

**Holderness Select Board  
Meeting Minutes  
August 3, 2020**

**Select Board Members Present:** Chair, Jill White and Kelly Schwaner. Woodie Laverack, Sam Brickley and Peter Francesco were present by remote link.

**Others Present:** Town Administrator- Michael Capone. Al Flateau, Elizabeth Newell, Pam Schofield, Vicki Nielson, Brian Prescott. Also present, Marybeth Walker, Principal, Corcoran Consulting Associates

**Call to Order:** The meeting was called to order at 5:35 PM in the Town Office second floor meeting room. Ms. White mentioned that she was present on the second floor and the Town Administrator and Ms. Schwaner were both in the building in separate offices on the first floor. All others were attending remotely.

Ms. White read the following into the record: Due to the ongoing emergency orders in place, the Board is operating under RSA 91-A:2 that allows for remote participation by Board Members. Limited socially distanced seating is available in the second-floor meeting room. Remote access to the meeting, is available by invitation.

The Chair then polled all meeting participants to ask if they had anyone else present in the room with them and if the meeting was being recorded. Mr. Flateau acknowledged that he had Ms. Newell, Ms. Schofield and Mr. Prescott in the room with him and he was not recording the meeting. All others were attending in private and none were recording the meeting.

**New Business** – Marybeth Walker, Corcoran Consulting Associates – Ms. Walker reviewed the Exempt/Non-Taxable Properties Report with the Board. Members of the Squam Valley Masonic Association were present to question the denial of their exemption application. Ms. Walker noted that they had not responded to her request for additional information with regard to their Charter. Mr. Flateau explained the circumstances related to their failure to respond and noted that they now had the information that Ms. Walker had requested and would forward it to the assessing office for review. Ms. White thanked the members of the Squam Valley Masonic Association for attending the meeting and providing the information for further consideration.

Ms. Walker took some additional questions from the Board with regard to the other properties in the report. Mr. Brickley made a motion to approve the report with the exception of the Squam Valley Masonic Association, which would be reconsidered by the Board upon receipt of the information prepared by the Board of Directors for review by the Board and Ms. Walker. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

The Board also discussed doing a statistical update of property values. A report, provided by Ms. Walker indicates changes in property values in the last two years since the revaluation. Overall sales prices were exceeding assessed values. There was some discussion with regard to whether the pandemic had been having some effect on values. Given that it was not clear at this time the Board agreed to revisit the issue next year which would also be the midpoint of the revaluation cycle.

The Board thanked Ms. Walker for all of her work in preparing the reports for the Board's review.

**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. Laverack. There was no discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

**Correspondence File items:** There was nothing for the correspondence file.

**Approval of the Meeting Minutes of July 20, 2020:** Mr. Francesco made a motion to approve the minutes of the July 20, 2020 meeting. Ms. Schwaner provided a second. There was no discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

**Consent Agenda:**

Denial – Veterans Tax Credit, Map 228 Lot 067  
Approve- Election Officials Oath of Office  
Approve- Abatement Memorandum Map 235 Lot 10  
Approve- Abatement Memorandum Map 219 Lot 5

Mr. Brickley made a motion to approve the consent agenda as presented. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

**Old Business:** Operational Updates as Necessary: The Town Administrator commented that there had been no changes to operations since the last meeting. He anticipates the electronic controls for the front doors will be installed in the next two weeks. He was also trying to get an HVAC contractor in to evaluate what additional filtration controls could be installed in the HVAC system.

**Public Participation:** None

**Town Administrator's Report to the Select Board  
August 3, 2020**

1. At the moment HCS is planning to open on August 25th. They are working on an operational plan to accommodate students with provisions for distance learning should circumstances dictate. Overall, they are developing four levels of programming based on other possible scenarios.
2. Earl Hansen will be picking up the safety related election materials provided by the State on August 13th in Plymouth. Principal Sampson indicated that the HCS may be an option for use as a voting location for the September 8 primary and the November 3 General Election. We are still waiting on guidance from the Secretary of State's office with regard to polling place set up and other election procedures.
3. Bob Stark will be revising his quote for our LED lighting retrofit proposal to comply the NHEC 's rebate program requirements.
4. We had another Hazard Mitigation Update meeting on Thursday. The next meeting is scheduled for Tuesday, August 11, 2020 at 8:30AM.

5. The Library Trustees would like to use \$1,000 from the Library Building Capital Reserve fund for roof repairs. The Board will have to vote to authorize the use of the funds as they are not allocated in the Capital Budget. I have attached a copy of the quote for the work and the email from Betsy Whitmore. *The Board reviewed the materials. Mr. Francesco made a motion to authorize the use of \$1000 from the Library Building Capital Reserve Fund for the roof project. There was a second from Mr. Laverack. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.*

6. Larry Spencer is looking to come before the Board to discuss a grant program for land acquisition and trail construction/maintenance in the oxbow area. A copy of the email is attached. *The Board discussed the matter and asked the Town Administrator to get some additional information regarding the grant program for the Board to review.*

7. Sam and I will be having a discussion with Attorney Anna Cole regarding our personnel policy review on Wednesday, August 5 at 3PM.

**Board Member Reports:** Mr. Francesco mentioned that he received a complaint with regard to delays at the Transfer Station created by trucks from private haulers and other large businesses/institutions unloading trash and recyclables. The Town Administrator mentioned that he had discussed the matter with the Transfer Station Supervisor and they were exploring some possible options to alleviate the situation.

**Non-Public Session:** RSA 91A:3, II (a), (e) - At 7:19 PM, Mr. Francesco made a motion to go into non-public session under RSA 91A:3, II (a). 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 7:32 PM, Mr. Francesco 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

**Adjournment:** With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Laverack to adjourn the meeting at 7:33PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone  
Town Administrator