

**Holderness Select Board
Meeting Minutes
May 23, 2022**

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

Others Present: Town Administrator, Michael Capone, Gerry J. DuBreuil, R & D Paving.

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 by the Board members.

5:30PM Agenda Items: Second Floor Meeting Room

New Business: Opening of Paving and Road Reconstruction Bids – Ms. White opened the Paving Bids. The total bid prices were: Bryant Paving - \$172,640.40, GMI Paving – 134,305.00 and R & D Paving - \$171,043.14.

Mr. Francesco made a motion to forward the bids to Road Agent, Kevin Coburn for his review regarding bid compliance and to further authorize him to award the bid based on the best value to the Town of Holderness. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

Ms. White then opened the Road Reconstruction bids. The total bid prices were: M.E. Latulippe - \$73,810.00, GMI Paving -\$124,460.00.

Mr. Francesco made a motion to forward the bids to Road Agent, Kevin Coburn for his review regarding bid compliance and to further authorize him to award the bid based on the best value to the Town of Holderness. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

Approval and Signing of Payroll and Payables Checks: Mr. Laverack 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 3-0 in favor of the motion.

Approval of the Meeting Minutes of May 9, 2022: Public - Mr. Francesco made a motion to approve the minutes of May 9, 2022 as written. There was a second from Mr. Laverack. There being no further discussion, the Board voted 3-0 in favor of the motion.

Consent Agenda/ Signature file: Certification of Yield Taxes Assessed: Map 216-002, Map 241-060, Map 211-001

Municipality Land Use Change Tax Bill: Map 227 Lot 011 Sub Lot 003, 004, 005, 006, 007, 008, 009, 010, 011, Map 245 Lot 028, Map 245 Lot 029, Map 228 Lot 041, Map 228 Lot 022 Sub Lot 005

Intent to Cut: Map 227 Lot 025

Spring Tax Warrant

Town Hall Rental Agreement

Mr. Laverack 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 3-0 in favor of the motion.

Ms. Schwaner joined the meeting at 5:45PM.

New Business: Review of Audit Request for Proposals – The Town Administrator noted that a request for proposals for auditing services had been sent out as it had been five years since we had last done so. Our current provider, asked to receive an invitation to bid, but had indicated in a previous conversation that their rates would be more than doubling. One firm advised via email that they were not taking any new clients at this time and the other firms failed to respond.

The Town Administrator reviewed the submissions received from Roberts and Greene and Plodzick and Sanderson both Concord, NH firms with established customer bases and 10 years or more of municipal auditing experience. After reviewing the particulars of the submissions, Ms. Schwaner made a motion to accept the terms offered by the firm of Roberts and Greene. There was a second from Mr. Laverack. There being no further discussion, the Board voted 4-0 in favor of the motion.

Old Business: Eversource E-115 Transmission Line Replacement Project - Update – The Town Administrator advised the Board that the Conservation Commission and the Planning Board will be reviewing the materials for the transmission line replacement project from the engineering firm hired by PSNH at their June 14th and June 21st meetings respectively. The plans have also been sent to KV Partners for an engineering review to be paid for at the applicant's expense. All three have been notified that they will need to provide comment to the Select Board in advance of your July 5th meeting at which time the plans will be reviewed and public comment taken.

In addition to their Alteration of Terrain Submission to the State, the engineering firm has filed for a Statutory Permit by Notification has been filed with the New Hampshire of Environmental Services Wetlands Bureau.

Public Participation: None

Town Administrators Report May 23, 2022

1. We have received a request from the Historical Society to cone off the municipal parking lot at Curry Place on Saturday morning, June 4th, to allow space for a program they are having. *The Board had concerns with closing the municipal lot and asked the Town Administrator to reach out to the Historical Society to contact other businesses regarding the event.*
5. A decision needs to be made regarding the location for the September 13th primary. Town Hall or Holderness Central School. *The sense of the Board was that the primary should be held at the Town Hall.*
6. Our disposal cost per tire has increased to \$3.00 with an added 15% fuel surcharge. Our current fee is \$2.00/tire. Do you wish to consider increasing that fee to cover the added expense? *The Board asked the Town Administrator to review the range of tire pricing with the Transfer Station Supervisor prior to making a decision on any price increase.*
7. Have submitted the reimbursement paperwork to the State to recover 100% of the cost of the expense to update our Hazard Mitigation Plan.
8. Was disappointed to hear that Plymouth State University has discontinued the tuition program previously available to Holderness Town employees with no prior notice the Town. We found out indirectly when some reimbursement forms submitted were rejected by the University. I am looking for a contact to get an explanation.
9. We received an appraisal report for the property you are considering selling to an abutting property owner. *The Board reviewed the appraisal report. There was further discussion regarding other options to be considered and the Board asked the Town Administrator to follow up with Counsel.*
10. Have received confirmation from Consolidated Communications regarding licensing to place flag and banner hardware on their poles. Once we receive the final agreement in hand, we can explore options for mounting flags and banners on utility poles.
11. Have begun initial work on an updated Town Safety Policy to be certain we are compliant with existing State and federal regulations.
12. Given the rapid rise in fuel pricing, I have asked department heads to revisit the use of the State fuel pumps.

Board Member Reports: None

Adjournment: With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Francesco to adjourn the meeting at 7:30PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator