



TOWN OF HOLDERNESS

NEW HAMPSHIRE

Holderness Select Board Meeting Minutes 5/4/2026

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

Others Present: Town Administrator, Scott Weden

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.

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

Approval of Minutes:

- Corrections to the April 20 minutes were reviewed.
 - Sam Brickley noted that in the Plymouth State and Town of Holderness discussion, Tasker should be Taksar, and 2010 or 2011 should be 2015 or 2016, correction made.
 - Campbell Lovett noted the spelling of IsiKoff should be Isikoff and Forest Fell Environmental should be FB Environmental Associates doing the WOPWA plan, corrections were made.
- Motion to approve the minutes as amended was made by Mr. Francesco, seconded by Ms. Schwaner. There being no further discussion, the Board voted 5-0 in favor of the motion.

Consent Agenda:

- Items for the consent agenda/signature file:
 - Certification of yield tax, intent to cut on property identification 252-010.
 - Certification of yield tax, intent to cut on property identification 252-013.
 - Current use application property 224-020 on Smith Road.
- Motion to approve the items from the consent agenda was made by Mr. Lovett, seconded by Ms. Schwaner. There being no further discussion, the Board voted 5-0 in favor of the motion.

Old Business:

Village Parking:

- The lack of parking for business employees in the village area.
- Meetings were held with Curry Place, Squam Boats, Squam Lake Marketplace, and the library.
- Ian McLeod at the Science Center offered the field behind the boat launch parking for employee parking for Village Businesses.
 - A follow-up meeting is scheduled to figure out access with the Science Center.
 - The plan is to have names, vehicles, and plate numbers, and develop a placard for identification.
- The businesses thought it was a "wonderful idea."
- Approximately 20-25 parking spaces are expected.
- The field will be off-limits for parking when the Science Center has events this summer and during weather events that make the field muddy.

New Business:

Summer Business Meeting and Porta Potties:

- There was a discussion about whether to bring the summer business meeting back.
 - The suggestion was to wait 30 days after opening the parking and then schedule a meeting with business owners.
- Discussion about porta potties:
 - They are usually placed behind the post office.
 - They are needed because of the parking area behind the post office and the summer concert series.
- Wendy Werner, Recreation Director makes arrangements for the porta potties.

Fish and Game Porta Potties:

- Mr. Francesco raised Concern about the condition of the porta potties at the Fish and Game launch ramp on Rte. #113.
- They are currently serviced once every two weeks until Memorial Day, then twice a week.
- Scott Weden, Town Administrator will check on the servicing schedule.

Public Restroom Maintenance:

- The Select Board discussed the maintenance of the public restroom at the bottom of the library.
- The Town Administrator should not be responsible for changing toilet paper.
- The goal is to have stakeholders, such as the people upstairs in the Library and the Market Place, take responsibility for the restroom.
- Scott Weden, Town Administrator will meet with the Library and Market Place to find a solution.

Land Use Compliance:

- Scott Weden, Town Administrator questioned whether Don Jutton was ever officially sworn in or appointed as the compliance officer.
- There was a vote to hire him, but no formal vote or swearing-in took place.
- Town Administrator, Scott Weden is researching the process of land use compliance and met with Chief Bonan and Cindy from Land Use to get a better understanding of the protocol for the Application process to include Septic Systems.
- Scott Weden, Town Administrator states that whoever is providing guidance and oversight needs to be officially appointed and signing letters of compliance. Scott Weden, Town Administrator will continue to work with Land Use, Chief Bonan and Don Jutton.

Health Officer and Inspections:

- Chief Bonan is the Health Officer, but does not have a Deputy Health Officer.
- The Compliance Officer should review septic systems to ensure compliance with Land Use regulations.
- The health officer would step in on a Septic System if the system had failed and was creating a problem.
- The Town's Ordinance on Septic Systems is more restrictive than the State of New Hampshire, Department of Environmental Services, so plans should be reviewed locally before being sent to Concord.

Office Coverage:

- On Wednesday and Thursday, Scott Weden, Town Administrator will be the only one in the Town Offices.
- Jami and Jen will be at a Tax Collector/Town Clerks update in Lincoln on Wednesday.
- Amy will be at the New Hampshire Government Finance Officers Conference in Concord on Thursday and Friday.

Pemigewasset Valley Fish and Game Club:

- Representatives Bill Bolton and Sally Fellows approached Scott Weden, Town Administrator about concerns from residents on Beede Road regarding the Pemigewasset Fish & Game gun range.
- Residents requested a meeting hoping for state-level legislation to address noise concerns.
- Scott Weden, Town Administrator, Ms. White, Holderness Select Board Chair and Chief Erik Deflippe will attend a meeting on May 12th at 4:00 PM at the library with Representatives and Concerned Citizens.
 - Scott Weden, Town Administrator will share documentation from the New Hampshire Municipal Association stating that the town cannot stop the noise from the firing range.
- The Pemigewasset Fish and Game Club is exempt under RSA 159B.
 - Changes made since incorporation in 1941 do not affect compliance.
 - The Holderness noise ordinance enacted in 1990 does not apply as the club was incorporated before its enactment in 1941.
- The same residents have raised these concerns in the past.

Memorial Day Plans:

- Ms. White advised that Plans for Memorial Day are coming together.
- Lisa Lovett may ask a board member to give a welcome or historic perspective of Memorial Day.
- Lori Beeson and Scott King will speak.
- The school band is on board, and the wreath has been ordered.
- The event will be at the firehouse at 11:00 AM.
- The Ashland Legion Auxiliary will not be as involved this year in order to get the children more involved in the ceremony.

Town Administrators Report

Department Head Visit: Recreation Director, Wendy Werner will be in on May 18th – Background Check policy. Wendy has worked diligently with Attorneys at Drummond and Woodsum in the development of this policy.

Town Hall:

1. On Friday, May 1st the Septic Tank was pumped, as recommended, this is completed every (3) years according to our records.
2. Town Hall windows will be cleaned on Tuesday, May 19th, thank you Jami for getting this scheduled.
3. Researching Building and Grounds maintenance for Town Hall-Gardens, Lawn and Bark Mulch.

Organizational items:

1. I am working on a Road Acceptance Policy to present to the Select Board at a future meeting.
2. I have researched and discussed Performance Evaluations with Department Heads, would like to hear the Boards thoughts on frequency and process.
3. I have a meeting scheduled this week with Amy for a full review the 25.26 & 26.27 Budget and Capital Reserve Accounts.

Department Head Meetings: I have met with each individual Department Head. We had our first Department Head meeting this morning. We discussed the following items:

Introduction and Leadership Philosophy:

Departmental Updates:

Immediate Priorities:

- Budget/Revenue Status: A quick check on the current fiscal year.
- Pending Deadlines: Grants, state filings, or contract renewals that are due within the month.
- Capital Projects: Brief updates on upcoming projects or projects currently in progress.
- HealthTrust – Medical/Dental Coverage – Open Enrollment

Cultural Assessment:

- Success Stories: What is working well in the town that shouldn't be changed?
- Pain Points: What are the recurring "roadblocks" Department Heads face?
- Performance Evaluation: Past Practice, thoughts and ideas?

Assessing Update: Amy and I met with Whitney Consultants on Tuesday, April 21st with regards to the Assessing schedule based on the current contract (2-21-2025). Whitney consultants will be in town over the next few weeks providing assessing services to include pickups and general assessing. Additionally, we have asked Whitney Consultants for a draft contract with regards to a full revaluation to share with the Select Board.

Community Outreach: I have had the opportunity to meet with Squam Lakes Science Center, Squam Lakes Association, Holderness School, Holderness Central School and Curry Place last week. I am currently researching ideas for parking in the downtown area. I have a meeting scheduled with Rockywold Deephaven (RDC), Natalie Ward on June 18th after their season starts.

Plymouth State University - Spring Fling: I attended the PSU Spring Fling event held at the AllWell Center on Saturday, April 25th. There were approximately 1,500 students in attendance. Chief Difilippe did an excellent job managing the event. Chief Bonan was on-site for EMS services along with Plymouth Ambulance. There were no major problems.

Plymouth State University – Legislative Luncheon: I attended the Legislative Luncheon on Friday, May 1st. It was a great opportunity to engage directly with highly involved students, exchange perspectives, and discuss recent developments at the University, share insights, priorities and experiences.

NHDOT Route #113 & Route #3 Intersection: I will be meeting with Corey Spetelunas, Project Manager for a NHDOT Statewide project to convert a number of intersections to all-way stop control on Thursday, May 7th. Once I have met with him, I would like to invite him into a Board meeting for him to explain the program.

Holderness Free Library: 2026 Sustainable & Resilient New England Libraries Grant: Adam reports, "The Association Rural & Small Libraries Grant Review Team is delighted to report that your application for the 2026 Sustainable & Resilient New England Libraries Grant has been selected for full funding [\$5,000]!" Adam wrote the grant for outreach programming in rural areas. The review team was "very impressed" with Adam's "innovative ideas about education outreach" and "gamification for all ages."

Respectfully submitted,
Scott Weden
Town Administrator

Adjournment: With no further business to come before the Board, Ms. Schwaner moved, with a second from Mr. Francesco to adjourn the meeting at 6:07PM. There being no further discussion, The Board voted 5-0 in favor of the motion.

Respectfully Submitted,
Scott Weden, Town Administrator