

**Holderness Select Board
Meeting Minutes
March 1, 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 5:32 PM in the first-floor office area. 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: Ms. Schwaner 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.

Correspondence File items: None

Approval of the Meeting Minutes of February 16, 2021: Mr. Francesco made a motion to approve the minutes of the February 16, 2021 meeting as written. 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.

Consent Agenda: **Boat Fee Agent Permit (2)**
 2020 4th quarter Sewer Warrant
 Veterans Credit -Van Gessel Map 245 Lot 081
 Veterans Credit - Sweeney Map 245 Lot 081

Mr. Francesco made a motion to approve the items on 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: Town Meeting Coverage- The Board discussed poll coverage for the first session of Town Meeting. The polls will be open from 10AM until 7PM. Ms. White will be present from 10AM until 12:30PM. Mr. Laverack from 12:30PM until 3:00PM. Mr. Brickley from 3:00PM until 5:00PM. Ms. Schwaner from 5PM until 7:00PM. Ms. White, Ms. Schwaner and Mr. Brickley will be present after the votes have been tabulated to sign the ballot box seals.

The Town Administrator will set up the polling place on Monday afternoon and will be present all day at the polling place to attend to any needs that may arise. The Town Administrator will work with the school and Mr. Rossner to set up the seating for the second session on Wednesday evening.

Old Business Covid 19 Operational Updates – The Town Administrator had no updates to report.

Public Participation: None

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

At 6:31 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

Town Administrator's Report to the Select Board March 1, 2021

1. Attached are comments received from the New Hampshire Department of Revenue Administration (DRA) with regard to the cyclical revaluation/update agreement submitted by Corcoran Consulting Associates, Inc. I will review these with Marybeth prior to scheduling her to meet with the Board to further discuss the agreement.
2. Reappointments should be processed in March. Attached is a list of those folks due to be reappointed if the Board chooses to do so at this time. All have been contacted and wish to be reappointed. The Budget Committee members would need to be reappointed by the Moderator.
3. We received notification this week from Plymouth Fire/Rescue of an increase to our Ambulance Contract that will automatically renew July 1, 2021. (attached) The new price for year one will be \$61,306.20 and increase of \$9,139.00 in excess of what is currently budgeted. The Board can opt out of the renewal with 90 days written notice. You would have to notify Plymouth by the end of March of your intention to not renew.
4. Work on the update to the Town Emergency Operations plan began on Friday, February 26th with Town Departments and Town Officials participating. This work will continue into the summer with the goal to have an updated plan completed by the end of the calendar year.
5. Review of the Fire Chiefs position continues. Moving forward, the plan includes meeting with the Fire Wards to get their perspective on the process. A survey will also be prepared to get input

from the members of the Department. Individual conversations with Department Officers are contemplated as well. *Ms. White indicated that she will be assisting in this process.*

6. A final draft of the personnel handbook should be available by Mid-March for the Boards review and comment.

7. The final draft of the Town Report is at the printers. We expect to have printed copies available by March 2nd. A copy of the report will be posted online as well.

8. Interviews for the Deputy Town Clerk position are underway. To date we have received only one application.

9. Wendy has indicated that a community member and rec. board member is interested in putting together an Easter Scavenger Hunt for families to get kids and parents outside and off their screens. The plan would be to have it at either or both the Pilote or Town Forest properties.

This is very tentative and she is just putting a feeler out, but she is also working on her spring flyer and would love to put it in there if we were able to pull it together.

Ideas include hanging or tying pictures of eggs to trees for people to take photos of and “collect” for an Easter themed prize at the end. It could be held over the Easter weekend and not all on the same day so that people would spread out and if we did both properties that would be even better.

Any and all event material that were put out, would be cleaned up, in hopes of having a minimal impact on the trails.

She asked if I would share this with the Select Board to see if they have any concerns or issues with it.

She could be available to answer questions Monday night. Adar Fejes, a Recreation Board Member is also available to take questions if necessary. *The Board had no questions or concerns with regard to the event.*

10. The tree work at the Holderness School Property on Mount Prospect Road started on Friday February 19th. This work is associated with the installation of some new practice and playing fields for the School. There will also be a parking area and an equipment storage building on that site.

11. You all, should have received a soft copy of the Audit on February 22nd. There are five hard copies of the audit available if you would like one. Let me know.

12. Please let me know if you would like to receive copies of the Executive Councilor Reports that are issued periodically.

13. Also please let me know if you would like to receive your copy of Town and City magazine digitally instead of in Hard Copy format. *Ms. White, Ms. Schwaner, Mr. Francesco and Mr. Laverack all indicated that they wished to receive digital copies.*

Board Member Reports: None

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Laverack to adjourn the meeting at 7:04PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator