

**Holderness Select Board
Meeting Minutes
January 30, 2023**

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

Others Present: Town Administrator, Michael Capone, Holderness School, Head of School, John Mc Veigh

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. Individual members reviewed the payroll and accounts payable manifests as well as the items in the consent agenda.

5:30PM Agenda Items: Second Floor Meeting Room. Ms. White led those present in the Pledge of Allegiance.

New Business – Conversation with Holderness Head of School – John Mc Veigh - Mr. Mc Veigh was present to introduce himself to the Board and discuss matters of mutual interest. He provided some background on his path to the Holderness School. He noted that there was a long history of cooperation and good relations between the School and the Town and he wanted to continue to be a good neighbor and continue to build the relationship. He also wanted to hear from the Board regarding any concerns they might have or any issues he might be able to research and possibly address.

Members of the Board noted that, generally, the information on events and project applications received from the school was good. They made note of a couple of instances where communication was lacking. Mr. Mc Veigh noted that he had been made aware of the particulars of those instances in his conversations with the Town Administrator. He mentioned that for the moment, there were no projects planned, but there will be a master planning process underway sometime in the future. His goal would be to keep the Town in the loop on any new projects and to work more effectively with providing sufficient notice to avoid any unnecessary complications.

Mr. McVeigh noted that the school was organizing a “Day of Giving” for the area and if the Town had any projects that students and faculty could help with to let him know. He also asked if the Board had any other comments or questions. Mr. Francesco commented that, as previously mentioned, project plans submitted by the school were detailed and complete which made the review process easier for the Planning Board. The Town Administrator noted that Tony LeMenager has done an excellent job working with the Town on any and all projects and was a pleasure to work with. Ms. White mentioned that the work of the outdoor search and rescue group, many of which were faculty and staff members at the school had been

mentioned as a possible resource to assist the Fire Department. The Town Administrator asked if Mr. McVeigh could follow up on conversations, he had with the school regarding the development of an in-house trash and recycling program to take some of the demand off the Towns Transfer Station. Mr. McVeigh replied that he would follow up on these items and get back in touch with the Town Administrator with updates.

Mr. McVeigh expressed his gratitude to the Board for the opportunity to meet with them. The Board was equally grateful to Mr. McVeigh for taking the time to visit and looked forward to future opportunities to work together for the benefit of both the community and the school.

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 January 17, 2023: Mr. Francesco made a motion to approve the meeting minutes of January 17, 2023 as written. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor approving the minutes as written.

Consent Agenda/ Signature file: Tax Map Maintenance proposal
Veterans Tax Credit Map 236 Lot 095
Application for Raffle Permit
Special Event Permit – SLA Winterfest

Mr. Laverack made a motion to approve the consent agenda as presented. There was a second from Mr. Francesco. There being no further discussion, the Board voted 5-0 in favor of the motion.

Review of Town Meeting dates and duties: The Board reviewed the dates for the first and second sessions of Town Meeting. Poll coverage for Tuesday, March 14th will be: Miss White from 10AM to 1PM, Mr. Laverack from 1PM to 3PM, Mr. Francesco from 3PM to 5PM and Ms. Schwaner from 5PM to 7PM.

Old Business: Review and final approval of budget proposed by the Budget Committee

Approval: Update and review of proposed warrant as necessary: These two agenda items were combined into one discussion. The Board reviewed the final operating budget as proposed by the Budget Committee which is Article 4 on the warrant. There was no additional discussion. Mr. Brickley made a motion that the Board recommend articles 4, 5, 6, 7 and 8 as they contain appropriations. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

The Board briefly discussed a recently received petitioned warrant article. The Town Administrator had reviewed the article and forwarded it to Counsel for comment as he had concerns with the fact that it would not be enforceable. Counsel was in agreement. The Board discussed contacting the petitioner in advance of the meeting to advise them of that fact and asked the Town Administrator to follow up with Counsel in that regard.

Mr. Laverack left the meeting at 6:20PM

Public Participation: None

Town Administrators Report

January 30, 2023

1. Working on draft language (attached) for a tuition reimbursement policy in support of the funding placed in the operating budget. Have sent my draft to Counsel for review and comment. Sections highlighted in RED call for additional conversation. *The Board will wait for comment from Counsel prior to discussing the matter further.*
2. Attached is an updated copy of the Transfer Station Fees with the changes highlighted in red. Some fees were removed from the sheet including charges for batteries and white goods such as washing machines and dryers. I have included a copy of the last update for comparison. *The Board reviewed the updated fee schedule and agreed that the increases were necessary to cover the costs associated with the responsible disposal of the items contained therein. There was general agreement that advance notice should be posted. Mr. Francesco made a motion that the Board approve the updated Transfer Station Fee schedule with an effective implementation date of 4/1/2023. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.*
3. Have submitted a Road Safety Audit (RSA) request to the New Hampshire Department of Transportation (NHDOT) for the intersection of New Hampshire Route 175 and Hardhack Road.
4. The public hearing on the Town and Holderness Central School proposed operating budgets and warrants is scheduled for Wednesday February 8 beginning at 6:30 in the Holderness Central School Cafeteria. Copies of all budget materials have been posted on the budget committee web page.
5. I plan to contact the Plymouth Fire Department with questions regarding our ambulance contract. *The Board expressed their support for the inquiry noting that they have not seen a formula for how the rate for each community was calculated and would appreciate Plymouth sharing it.*
6. Contacted the NH House in opposition to HB647 which could seriously impact personal liability for government officials, Board and Committee members.

7. With your permission, I will send the attached letter to E911 requesting that rural address data be released to NH Granit so an accurate broadband map can be produced. It will be helpful to us as we work to improve broadband opportunities for our Town and our neighbors. *Ms. Schwaner made a motion authorizing the Town Administrator to send the letter to e911 requesting that rural address data be released to NH Granit. Mr. Francesco provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.*

8. Chief DiFilippe has submitted the attached memo outlining an increase to the detail rate. *The Board briefly discussed the memo. Mr. Brickley made a motion to increase the Holderness Police Detail Rate to \$100.00 effective February 1, 2023. The officer rate will be \$60.00/hour. The cruiser rate will be \$20.00/hour and the administrative fee will be \$20.00/hour. Mr. Francesco provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.*

9. The Highway Department plans to remove the snow from downtown on Wednesday morning.

10. Would like to revisit what we allow for safety footwear for employees. Presently, it is \$100/pair. Would like to increase it to \$250 or \$300 to afford employees an opportunity to purchase good quality boots. *The Board discussed this issue and determined that a reimbursement in the amount of \$250 would better address the need. Ms. Schwaner made a motion to increase the reimbursement amount allowed for boot purchases to \$250 retroactive to January 1, 2023. Mr. Brickley provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.*

Board Member Reports: Mr. Francesco mentioned that he had been contacted by an individual who was interested in doing some restoration of cemetery headstones. He wanted to know if the Board had any concerns with him following up on the inquiry with the Town Administrator. The Board was fine with Mr. Francesco pursuing the inquiry.

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner, to adjourn the meeting at 7:03PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator