

**Holderness Select Board
Meeting Minutes
December 21, 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 5:31 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. Francesco made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. There was a second from Mr. Laverack. 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 December 7, 2020: Mr. Francesco made a motion to approve the minutes of the December 7, 2020 with three minor grammatical corrections. 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: Intent to Cut Map 216 Lot 2 Perch Pond Road and Map 208-002 Perch Pond Road

Certification of Yield Tax Assessed Map227-023 Black Bear Trail

Deed Searches Agreement

2 corrected abatements

Mr. Laverack made a motion to approve the Consent Agenda. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

Non-Public Session: RSA 91A:3, II (b), if necessary – At 5:37 PM, Mr. Brickley made a motion to go into non-public session under RSA 91A:3, II (b). 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 5:52 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. 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

New Business: Review of the Request for Proposal (RFP) for the Town Forest Survey – at the request of the Conservation Commission, the Board reviewed the draft RFP they had prepared. The Board had no additional comments with regard to the RFP. The Board did discuss the matter of an additional set aside of land for the Highway Department. The Town Administrator mentioned that he had been reviewing this process with NHMA attorneys to better understand how it might be accomplished and will report back to the Board once his review is complete. The Board asked the Town Administrator to advise the Commission of that fact and that the matter will be placed on a future agenda.

Old Business – Covid 19 Operational Updates - The Town Administrator mentioned that new isolation and quarantine guidelines provided by the New Hampshire Department of Health and Human Services (DHHS) were being provided to all employees.

2021-2022 Operating Budget – The Town Administrator mentioned that he had made the adjustments to date to the operating budget based on some of the material presented at the first two work sessions. He was also working on an option to be considered as an allowance for a possible increase in the Fire Chief's compensation lines should there be changes to the position when Chief Mardin retires.

Mr. Francesco asked if the Fire Department electricity line could be reviewed.

Public Participation: None

Town Administrator's Report to the Select Board December 21, 2020

1. The SWEPT meetings continue on Monday mornings at 11. The group has discussed preparing an intermunicipal agreement for review by all interested parties. Some initial outreach to potential lobbyists is underway. At some point there will be discussion with regard to participant funding.

2. I did speak with Brian Sutherland, a resident along the private section of Lane Road, this week. He was inquiring about the process to petition the Town to take over a private Road. It would appear that residents in the vicinity of Lane Road and Valley Stream have been discussing that option.

3. We will be providing copies of the latest isolation and quarantine guidance from the CDC to all employees along with their paychecks this pay period.

4. It would appear that the abutting property owner to our East Holderness Road lot is encroaching on our parcel. A recent site visit noted that there are vehicles and equipment on our lot. I checked with Kevin and he indicated that he had spoken to the Abutter and asked him to move the equipment, but that has not happened to date. There is also some question with regard to the actual boundary between the two parcels and whether or not there are other items that need to be moved.

5. Plan to follow up on some of the preliminary information we have received regarding March Town Meeting from NHMA to better understand its intent. The Holderness Central School has let us know that they will make the school available if needed.

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco to adjourn the meeting at 6:37PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator