



TOWN OF HOLDERNESS

NEW HAMPSHIRE

Holderness Select Board Meeting Minutes 4/20/2026

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

Others Present: Town Administrator, Scott Weden, Road Agent, Kevin Coburn, Michael Salmon and Nancy Isikoff

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.

Department Head Report: (Kevin Coburn-Road Agent)

- Mud season went well, with only a couple of wet spots left on the roads.
- Roads are mostly swept, intersections are done, and signs/delineators are straightened or replaced.
- Perkins Lane was graded with added gravel today, April 20th.
- Road postings are lifted except on gravel roads which are still soft.
 - People are asked to stay in the middle of gravel roads and off the edges.
- Most plows and wings are off, trucks are washed, and one truck is set up with a plow and wing "just in case."
- Spinners are left on big trucks, but grates and plows are pulled, plow frames are left on.
- The plan is to start 10-hour days (4 days a week) next week, Monday April 27th, 6:00 AM to 4:30 PM, with Fridays off.

DPW Management Practices:

- Positive feedback on Holderness DPW's road management practices.
- Regular inspections and maintenance activities noted.
 - DPW staff checks all town roads every Monday.
 - All culverts replaced or upgraded in the past 10 years.
- Winter road maintenance uses a salt sand mixture with less than 5% salt.

Cemetery and Grounds Maintenance Contract: (Kevin Coburn-Road Agent)

- Discussion about formalizing an agreement with an individual/small company for cemetery and grounds maintenance.
- Need a written agreement detailing the scope of work and hourly rate.
- The agreement should be reviewed by Town Administrator, Scott Weden and the board before a formal vote.
- The agreement should include everything Skip Thompson used to do, plus sidewalks.
 - Cemeteries, Direct Path, Town Hall, Library, Gazebo, public areas by the highway, and the garage.
 - Winter sidewalk maintenance from store to store, and library.
- Kevin to contact the individual and schedule a meeting with Scott to create a written agreement.
- Funds had been added to different lines in the 25.26 & 26.27 budget for this purpose.
- A dead tree fallen across the path behind the cemetery needs attention. Request for crew to take care of the fallen tree.

Cemetery Fence Repair Donation:

- Conversation about moving forward with funds donated for the fence.
- Michael has a contact interested in painting and restoring the fence, Mr. Maintenance. Town Administrator, Scott Weden will follow up with donor of funds.

White Oak Pond Watershed Management Plan:

- Nancy Isikoff provided updates on the White Oak Pond Watershed Association's management plan.
- Initial watershed survey conducted with F.B. Environmental Associates.
- Kevin's assistance noted as "amazingly accommodating" during the survey.
- The White Oak Pond Watershed Association, Nancy Isikoff expressed thanks to Kevin Coburn-Road Agent for the work being done and Kevin's assistance.

White Oak Pond Environmental Concerns:

- Identification of non-point source pollution sites leading to cyanobacteria.
- Main concern sites located in Center Harbor, particularly McCrillis Hill Road and Piper Hill Road.
- Recommendation for Holderness DPW to collaborate with Center Harbor.
- Importance of approaching Center Harbor collaboratively.
- Discussion on maintaining good relationships with neighboring towns.
- Nancy Isikoff will send Kevin the survey with specific problem spots identified.
- Partnering with Center Harbor on fixing these spots is suggested.

Beaver Dam Issue-White Oak Pond:

- There's a mention of a Beaver dam below Coxboro Road that is letting water go, causing difficulty in controlling water levels.
- Kevin is opening the gate more each day to manage the water levels.

Water Level Concerns-White Oak Pond:

- Water level is rising; 94 million gallons needed to raise the pond 4 inches.
- Pond size is 283 acres.
- Noted previous issues with water samples and lands brook.
- Kevin Coburn, Road Agent spoke about the daily monitoring required for dam management.
- Importance of understanding water inflow and outflow: "We just have to pay attention to what's going in, what's coming out."
- Daily checks around East Holderness and the two main feeders are conducted.

Pilot Composting project-Holderness Transfer Station:

The Select Board approved moving forward with the Composting project. The Town will purchase four composting containers. Heidi Emmons will work with Scott Davis, Transfer Station Manager to implement the program.

Public Participation - Planning Board – Master Plan – Postcards:

Member of the Public, Mike Salmon requested approval for the Planning Board to resend postcards to residents with regards to the Master Plan survey, Mike will bring this up to the Planning Board at their meeting on Tuesday, April 21st.

- Estimated cost: \$946.54 for postcards, mailing, and printing.
- Previous request for reimbursement from the postmaster is in process as the mailing was lost with USPS
- 171 total responses received for the master plan survey.
 - 78 responses from year-round residents.
 - 93 responses from non-year-round residents.
- Non-residents received postcards; residents did not, affecting response rates.
- Motion made by Mr. Brickley and seconded by Mr. Lovett to approve the expense for postcards.
- No objections from the board.
- Motion passed unanimously.

Plymouth State University and Town of Holderness:

- Mr. Brickley notes that Plymouth State administration often forgets that half of the university is in Holderness, treating it as just Plymouth.

- Mentions that President Birx has only visited the board once since 2015 or 2016, when Steve Taksar brought him to discuss the athletic facilities master plan.
- There's been a lack of attention from the university towards Holderness, and Mr. Brickley would like the Board be kept up to date on decisions with Plymouth State University.
- Town Administrator, Scott Weden pledges to fight for a policing agreement in Holderness, similar to what was achieved in Plymouth. Scott and Chief Difilippe will be meeting with Rich Grossman and President Birx.
 - Believes the university doesn't understand the level of activity on the Holderness campus.
 - Town Administrator, Scott Weden Plans to meet with Rich Grossman and Jess Dutille monthly to discuss updates and keep the board and townspeople informed.

Assessing Issues: Annual Equalizing the local assessed valuation letter from NHDRA

- Mr. Brickley is concerned about the percentages dipping too low and the need for more frequent reassessments.
 - Mr. Brickley is concerned about ratios getting off between lake and off-lake properties, as they don't believe residents not on the lake should subsidize those on the lake.
- There are concerns about the new assessing company being backlogged and the need to stay on schedule.
 - Town Administrator, Scott Weden notes that the addendum A, to the current contract with Whitney Consultants which contains the timeline and scope of work, was never received.
- Town Administrator, Scott Weden prefers a two-year reevaluation process to level out peaks and valleys, and mentions that Plymouth has had success with this approach.
 - The current assessment ratio of 71-74% is concerning.
 - Amy Sharpe and Town Administrator, Scott Weden will be meeting with Whitney Consultants on Tuesday, April 21st.

Approval and Signing of Payroll and Payables Checks: Ms. Schwaner 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 4-0 in favor of the motion.

Approval of the public meeting minutes of April 6, 2026: Ms. Schwaner made a motion to approve the public meeting minutes of April 6, 2026 as written. Mr. Lovett provided a second. There being no further discussion, no errors or omissions noted, the Board voted 4-0 in favor of the motion.

Consent Agenda/ Signature file:

Ms. Schwaner made a motion to approve the consent agenda. Mr. Brickley provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

- NHDRA Equalized Local Assessed Valuation letter.

- Municipal Certification of Authority for Chief Bonan to sign Agreements and Contracts through the New Hampshire Department of Natural and Cultural Resources.
- Squam Lakes Science Center Special Events Permit outlining events for the Summer of 2026 through October 2026.
- Gravel Tax Levy permit for Francis Crane PID 210-008-001.
- Current Use Application Dean Klewsaat – Meets all requirements.
- Notice of Intent to Cut – David Guyotte – 450 & 451 East Holderness Road.
- Appointments – Jennifer Stewart – Deputy Town Clerk, Esther Daigneault – Boat Permit Fee Agent, Elizabeth Ahl – Library Trustee-Alternate.

Town Administrators Report April 20, 2026

I was in on Tuesday, April 14th, Thursday, April 16th and Friday April 17th. I will start fulltime on Monday, April 20th.

Department Head Visit: Kevin Coburn, Highway Road Agent

Transfer Station Composting PILOT Update: I have researched the Composting PILOT project for the Transfer Station. We will discuss further, and ask for the Board approval to move forward following the guidelines of New Hampshire Department of Environmental Services under Option #3 Permit Exempt Community Composting Facility.

Land Use: I have met with Cindy in regards to the Planning Board-Master Plan and Conservation Committee meetings next Tuesday, April 21st, I will be handling these meetings as Cindy will be away

Organizational items: I have been busy reviewing policies to include Investment, Purchasing, Credit Card, Fund Balance and the Personnel Handbook.

Department Head Meetings: I have individual Department Head meetings scheduled starting tomorrow, April 21st. Our first full Department Head meeting is scheduled for Monday, May 4th.

Assessing Meeting: Amy and I will be meeting with Whitney Consultants on Tuesday, April 21st with regards to the Assessing schedule based on the current contract (2-21-2025).

Community Outreach: I have had the opportunity to meet with the Main Street businesses for introductions. Additionally, I have meetings scheduled with Squam Lakes Science Center, Squam Lakes Association, Holderness School and Holderness Central school for later this week.

Plymouth State University - Spring Fling: I have been working with Chief Difilippe with regards to the Spring Fling event to be held at the AllWell Center on Saturday, April 25th. We attended a meeting on Friday, April 17th to work out the logistics of the event with PSU.

Plymouth State University – LSSA Agreement: I have spoken with VP of Finance Rich Grossman with regards to the additional funding from PSU for an additional Police Officer. Chief Difilippe and I will be meeting with Rich and President Birx over the next week.

Plymouth State University – Legislative Luncheon: I will be attending the Legislative Luncheon on Friday, May 1st. This is a valuable opportunity to engage directly with highly involved students, exchange perspectives, and discuss recent developments at the University, share insights, priorities and experiences.

No additional Select Board reports or non-public discussions were needed.

Meeting concluded with a motion to adjourn at 6:32 P.M.

Respectfully Submitted,

Scott Weden, Town Administrator