

**Holderness Select Board  
Meeting Minutes  
January 4, 2021**

**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 5:30 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. 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 21, 2020:** Mr. Francesco made a motion to approve the minutes of the December 21, 2020 meeting 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:** None

**New Business: 2021-2022 Operating Budget and Warrant articles** – The Town Administrator reviewed the changes to the operating budget to date based on conversations from the work sessions held in conjunction with the Budget Committee. He also provided an option for the Board to consider with regard to the Fire Chief's position for the second half of Fiscal Year 21-22. Ms. White also noted that she had received information indicating that funding for the after-school program at Holderness Central School (HCS) was still an open question. The Board briefly discussed some of this material noting that there were additional items to be discussed in non-public session that might impact the operating budget bottom line so they deferred

voting on the operating budget at this time. The Board scheduled a meeting for Monday, January 11 at 5:30 PM to vote on the final operating budget and warrant articles. This will allow time to determine if funding for the HCS after school program would be requested.

**Old Business – Covid 19 Operational Updates** - The Town Administrator mentioned that he and the Finance Officer had discussed an updated policy and form for documenting requests for Covid related time out of work and would provide them to the Board for final consideration at their next meeting.

**Public Participation: None**

### **Town Administrator's Report to the Select Board January 4, 2021**

1. We should also take a few minutes to discuss possible options for Town meeting. Attached is an email exchange with Counsel regarding this topic. *The Board reviewed some of the material provided by Counsel and agreed to discuss the matter further with Town Moderator, Dan Rossner, at their January 19<sup>th</sup> meeting. The Town Administrator mentioned that he had forwarded the same material to Mr. Rossner for his review.*

2. The SWEPT meetings continue on Monday mornings at 11. Last week's discussion focused on how to interpret the funding formula provided to the education funding committee by the American Institute for Research (AIR). One interpretation of the numbers has 73 Towns in the "donor" category. The numbers are confusing and the initial response from the Committee to inquiries from concerned communities is that the formula is a guideline and no decisions have been made with regard to funding. Further action on this matter will most likely come in the form of legislation that might be considered in this legislative cycle.

3. We should discuss whether you wish to mandate that all Town employees get vaccinated. Most of the conversations on the list serve with regard to this topic caution against requiring it. *The Board discussed the matter briefly and agreed that employee vaccinations should not be made mandatory.*

4. As time permits, I have been researching an inquiry from a resident with regard to the width of the right of way on East Holderness Road. To date, I have found two old subdivision plans that appear to show it to be no more than 30 feet, but they do not clearly define the traveled way, so I am going to go through some older historical records to see if I can find anything with regard to the original layout. *Mr. Francesco commented that, in his experience, many roads would be two rods (33feet) wide and suggested that measurements could be taken between stone walls to see what the width might be although this would not necessarily define the traveled way on the road. The Board asked that the Town Administrator not spend any more time researching the matter noting that the individual pursuing the matter could do their own research if they wished to.*

5. Following up on an item that surfaced at the last budget work session, we have just a few street lights that have been upgraded to LED. I spoke with Skip Johnstone and he is going to get me a list of the streetlights the Town pays for so we can review it to see if we want to add/remove/move any lights. Skip can then schedule the balance of the lights to be upgraded. There will be no expense to the Town if we just change the fixtures. If we add or move lights, there will be some additional expense, mostly to add poles.

As an aside, the energy committee did look at this a couple of years back, but Skip had suggested we hold off because there was not much of a savings to be realized given the minimal difference in wattages at the time. The technology has advanced to the point that now there can be some savings realized so it might be a good time to get it done. We have approximately 30 lights in Town and it appears that six of them have already been upgraded (mostly in the North River Street area).

6. I am not aware of any other outstanding items with regard to the update of the personnel handbook. We should discuss whether you wish to proceed with its adoption at a future meeting. *The Board discussed this item briefly noting that they can consider final action on the handbook in February after the Budget Review had been completed.*

7. Our newest Police Officer, Thomas Murphy, was sworn in on Thursday afternoon, December 30<sup>th</sup>.

He will be attending the Police Academy (virtually, for the most part, for the next 16 weeks). He is very excited to be joining the force and we are very happy to have him on our team!

8. The filing period for public offices will open on Wednesday January 20<sup>th</sup> and continue until Friday, January 29<sup>th</sup>.

9. We should take up the matter of the additional set aside of land for the Highway Department on the Town Forest land. *The Board will take the matter up at their January 19<sup>th</sup> meeting and asked the Town Administrator to see if Mr. Spencer could be present for the discussion.*

**Board Member Reports:** **Mr. Francesco** mentioned that the Planning Board will be reviewing proposed language for Solar Panels that would be included in a zoning amendment for consideration by the voters at Town Meeting. He asked that Board members provide him with any suggested input and he will pass it along.

**Mr. Francesco** also mentioned that he had recently noticed some additional monuments or memorials at the Library and was not aware how they came to be there. The Town Administrator will follow up with the Library Director to get some additional information.

**Mr. Brickley** asked that the Board revisit the Fund Balance Policy and consider changes to it more in line with the Department of Revenue Administration Guidelines. The Board will consider the matter further in February.

**Non-Public Session: RSA 91A:3, II (a), if necessary** – At 6:58 PM, Mr. Laverack made a motion to go into non-public session under RSA 91A:3, II (a). The motion was seconded by Ms. Schwaner. 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 7:13 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

**Adjournment:** With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Laverack to adjourn the meeting at 7:19PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone  
Town Administrator