

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

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

Others Present: Town Administrator, Michael Capone, Fire Chief, Jeremy Bonan

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: none

5:20PM Town Clerk, Ellen King swore in Sam Brickley to his next term on the Select Board.

5:30PM Agenda Items: Second Floor Meeting Room

Department Head Visit: Fire Chief Jeremy Bonan – Chief Bonan was present to provide an update to the Board regarding department activity. He noted that he, and members of the Department, were in the process of collecting and reporting data for an insurance review. The Chief was also looking into setting up a free incident reporting package developed by the State Fire Academy, to replace the existing software, which is out of date. The use of this software will help in tracking Department activity to provide them with the data necessary to make informed staffing and equipment purchasing decisions.

Chief Bonan also mentioned that he was going to explore purchasing some new pagers with the remaining funds available through the existing locality equipment grant received by the Department.

Chief Bonan also reviewed some ideas under discussion within the Department regarding vehicle purchases. A new engine was in the Capital Equipment plan for the 2023/2024 budget cycle. The Chief mentioned that recent a vehicle purchase made by another department was around \$650,000. Mr. Brickley asked how much we will have in the Fire Engine fund for next year. The Town Administrator said it would be close to \$500,000. There was some brief discussion regarding purchasing options for the vehicle with Chief Bonan noting that currently, vehicle builds are averaging around eighteen to twenty-four months to complete.

Chief Bonan mentioned that the Department was also reviewing options for reconfiguring vehicles so they could perform multiple functions thereby possibly eliminating, the rescue vehicle from the rotation. The Department is going to explore some different options during the year to determine the feasibility of that approach.

Chief Bonan also mentioned that he will be doing equipment inventory checks for all firefighters to update the Department listings. He will also be updating Department Standard Operating Procedures (SOP's).

The Board thanked Chief Bonan for attending the meeting and providing an update for the Board.

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 5-0 in favor of the motion.

Approval of the Meeting Minutes of March 14, 2022: Mr. Laverack made a motion to approve the minutes of the March 14, 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: Land Use Change Bill – Map 228 Lot 022 Sub Lot 004
Planning Board Appointment – Clayton Titus

Ms. Schwaner 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: Board Reorganization and Committee/Ex-Officio assignments. Mr. Brickley made a motion that the Chair and Vice Chair positions and the Board/Committee assignments remain as they are. There was a second from Mr. Francesco. Ms. White reviewed the Committee assignments with the Board members to be certain they wished to continue in their present capacity. She also asked Mr. Laverack if he wished to continue as Vice Chair. With all responses in the affirmative and no further discussion to be had, 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. There was discussion of removing these updates from the Bimonthly agendas until such time as the conditions dictate otherwise.

Public Participation: None

Town Administrators Report March 28, 2022

1. I have put an order in with Consolidated Communications to have all of our phone lines switched over from Windstream, our current phone provider. As you may recall, Windstream notified us they will be discontinuing service on their current platform on or about April 26th. They have not been responsive to my requests for additional information regarding options and the clock is ticking on their

discontinuing support so we need to move on. Preliminary conversations with Consolidated indicate that we may actually save money on our phone service by switching over. In my conversations with them, they have indicated that they have received numerous requests from Windstream customers for changeovers. Consolidated will begin switching phone lines over during the week of April 5th.

2. We received a copy of a "Current Condition's Report" from the Squam Lakes Conservation Society (SLCS) for the one-foot easement they own along the channel in the vicinity of Curry Place and a part of the Town Owned lot. Peter Francesco and I have reviewed this document briefly, but would like to request the Board's permission to attend a meeting with SLCS to review and discuss this document in more detail with them. *Mr. Brickley made a motion to authorize Mr. Francesco and the Town Administrator to meet with the SLCS regarding the Report. Mr. Laverack provided a second. There being no further discussion the Board voted 4-0 in favor of the motion.*

3. We have been contacted by Plymouth State Universities Facilities Department regarding potholes on North River Street that need attention. You may recall this is the road that was not intended to be used for public access in the original plan for the ALLWELL Center, but still sees fairly heavy traffic access. I checked in with Kevin and he is aware of the concern and will address it as time and resources permit.

4. We have received word that our updated Hazard Mitigation Plan has been approved by the State. Two hard copies of the updated plan are now in our possession. Once we receive final documentation, we will be able to submit our expenses for 100% reimbursement through a grant we received prior to beginning the project.

5. I have been in contact with Counsel regarding the sale of a 1 and ½ acre parcel (231-003-000) on the old south highway to an abutting landowner. The parcel is located on a discontinued section of road and also does not have sufficient frontage to be a buildable lot. I have checked with both Planning and Conservation regarding the lot and they are both okay with going forward with the sale. Counsel has suggested that, if the property is sold, a quit claim deed should be prepared. They also noted that the lot would need to be combined with either one of the abutting parcels. *Mr. Brickley suggested that we have the lot appraised so we would have a value to assign to the sale. The Board asked the Town Administrator to look into having the appraisal done.*

6. The American Rescue Plan Act (ARPA) final rule goes into effect on April 1, 2022. Holderness falls into the category of **nonentitlement units of local government** (NEUs), which are local governments typically serving a population under 50,000. We should receive our second allotment of funding in September of this year giving us a total of **\$220,581.08** in ARPA funds to spend. These funds will need to be committed by 2024 and fully spent by 2026. We will be accepting them under the standard allowance for lost public sector revenue and they can be used fund any service traditionally provided by government. It has been suggested that these funds be used for one-time purchases such as capital projects and not used to offset recurring expenses. Our first reporting deadline will be April 30, 2022.

7. I will begin reviewing the permitting requirements for the renewal of the junkyard permit for the Royea's located on East Holderness Road.

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

Mr. Laverack left the meeting at 6:59 PM.

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 7:10PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator