

**Holderness Select Board
Meeting Minutes
October 13, 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

Call to Order: The meeting was called to order at 5:32 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.

Approval and Signing of Payroll and Payables Checks: Mr. Laverack made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. There was a second from Mr. Francesco. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

Approval of the Meeting Minutes of September 28, 2020: Mr. Francesco made a motion to approve the minutes of the September 28, 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.

Correspondence File items: None

Consent Agenda:

Intent to Cut Map 227 Lot 023, Black Bear Trail and Map 222 Lot 023, Beede Road

Polling Location Notice for General Election

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: Preliminary Budget Discussion – The Board reviewed the budget schedule and discussed both the format and the possibility of a morning meeting for the Department Heads to present their budgets. They directed the Town Administrator to check with the Budget Committee to get their thoughts on the matter.

The Town Administrator noted that, to date, he is aware of two increases to the operating budget. The New Hampshire Retirement System Board voted to increase the % contribution of the Towns for employee retirement. Based on his initial assessment, this will increase the retirement line of the upcoming fiscal years operating budget by approximately \$43,000.

Our health Insurance provider has indicated a potential increase of 9% to our current premium. This has the potential to increase the operating budget by approximately \$12,000.

The Town Administrator also mentioned that he anticipated a reduction in State Revenues for the next fiscal year. Presently, the Town receives approximately \$200,000 in State Revenues each year. The best guess at this point is about a 50% reduction. We hope to have a better idea of what the reduction will be prior to finalizing the Budget.

Department Budgets are due to the Town Administrator by Friday, November 13, 2020.

Old Business: Covid 19 Operational Updates – The Town administrator noted that there had been no changes to operational procedures since the last meeting. The Board briefly discussed possible changes to the current limitation on access to the roll offs at the Transfer Station and asked the Town Administrator to discuss possible alternatives with the Transfer Station Superintendent.

Old Business: Revised Personnel Handbook – The Board discussed the two remaining open items in the policy. They agreed to remove the reference to gifts on page 27. They also agreed to further consult with Counsel regarding retiree benefits.

Old Business: Plymouth State University (PSU) Lift Station – the Board reviewed materials provided with regard to the ongoing conversation on the PSU lift station. The members expressed concern with the requests made in the proposed agreement given the small number of users who had no choice but to be on the sewer system of which the lift station is a component. Ms. White and Mr. Brickley will draft a letter to PSU explaining the Boards position with regard to the agreement.

Public Participation: None

Town Administrator's Report to the Select Board October 13, 2020

1. Kevin reported that the waste oil furnace at the Town garage is not working and needs \$6,400 in repairs. The furnace is sixteen years old. A new furnace with a better BTU rating is \$9,725 installed. Seems like that may be the way to go. Would appreciate your thoughts. *The Board was in agreement that money should be spent on the new furnace rather than repairing the old unit.*
2. The Road reconstruction projects on Beede Road and Perch Pond Road have been completed.
3. Working on a set up that would allow both audio and video access for folks who wish to participate remotely at meetings should we decide to bring them back in house. Will need to purchase a some items with GOFFER funds.
4. Speaking of which, our final submission is scheduled for October 31, for expenses incurred to October 15th. There has been no discussion of extending the funding.

5. The Early morning exercise program will be starting back up in the second floor of the Town Office. Participant access and cleaning protocols have been implemented. Basket making classes are being scheduled and there is discussion with regard to bringing back Tai Chi and, Ballroom Dance.

6. Thought I would share some information received from other sources with regard to Halloween and how we might weigh in regarding the request to have trunk or treating on Town property

Last I checked the WMUR website, they had 55 towns listing hours for trick or treating, although I know that Canterbury has since canceled their events even though they are listed on the WMUR website.

Also included an attachment that has suggestions from the State website as well as a document prepared by the Town of Durham providing information for residents with regard to Halloween. *The Board discussed the matter at length and concluded that while participation in trick or treating was an individual decision, they would not have any trick or treating on Town property. They also suggested that trick or treaters follow guidelines as suggested by the State DHHS and the CDC.*

7. Lighting upgrade – we received approval from the Electric cop to proceed with our lighting upgrade at the Town office 50% of the cost will be reimbursed by the COOP. Bob Stark has ordered the material and will schedule a time to do the work.

8. Waiting on final DRA review of our revised revenue estimates to proceed with setting the tax rate. All other reports have been submitted. Marybeth, Amy and myself discussed the overlay amount and settled on \$60,000.

9. Would like to have authorization from the Board to enter into fuel purchase agreements with Dead River for the acquisition of #2 fuel oil and propane for Town Facilities. *Mr. Laverack made a motion to authorize the Town Administrator to enter into fuel purchase agreements for the 2020 -2021 heating season at his discretion. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.*

10. A draft letter has been prepared in support of the grant application being pursued by the Holderness and Plymouth Conservation Commissions and has been made available to the Board members for review. *Mr. Laverack made a motion to approve the letter as written and authorize Ms. White, as Chair, to sign it on behalf of the Board. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.*

11. Kevin will review the work to date on the rough in of the Subdivision Road on Route 175 for compliance with specifications and prepare an estimate for the bond to be provided for the completion of the road.

Board Member Reports: Mr. Laverack provided an update from the Conservation Commission meeting held earlier in the afternoon.

Ms. White mentioned that she will most likely not be available for the meeting on October 26th due to a work commitment.

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting at 7:51PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator