

**Holderness Select Board  
Meeting Minutes  
3/9/2026**

Select Board Members Present: Chair, Jill White, Vice Chair, Kelly Schwaner, Sam Brickley, Peter Francesco and Campbell Lovett.

Others Present: Town Administrator, Michael Capone, Fire Chief, Jeremy Bonan, Police Chief Erik DiFilippe.

Call to Order: The meeting was called to order at 5:00 PM in the upper-level meeting room of the Holderness town office.

The Board reviewed correspondence as well as payroll, accounts payable manifests and consent agenda items.

5:30PM - Pledge of Allegiance: Ms. White led those present in the Pledge of Allegiance.

5:30PM – Agenda Items

Fire Chief, Jeremy Bonan – Chief Bonan was in to provide an update on the warranty work being done on the new fire engine. Chief Bonan mentioned that he and Deputy Chief Eastman had met with the vendor at their facility and were advised the pump repairs should be completed within two weeks. There has also been discussion with regard to extending the warranty on the engine because of the delays with warranty repairs.

Police Chief, Erik DiFilippe – Chief DiFilippe was in to provide an update on the Police MOU discussion with Plymouth State University (PSU). He reported that he was extremely disappointed in the lack of progress on the agreement, as, to this point, he had been informed that there was only some limited review and comment necessary before the agreement would be finalized. At this point he is concerned the agreement may not get approved which would place an unnecessary burden on the Holderness Police Department. The Board expressed their frustration as well noting that there is a general lack of communication within the University that is not helping the situation.

The Chief also provided the Board with a Special event permit from PSU for their spring fling event which will be held on the Holderness side of campus this year. The Board reviewed and signed the permit.

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. Lovett. There being no further discussion, the Board voted 5-0 in favor of the motion.

Approval of the public meeting minutes of February 23, 2026: Mr. Schwaner made a motion to approve the public meeting minutes of February 23, 2026 as written. Mr. Lovett provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Approval of the public meeting minutes of February 24, 2026: Mr. Francesco made a motion to approve the public meeting minutes of February 24, 2026 as written. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Approval of the nonpublic meeting minutes of February 24, 2026: Mr. Francesco made a motion to approve the nonpublic meeting minutes of February 24, 2026 as written. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Consent Agenda/ Signature file: Insurance reimbursement  
3 Ballot Clerk Appointments  
Special Event Permit – PSU Spring Fling

Mr. Francesco made a motion to approve the consent agenda. Mr. Lovett provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

New Business: Town Meeting Logistics: The Town Administrator reviewed the poll coverage assignments for the first session.

There was some discussion regarding presentations for the second session. Ms. White will provide back ground on each of the warrant articles.

Mr. Lovett will acknowledge employees who have completed their five-year service anniversaries. Ms. White noted that the Town Administrators name should be added to the list noting his 10 plus years of service to the community. She also mentioned that residents had inquired about whether there would be some opportunity to thank the Town Administrator for his years of service to the community and wish him well on his retirement. The Board discussed the matter and determined there will be an open house on March 16 from 1-3PM in the second-floor meeting room to afford to accommodate the request.

Public Participation: None

**Town Administrators Report  
For March 9, 2026**

1. As a reminder, the poll schedule for the 10<sup>th</sup> is as follows: Jill 10-12, Campbell 12-2:00, Peter 2-3:30, Sam 3:30 -5:00, Kelly 5-7. Kelly, Sam and Campbell will come back to sign the ballot seals.
2. Chief DiFilippe has advised that the Plymouth State University “Spring Fling” event will be held on the Holderness side of the campus in late April. He has asked the University to submit a special event permit for review and signature by the appropriate departments and the Board.
3. The signed warrant and MS737 have been submitted to DRA portal as required.
4. The annual Solid Waste Facility report has been submitted.
5. The sewer update as requested by PVWSD has been submitted and approved by PVWSD.
6. The Post Closure Report requested by NHDES has been submitted. They came back with some questions as expected and I hope to be able to set them straight on the fact that it is our contention that we should not even be doing one in the first place. See **attached** correspondence from 2003.
7. **Attached** is the 5-year milestone report for the second session of Town Meeting.
8. Here is the latest on the cell tower: The tower project is moving forward. Clearing limits will be flagged in the next couple of weeks because the trees must be cleared by April 14th due to the presence of the Northern Long Eared bat. This is one of the federal approvals required for the project. Once the lot is cleared and stumped, they will begin construction on the access drive. They expect to have the tower up by the end of July. Currently have both Verizon and T-Mobile are signed up to install on the tower and they should begin their installations later this summer.
9. Scott and I have been discussing an update to both the fee charged to commercial haulers who use our Transfer Station as well as the fees charged for disposal of goods other than municipal solid waste. The fee for commercial haulers has not been changed in more than 20 years and the last update to the disposal fees was last updated in 2023.

Board Member Reports: None;

Non-Public Session: If necessary - RSA 91A:3, II (I): At 6:34 PM Mr. Francesco made a motion to go into nonpublic session under RSA 91A:3, II (I). The motion was seconded by Mr. Brickley. The motion was approved 5-0 by a roll call vote.

Ms. White - Yes, Ms. Schwaner – Yes, Mr. Brickley - Yes, Mr. Francesco – Yes, Mr. Lovett-Yes

Board Members Present: Jill White, Kelly Schwaner, Peter Francesco and Campbell Lovett

Others Present: Town Administrator, Michael Capone.

There being no additional items to discuss at 7:18 PM Mr. Francesco made a motion to come out of nonpublic session. Mr. Lovett provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

Ms. White - Yes, Ms. Schwaner – Yes, Mr. Brickley - Yes, Mr. Francesco – Yes, Mr. Lovett-Yes

At 7:19 PM, after the Board returned to public session, Ms. Schwaner made a motion to seal the minutes of the non-public session stating that to not seal them would render the non-public session ineffective. The motion was seconded by Mr. Brickley. There being no further discussion, the Board voted 5-0 by a roll call vote to approve the motion.

Ms. White - Yes, Ms. Schwaner – Yes, Mr. Brickley - Yes, Mr. Francesco – Yes, Mr. Lovett-Yes

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Lovett to adjourn the meeting at 7:19PM. There being no further discussion, The Board voted 5-0 in favor of the motion.

Respectfully submitted,

Michael R. Capone  
Town Administrator