

**Holderness Select Board
Meeting Minutes
November 9, 2020**

Select Board Members Present: 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 5:31 PM in the Town Administrators Office. Vice Chair, Woodie Laverack, Sam Brickley and Peter Francesco, present by remote link.

Mr. Laverack 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.

Mr. Laverack 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. Brickley 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 3-0 in favor of the motion by a roll call vote.

Approval of the Meeting Minutes of October 26, 2020: Mr. Francesco made a motion to approve the minutes of the October 26, 2020 meeting. Mr. Brickley provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.

Correspondence File items: None

Consent Agenda: none

New Business: Election Day Debrief – The Board members present felt that things went smoothly during election day. There was a turnout of approximately 80%. Voters commented that they felt more comfortable having the extra space for voting.

Old Business – Covid 19 Operational Updates - The Members present deferred discussion of the revised Covid travel policy until the meeting of November 23rd when a full Board would be present.

Revised Draft – Personnel Handbook – Mr. Brickley commented that he had followed up with Counsel on one item in the policy. The Members present deferred discussion of the revisions until the meeting of November 23rd when a full Board would be present.

2021-2022 Operating Budget – The Town Administrator mentioned that the first budget meeting will most likely take place on the morning of December 9 from 8-12 to allow the department heads to present their budgets during working hours and avoid an evening meeting. Mr. Evans is confirming the date and time with Budget Committee Members.

The Town Administrator mentioned that he will have Department Head Budgets by Friday, November 13th. He will incorporate those into the material developed to date and try to have a rough draft for the Board to review by the meeting on November 23rd.

Public Participation: None

**Town Administrator's Report to the Select Board
November 9, 2020**

1. The tax bills went out on November 6th. They have a due date of December 11th
2. Participated in the "donor" Town zoom meeting. There were only a handful of participants. We discussed how to reach out to our representatives and the various public forums in which we could participate. There was a feeling that this might be a matter to be addressed through the Legislature and folks felt we should put some effort there. There was limited discussion with regard to funding a lobbyist, but it will probably be discussed going forward. We will be meeting again in the middle of the month.
3. Our final Hazard Mitigation Plan Update meeting is scheduled for Friday, November 13 at 8:30 after which June will prepare a draft of the updated document for review.
4. The parking lot repairs and repaving at the Public Safety Building were completed last week. Kevin is going to do some shouldering around the edges of the lot to prevent any of the new pavement from breaking up.
5. Bob Stark has all of the materials for the Town Office LED upgrade. He hopes to schedule the work for mid to late November.
6. Have executed fuel oil and propane pricing agreements for the 2020-2021 heating season. Heating oil is at \$1.679, down from \$2.289 last season and propane is at \$1.399 up from \$1.189 last year. Our usage has been fairly consistent the past few years and if the trend holds, we should save about \$1,000.00 in heating costs for the season.
7. I was going to appoint myself as our voting representative for the Health Trust Board of Directors vote unless you folks would like to appoint someone else to represent the community at the annual meeting. Let me know and we can take any vote necessary at Monday's Meeting. *Mr. Brickley made a motion to appoint the Town Administrator to represent the Town at the Health Trust Annual Meeting. Mr. Francesco provide a second. There being no further discussion, the Board voted 3-0 in favor of the motion by a roll call vote.*

Board Member Reports: none

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Brickley to adjourn the meeting at 6:00PM. The Board voted 3-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator