

**Holderness Select Board  
Meeting Minutes  
August 29, 2022**

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

**Others Present:** Town Administrator, Michael Capone, Fire Chief, Jeremy Bonan, Erica Salmon, Jerry Beck, Tink Taylor and Alex Ferguson.

**Call to Order:** The meeting was called to order at 5:00PM 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

**Pledge of Allegiance:** Ms. White led those present in reciting the pledge of allegiance.

**New Business: 5:30PM Public Hearing; Acceptance of Unanticipated Revenue from American Rescue Plan Act:** - Ms. White opened the public hearing at 5:30PM. The purpose of the hearing is to accept public comment on the receipt of the second allocation of American Rescue Plan Act (ARPA) funds by the Town bringing the total amount of funding available to \$220,581.08.

Ms. White asked for input from the public regarding the funds.

Mr. Jerry Beck asked that the Board consider using the funds to invest in Solar Energy Projects within the community.

Ms. White read a letter from Sandra Jones another resident who asked that the Town use the Funds for Solar energy projects.

Mr. Alex Ferguson asked that the funds be used to improve Town facilities and improve the town. He also asked that they be used to reduce fuel costs in the community.

Mr. Brickley commented that the Board had asked the Town Administrator review additional needs within Town Departments to see how the money could best be put to use. The Town Administrator mentioned that department heads had been reviewing their needs in an effort to determine where they could improve their departments. He also noted that the deadline to expend the funds was not until 2026 so there would be time to evaluate those needs. The Town Administrator advised those present that the Select Board would need no additional authorization to spend the funds once they were accepted.

Mr. Ferguson asked if the internet coverage in Town was sufficient. The Town Administrator reviewed the plans of both the Grafton County Broadband Committee and the New Hampshire Electric Cooperative (NHEC) to bring service to all of the community. He noted that the NHEC had sufficient funding in place to bring service to the community by December of 2024 while the Grafton County Project was still seeking additional funding for their project.

Ms. White thanked members of the public for their input. Ms. White closed the public hearing at 5:46PM and asked for a motion from the Board regarding acceptance of the funds. Ms. Schwaner made a motion to accept the funds under RSA 31:95-b and spend them for the purposes as described in the ARPA. Mr. Laverack provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

**Department Head Visit:** Fire Chief, Jeremy Bonan. Chief Bonan provided a brief update for the Board regarding department activity noting that recently they had been responding to an average of three calls per day. He also mentioned that an application for a new department member was under review.

The open house held in conjunction with the Police Department was well attended. The attendance was estimated at close to 200. Both Police and Fire hope to make this an annual event.

Chief Bonan also mentioned that he had visited the Willoughby Ridge property to do a scheduled safety and occupancy review of the property.

The Board thanked Chief Bonan and the members of the Department for their efforts to date on behalf of the community.

**Public Participation:** Tink Taylor was present to discuss a possible sidewalk project with the Board. He noted that there is no sidewalk downtown in the area between the Squam Marketplace and Holderness Harbor Marina. Mr. Taylor felt that there might be funding available to design and construct a sidewalk in that area. He reviewed some of the options open to the Board regarding funding.

The Town Administrator noted that he had been in communication with both the State and the Lakes Region Planning Commission regarding funding options for such projects and he was going to reach out to an engineering firm regarding some possible design options.

Mr. Taylor suggested that perhaps some of the ARPA money could fund a project. The Board thanked Mr. Taylor for his time and his service to the community.

**Old Business:** Town Operating Budget 2023-2024 – The Town administrator advised the Board that he is in the process of reviewing a number of expense trends in advance of the 23-24 budget

process. Among them are wages and energy costs as these may have the most impact on the budget this year.

## **Town Administrators Report**

**August 29, 2022**

1. We need to schedule poll coverage for the September 13<sup>th</sup> primary. The polls are open from 8:00AM until 7:00PM. Think about what you might be able to cover. *The Board reviewed the polling schedule and determined the following coverage. Ms. White 8AM-11AM. Mr. Laverack 11AM to 1PM. MR. Francesco 1PM -3PM. Mr. Brickley 3PM -5PM. Ms. Schwaner 5PM -7PM. Mr. Brickley, Ms. Schwaner and Mr. Laverack will be present to sign the ballot box seals.*

2. Have been discussing extending the credit card limits for department heads. Also, whether you wish to extend credit card privileges to Fire, Highway and the Library. The use of credit cards provides Department Heads with greater flexibility when purchasing goods and services by broadening the range of vendors available. Would appreciate your thoughts. *The Board reviewed the current status and Ms. Schwaner made the following motion. Provide credit cards for the Fire Chief, Road Agent and Library Director with a credit limit of \$5,000/individual and increase the credit limit of the Recreation Director to \$5,000 as well. Mr. Laverack provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.*

3. During our continuing discussions regarding the use of ARPA funds, Kevin has suggested using some of those funds to purchase Highway equipment items such as a road rake and/or roller and saving the block grant money for more road projects. A new road rake would be about \$30,000. No pricing on the roller yet. *The Board discussed this briefly and agreed that it should be considered as a possible use of ARPA funds.*

Mr. Laverack left the meeting at 6:15PM.

4. Propane has dropped to 1.849 as of 8/16. No 2 fuel Oil has dropped to 3.939. Last year's pricing was 2.049 and 2.879 respectively. Might wait a bit longer to see where the pricing goes. Based on our annual usage of 2500 gallons of propane and 2100 gallons of number 2 fuel, it represents a net increase of \$1726.00 over the current years budgeted pricing. We save \$500 on the propane but lose \$2200 on the #2 fuel. *Mr. Brickley made a motion to authorize the Town Administrator to execute a purchase agreement at his discretion. Ms. Schwaner provided a second. The Town Administrator noted that he would monitor the pricing as it has dropped in recent weeks, but once it starts its next upturn, he would execute the agreements. Their being no further discussion, the Board voted 3-0 in favor of the motion.*

5. You may wish to consider rescinding the 10-day allowance for COVID related absences given the change in CDC guidance. We have checked and most towns have discontinued it. It can always be handled on a case-by-case basis should an unusual circumstance arise. *The Board discussed the matter briefly and deferred a vote on any change to the existing policy in the short term.*

7. Todd Randlett has inquired about trunk or treating again this year. Wanted to check to be certain you are still okay with using the public Safety building parking lot and other municipal areas for the event. *The Board was very supportive of continuing this event and asked the Town Administrator to communicate that to Mr. Randlett.*

8. Ted Vansant had advised me of the possibility of an additional credit for Solar Projects. The information available is preliminary, but I will continue to monitor it and its potential impact to the payback on Solar projects under consideration by the Board

**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. Brickley. There being no further discussion, the Board voted 3-0 in favor of the motion.

**Approval of the Meeting Minutes of August 15, 2022:** Mr. Brickley made a motion to approve the meeting minutes of August 15, 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:** Special Event Permit Map 239-006 Vintage Market  
Special Event Permit Map 220-003 Squam Ridge Race  
Special Event Permit Map 217-001 Willoughby Ridge (3)  
Special Event Permit Map 236-001 Kirkwood Gardens  
Special Event Permit Map 239-044 Inn on Golden Pond  
Special Event Permit Map 239-044 Inn on Golden Pond  
Election Official appointment slips (10)

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.

**Board Member Reports:** none

**Non-Public Session:** RSA 91A:3, II (a), (b)– at 6:53PM, Ms. Schwaner made a motion to go into non - public session under RSA 91A:3, II (a), (b). The motion was seconded by Mr. Brickley. The motion was approved 3-0 by a roll call vote.

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

At 7:06 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 Ms. Schwaner. The motion was approved 3-0 by a roll call vote.

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

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 7:08PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator