

**Holderness Select Board  
Meeting Minutes  
September 26, 2022**

**Select Board Members Present:** Chair, Jill White, Sam Brickley, Peter Francesco and Kelly Schwaner.

**Others Present:** Town Administrator, Michael Capone, Fire Chief, Jeremy Bonan, Highway Supervisor, Kevin Coburn.

**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

**Board Member Reports:** Mr. Francesco provided those present with an overview of the most recent Planning Board meeting.

**New Business: Highway Supervisor, Kevin Coburn** – Kevin was present to provide the Board with an update of Highway Department Operations. The crew was presently doing roadside mowing and clean up. The contractor chosen to do the road reconstruction work on Shepard Hill was in the process of scheduling that work.

He mentioned that the sander and plow had been installed on the new Town pickup. New tires had been purchased for both the one ton and the pickup. The grader required a tire repair. The tire had been damaged while doing road work on Perch Pond Road. Campton sent their grader over to finish the work on the road. This was in return for some assistance we had provided to Campton earlier this year. The Board noted that the cooperation between area departments was impressive.

Kevin mentioned that fuel prices had come down a bit putting less of a strain on his budget. However, salt prices would be going up this fall. He also noted that the pull behind roller had broken and would need to be replaced since, given its age and condition, it was not practical to repair.

Kevin also mentioned that he had received one application for the open position in the department. Kevin and the Board discussed putting together a request for proposals (RFP) for winter plowing should it become necessary to hire seasonal contractors to help out. Kevin will work with the Town Administrator to put an RFP together.

Kevin and the Board also discussed current wage ranges for various highway positions within area departments.

**Non-Public Session: RSA 91-A:3, II (a):** at 5:45PM, Ms. Schwaner made a motion to go into non-public session under RSA 91-A:3, II (a). Mr. Francesco provided a second. The motion was approved 4-0 by a roll call vote.

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

At 6:20PM Ms. Schwaner made a motion to come out of non-public session. The motion was seconded by Mr. Brickley. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

Mr. Brickley – Yes, Ms. Schwaner – Yes, Ms. White-Yes (Mr. Francesco left the meeting at 5:55PM)

At 6:21PM, after the Board returned to public session, Ms. Schwaner 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 Mr. Brickley. The motion was approved 3-0 by a roll call vote.

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

The Board thanked Kevin for his time and the efforts of his crew during what has been a challenging time for the Department.

**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 September 12, 2022:** Mr. Brickley made a motion to approve the meeting minutes of September 12, 2022 as written. Ms. Schwaner provided a second. There being no further discussion, the Board voted 3-0 in favor approving the minutes as amended.

**Consent Agenda/ Signature file:** Application for Current Use assessment Map 245 Lot 030  
Land Use Change Tax Abatement Application Map 245 Lot 029

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.

**Old Business: Town Operating Budget 2023-2024** – The Town Administrator provided a brief update on budget preparations for the 23-24 fiscal year budget and confirmed the Board will hold a meeting on October 17 to discuss some aspects of the 2023-24 operating budget including Capital Expenditures and the impacts of inflation.

## **Town Administrators Report**

**September 26, 2022**

1. I attended the full board meeting of the Coalition Communities 2.0 group. We took a vote to continue our relationship with The Bernstein Shur Group of Manchester, NH. and reauthorized the Memorandum of Understanding (MOU) for the Coalition. The group also discussed current activities related to the future of school funding in New Hampshire and Bernstein Shur provided a legislative update to the full board. The Committee is looking for one municipally elected member to serve on the Joint Board if anyone is interested.

2. We have received a request from the Town Line Village for assistance in removing a damaged vacant structure on their property. The investNH program has funding available for the demolition of vacant properties. <https://www.nheconomy.com/about-us/investnh>) The municipality has to apply for the funding on behalf of the cooperative and they were wondering if we would assist them by doing so. The estimated cost of removal is \$10,500. Removing the vacant home will allow for a new home to be placed in its location, increasing affordable housing in Holderness and allowing for the cooperative to increase revenue without raising lot fees. The cooperative is more than willing to be engaged in the process. **Attached** is a copy of the program they were referencing in their request. *The Board discussed the matter briefly and asked the Town Administrator to follow up with the Town Line Village regarding possible assistance.*

3. Have forwarded revised revenue estimates (MS434) to the State for review. Made modest upward adjustments to the yield tax based on historical trends and our interest income as our interest rate has increased. All other required reports have been submitted to the State with the exception of the Financial Report of the Budget (MS535) which the auditors have informed me should be completed in the next two weeks.

4. Will be following up on two outstanding enforcement issues.

5. Will be following up with a vendor regarding the painting of the Town Hall.

**Board Member Reports (continued)** – Mr. Brickley suggested that the Board consider perambulation of the Campton/Holderness Boundary. Tom Stepp has volunteered to assist with the process.

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 7:13PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator