

**Holderness Select Board
Meeting Minutes
November 23, 2020**

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

Others Present: Town Administrator- Michael Capone, Police Chief Erik DiFilippe and Fire Chief, Eleanor Mardin.

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 Ms. Schwaner. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

Approval of the Meeting Minutes of November 9, 2020: Mr. Brickley made a motion to approve the minutes of the November 9, 2020 with one grammatical correction. Mr. Laverack provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

Correspondence File items: None

Consent Agenda:

Appointment- Zoning Board Alternate Member Bryan Sweeney

Intent to Cut, Map 251 Lot 018, East Holderness Road and Map 228 Lot 65 Hardhack Road

Ms. Schwaner made a motion to approve the Consent Agenda. Mr. Brickley provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

New Business: Police Chief, Erik Di Fillipe – Chief Di Fillipe provided the Board with an update on his progress in the hiring process for a new patrol officer for the department. The Board also reviewed the Law Enforcement Services Agreement for Plymouth State University. The Town Administrator and the Chief had both reviewed the agreement as had the Board. There being no questions with regard to the agreement, Mr. Brickley made a motion to authorize the Town Administrator and the Police Chief to sign the agreement on behalf of the Town. Mr. Laverack provided a second. The Board voted 4-0 in favor of the motion. The Board thanked the Chief for his time this evening and his service to the community.

Fire Chief- Eleanor Mardin – Chief Mardin advised the Board that the Department will have some excess equipment for sale now that they have received the new scba's obtained with the grant funding. She mentioned that some of the smaller area departments had an interest in the scba's as they do not have enough for their firefighters. The Board discussed the matter with the Chief and Mr. Brickley made a motion with a second from

Mr. Laverack to authorize Chief Mardin and the Town Administrator to sell the excess equipment in a fair and equitable manner that would best support the areas interests. There being no further discussion on the matter, the Board voted 4-0 in favor of the motion.

Chief Mardin also advised the Board that she plans to retire at the end of the 2021 calendar year. Those present briefly discussed a process for seeking a replacement for the Chief and agreed that a review of the existing job descriptions for both the Fire Chief and the Compliance Officer positions would be a good first step. The Town Administrator and Chief Mardin will meet with Ms. White in the next two weeks to review and discuss the two positions.

The Board thanked Chief Mardin for her time this evening and for her service to our community.

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. Given the ever- changing landscape with regard to the ongoing pandemic it was getting more difficult to keep things updated. The Board discussed the matter and it was suggested that the wording on the policy be changed to reflect the fact that the Town policy will mirror existing Federal and/or State regulations.

The Board also discussed the mask mandate issued by the Governor and agreed that Town Employees should follow the guidelines as outlined in the mandate.

Revised Draft – Personnel Handbook – The Board agreed to table further discussion of this item until Counsel has completed their review of the remaining outstanding items.

2021-2022 Operating Budget – The Town Administrator reviewed a rough draft of the operating budget with the Board. He noted that he was still waiting on additional information from some of our vendors to complete the draft. He also noted that, given this evenings discussion with the Fire Chief, allowances may need to be made for an overlap in wages during the transition period at the end of 2021. Other increases are anticipated for Employer retirement contributions, employee health insurance premiums and legal fees. Although there has been no word from the State as of yet, we are also anticipating a reduction in State revenues in 2021-22 due to the pandemic.

Public Participation: None

Town Administrator's Report to the Select Board November 23, 2020

1. Marybeth has provided an estimate of \$20,000 for the statistical update. I am checking with DRA to see if we can carry the existing article from last town meeting into 2021-2022 as we have already approved the use of funds. If not, we can resubmit the article. The money came from fund balance so it should not be an issue either way, just one less warrant article.
2. Our Hazard Mitigation Plan work is just about complete. June will be preparing a draft for us to review. It will then be submitted to the Department of Safety for approval. We will also begin work on the Emergency Operations Plan update early in 2021. That is a much simpler process.
3. Bob Stark has completed 75% of the LED retrofit in the Town Office and second floor meeting room. We should have the balance complete by the end of the month at which time we will submit the bill to NHEC for 50% reimbursement of the cost.
4. Chief DiFilippe has reviewed the Law Enforcement Services Agreement submitted by Plymouth State and has no concerns with it. I have attached a copy of the agreement to this report so you can review it as well. We can discuss at the meeting as necessary.
5. Now that it appears the draft report of the commission on education funding is going to recommend that all SWEPT be remitted to the state and not retained by the community that raises it, there may be a greater interest

in discussing the reformation of the coalition communities and the hiring of a lobbyist? The next meeting is scheduled for November 30 at 10AM. I plan to be in attendance.

6. Looks like the owl camera that was purchased will not work as intended as our meeting room is too big for it to track accurately. It works well in a small space. Trying to decide if we have sufficient applications for me to hold onto it. Your thoughts would be appreciated.

7. We receive \$500 every year from health trust for health-related activities. Wendy has suggested we use the money to fund the purchase of desktop converters to allow folks to work in either the standing or sitting position. There is some interest in the office so if you think it is a good idea, we will look into purchasing them for any departments that want them as the funds become available.

Board Member Reports: none

Non-Public Session: RSA 91A:3, II (I), if necessary – At 7:09 PM, Ms. Schwaner made a motion to go into non-public session under RSA 91A:3, II (I). The motion was seconded by Mr. Brickley. The motion was approved 4-0 by a roll call vote.

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

At 7:42 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. Laverack. The motion was approved 4-0 by a roll call vote.

Mr. Laverack -Yes, Mr. Brickley – 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 7:43PM. The Board voted 4-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator