

**Holderness Select Board  
Meeting Minutes  
May 9, 2022**

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

**Others Present:** Town Administrator, Michael Capone, Land Use Boards Assistant, Cindy Hannus

**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:** DES Notification letter

Land Use Board's Assistant, Cindy Hannus was present to meet the Board. Today was Cindy's first day in the office. The Board welcomed her.

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

**Approval and Signing of Payroll and Payables Checks:** Ms. Schwaner made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. There was a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Approval of the Meeting Minutes of April 25, 2022:** Public - Mr. Francesco made a motion to approve the public minutes of April 25, 2022 as written. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 4-0 in favor of the motion.

Non-Public- Ms. Schwaner made a motion to approve the non-public minutes of April 25, 2022 as written. There was a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Consent Agenda/ Signature file:** Veterans Tax Credit -Map 239 Lot 049 Sub Lot 108  
Yield Tax Levy Map 251 Lot 018  
Intent to Cut Map 222 Lot 023  
Intent to Cut Map 251 Lot 018

Ms. Schwaner made a motion to approve the Consent Agenda as presented. There was a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

**New Business: Preliminary Discussion – Eversource E-115 Transmission Line Replacement**

**Project Time table** – The Board discussed a timetable for the project. The project materials would be sent, as requested, to both the Conservation Commission and the Planning Board for review at their June Meetings. The Board asked the Town Administrator to forward the material the KV partners for an engineering review, the cost of which will be paid by the applicant.

The Board agreed that they would hold a public hearing on the application at their July 5, 2022 meeting.

**Old Business:** Memorial Day Ceremony- given the recent increase in COVID cases, the Board decided, out of an abundance of caution, to forego the Memorial Day Service they had originally planned for May 30<sup>th</sup>.

**Public Participation:** None

**Town Administrators Report  
May 9, 2022**

1. A verification of the property line for the Town owned parcel on East Holderness Road confirms that there is equipment, scrap material and other associated junk encroaching on the adjacent Town parcel. In addition, this material is not permitted to be on the abutting lot as that lot is not part of the junk yard which is located on the two lots across the road. *The Board discussed the matter and asked the Town Administrator to follow up with Counsel regarding a timeline for notification to the property and schedule for compliance.*
2. Wendy and I have discussed some options for the planting area in front of the Town Hall. We were thinking to scale back the plantings to a smaller area and reseed the balance. *The Board was in agreement that the planting area need to be cleaned up and instructed the Town Administrator to follow up on getting that accomplished.*
3. I have submitted a customer profile and insurance information to Consolidated Communications seeking permission to attach flagpole and banner hardware to their telephone poles. A fee of \$425 would need to accompany the agreement. With their approval we could attach flags and banners to their poles and dress up the “downtown” area a bit. *The Board was in agreement that we should pursue this project if the insurance requirements could be met.*
4. Would appreciate your thoughts on having Counsel review our Site Plan and Subdivision Regulations to see if they should be updated. Have also been thinking that we might want to speak with the Lakes Region Planning Commission (LRPC) or a Planning Consultant regarding an update to our Master Plan. The last full update was completed in 2007. There have been updates to two chapters in the past seven years, but the plan could benefit from a full update. We have in excess of \$36,000 in a Capital Reserve fund set aside for the Master Plan. *Mr. Francesco suggested that perhaps Cindy Hannus, our new Land Use Boards Assistant, could do*

*some research on some of this. The Town Administrator mentioned that Cindy had already begun reviewing some of the materials and he would follow up once she had completed her initial assessment.*

5. Have received an inquiry from the Library Trustees regarding paving the Library Parking Lot. As you are aware, a portion of that parking lot is privately owned. I will follow up with both parties to explore possible options. As I recall, there was an issue with paving the lot due to runoff into the channel. *Mr. Francesco had some concerns with regard to paving the lot and will follow up with the Library Trustees and the Friends of the Library.*

6. The Energy Committee has discussed submitting some possible solar projects for consideration by the Board. Among them would be placing solar arrays on some of the Town Buildings. The projects could be funded with some of the American Rescue Plan Act (ARPA) funds the Town has and will receive. The Committee had noted that there appears to be some strong support from residents for these projects. *Ms. White suggested that the Energy Committee meet with the Board to present an update on these projects at a future meeting. The Town Administrator will speak with the Energy Committee regarding a future meeting.*

7. Ellen and Jen have been providing registration services for Ashland residents while their Town Clerk is unavailable. It has resulted in some additional hours for them both. They have done their usual excellent job which has been appreciated by our neighbors in Ashland *Ms. White commented that she had received numerous compliments from visitors to the bank regarding the good service they received here at the Town Clerk's Office. The Board asked the Town Administrator to pass along their thanks to both Jen and Ellen for their efforts.*

8. I have checked with both the Department of Revenue Administration and Town Counsel and there are no issues with the Board using Capital Reserve funds to cover and additional expenses incurred as a result of the recent unplanned price increases and changes to fleet purchasing of vehicles.

**Board Member Reports:** Mr. Francesco had some additional comments regarding possible options for Solar installations and vehicles.

**Adjournment:** With no further business to come before the Board, Mr. Francesco moved, with a second from Ms. Schwaner to adjourn the meeting at 7:11PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator