



TOWN OF HOLDERNESS

NEW HAMPSHIRE

Holderness Select Board Meeting Minutes 8/10/2026

Select Board Members Present: Chair, Jill White, Sam Brickley, and Campbell Lovett

Select Board Members Excused: Vice Chair, Kelly Schwaner and Peter Francesco

Others Present: Finance Officer, Amy Sharpe, and Fire Chief Jeremy Bonan.

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

5:30PM – Ms. White called the Business portion of meeting to order.

Commemoration of America's 250th Anniversary

Ms. White explained that, in recognition of the 250th anniversary of the United States, the Board has been sharing a historical reflection at the beginning of each meeting. The Board recognized those from New Holderness who served in local and state militias and with the Continental Army during the Revolutionary War.

Mr. Brickley and Mr. Lovett provided a brief historical overview of New Hampshire's adoption of a constitution in January 1776 and the organization of militia leadership for the region that included New Holderness.

Ms. White expressed gratitude to those who served during the founding of the country, after which Ms. Sharpe and Chief Bonan read the names of the 21 Holderness Revolutionary War heroes memorialized on the Holderness Honor Roll.

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

Approval of Minutes:

A motion to approve the minutes of July 27th meeting was made by Mr. Brickley, seconded by Mr. Lovett. A suggestion was made by Mr. Lovett to add more of a summarization of the historical moments to be reflected in the minutes. There being no further discussion, the Board voted 3-0 in favor of the motion.

Consent Agenda: A motion to approve the Consent File was made by Mr. Lovett and seconded by Mr. Brickley. There being no further discussion the Board voted 3-0 in favor of the motion.

- Tax Collectors Abatement PID 231-021-000
- Abatement of Real Estate Tax PID 236-090-000, 236-091-000 & 236-092-000

Department Head Visit: Chief Bonan**1. Department Recognition & Staffing-**

- Chief Bonan started by thanking his Department and said they were 33 calls ahead of the prior year.
- The per diem employees are helping with day-to-day tasks and projects.
- One project they were talking about doing is to paint the inside of the apparatus bay because of the discoloring from the exhaust. Chief Bonan spoke with another department which had the State Prison paint their station for free so it would only be the expense of the paint supplies. Chief Bonan will investigate further.

2. New Pickup Truck (Replacement of Rescue Truck)-

- Previously reported delay in the cap has been extended.
- Manufacturer found a defect, requiring a re-engineering creating production delays. Orders set to ship in April are now just being completed. Our order was projected to ship in July looks like the ship date is now set for November.
- Plan: Truck will go to the upfitter the Tuesday after Labor Day to install lights, radios, and shelving in the cab. Once the cap arrives, it will be scheduled for installation of the remaining equipment.
- Truck will be usable in the interim to maintain operations.
- The current "older" rescue truck will be parked in the back of the station and used minimally and will not be sold until the new truck is fully in service. Target date for municipal auction is this fall.

3. Training on New Truck-

- There are an estimated 15-20 drivers in the department and out of those they have all received hands on training to drive the new truck except 3 firefighters.
- All are however approved to drive engine 3 which is right next to it and has almost the same equipment.

4. Engine (Steering Issue)

- Steering issue persisted; new steering box arrived today.
- Mechanic will be on-site tomorrow to install
- Mechanic advised the truck should not be driven due to severity of issue.

5. Warranty Update

- Pierce Manufacturing extended the warranty bumper-to-bumper, including engine and transmission, until June of next year (an additional year)

6. Professional Development (Certified Public Managers Program)-

- Chief Bonan had applied and was accepted to States Certified Public Managers (CPM) Program, with orientation scheduled for the end of the month.
- The program includes a capstone project. His project focuses on regionalization, an issue he hopes to explore further through the program.

The Board congratulated Chief Bonan on his acceptance into the program and expressed their support for his continued professional development and leadership education. Board members encouraged him to reach out if additional support is need as he progresses through the program.

7. Budget & Facility Updates--

- Chief Bonan referenced the list of the Fire Station improvements developed last year said replacing the generator is his biggest priority.
- The Board discussed having Chief Bonan and Chief DiFilippe review the project list together and prioritize items for the upcoming budget since they share the same facility.
- Chief Bonan will keep the Board updated as their priorities are developed.

8. Fire Department Staffing-

- The Board and Chief Bonan discussed continuing with per diem staffing versus hiring another full-time employee.
- Chief Bonan said funding is currently available in the budget for a full-time position, but finding the right person can be difficult. The goal is to hire the additional full-time employee and maintain the per diem staff.

Public Participation: None

**Town Administrators Report
Scott Weden - Excused
August 10, 2026**

Organizational items:

- **Employee Handbook Revisions:** The Select Board will hold a Work Session to review the Employee Handbook revisions on Monday, August 31st from 5:30 to 7:30PM.
- **Cash Verification Policy:** Town Clerk/Tax Collector had an incident where a counterfeit \$100 bill was passed at the Town Clerks/Tax Collectors Office. I have been working with Jami and Amy on the development of a Cash Verification policy.
- **2025–2026 Master Plan Update:** The Planning Board is continuing its work sessions to review and finalize chapters of the Master Plan Update. The Planning Board met on Tuesday, August 4th at 5:30PM to discuss the Land Use Chapter.
- **Plymouth State University:** Chief Difilippe and I met with President Birx and Rich Grossman on Wednesday, July 1st with regards to the Policing Agreement. We had a comprehensive discussion. On Monday, July 20th President Birx and Rich Grossman advised that funding for an additional officer presented by Chief Difilippe was confirmed. The DRAFT LSSA Agreement was sent to President Birx and Rich Grossman on July 28th for review and execution. It was stressed in the email to that we would like to have this executed prior to the start of the school year.
- **Town Audit:** Amy Sharpe, Finance Director advised that the Town Auditors, Roberts & Greene, PLLC will be here September 14 & 15 to conduct the Annual Audit for the year ending June 30th 2026.
- **Pierce Fire Truck Warranty:** A Certified letter was sent to Pierce Manufacturing on July 15th with regards to extending the warranty on the Pierce Fire Engine, Chief Bonan received confirmation from Pierce Manufacturing that Pierce would extend the “Bumper to Bumper” Warranty through June of 2027.
- **Whitney Consultants/Assessors:** Whitney is in hopes to have an addendum to the current contract for the additional days by August 7th for review. Additionally, Whitney has Holderness on the schedule for a full revaluation in 2027.
- **Driveway Permits:** I met with Kevin Coburn, Road Agent with regards to issuance of Driveway Permits. Kevin advises that **ALL** Driveway Permits go through the Town procedure of the applicant completing the Driveway Permit Application, Kevin reviews and meets with the applicant, if requirements are met, the Permit is issued and documented with the Land Use Clerk for the PID.

Community Outreach:

- **Pemigewasset Valley Fish & Game Club, INC.:** Chief Difilippe continues to research two items, one is based on 2026 case law in regards to expansion of ranges, and the second is RSA 644 section 13 which states that a range must be at least 300 feet from buildings. We advised that we would reconvene after Chief Difilippe has additional information.

Respectfully submitted,
 Scott Weden
 Town Administrator

Town Administrator Notes/Financial Update- Amy Sharpe

- The Whitney Group has not yet provided the amended contract.
- Whitney Group is working to fit the Town into its schedule and that Scott continues to follow up with them.
- Data entry for building permits and other assessing information had been behind but has now been entered. The assessors are caught up and ready for the tax rate and second-half billing.
- It was clarified that there has been no change to the driveway permit process.

Select Board Member Report: None

Non-Public Session: RSA 91A:3, II (a) At 6:14 PM Mr. Lovett made a motion to go into nonpublic session under RSA 91A:3, II (a). The motion was seconded by Mr. Brickley. The motion was approved 3-0 by a roll call vote. Out of Non-Public at 6:32 PM

Ms. White – Yes, Mr. Brickley – Yes, Mr. Lovett – Yes.

At 6:33 PM, after the Board returned to public session, Mr. Lovett made a motion to seal the minutes of the non-public session regarding dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee and if not render the non-public session ineffective. The motion was seconded by Mr. Brickley. There being no further discussion, the Board voted 3-0 by a roll call vote to approve the motion.

Ms. White Yes, Mr. Brickley – 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 6:35 PM. There being no further discussion, The Board voted 3-0 in favor of the motion.

Respectfully Submitted,
Amy Sharpe, Finance Officer