

**Holderness Select Board
Meeting Minutes
August 17, 2020**

Select Board Members Present: Kelly Schwaner. Vice Chair, Woodie Laverack and Peter Francesco were present by remote link.

Others Present: Town Administrator- Michael Capone. Police Lieutenant, Erik Difilippe, by remote link.

Call to Order: The meeting was called to order at 5:35 PM in the Town Administrators Office. The Town Administrator and Ms. Schwaner were both in the building in separate offices on the first floor. All others were attending remotely.

The Town Administrator 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 Town Administrator 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.

New Business – Police Lieutenant, Erik Difilippe – was present to speak with the Board

Non-Public Session: RSA 91A-3, II (b) - At 5:37 PM, Mr. Francesco made a motion to go into non-public session under RSA 91A:3, II (b). The motion was seconded by Ms. Schwaner. The motion was approved 3-0 by a roll call vote.

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

At 5:42 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 Ms. Schwaner. The motion was approved 3-0 by a roll call vote.

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

Lieutenant Difilippe also provided the Board with an update on the arrangements for the Parade for Chief Patridge scheduled for Saturday, August 22 at 9:30AM.

The Board thanked Lieutenant Difilippe for attending the meeting.

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 Ms. Schwaner. There was no discussion. The Board voted 3-0 in favor of the motion by a roll call vote.

Correspondence File items: The Town Administrator noted that there is a copy of the 2021 Grafton County Budget in the correspondence file. If any Board member would like to review it, he will make it available to them.

Approval of the Meeting Minutes of August 3, 2020: Mr. Francesco made a motion to approve the minutes of the August 3, 2020 meeting. Ms. Schwaner provided a second. There was no discussion. The Board voted 3-0 in favor of the motion by a roll call vote.

Consent Agenda:

Approve- 2020 2nd quarter Sewer Warrant

Approve intent to cut Map 227 Lot 025 and Lot 022

Mr. Francesco made a motion to approve the consent agenda as presented. Ms. Schwaner provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

Old Business: Operational Updates as Necessary: The Town Administrator mentioned that there had been no changes to operations since the last meeting. The work on the installation of the controls for the front doors will begin this week. An HVAC contractor will be providing a quote for the installation of additional filtration controls for the office AC and heating system.

Public Participation: None

**Town Administrator's Report to the Select Board
August 17, 2020**

1. Had a zoom meeting with representatives from the Holderness school with regard to their opening plans for the fall semester. They have a very detailed plan in place designed to protect students, faculty and the community. Included are phased arrivals and quarantines, masks on campus but not in dorms, meals in shifts, no students allowed off campus and ongoing testing and screening for students, faculty and staff.
2. We will have use of the Holderness Central School for the primary and the general election. I met with Principal Sampson at 7:45 on Friday morning, August 14th to begin a discussion with regard to set up. I have contacted the Secretary of State (SOS) once again to inquire about poll setup. The direction received from the State will dictate how we proceed with the school. The health/safety materials provided by the State are in house and have been inventoried.
4. Marybeth Walker asked that the materials received from the Squam Valley Masonic Association be forwarded to Town Counsel for their review and comment. Received a reply from Counsel this morning that will require some further review prior to providing an additional guidance to the Board.
5. The Attorney reviewing the personnel policy has prepared a redline draft for Sam and I to review with her prior to a full review by the Board.
6. A quote for the LED Retrofit has been submitted for final authorization from NHEC. If approved, we will qualify for \$2,530.50 in incentives which is 50% of the estimated project cost of \$5,061.00. Cutting our lighting wattage in half will lower our monthly bill significantly and will lead to a shorter payback time on the retrofit and increased future savings.

7. Larry Spencer provided some material on the Grant Program he would like to Board to consider for a project in the ox-bow. I will do my best to organize it for you by the next meeting.

8. We are waiting on a final quote for the propane furnace replacement in the Public Safety Building. This will not only get a working furnace in the building, but it will have all of our buildings using propane which might gain us some advantage on fuel bids.

9. We have two more Hazard Mitigation Plan Update meetings scheduled for 10/22 and 11/13. We have met the match requirement for the project and will be submitting the reimbursement application this month.

Board Member Reports: Ms. Schwaner inquired about the revised notice posted at the Town Beach. The Town Administrator noted that the notice was posted by the Recreation Director at the direction of the Recreation Board to help reinforce social distancing requirements at the beach.

Ms. Schwaner asked if any other Board members had been contacted with regard to the Board reconsidering their decision on the tax-exempt status of Betsy's Park. The Town Administrator mentioned that Ms. White had informed him that she had been contacted as well. The Town Administrator also mentioned that two members of the organization have asked to receive an invitation to the next Board meeting to speak with the Board about the matter.

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Ms. Schwaner to adjourn the meeting at 6:31PM. The Board voted 3-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator