

**Holderness Select Board  
Meeting Minutes  
September 28, 2020**

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

**Others Present:** Town Administrator- Michael Capone at the Town Office. Vicki Neilson, Pamela Schofield, Al Flateau, Terry Claremont, Michael O’Leary, Anne Lovett, Cindy O’Leary, Sam Woodsum, Larry Spencer, Lisa Doner and Melanie Luce by remote link.

**Call to Order:** The meeting was called to order at 5:30 PM in the Second-floor meeting room. Ms. White, Ms. Schwaner and the Town Administrator were all in the building in separate offices on the first and second 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.

Ms. White 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.

**Old Business:** Not for profit property tax exemptions-Deliberation- Squam Valley Masonic Association- the Board continued their deliberation with regard to the not for profit exemption for this property. The circumstances regarding the history of the properties tax exempt status were reviewed and discussed. Options for the property going forward were also reviewed and discussed. Mr. Brickley made a motion to grant a full tax abatement for the property for 2019 and 2020 with the suggestion that the Associations articles of agreement be amended prior to April of 2021 to more accurately reflect their charitable purpose. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

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

**Old Business:** COVID - 19 Operational Updates – The Town Administrator advised the Board that work on the electronic door system for the Town Office should be completed in the next two weeks. The new system will provide staff with the option of remotely controlling the exterior doors to provide more secure access to the office area for residents with appointments.

There have been no other operational changes at this time.

**Old Business:** Not for profit property tax exemptions-Deliberation- continued – Betsy’s Park- The Board continued their deliberation with regard to this not for profit exemption. Ms. White recused herself from any deliberation with regard to this matter. Vice Chair Laverack led the deliberation on this topic. The Board reviewed and discussed the information provided since their last discussion of this topic. Options for the Board to consider with regard to this exemption were discussed. Mr. Brickley made a motion to grant a full abatement for the property for 2020 noting the unique circumstances that

impacted the timing of the not for profit exemption. Mr. Francesco provided a second. There was no further discussion. The Board voted 4-0 in favor of the motion.

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

**Correspondence File items:** None

**Approval of the Meeting Minutes of September 14, 2020:** Mr. Francesco made a motion to approve the minutes of the September 14, 2020 meeting. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

**Consent Agenda:**

-Intent to cut, Map 210 Lot 10, 43 Woods Road

-Special Event Application – Vintage Market Days, October 24,25

-MS-535

Mr. Francesco made a motion to approve the Consent Agenda. 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.

**New Business:** Land & Water Conservation Fund Grant – Larry Spencer, Chair of the Holderness Conservation Commission, Lisa Doner, Chair of the Plymouth Conservation Commission and Melanie Luce, Director of the White Mountain Trail Collaborative were present to discuss a Land and Water Conservation Grant opportunity with the Select Board. The Grant would fund the purchase of property and/or easements and improvements to the area along the “Ox-Bow” area of the Pemigewasset River behind the Plymouth State University Welcome Center/Hockey Rink. This area includes both the Towns of Plymouth and Holderness and involves a number of individual parcels.

Larry, Lisa and Melanie provided details of the program and took questions from the Board. They were hoping that they Board might prepare a letter in support of the project. Ms. White asked that they provide the Town Administrator with information with regard to the parameters of such a correspondence so that he might prepare a letter for the Board to review.

**Public Participation:** None

**Town Administrator’s Report to the Select Board  
September 28, 2020**

1. Received a follow up email regarding why we still have the restriction on traffic at the Transfer Station roll offs. Explained the logic behind it and advised that we are monitoring the volume of traffic at the Transfer Station and will adjust accordingly. Will check with Scott to see what he has to say about it. *The Board reiterated their sentiment that the Scott was in the best position to make the call with regard to removing the limitation or suggesting an alternative approach. The Town Administrator will follow up on the matter.*

2. Kevin has followed up with paving contractors on the sidewalk project and there is no availability for the Fall so he is going to try to schedule the work downtown for early in May before things start back up on Memorial Day. We will prepare some notification to downtown businesses in advance of the work.
3. We are going to stick with an oil furnace for at the public safety building as the cost to replace it with the propane furnace is prohibitive. I am monitoring fuel prices and we can discuss how best to proceed with locking in seasonal pricing while the weather is still warm and prices are low.
4. An updated draft of the personnel handbook is attached to this email. There are only a couple of items left to review. If time permits, we can discuss at this meeting or our first meeting in October. *The Board agreed that they needed more time to review the draft and would take the matter up at their October 13<sup>th</sup> meeting.*
5. The Statewide Education Property Tax (SWEPT) Donor Town issue may resurface as part of the Conval Education Court Case. There may be a request for funds from other donor Towns to hire legal representation.
6. Working on supplemental signage to be used at the Holderness Central School for the general election. The emphasis will be on directing folks to both regular and handicap accessible parking as well as advising people of electioneering regulations. There will also be signage directing them through the polling place to minimize people crossing paths.
7. Attached, for your review and comment, is a draft of correspondence in response to the request from PSU for a user contribution to support their lift station. *Ms. White commented that she had received some correspondence from the University and had informed them that the Board will take the matter up at their October meetings.*
8. I have been speaking with Speare about a flu shot clinic for this year. There are a number of logistical considerations that might make it challenging and they are offering a number of programs in October and early November at the hospital so we may wish to consider passing this time around. *The Board agreed that given the number of options available to residents this year and the logistical challenges of trying to conduct a clinic, they would not have one at the Town Office this year.*
9. Wendy mentioned that the Recreation Board would like to start some programming back up in the Town Hall second floor space beginning with the early morning exercise class. Attached is a copy of the procedures she will have in place. I will be reviewing them with her on Monday or Tuesday of next week. *The Board will review the document and get back to the Town Administrator with any questions.*
10. A draft schedule for the upcoming budget workshops will be distributed to the Board and the Budget Committee for their review and comment. *There was some brief discussion with regard to how best to conduct the Budget meetings this year. The matter will be discussed further at upcoming meetings.*

**Board Member Reports:** None

Non-Public Session: RSA 91A-3, II (I) – At 7:27 PM, Mr. Laverack made a motion to go into non-public session under RSA 91A:3, II (I). The motion was seconded by Mr. Francesco. The motion was approved 5-0 by a roll call vote.

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

At 7:44 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. Francesco. The motion was approved 5-0 by a roll call vote.

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

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting at 7:45PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone  
Town Administrator