

**Holderness Select Board
Meeting Minutes
October 26, 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 5:30 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.

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 October 13, 2020: Mr. Francesco made a motion to approve the minutes of the October 13, 2020 meeting. 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.

Correspondence File items: None

Consent Agenda:

Oath of Office forms for Assistant Moderator, Assistant to the Supervisors and Inspector of Elections.

Mr. Brickley 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: Election Day Planning and Updates – The Board discussed the schedule for Poll coverage and agreed on the following schedule: Jill -8 to 12, Woodie 12-2, Peter 2-4, Sam 4-6 and Kelly 5-7. Jill Sam and Kelly will come back to sign the ballot box labels.

2020 Tax Rate – The Board reviewed the information recently received from the Department of Revenue Administration. They agreed to use \$151,898 from Fund Balance to lower the rate to 13.58/thousand which represents a 3.1% increase in the overall rate from 2019.

Old Business – Covid 19 Operational Updates - The Town Administrator mentioned that he was reviewing the Travel Policy adopted in June to see if it needed to be updated based on any changes that have occurred since that time. He will have an update available for the Board to review at the November 9th meeting. It was noted that some New England states were placing limits on travel that might impact the existing policy.

Revised Draft – Personnel Handbook – Mr. Brickley mentioned that he and the Town Administrator had reviewed the outstanding items with Counsel and were there was one remaining item in the handbook in need of further review.

2021-2022 Operating Budget – The Town Administrator mentioned that he is working on the draft budget as information is received from both departments and vendors. The Board discussed having the first budget meeting on the morning of December 9 from 8-12 to allow the department heads to present their budgets during working hours to avoid an evening meeting. All members of the Board would be available to attend a meeting.

Plymouth State University (PSU) Lift Station – The Board discussed the draft letter prepared by Ms. White and Mr. Brickley. Ms. White will circulate the final draft for individual review and comment by the Board members prior to sending it to the University.

Public Participation: None

Town Administrator's Report to the Select Board October 26, 2020

1. There is some discussion with regard to “donor” towns hiring a lobbyist to address potential fallout from the Conval School Funding case. I can listen in on the zoom conversation hosted by Portsmouth on Tuesday, October 27, 2020 at 2pm if folks think it appropriate. *The Board asked the Town Administrator to participate in the meeting and authorized him to spend up to \$3,000 in funds in support of the effort. The motion was made by Mr. Laverack, seconded by Mr. Brickley and approved 5-0 by a roll call vote.*
2. We had a Hazard Mitigation Plan meeting last week. Our final meeting is scheduled for Friday, November 13 at 8:30 after which June will prepare a draft of the updated document for review.
3. Our final Goffer submission will be submitted this week. With the known expenses pending, we will have reached the limit of the grant funding.
4. The parking lot repairs and repaving should be completed by this week. A base coat is down.
5. The replacement furnace for the Public Safety building will be arriving next week.
6. It appears we have a hybrid system working in the second-floor meeting space that will accommodate both in person and remote access to meetings. An enhanced camera is on back order. Once we receive that, we should have some decent capability if we need it.

7. We should be able to have access to the school this week to bring over materials for election day. At present we will have access to the auditorium all day on Monday which should give us sufficient time to get set up.

8. Our thanks to Woodie and Peter who will be covering the preprocessing of absentee ballots on Friday afternoon beginning at 1PM here at the Town Hall.

9. Halloween hours will be 4PM to 6PM on Saturday, October 31, 2020. It appears that some businesses will be participating. There will be an area in the Post Office parking lot as well for folks to set up. It is my understanding that some members of the Fire Department may be at the Post Office parking area, but in their capacity as private residents.

10. Kevin contacted me this afternoon to let me know that there is a used John Deere tractor available for sale for \$17,500. This is less than what it would cost for roughly two years of rentals. That would address our roadside mowing need as well as some road grading needs. He asked if he could look into the possibility of purchasing the unit with funds from the Highway equipment Capital Reserve account. The Town Administrator noted that there would be sufficient funds available in the account once the Capital Reserve Transfers are completed. *The Board discussed the matter and Ms. Schwaner made a motion to authorize Kevin to proceed with the purchase if, in his judgement, it was a good value for the Town. Mr. Brickley provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.*

11. Mr. Elgin, our Town Treasurer informed me that the interest rate on our sweep account will reduce from 1% down to .5%.

Board Member Reports: none

Non-Public Session: RSA 91A:3, II (I), if necessary – At 6:50 PM, Mr. Brickley 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 7:07 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. 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 Mr. Laverack to adjourn the meeting at 7:12PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator