

**Holderness Select Board
Meeting Minutes
April 11, 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, Road Agent, Kevin Coburn, Police Chief, Erik DiFilippe and Angi Francesco for the Squam Lakes Association (SLA)

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

5:30PM Agenda Items: Second Floor Meeting Room

Department Head Visit: Kevin Coburn – Road Agent: Kevin advised the Board that the Highway crew was doing spring clean up work as well as continuing to do some touch up work on the roads following mud season. The Board complimented Kevin, Denny, Dean and Cody for all the work they put into maintaining the roads so they would hold up during this extreme mud season. With the exception of a section of Perch Pond Road all of our roads were passable while many other Towns had multiple roads closed for extended periods of time.

Kevin and the Board also noted that increased development pressure was putting heavy vehicles on our roads more frequently resulting in premature wear to the road surfaces. This was most noticeable in the vicinity of Mount Prospect Road. Kevin will follow up with the Town Administrator to consider options to address this issue.

Kevin also mentioned that the crew had recently patched some potholes on North River Street in the vicinity of the All Well Center. The Road, which was never intended to be used as a main access point for the All Well Center sees an unusual amount of bus traffic. The Board asked the Town Administrator to research how best to address this circumstance.

Angi Francesco- Squam Lakes Association (SLA) – Was present to ask the Board if they would be willing to submit a letter of support for grant funding the SLA is pursuing to help fund their Watershed Management Plan. The letter would be submitted to US Senator Jeanne Shaheen who is currently accepting funding proposals. There is no financial obligation to the Town. The letter of support would need to be received by week end. Ms. Schwaner made a motion to direct the Town Administrator to prepare a letter of support for the application to be signed by the Chair. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Non-Public Session: RSA 91A:3, II (a), (b) – at 6:17PM, Mr. Francesco made a motion to go into non - public session under RSA 91A:3, II (a), (b). The motion was seconded by Mr. Laverack. The motion was approved 5-0 by a roll call vote.

Ms. White – Yes, Mr. Laverack -Yes, Mr. Brickley – Yes, Mr. Francesco – Yes, Ms. Schwaner-Yes,

At 6:36 PM, Mr. Brickley made a motion to seal the minutes of the non-public session stating that to not seal them would render the non-public session ineffective. The motion was seconded by Mr. Francesco. The motion was approved 5-0 by a roll call vote.

Ms. White -Yes, Mr. Laverack -Yes, Mr. Brickley – Yes, Mr. Francesco – Yes, Ms. Schwaner-Yes

Police Chief – Erik DiFilippe: Chief DiFilippe advised the Board that the pickup truck that was authorized for purchase at the 2021 Town Meeting had finally arrived and was being outfitted prior to being put into service.

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 March 28, 2022: Ms. Schwaner made a motion to approve the minutes of the March 28, 2022 meeting as written. There was a second from Mr. Brickley. There being no further discussion, the Board voted 5-0 in favor of the motion.

Consent Agenda/ Signature file: Excavation Tax Warrant – Map 210 Lot 006
Squam Vintage Market – Special Event Permit

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

New Business: Review of Current Conditions Report from the Squam Lakes Conservation Society (SLCS) – Mr. Francesco and the Town Administrator provided an update for the Board regarding the Squam Lakes Conservation Society’s Current Conditions Report prepared for the easement the SLCS manages on the Curry Place property. It was noted that there were no concerns with the report. Ms. Schwaner made a motion to authorize the Town Administrator to sign the report on behalf of the Board. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

New Business: Spring Business Meeting – Ms. White asked if the Board wanted to hold a Spring Business Meeting this year. A brief discussion ensued and the sense of the Board was that, given parking remains the recurring issue in those meetings, perhaps the Board should continue to explore parking options and convene a meeting of business owners if something develops regarding that issue.

New Business: Ms. White also asked that Board members consider some options for a Memorial Day service at the Veterans Honor Roll on May 30, 2022.

Old Business: None

Public Participation: None

Mr. Laverack left the meeting at 6:50 PM.

Town Administrators Report April 11, 2022

1. All of our phone lines have been switched over to Consolidated Communications. Based on current pricing we anticipate a savings of approximately \$200/month over our previous carrier.
2. Following up on a previous item, the highway crew has completed the necessary repairs to North River Street. Given the roadway was never built to handle the volume of traffic it currently sees with the construction of the AllWell Center and considering that PSU informed Holderness that the road would not be used as a main access point, perhaps any future improvements should be paid for by the University.
3. I have completed the necessary submissions to meet the American Rescue Plan Act (ARPA) requirements for 2022. We expect to receive the second tranche of funds in September of this year. As previously noted, the total amount of funding (\$220,581.08), will need to be committed by 2024 and fully spent by 2026.
4. I have been in contact with an appraiser regarding the old south highway parcel (231-003-000). He will be providing a full appraisal report within 45 days at a cost of \$450.00. A quitclaim deed for the parcel will also need to be prepared.
5. Received notice from Vegetation Control Services Inc. regarding their annual herbicide treatment of NHEC power line rights of way. Will post it on the website if you think it appropriate. I have attached a copy of the notice, the sample door hanger, a sample map, and the coupon for personal notification request to this email. *The Board asked the Town Administrator to post the information on the Town Website.*

6. We should consider developing a plan to clean up the planting area in front of the Town Hall. *The Board asked the Town Administrator to coordinate a plan with the Highway Department.*

7. We should also consider repairs and painting to the Town Hall. I have obtained a quote for scraping, priming and painting the Town Hall that is less than \$20,000. It does not include replacing shutters or other repairs. *The Board asked the Town Administrator to develop a plan that includes all of the necessary work and put together a bid package.*

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 7:27PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator