

**Holderness Select Board  
Meeting Minutes  
March 11, 2024**

**Select Board Members Present:** Chair, Jill White, Sam Brickley and Peter Francesco

**Others Present:** Town Administrator, Michael Capone, Casy Hixon and Matt Yeaton.

**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 the payroll and accounts payable manifests, and other correspondence.

**5:30PM Agenda Items:** in the second-floor meeting room of the Town office.

**Public Participation:** Matt Yeaton and Casey Hixon were both present at the meeting. At the Boards discretion, Ms. White took up public participation first on the meeting agenda.

Ms. White asked Mr. Yeaton if he had any business to bring before the Board. Mr. Yeaton commented that he was present to observe the meeting.

Ms. White asked Mr. Hixon if he had any business to bring before the Board. Mr. Hixon stated that he was checking in to be certain the Board received the material he had submitted. Ms. White stated that the Board had received the material and it had been forwarded to Counsel for review. Ms. White noted that she could not say at this time when Counsel would complete their review.

Ms. White provided some brief background on the matter under review by the Board.

Mr. Yeaton asked if there were concerns regarding the parcel he had purchased. Mr. Hixon stated that he had no issues with Mr. Yeaton, but had an issue with the Town approving something they should not have.

Ms. White suggested that it might be helpful for both Mr. Hixon and Mr. Yeaton to continue their conversation outside of the meeting.

Both Mr. Hixon and Mr. Yeaton thanked the Board for their time.

**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. Brickley. There being no further discussion, the Board voted 3-0 in favor of the motion.

**Approval of the Public Meeting and non-public Minutes of February 26, 2024:** Mr. Francesco made a motion to approve both the public and non-public meeting minutes of February 26, 2024 as written. Mr. Brickley provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

**Consent Agenda:** Ballot Clerk-Oath of Office (2)  
Veterans Tax Credit-245-054  
Intent to Cut Map 225 Lot 047  
Local River Management Advisory Committee Nominee Form  
Town Clerk Appointment Slip

Mr. Francesco 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 3-0 in favor of the motion.

**New Business: Town Meeting Review and duty assignments:** The Board reviewed and modified some of the poll coverage assignments. They also briefly discussed the second session format.

**Old Business: Conservation Commission LCHIP Grant -update:** The Town Administrator provided an update to the Board on the activity related to the LCHIP Ox Bow grant. There is a meeting scheduled next week to discuss a management plan for the property. Work continues on a number of other pieces of the project.

### **Town Administrators Report**

**March 11, 2024**

1. The poll coverage schedule for Tuesday is Peter 10-12, Sam 12-2, Susie Webster 2-4, Earl Hansen 4-6 and Jill 5-7. Peter, Sam and Jill will all need to come back to sign the ballot seals. Thank you for your energy and commitment.
2. I will be serving as a representative on the infrastructure, development and land use committee for this year's NHMA legislative policy session. Our first work session is on Friday, April 5 at 9AM in Concord. Should you folks have any legislative initiatives you would like to suggest, please let me know and I will prepare the necessary paperwork.
3. The team working on the LCHIP Oxbow project will be meeting on Monday, March 18 to begin conversation regarding the management plan for the property. This is one of the many projects to be completed as part of the process to acquire the Oxbow parcel.
4. We will be looking into updating the phone system at the Town Office as well as addressing continuing issues we are having with one of the lines into the building.
5. We will also be looking into providing town cell phones for the Police, Fire, Highway and the Town Administrator. These will take the place of employees using their personal cell phones for work related activity.

**Board Reports:** None

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco, to adjourn the meeting at 6:05PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator