. The adoption of the updated Hazard Mitigation Plan will be on the agenda for our next meeting. A copy will be posted on the Town website for the public to review prior to adoption by the Board. It has been reviewed by our Town departments and emergency management as well as the State. Copies of the documents to be signed by the Board will be made available prior to our next meeting for your review.
5. **Attached** is a list of the Board and Committee members whose terms will expire in March of 2022. Mr. Evans and Mr. Elgin have indicated that they do not wish to be reappointed to the Budget Committee. Mr. Pare had previously resigned from the Planning Board. Mr. Huntoon has indicated he would like to be reappointed. Mr. Maloney has indicated that he wishes to continue serving on the Zoning Board. Ms. Connelly has indicated she would like to continue to serve on the Conservation Commission. Awaiting responses for the others on the list as they have all been contacted.
6. We have received word of final approval of the Locality Equipment grant from the folks at GOFERR. Chief Bonan has solicited bids from vendors and will proceed with the purchase of the radios. Once we pay the bill, we can submit it to GOFERR for full reimbursement per the terms of the grant.
7. We have been contacted by our phone line consolidator that they will be discontinuing service by April 26th unless we make some changes to our phone hardware. Still trying to sort out what it all means, but I cannot speak to them as I am not authorized to access the account. I have **attached** a letter of authorization for the Chair to sign so I can have access to the account to sort this out. *Ms. Schwaner made a motion to authorize acting chair, Sam Brickley, to sign the letter on behalf of the Board. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.*

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

Board Member Reports: Mr. Francesco mentioned that he had been asked about plans for downtown parking and felt the Board should revisit the matter as soon as possible after Town Meeting.

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Brickley to adjourn the meeting at 6:58PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator