

**Holderness Select Board  
Meeting Minutes  
November 7, 2022**

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

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

**Call to Order:** The meeting was called to order at 5:00PM in the Public Safety Building Meeting Room

**Correspondence Items:** Reviewed by the Board members.

**5:30PM Agenda Items:** Public Safety Building Meeting Room.

**Department Head Visit: Kevin Coburn- Highway Department Supervisor:** Kevin was present to provide a quick update to the Board regarding highway department activity. Kevin and Dean had a candidate for the Highway Department opening for whom they wanted to seek Board approval. Kevin provided some background on the candidate and how he would fit with the Department's plans. After a brief discussion, Mr. Francesco made a motion to authorize Kevin to make an offer of employment to the individual subject to a successful background check and passing a pre-employment physical. Ms. Schwaner provided a second and the Board voted 5-0 in favor of the motion.

Kevin also informed the Board that he and Dean had been discussing possible truck options for future consideration. They were looking for options to replace the larger trucks and would not require a CDL license to operate. Kevin noted that a number of surrounding communities were having success with the Chevrolet 6500 series vehicles that will accept a plow and wing comparable to that of the bigger trucks, but given their gross vehicle weight of under 26,000 lbs., do not require a CDL to operate. The vehicles are also four-wheel drive. Kevin took some questions from the Board and there was additional discussion. The Board agreed that Kevin should pursue the matter further.

Kevin also mentioned that the reconstruction on the back side of Shepard Hill should be completed later next week. The new drainage structures and new gravel base would be in place by the end of this week and the paving will be complete during the following week.

The Board thanked Kevin for his time.

**Department Head Visit: Police Chief, Erik DiFilippe** – the Chief was present to obtain a signature from the Board Chair for a highway safety grant. A portion of the grant will pay for two new radar speed signs for use by the department.

Ms. Schwaner made a motion to approve the grant application in the amount of \$14,749 and further to authorize the Chair to sign the application on behalf of the Board. Mr. Brickley provided a second. There being no further discussion the Board voted 5-0 in favor of the motion.

The Chief also mentioned that he was in the process of completing the background check for the certified officer to whom an offer of employment had recently been extended.

The Board thanked Chief DiFilippe for his time.

**New Business: John McVeigh-Head of School, Holderness School** – Mr. McVeigh had a scheduling conflict and was unavailable for the meeting this evening. The Town Administrator will reschedule the meeting for some time in December.

**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 5-0 in favor of the motion.

**Approval of the Public Meeting Minutes of October 24 and October 27, 2022:** Mr. Laverack made a motion to approve the public meeting minutes of October 24 and October 27, 2022. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor approving the minutes as written.

**Consent Agenda/ Signature file: None**

**Old Business: Town Operating Budget 2023-2024** – The Town Administrator and the Board reviewed the draft budget schedule. Changes will be necessary due to the Monday holidays on December 26th and January 2nd. The Town Administrator will revise the schedule for review by the Board and the Budget Committee.

**Public Participation:** None

### **Town Administrators Report**

**November 7, 2022**

1. Have received a formal request from the Squam Lakes Conservation Society (SLCS) to convey two parcels the Town obtained through tax deeds to them (see attached). We can discuss further if you like or have them come to a meeting to discuss in more detail. *The Board asked the Town Administrator to schedule a meeting with the SLCS at a future meeting to further discuss the matter.*
2. The tax bills were mailed out this morning with a due date of December 12<sup>th</sup>.
3. The application for the Town Line Village Cooperative was submitted on October 26<sup>th</sup>. We are awaiting further word on its status with the State Bureau of Economic Affairs (BEA).

4. Still working on the Solid Waste Permit for the Transfer Station with NHDES. Reviewing all of the applicable regulations to bring the permit up to date.
5. Department Head Budgets are due on November 11<sup>th</sup>. Will compile all of the information received and prepare PDF version for distribution to the Budget Committee and the Board by the first week in December.
6. Have sent an enforcement letter by certified mail to a property owner who is storing boats on a property as an extension of their commercial business without having obtained approval from the Planning Board.
7. A reminder the poll assignments for Tuesday's election are Jill 8-11, Peter 11-1 Woodie 1-3 Sam 3-5, Kelly 5-7. Kelly, Woodie and Sam were going to come back to sign the ballot seals.
8. Do you want to do anything for employees at calendar years end? *The Board discussed options for the Town Administrator to pursue.*
9. I will be at the NHMA Conference on Wednesday, November 16<sup>th</sup>.

**Board Member Reports:** Mr. Francesco commented that he heard nothing but positive comments regarding the Halloween Festivities in Town on the 31<sup>st</sup>. He also asked that we schedule Marybeth Walker, our principal assessor, to attend a meeting to discuss the next update to Town values.

Mr. Francesco also mentioned that the Planning Board Chair had spoken with Christine Renzi about an Alternate Member position on the Planning Board. The Planning Board was going to consider appointing her at their next meeting. Ms. Schwaner made a motion to approve the appointment of Christine Renzi as an Alternate Member of the Planning Board contingent on final approval by the Planning Board at their November 15<sup>th</sup> meeting. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Ms. White mentioned that Rob Haskell would like to meet with the Board to discuss possible changes at Curry Place. The Town Administrator will review the Boards upcoming schedule for possible dates when this item could be added to an agenda.

Ms. White also mentioned that she had a conversation with the Planning Board Chair regarding some recent board activity and a possible follow up conversation with Counsel.

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 6:55PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator