

**Holderness Select Board
Meeting Minutes
January 3, 2023**

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

Others Present: Town Administrator, Michael Capone

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

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 4-0 in favor of the motion.

Approval of the Meeting Minutes of December 19, 2022: Mr. Francesco made a motion to approve the meeting minutes of December 19, 2022 as written. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor approving the minutes as written.

Consent Agenda/ Signature file: Land Use Change Tax- Map 240-013-001 (corrected)
2 Enforcement Letters

Mr. Laverack made a motion to approve the consent agenda as presented and further to authorize Ms. White to sign the enforcement letters on behalf of the Board. There was a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

New Business — Town Operating Budget and warrant 2023-2024 - The Town Administrator provided an update for the Board regarding the proposed changes to the original draft operating budget discussed at the three previous meetings. He reviewed the changes and noted that the if the Board wished to include the proposed changes the new budget amount would be \$3,213,488 an increase of \$14,865 from the first draft. The Board discussed the matter briefly. Ms. Schwaner made a motion to approve the Select Boards proposed operating budget in the amount of \$3,213,488 and forward it to the Budget Committee for their consideration. There being no further discussion, the Board voted 4-0 in favor of the motion. The operating budget would be article 4 on the current warrant.

The Board also reviewed the other warrant articles currently under consideration. Article 5 (Capital Reserve Funding), Article 7 (the Fire Engine), Article 8, (the Radar Speed Signs) and Article 10 (authorizing the Board to oversee the conveyance of Tax Map 245 Lot 67 to the Squam Lakes Conservation Society) (SLCS) were fine as initially written.

The Town Administrator mentioned that the amount appropriated for Article 6 (for Capital Purchases) could change as there is an option for the Town to purchase the Chevrolet 6500 series cab and chassis now with available funds from the capital reserve should the Board choose to do so, as they are agents to expend from that fund. Kevin has located a vehicle that fits our specifications and will be available for purchase shortly. If we are able to buy this vehicle it will eliminate the anticipated long lead time and any possible price increases, should we have to order one. The sander body, plow and wing could be purchased as part of Article 6 and installed during the summer which would have the vehicle ready for next winter and allow us to trade the International which is ten years old and having problems. The Town Administrator would like to review this with the Department of Revenue Administration (DRA) prior to making the purchase. The Board discussed this option. Mr. Laverack made a motion to authorize the purchase of the cab and chassis for a price not to exceed \$75,000 and to further authorize the withdrawal of the funds from the Public Works Vehicle Capital Reserve Fund for that purpose. Mr. Francesco provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion. The Town Administrator noted that should the purchase be completed, the amount for that line in Article 6 would be amended down to reflect the cost of the sander body, plow and wing which is anticipated to be \$79,875.00.

The Town Administrator also mentioned that the language for Article 9 (readopting the Optional Veterans Tax Credit of \$500) might change slightly, but the intent will remain the same.

With the aforementioned possible changes in mind, Ms. Schwaner made a motion to approve sending Articles 5 through 10 to the Budget Committee for their review and recommendation. There was a second from Mr. Laverack. There being no further discussion the Board voted 4-0 in favor of the motion.

Old Business: – ARPA Projects Update and discussion – The Town Administrator reviewed the current list with the Board. There was discussion regarding getting a revised quote on the Public Safety solar array so the Board could review it. The Town Administrator asked if he should place the orders for the Highway Departments Broom Attachment and York Rake as they have potentially long lead times. The Board had no objection.

Mr. Francesco suggested that we have an independent contractor visit with Department to evaluate any additional needs they may have that might be met with some of the available funding.

Public Participation: None

Town Administrators Report

January 3, 2023

1. Please find a copy of the final 21-22 audit **attached**. Also see the **attached** management letter which references item 2 below. *The Board briefly discussed the audit. The Town Administrator noted that the full audit would be posted in the Select Boards section of the Website. A copy of the Balance Sheet and Auditors accompanying statement would be published in the Town Report.*
2. Have received two quotes for the other post-employment benefits (OPEB) actuarial study. The vendor recommended by our auditors provide a quote of \$2,950. A second vendor we contacted provided a quote of \$5,000. *The Board discussed the quotes and Mr. Francesco made a motion to authorize the Town Administrator to sign an agreement with Lincoln Financial to provide an actuarial study of our other post-employment benefits (OPEB) for the year ending June 30, 2023. Mr. Laverack provided a second. Their being no further discussion, the Board voted 4-0 in favor of the motion.*
3. We have a public hearing on the PSNH Z180 transmission line project scheduled for January 17, 2023. Abutter notices have gone out and the hearing has been noticed in the paper. Should have a report from KV Partners prior to the hearing.
4. Met with Sean Chamberlin, a planner for the Lakes Region Planning Commission (LRPC) with regard to a possible road safety audit at the intersection of Hard Hack Road and NH Route 175. Chief DiFilippe is providing some accident data to include with our request.
5. **Attached** is an updated fee list for the transfer station. Scott and I have reviewed the fees and made adjustments mostly to the C and D and tire lines. If you are okay with the pricing changes, we will advertise during January and have them apply, Monday, January 30, 2023. *The Board reviewed the proposed changes and asked the Town Administrator to follow up with Scott regarding some of the fees prior to granting their final approval.*

Board Member Reports: None

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Ms. Schwaner, to adjourn the meeting at 6:29PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator