

**Holderness Select Board
Meeting Minutes
March 29, 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 5:31 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 emailing administrator@holderness-nh.gov to obtain the meeting link.

Ms. White then polled all meeting participants to ask if they had anyone else present in the room with them and if they were recording the meeting. All members were alone and no one was recording.

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.

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

Correspondence File items: None

Approval of the Meeting Minutes of March 15, 2021: Mr. Francesco made a motion to approve the minutes of the March 15, 2021 meeting as written. There was a second from Mr. Brickley. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

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

Consent Agenda:

- Investment Policy**
- Veterans Exemption, Map 239 Lot 029**
- Board/Committee Appointments, Conservation and Recreation**
- Supplemental notice of Intent to Cut, Map 225 Lots 51,52**
- Land Use Change Tax Map 227 Lot 011-022, Map 217-Lot 016, Map 217 Lot 015**
- Certification of Yield Taxes Assessed, Map 225 Lots 51,52**

Ms. Schwaner 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.

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

New Business: Bonnie Hunt-Chair, Trustees of Trust Funds: Ms. Hunt was present to provide the Board with an update from the Trustees meeting of March 18, 2021. At that meeting the Trustees reconfirmed that NHPDIP reports were being received electronically. They also discussed investment returns noting, that in the current market, there are no plans to make any changes to investments. They approved the existing Investment policy, but Ms. Hunt mentioned that she was going to review and update the policy as necessary.

Ms. Hunt also mentioned that the Trustees discussed succession planning and some possible options for filling open seats as Trustees terms expire. She also noted that no other member community had stepped forward to assist with managing the SAU funds.

The Board thanked Ms. Hunt and the Trustees for all of the work they have done to effectively manage the Funds in their care.

Old Business Covid 19 Operational Updates: The Town Administrator mentioned that the latest published CDC guidelines do not require domestic travelers to quarantine upon returning home from trips within the 50 states and U.S. territories.

Public Participation: None

Town Administrator's Report to the Select Board March 29, 2021

1. Met with Marybeth Walker on Tuesday to discuss the statistical revaluation planned for this year and the new five-year general assessing agreement. She will be providing an updated copy for further review.
2. We need to discuss the matter of seasonal conversion as it appears in the zoning ordinance. (copy attached). I have some concerns with regard to how to effectively oversee and enforce compliance with this.
3. The Joint Loss Management Committee will be updating our safety policy and completing an inspection of all Town facilities over the next three months.
4. Our second work session for the Emergency Operations Plan update took place this morning, Friday, March 26. Our goal is to complete the update process by Fall of this year.
5. The Coalition Communities 2.0 group will be meeting on Monday, March 29 at 11AM to get a report from our lobbyist with regard to the matter of SWEPT donor towns. The lobbyist has registered with the State and is currently monitoring all of the Legislative activity pertaining to School funding and the possible reestablishment of donor Towns. They will be reporting to the executive board of the coalition on a regular basis.
6. Updated COVID 19 travel guidance has changed the requirement for quarantine upon return from domestic travel to a recommendation.

7. We received our final renewal numbers from Health Trust for the next fiscal year. The health insurance premiums were lower than the guaranteed maximum renewal rates quoted for budget purposes by 2.8%. Dental and Long-Term Disability numbers will remain unchanged and there will be a small increase in premium for Short Term Disability coverage, although the new premium is still lower than what we were paying with our old provider. I have attached a copy of the renewal package to this email for you to review at your leisure.

8. We need to prioritize projects for the balance of the year. I have my own list but among the bigger projects the Board may wish to consider are: Eleanor's replacement, the personnel handbook update, assessing contracts, road standards, in person meetings and any others, you can think of. *Ms. White suggested that revisiting the expansion of the parking lot behind the post office and the Memorial Day program for 2021 be given some consideration. Mr. Francesco mentioned that he thought repainting of the Town Hall should be considered as well.*

9. Representative Fellows has asked for some input from the Board with regard to Senate Bill 24, a copy of which has been provided to you. If you can get any input to me prior to the next Board meeting I will pass it along to Representative Fellows.

10. Does the Board wish to consider sending a written request to our Representatives in the New Hampshire House asking them to oppose the passage of House Bill 111? *After a brief discussion there was consensus among the Board members that they should have the Town Administrator contact our three State Representatives and ask that they oppose House Bill 111.*

11. There is an Energy Committee meeting scheduled for Tuesday, April 6 at 4PM.

12. Received a letter today from Donna Bunnell submitting her resignation from the Planning Board effective immediately. *Ms. Schwaner made a motion to accept Ms. Bunnell's resignation. There was a second from Mr. Brickley. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.*

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

13. Received a letter today from Amanda Bussolari regrettably submitting her resignation from the position of Deputy Town Clerk/Deputy Tax Collector effective at the end of April. *Ms. Schwaner made a motion to accept Ms. Bussolari's resignation. There was a second from Mr. Brickley. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.*

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

Board Member Reports: Mr. Francesco reported on the untimely passing of Attorney Tom Cowie.

Non-Public Session: RSA 91A:3, II (I), if necessary – At 6:47 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 7:08 PM, Mr. Francesco 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. Brickley. 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. Brickley moved, with a second from Mr. Francesco to adjourn the meeting at 7:09PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator