

**Holderness Select Board
Meeting Minutes
June 20, 2022**

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

Others Present: Town Administrator, Michael Capone

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

Approval and Signing of Payroll and Payables Checks: Mr. Brickley 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 June 6, 2022: - Mr. Brickley made a motion to approve the meeting minutes of June 6, 2022 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: Sandwich Fair sign request

- Abatement Responses: Map 247 Lot 017, Map 241 Lot 013, Map 241 Lot 014, Map 236 Lot 102, Map 250 Lot 017, Map 218-013 and Map 247 Lot 038, Map 232 Lot 013, Map 102 Lot 001
- Employee Health Insurance Reimbursement
- Timber Tax Map 222 Lot 023

Ms. Schwaner made a motion to approve the Consent Agenda as presented. There was a second from Mr. Brickley. There being no further discussion, the Board voted 3-0 in favor of the motion.

New Business: Update to the Safety Manual – The Town Administrator provided some background to the Board regarding the manual noting that an update is recommended every two years. Ms. Schwaner made a motion to adopt the updated version of the Safety Manual. There was a second from Mr. Brickley. There being no further discussion, the Board voted 3-0 in favor of the motion.

The Town Administrator also provided an update on the activities of the Joint Loss Management Committee. (JLMC)

Old Business: E115 Transmission Line Project Update - The Town Administrator advised the Board that representatives from PSNH and their engineering firm, GZA, were present at the Conservation Commission meeting on June 14th to take questions on the project from the Commissioners. They will be at the Planning Board meeting on June 21st to review the project and take questions from Planning Board members.

KV Partners plans to have their review of the plans completed within the next two weeks.

The hearing for the Board to review the plan is still scheduled for July 5th.

Town Administrators Report June 20, 2022

1. The Joint Loss Management Committee (JLMC) is also exploring the possibility of getting someone from the Police Department certified as a CPR instructor so we can do internal training.
2. The Board will need to authorize the removal of the following amounts from Capital Reserves for unplanned purchases during the 2021-2022 Budget:

\$15,442.40 from the Municipal Buildings Capital Reserve.

\$ 2,395.00 from the Library Building Capital Reserve.

\$3,000.00 from the Employee Health Insurance Capital Reserve.

\$1,974.96 from the Police Cruiser Capital Reserve.

Mr. Brickley made a motion to remove the aforementioned sums from the corresponding capital reserve accounts for unplanned purchases during the 2021-2022 budget cycle. Ms. Schwaner provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

4. We have received an update from the New Hampshire Electric Cooperative (NHEC) indicating that they plan to expand their fiber optic network to provide high speed internet access to all of their customers in the next 18 months.

5. The replacement F-350 for the Highway Department is at the dealer and will be fitted with the plow and sander. The Dealer was able to honor the State discount pricing despite an earlier concern that it might be possible to do so. This will allow us to purchase the vehicle at a price slightly below our original estimate.

6. The Police Department has been approved for a Grant in the amount of \$8,820 for purchases of equipment and software related to their body cameras.

7. Some temporary relief on the budget front: **House Bill 1221** would provide a *one-time* payment by the state of 7.5 percent of the employer contribution costs for teachers, police, and firefighters in fiscal year 2023. Also, **Senate Bill 401** will provide \$30 million dollars in State

surplus funds to be allocated to cities and Towns for additional road work. The specifics on the mechanisms for distribution will be forthcoming.

8. Roberts and Greene PLLC, our new auditing firm, was in on Friday, June 17th for some preliminary work in advance of the 2021-2022 fiscal year end audit.

9. PSNH has sent a notice to abutters regarding the upgrades to their Huckins Hill substation. This project has been reviewed and approved by the Planning Board in August of 2021.

10. We have received notification from Primex, our Property Liability and Workers Compensation Insurance provider, that we are eligible for participation in their Contribution Assurance Program (CAP) for FY 2024-2026. Our continued participation in this program will guarantee that our Workers Compensation and Property Liability premium increase will not exceed 10% during the term of the agreement.

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 6:47PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator