

**Holderness Select Board
Meeting Minutes
February 18, 2020**

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

Others Present: Town Administrator- Michael Capone and Kristen Fuller

Call to Order: The meeting was called to order at 5:00 PM in the Public Safety Meeting Room.

Payroll & Payables: Reviewed and discussed.

Consent Agenda Items and Correspondence Reviewed:

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. Brickley. There was no discussion. The Board voted 5-0 in favor of the motion.

Approval of the Public Meeting Minutes of February 3, 2020: Mr. Laverack made a motion to approve the meeting minutes of February 3, 2020 as written. Ms. Schwaner provided a second. There was no discussion. The Board voted 5-0 in favor of the motion.

Approval of the Non-Public Meeting Minutes of February 3, 2020: Mr. Brickley made a motion to approve the nonpublic meeting minutes of February 3, 2020 as written. Mr. Laverack provided a second. There was no discussion. The Board voted 5-0 in favor of the motion.

Consent Agenda/ Signature file: there were no items for consideration on the Consent agenda

Public Participation: Kristen Fuller was present to ask some questions about the possible expansion of the parking area behind the Post Office. Ms. White provided some background on the conversations with regard to other alternatives, such as 832 US Route 3 ("the pink house") as well as explaining the purpose of the Warrant Article, which is to authorize the use of the funds from the unassigned fund balance (surplus) should the Board wish to proceed with the project. There would be further consideration of the project by the Board and an opportunity for additional public input prior to moving forward with the project. Kristen asked if businesses had considered other options for employee parking. Ms. White and the Town Administrator cited some examples of steps businesses had taken to minimize their impact to parking. Kristen mentioned that while she recognized there is a problem, she commented that the area under consideration is one of the few green spaces in the Downtown area and hoped that would be considered in any review of the topic. Ms. White thanked Kristen for attending the meeting and taking the time to comment on the matter.

New Business: Review and Vote on the Town Meeting Warrant: The Town Administrator and the Board reviewed the contents of the proposed warrant. Mr. Francesco made a motion to approve and sign the warrant as written. There was a second from Mr. Laverack. There was no further discussion and the Board voted in favor of the motion 5-0. The warrant was then circulated to be signed by the individual Board members.

Old Business: Revised Snow Removal/Obstruction Ordinance: The Town Administrator had provided a revised draft of the ordinance to the Board for their individual review based on comments made at a previous meeting. Mr. Francesco made a motion to adopt the revised ordinance and have it signed by the individual Board members. Mr. Brickley provided a second. There was no further discussion. The Board voted 5-0 in favor of the motion.

Old Business PSU Lift Station Proposal: The Board reviewed the latest email exchange with regard to this topic. There was renewed concern with the regard to the PSU's insistence that a retroactive buy in for past improvements to the Lift Station be included in the proposal. There was some question as to whether this could legally be required. While the Board members were in agreement that prorated maintenance fees and capital contributions for future expansion would warrant further discussion, the retroactive payment of a hookup fee was not warranted. The Board requested that the Town Administrator review the matter further with Town Counsel and have them prepare a response on behalf of the Board.

**Town Administrator's Report to the Select Board
February 18, 2020**

Meetings: None

1. The Town Report proof is in and under review. It does not need to be available until March 3, but we will most likely have it sooner. It will also be posted on the Town Website.
2. The audit is complete. I will attach a copy of the PDF to the meeting materials and check with Patrick about scheduling a visit to review it with the Board. Will also put it up on the website.
3. I am working on revising the expired lease agreement with NHPR for the Tower at the Transfer Station. We could approve a one-year term that will get us through to 2021 Town Meeting when we can request approval for a five-year lease term.
4. Some other questions came up with regard to the Waste Management Agreement. Hope to have them resolved prior to one of our March Meetings so we can get the agreement in place.
5. I am thinking that I should publicly notice a review of the Road Standards for our March 2 meeting and see if there is any public comment prior to voting to enact them.
6. Marybeth has rescheduled her office visit to March 5th. She will be working on subdivisions and mergers as well as some QC work on data entry done to date. She mentioned she would have a better idea by the end of June whether an update is pressing or can wait.
7. The Hazard Mitigation Plan review is moving forward. Our second meeting is scheduled for February 14th.
8. The Town Administrator advised the Board that Town Counsel has secured the services of an appraiser and potential expert witness for the Superior Court Abatement Appeals.

Non-Public Session: RSA 91A: 3, II (I)

At 6:05 PM, Mr. Brickley made a motion to go into non-public session under RSA 91A:3, II (I). The motion was seconded by Mr. Laverack. The motion was approved 5-0 by a roll call vote.

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

At 6:15 PM, Mr. Brickley 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. Laverack. The motion was approved 5-0 by a roll call vote.

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

Board Member Reports: Mr. Laverack mentioned that he will not be available for the Board meeting on March 2.

Ms. White asked the Board members consider the warrant articles they may wish to provide additional background on at the second session of Town Meeting. She also asked the Town Administrator to submit a list of employee longevity in 5-year increments for mention at the meeting.

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting at 6:25PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator