

**Holderness Select Board  
Meeting Minutes  
October 24, 2022**

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

**Others Present:** Town Administrator, Michael Capone, Police Chief, Erik DiFilippe, Fire Chief, Jeremy Bonan.

**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

**Department Head Visit: Police Chief, Erik DiFilippe** – the Chief was present to provide an update to the Board regarding Department activity. He had a good candidate for the open Patrol Officer position. The candidate is certified with previous experience in law enforcement. The Chief asked for permission from the Board to continue with the hiring process pending a background check. Mr. Laverack made a motion authorizing Chief DiFilippe to extend an offer to the candidate should all the conditions be met. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

Chief DiFilippe also discussed a wage adjustment for a current officer to bring him more in line with other area departments based on both job performance and experience. The Board was in agreement that the increase was warranted. The Town Administrator will coordinate with Chief DiFilippe.

The Chief and the Board also discussed the use of American Rescue Plan Act funds within the Department. The Board asked the Chief and the Town Administrator to follow up on options available to them.

The Board thanked Chief DiFilippe for his time.

**New Business: John McVeigh- Head of School, Holderness School** – the Town Administrator mentioned that he had rescheduled Mr. McVeigh's visit to the meeting on November 7, when the full board could be present.

**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 Public Meeting Minutes of October 11 and October 17, 2022:** Mr. Francesco made a motion to approve the public meeting minutes of October 11 and October 17, 2022. Mr. Laverack provided a second. There being no further discussion, the Board voted 3-0 in favor approving the minutes as written.

**Consent Agenda/ Signature file:** Abatement Response Map 219-005-000  
Election Official Appointments (4)  
NHDRA Equalization Certificate

Mr. Francesco made a motion to approve the consent agenda as presented. There was a second from Mr. Laverack. 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 the 23-24 fiscal year budget noting that he was reviewing wage information for various positions and would have the material available for upcoming budget discussions.

**Public Participation:** None

### **Town Administrators Report**

**October 24, 2022**

1. We have posted a notice accepting bids for winter plowing and sanding on the website. It will also be posted in the Record Enterprise. The Highway Department is also reaching out to their contacts to solicit bids as well. The option of hiring seasonal/temporary employees is being considered as another option. The open position within the Department had also been posted.
2. I have been working with the Town Line Village Cooperative regarding possible funding for the demolition of an uninhabitable property. The deadline for the application is October 28<sup>th</sup>. Not certain we will meet all of the criteria, but will give it our best shot.
3. I received a preliminary Tax Rate from the State late this afternoon. *The Board reviewed some of the preliminary information and asked the Town Administrator if he could try to schedule a meeting on Thursday evening, October 27<sup>th</sup> at 5:30PM to set the rate.*
4. Have been reviewing our Solid Waste Permit for the Transfer Station with NHDES. First issued in 2004. it appears it needs to be updated due some changes in operation and materials managed. Scott and I are working on the particulars and hope to submit an updated application in the next two weeks.
5. Department Head Budgets are due on November 11<sup>th</sup>.

6. Chief Bonan and I have reviewed the ambulance agreement received from the Town of Plymouth. We plan to follow up with them to get some further clarification on a couple of items.

7. I will be at the Health Officers Fall Meeting on Tuesday, October 25<sup>th</sup>.

**Board Member Reports:** Mr. Francesco provided a report on the most recent Planning Board Meeting. There was a brief discussion among those present.

**Adjournment:** With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Laverack, to adjourn the meeting at 6:50PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator