

**Holderness Select Board  
Meeting Minutes  
December 19, 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, Fire Chief, Jeremy Bonan and Police Chief, Erik DiFilippe.

**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

**Fire Chief-Jeremy Bonan:** Was present to revisit the matter of budgeting for per diem coverage at the Fire Department in the 23-24 fiscal budget. The Chief had been asked to provide some additional information to both the Board and the Budget Committee after making his initial presentation on December 7, 2022. At that time Chief Bonan had proposed an additional \$10,000 in the Fire Department operating budget to provide per diem coverage for 15-week period during the summer months. The Chief reviewed his information with the Board, noting that the rate required to attract per diem firefighters would most likely have to be in the range of \$25/hour and after some discussion it was suggested that Chief Bonan increase the funding by an additional \$10,000 to cover up to 20 weeks of support. This seemed like a good interim step and would allow the Chief time to further evaluate the effectiveness of this approach.

**Police Chief-Erik DiFilippe:** Was present to review his plan to update the Police Departments phone needs with the Board. The Chief noted that the communication needs of the Department have been changing over the past couple of years with more of a reliance on remote court hearings and arraignments. There has also been a shift to more remote trainings. The phone hardware at the PD is old and outdated and needs to be replaced. Rather than just replace what we have Chief DiFilippe wanted to take this opportunity to set the phone system up to meet potential future needs as well.

The Chief has been researching equipment and technology that he thought might effectively address the department needs in the longer term. This would include running a fiber line to the Police Department and getting a fiber-based phone system that would meet the aforementioned current department needs and allow for future expansion to include the use of cell phones. The initial installation costs are estimated to be around \$1,200. The monthly fee for the phones would cover any support issues and technology changes that might occur. The monthly fee for the service would be around \$300/month which is more than we currently pay for our existing service but would increase the efficiency of department operations.

The Board members were of the opinion that the Chief should move forward with his proposal as it would increase the efficiency of the department at minimal overall impact to the current operating budget. Chief DiFilippe thanked the Board for their support.

**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 Meeting Minutes of December 5, 2022:** Mr. Laverack made a motion to approve the meeting minutes of December 5, 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.

**Consent Agenda/ Signature file:** Warrant for Land Use Change Tax- Map 240-013-001  
Veterans Tax Credit Map 213-046-028  
Veterans Tax Credit Map 224-079-000  
Conservation Restriction Assessment Map 248-068-000  
Abatement Response Map 252-007-000  
Insurance Deduction Form

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 5-0 in favor of the motion.

**New Business – Coalition Communities’ 2.0 Update –** The Town Administrator provided an update for the Board regarding the ongoing school funding court case. He mentioned that there might be an increase in the amount of the Towns contribution to the group. The estimate for the 2023 calendar year is \$4,553.00. Also, the current Memorandum of Understanding (MOU) is due to expire on December 31, 2022. The Board discussed the matter briefly and Mr. Laverack made a motion that the Board continue to participate in the Coalition and further to authorize the Town Administrator to sign the new MOU on behalf of the Town. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Old Business: Town Operating Budget 2023-2024 –** the Board discussed the question of providing immediate funding for the potential shortfall (\$63,146) in the HCS capital budget in 2027. The sense of the Board was that given the amount of the shortfall and the potential for a School Budget Surplus to make up the difference in the intervening years they would prefer to not supplement the Capital budget in this budget cycle.

The Town Administrator mentioned that he had revised the draft capital purchases spreadsheet and reviewed it with the Board. There was brief discussion regarding the continued practice of funding capital purchases through capital reserves as opposed to borrowing money and the sense of the Board was that they wished to continue the use of capital reserves to fund capital purchases.

**Public Participation:** None

### **Town Administrators Report**

**December 19, 2022**

1. We can review some of the changes to Capital Reserve funding based on our recent conversations. I have **attached** a revised spreadsheet that details the adjusted amounts for the 23-24 budget cycle (highlighted in **green** and italicized). The Funding for Capital Reserves will increase from 391,500 to 449,500. There would be a further increase in the 24-25 budget cycle.
2. The third in our series of preliminary budget presentations is schedule for Tuesday, December 27 at 5:30PM. We will review the balance of the Operating budget and discuss revenues, the current warrant and capital reserves as well. This will complete our initial round of presentations. The next step will be to draft a budget for approval by the Select Board that will then go to the Budget Committee for their review. It is the Budget Committee draft that will be presented at the Public Hearing in February.
3. Sent a copy of the engineering plans for the PSNH Z180 transmission line project to KV Partners for their review prior to the Public Hearing in January. Since there are only two structures in Holderness, I do not anticipate it to be a large expense.
4. The assessors are reviewing current use properties and contacting property owners to verify and update their files as necessary. This is a Department of Revenue Administration requirement.
5. I will be meeting with a planner from the Lakes Region Planning Commission regarding some possible sidewalk projects.
6. I have contacted Jefferson Financial, an actuarial firm recommended by two contacts, to get a quote on a study of our OPEB liability. I have also contacted another firm for comparison.
7. Kevin has identified a possible vendor for the 6500 series dump truck we have been discussing. He has specs on a vehicle and is waiting on a price quote. More details to follow.
8. Working on drafts for two follow up enforcement letters. Have been in discussions with Counsel regarding both content and format.

**Board Member Reports: None**

**Adjournment:** With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Brickley, to adjourn the meeting at 7:13PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator