

**Holderness Select Board
Meeting Minutes
4/6/2026**

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, Holderness Town Clerk/Tax Collector Jami White-Lyford and Michael Salmon

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 present to provide a brief update for the Board. He mentioned that the current rescue truck was in need of repairs which will be limited at this time as that vehicle will be replaced with a capped pickup in the next few months. He asked the Board to consider authorizing the expenditure of \$9,212.50 from the amount voted at Town Meeting as a down payment on the cap for the new truck. This is a special design from a Canadian company with features incorporated into the cap, not a stock item. Mr. Brickley made a motion to authorize the payment in the amount specified. Ms. Schwaner provided a second.

Mr. Lovett asked if there would be any tariff impacts given the cap will be coming from Canada. Chief Bonan mentioned that it would most likely be the case, but this cap will be an integral part of the new concept for this rescue vehicle the design of which will provide a cost savings to the Town.

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

The Chief also provided an update on the warranty work being done on the new Fire Truck noting that he expected the work to be completed in the next two weeks. He also mentioned that the manufacturer was going to extend the warranty on the vehicle as a result of the delays on their part.

The Chief mentioned that the Lakes Region Mutual Aid Board would be meeting with State officials regarding the lease agreement for the section of the new Laconia facility that will house the communications center. The Board has some concerns with the terms of the lease and is seeking clarification from the State.

The Board took a moment to thank Chief Bonan for assuming the role of Health Officer for the Town and thanked him for attending the meeting this evening.

Approval and Signing of Payroll and Payables Checks: Mr. Lovett made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 5-0 in favor of the motion.

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

Department Head Visit: Town Clerk/Tax Collector- Jami White-Lyford- Ms. Lyford was present to provide an update to the Board regarding Tax Collector and Town Clerk activity. She mentioned that she was in conversation with current property owners whose properties were up for deeding due to nonpayment of three years of back taxes. Deeding would take place on June 10 unless the property owners were to come into compliance. She was hopeful that all of the outstanding monies would be received and no properties would go to deeding.

Ms. White-Lyford also mentioned that there were a number of properties that would go to lien if overdue taxes from the last bill were not paid before May 20th. She will be sending lien notices to those property owners.

Ms. White-Lyford also mentioned that she hoped to have the 1st issue tax bills due by July 8th. Mr. Brickley expressed concern that the updated property values would not be available at that time. The Town Administrator mentioned that he had suggested to Mr. Weden that one of his first tasks when he comes on board would be to meet with our assessing firm to get the values established.

On the Town Clerk side of the house, Ms. White-Lyford mentioned that she had recently completed a motor vehicle registration refresher course. Her audit with the Department of Motor Vehicles would be on April 28. There is also a Town Clerk workshop in May.

Ms. White-Lyford mentioned that she will be working with the Supervisors of the Checklist to assist them in incorporating all of the changes to checklist rules that have been implemented.

Ms. White-Lyford noted that she is coming up on the one-year review of the change to office hours and will be revisiting this topic with Mr. Weden once he is here full time.

Mr. Lovett asked how having the office do boat registrations was working. Ms. White-Lyford replied that they had only done a few of them and they were going okay. She was concerned with the small number of registration stickers supplied by the State and had requested more.

The Board thanked Ms. White-Lyford for the updates and for all of the good work that she and Ms. Colapietro were doing in the office.

Consent Agenda/ Signature file: Application for current use, Map 247-039
Health Officer Appointment

Ms. Schwaner 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: Board Elections and Committee assignments: Ms. White mentioned that the Planning Board and Budget Committee would need ex-officio members. Mr. Francesco stated that he would be happy to continue in his role as the ex-officio representative to the Planning Board. Ms. Schwaner added that she would be happy to continue in her role as ex-officio member of the Budget Committee unless someone else was interested in the position. The other Board members were happy to have both Mr. Francesco and Ms. Schwaner continue in their respective roles.

Ms. Schwaner made a motion to appoint Mr. Francesco as the ex-officio representative to the Planning Board. Mr. Lovett provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Mr. Lovett made a motion to appoint Ms. Schwaner as the ex-officio representative to the Budget Committee. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

The Town Administrator asked the Board to reconfirm the nominations and vote for Chair and Vice-Chair as he had not made note of it at the last meeting.

Mr. Brickley made a motion to reappoint Ms. White as Board Chair and Ms. Schwaner as Board Vice Chair. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Public Participation: Mr. Salmon asked if the Board had plans to sell off any of the undeveloped land owned by the Town. Ms. White replied there were no plans at present to do so. Mr. Salmon mentioned that he would be interested in being notified if any parcels were to go up for sale.

Town Administrators Report For April 6, 2026

1. The second “shadow” session with Scott went well. We finished up an initial review of all of the items on our list. Have left a “follow up” folder with him. He has my cell phone if he needs it. He will be in for a couple of days next week to get organized and will start full time on 4/20.

2. No update from Plymouth on the Police Officer agreement. Scott will be following up on it when he comes in the week of 4/13
3. Followed up with Heidi on some of the items from the food waste compost presentation. She was going to visit with Scott to discuss operational details. Waiting to hear back from NHDES regarding any permitting concerns.
4. Advised the Holderness Central School we will not be needing their facility for the 2 elections in 2026.
5. Scott will be in on the 16th and 17th to get settled prior to starting full time on the 20th. I will leave the draft minutes from 4/6 for him to include with the packet he sends out to you prior to the meeting.
6. You need to vote to appoint Clayton Titus as our Transportation Advisory Committee (TAC) representative to the Lakes Region Planning Commission (LRPC). He volunteered to serve and the Planning Board is in support of him taking the position. I have drafted a letter to go to the LRPC once the approval is given by the Board.
7. The paving bid packages have gone out. Bids will be accepted until 4PM on May 18 and opened at 5:30PM during that evening's meeting.
8. It would appear the post office lost our mass mailing on the Master Plan. Have initiated correspondence to recover our expenses associated with the project.

Board Member Reports: Ms. White did not have a report, but wanted to once again thank the Town Administrator for the outstanding service he provided to the community during his more than ten years of service to Holderness. The Board was unanimous in their recognition of the work done by the Administrator.

Non-Public Session: If necessary - RSA 91A:3, II (I): None

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Lovett to adjourn the meeting at 6:26PM. There being no further discussion, The Board voted 5-0 in favor of the motion.

Respectfully submitted,

Michael R. Capone
Town Administrator