

**Holderness Select Board
Meeting Minutes
December 7, 2020**

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

Others Present: Town Administrator- Michael Capone, at the Town Office

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 5-0 in favor of the motion by a roll call vote.

Approval of the Meeting Minutes of November 23, 2020: Mr. Brickley made a motion to approve the minutes of the November 23, 2020 as written. 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: Certification of Yield Tax Assessed Tax Map 222 Lot 023 – Pemi Fish and Game

Veterans Exemption Map 241 Lot 068 - 454 US Route 3

Ms. Schwaner made a motion to approve the Consent Agenda. 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.

New Business: 2021 Meeting Schedule and 2021 Holiday Schedule – The Board reviewed and discussed the planned meeting dates for the 2021 calendar year. The Board also reviewed and discussed the Holiday Schedule for the 2021 calendar year. Ms. Schwaner made a motion to

approve the dates listed as official holidays for Town Employees. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion.

Old Business – Covid 19 Operational Updates - The Town Administrator mentioned that new quarantine guidelines had been issued by the Center for Disease Control and further adopted by the State Department of Health and Human Services. These guidelines would be adopted by the Town per a previous discussion of the Board.

2021-2022 Operating Budget – The Town Administrator reviewed the draft budget presentation package with the Board and discussed the format for the three joint sessions to be conducted with the Budget Committee to receive input from departments, boards and committees regarding the 2021-2022 fiscal budget. This information will be formulated into a proposed operating budget and warrant to be presented at a public hearing in February of 2021.

The Board discussed the matter of the recommended compensation for Town employees in the next budget cycle. After considerable conversation, Mr. Francesco made a motion to recommend the percentage increase not to exceed 2.75%. There was a second from Mr. Laverack. There being no further discussion, the Board voted 5-0 in favor of the motion.

Public Participation: None

Town Administrator's Report to the Select Board December 7, 2020

1. Bob Stark has completed the LED retrofit in the Town Office and second floor meeting room. I will be submitting the bill to NHEC for 50% reimbursement of the cost.
2. Not to get too far ahead of ourselves, but I did speak with NHMA and given that we have a fiscal year budget, we could delay Town Meeting if necessary, without any budget implications, as long as the budget is passed prior to June 30, 2021. This may give us some room, if folks have concerns with the March timeframe. There has been some additional guidance issued by the Municipal Association that will be reviewed as well.
3. We need to think about the dedication for the Town Report. Also need a Board report by January 4th.
4. There will be weekly meetings among the potential donor towns regarding SWEPT funds. I have attached copies of the Commission's final report in which they recommend reestablishing donor towns as well as some comments from commission member Christine Dwyer, a former Portsmouth City Councilor.
5. Tested the Owl Camera in my office, the main office and the Public Safety Building Meeting room and it works in all three. It could prove useful for remote meeting applications.

6. Wendy has purchased two versions of stand-up desktop converters for employees to try out. If they work out, we will use the \$500 every year we receive from health trust for health-related activities to purchase units for employees who would like to use one at their workstation.

7. The Conservation Commission has inquired about the process with regard to doing a Request for Proposal (RFP) for the Town Forest Survey. The Town Administrator noted that the Commission could most likely undertake the process directly. He did mention that there was still the matter of the set aside of additional space for the highway garage to be considered and that may need to be taken up at a future meeting.

Board Member Reports: Ms. White – mentioned that she had received an inquiry from a resident that there may be some equipment and other materials from an abutting property encroaching on a Town parcel. The Town Administrator will have the Road Agent check the property.

Ms. White also mentioned that she had received an inquiry from a resident with regard to Town Employees using Town vehicles for personal use outside of normal business hours. The Board unanimously agreed that if the employee was required to be in possession of the vehicle to respond in the case of emergencies, they saw no issues with the practice.

Non-Public Session: RSA 91A:3, II (I), if necessary – At 6:48 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 7:18 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 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. Francesco moved, with a second from Mr. Laverack to adjourn the meeting at 7:20PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator