

**Holderness Select Board
Meeting Minutes
October 11, 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, 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

New Business: Highway Supervisor, Kevin Coburn – Kevin was present to provide the Board with an update of Highway Department Operations. Kevin presented some background on a candidate for the open position within the department and asked that the Board approve the hiring at a rate of \$21.00/hour. Mr. Laverack made a motion to hire Edward Graziano for the position of Highway Equipment Operator/Laborer at the rate of \$21.00/hour. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Kevin advised the Board that an employee who was recently hired had given his notice as he had taken a job hauling fuel at a higher rate of pay, so there was still an opening within the department. The job posting would remain open and the search for someone to fill the position will continue.

Kevin and the Board continued their discussion regarding hiring seasonal contractors to assist with winter plowing operations. The Town Administrator had put together an agreement to be used for that purpose. Kevin was reviewing the routes to be considered and a request for bids would go out shortly.

Approval and Signing of Payroll and Payables Checks: Mr. Francesco made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. There was a second from Mr. Laverack. There being no further discussion, the Board voted 5-0 in favor of the motion.

Approval of the Public Meeting Minutes of September 26, 2022: Ms. Schwaner made a motion to approve the public meeting minutes of September 26, 2022 as written. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor approving the minutes as written.

Approval of the Non-Public Meeting Minutes of September 26, 2022: Mr. Brickley made a motion to approve the non-public meeting minutes of September 26, 2022 as written. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor approving the minutes as written.

Consent Agenda/ Signature file: Appointment Slip for the Recreation Committee
Intent to Cut Map 231-004 and 006
Election Location Notice (2)
Abatement Response Map 245 Lot 029
MS535

Mr. Laverack made a motion to approve the consent agenda as presented. There was a second from Mr. Brickley. Ms. White asked that prior to voting the Board members confirm they were all in agreement with holding the November 8, 2022 general election at the Town Hall. All Board members were in agreement. There being no further discussion, the Board voted 5-0 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 there will be a \$10,000 increase to the ambulance agreement with Plymouth. He also mentioned that the proposed not to exceed rates had been received from Health Trust and our premiums would increase by 17.9%.

Public Participation: None

Town Administrators Report

October 11, 2022

1. I will be following up with the Town Line Village Cooperative regarding possible funding for the demolition of an uninhabitable property. Have been reviewing the Materials provided by the Bureau of Economic Affairs (BEA) and will see if the Coop is able to supply the information required to obtain the grant.
2. Reached out to the contractor regarding scraping, treating and repainting the Town Hall and they will most likely not be able to get it done this fall. They did agree to hold the price for next spring if they do not get to it this year. Have been pricing replacement shutters as well. It would appear from my research to date that Vinyl Shutters can be purchased at roughly ½ the cost of wood shutters. (\$500/pair vs. 450/one) We have some time to research further as the wood pricing would depend on the type of wood selected.
3. The budget vs. actual for the 1st quarter of the fiscal years has expenses running at 23.76%. The % usually runs higher through the first few months of the years due to the number of upfront contract expenses incurred. Will continue to monitor the monthly data and report as necessary.
4. Have compiled a list of possible American Rescue Plan Act (ARPA) funded purchases (attached). I Would like to discuss this at the Department Head meeting in October to see if there are any additional requests to be considered. As stated previously, we have until 2024 to commit funds and until 2026 to spend them so there is no urgency to spend all of the funds at this time.

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 6:49PM. The Board voted 5-0 in favor of adjournment. Respectfully submitted,

Michael R. Capone
Town Administrator