

**Holderness Select Board  
Meeting Minutes  
August 1, 2022**

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

**Others Present:** Town Administrator, Michael Capone, Road Agent, Kevin Coburn and Owen Brickley

**Call to Order:** The meeting was called to order at 5:30PM 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:** Owen Brickley -Town Road project. Owen has been working on setting up road files for Class V and Class VI Roads. He provided a PowerPoint presentation in which he outlined his research process. He also reviewed the spreadsheets and Pivot tables he had prepared to be used as part of the permanent road records. Owen noted that he had prepared data sheets to be provided to the New Hampshire Department of Transportation (NHDOT) so they can update their nodal maps and the road records as well.

Owen also demonstrated the links he had created to the NHDOT nodal maps and provided a "source record" word document that would inform users of how and/or where the information on the roads was stored.

Kevin Coburn commented that these records would be very useful to the Highway Department. The Town Administrator noted that he was not aware of any other such set of documentation in any other Towns in the State.

Owen took questions from the Board and thanked them for the opportunity to work on the project. The Board thanked him for his efforts as well.

**Department Head visit:** Kevin Coburn, Highway Department: Kevin was present to provide an update to the Board on Highway Department activity. He mentioned that the new F350 had been delivered and would be outfitted with the plow and sander in the next few weeks.

Kevin indicated that he had a candidate in mind for the open position in the Highway department. He asked for and received permission from the Board to continue with the hiring process.

Kevin indicated that the crew is currently mowing around Town and hopes to do some grading once we get some rain. Some of the planned paving projects for the year had already been completed and the road work and paving on the back side of Shepard Hill will most likely be done a bit later than planned to allow for some of the summer traffic to decrease.

The Town Administrator indicated that the State would be providing some additional Highway Block Grant and Bridge Aid money as part of Senate Bill 401. There was some discussion regarding how best to utilize these funds. The matter will be explored further by Kevin and the Town Administrator.

The Board thanked Kevin for stopping in.

**New Business continued:** Ted Vansant-possible Solar Projects: Mr. Vansant, a member of the Energy Committee, was present to review some possible solar projects on Town Owned buildings. The Committee was suggesting that the Board consider placing solar arrays on the roofs of the Public Safety Building and the Transfer Station. These two properties were selected as they are the largest energy users of all of the Town buildings. Mr. Vansant reviewed some of the particulars of the project and took questions from the Board. Among the items discussed were the payback period for the project, the possible impacts of changes to technology over time and how the projects might be funded. Mr. Vansant noted that, given the increased in rates for electricity, the payback period on the projects would likely be in the eight year range where previously, it would have been closer to 12 to 14 years. He also mentioned that it might be possible to use American Rescue Plan Act (ARPA) funds for these projects. He further noted that the changes in technology were not so dramatic over time as to impact the timing of when this was done. Mr. Vansant stated that the Energy Committee sought a phased approach to Solar Projects so the Town could better understand how projects like these could benefit the Town prior to making a larger investment in a ground mounted array or projects on other buildings.

Members of the Board felt the phased approach might be the better option to pursue, but would like to see revised payback numbers based on the new electricity rates just out today. They also wanted to better understand what the priorities might be for spending ARPA funds before making any decisions regarding these projects. Mr. Vansant indicated that he would look at the revised numbers and get back to the Board. The Board thanked Mr. Vansant for his time and his service to the community.

**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 Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Approval of the Meeting Minutes of July 18, 2022:** Ms. Schwaner made a motion to approve the meeting minutes of July 18, 2022 as written. There was a second from Mr. Brickley. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Consent Agenda:** Abatement Response Map 252 Lot 007  
Application for property tax credit Map 222 Lot 012  
Replacement – Part time Police Officer appointment  
Exempt/Non-taxable property report

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

**Public Participation: None**

### **Town Administrators Report**

**August 1, 2022**

1. Do you wish to hold the November elections at the Town Office Meeting space or should I speak with the school? *The members of the Board were of the opinion that the November Elections could be held at the Town Office Meeting Room as they had in the past.*
2. Have been monitoring #2 fuel oil and propane pricing. Do you want to pursue fixed fuel pricing this year and if so, authorize me to enter into an agreement when it best suits the Town? *The Board asked the Town Administrator to continue to monitor the pricing and check with providers to see if propane pricing and #2 fuel prices could be locked in separately or needed to be done together.*
3. **Attached** is a preliminary schedule for the 23/24 budget cycle. The official calendars will not be produced until September, so I am building this from the RSA's. Town Meeting will be later this year as March 1<sup>st</sup> is a Wednesday. Please review and provide me with your initial thoughts. *The Board deferred this topic to another meeting.*
4. FYI, the cell tower project has been delayed while the applicant seeks approval of their Alteration of Terrain permit from the State. The Planning Board voted to extend the current approval for another year given the delays are beyond the control of the applicant.
5. Had a lengthy conversation with the Vice Chairman of the New Hampshire Electric Cooperative's (NHEC) Broadband initiative, Bill Darcy. He explained their objectives regarding the deployment of broadband in the area noting that their goal was to have affordable 100-megabit symmetrical service available by December of 2023. He noted that the funding was in place to complete the work in Grafton County and the additional grant funding they were pursuing was to expand the service to other counties. Holderness has the advantage of being one of 12 Towns in the county 100% served by NHEC. Based on this conversation and an additional conversation that I had with a representative of the Grafton County Broadband project, it seems that Holderness would be best served by the NHEC project.

6. We did have a visit from the construction manager for the Grafton County Broadband project to evaluate the Town Hall as a potential hardware location for their “backbone” project. He shared some insights into the County project, but had no information on any grant funding that might become available.
7. Met with John McVeigh, the incoming Head of School, for the Holderness School this week. We had a very good discussion regarding our mutual interest in improving the already good relationship between the School and the Town. We also discussed two areas of concern, the impact the recent campus projects were having on Mount Prospect Road and the public safety issues related to the most recent Lacrosse Tournament. John indicated he would very much like to meet with the Board to continue the dialogue. It was suggested that he attend a Board meeting in September or October after he has settled in to his new position.
8. We will need to hold a public hearing at our August 15<sup>th</sup> meeting regarding the acceptance of funds allocated as part of Senate Bill 401. This includes both additional Block Grant funding of \$61,565.98 and Bridge Aid in the amount of \$32,613.
9. We have also received notice that the second tranche of ARPA funds will be distributed to the Towns in the next few weeks. We will need to hold a public hearing to accept those funds under RSA 31:95-b.
10. Have been giving some consideration to possible road and sidewalk improvement projects to submit for funding in the upcoming State and Federal programs rolling out in the Fall.
11. Have been collecting and reviewing information regarding some possible enforcement issues. Hope to have more information for your next meeting.
12. Have been reviewing the application for the renewal of the auto salvage yard license for the property on East Holderness Road. Once the review is completed, we can schedule a public hearing on the license application.

**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 7:40PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator