

**Holderness Select Board
Meeting Minutes
April 12, 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. Marybeth Walker, President, Corcoran Consulting Associates, remotely from her office, Earle Jenkins Jr. and Eliza and Meika Carter, remotely from their homes.

Call to Order: The meeting was called to order at 5:35 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.

Ms. White welcomed Eliza Carter, a sophomore at Plymouth Regional High School, who was monitoring the meeting for her civics class.

New Business: Marybeth Walker-President, Corcoran Consulting Associates – Assessing Agreements –

Ms. Walker was present to review two assessing agreements with the Board. The first agreement is for a cyclical revaluation to assessed values for 2021. She explained, that since the last revaluation in 2018 the median ratio for all sales has fallen below standards set by the Department of Revenue Administration (DRA). Therefore, property values will have to be updated to reestablish equity between all classes of properties. Ms. Walker reviewed the timeline for the work and took questions from the Board with regard to the process.

Mr. Francesco made a motion that the Board approve and sign the Cyclical Revaluation Agreement as proposed. 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.

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

Ms. Walker then reviewed the Agreement for Assessing Services for the 5- year period beginning on July 1, 2021. This agreement outlines the scope of the general assessing services provided by Corcoran Consulting Associates and is an extension of the current agreement which expires on June 30, 2021.

Mr. Francesco made a motion that the Board approve and sign the Agreement for Assessing Services as proposed. 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.

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

New Business: Earle Jenkins-Purple Heart Trail Sign – Mr. Jenkins was present to review the Purple Heart Trail sign program material previously supplied to the Board. He was proposing to have the trail sign installed abutting NH Route 113 in the vicinity of the Honor Roll Memorial on the Library Lawn. In addition to the sign there would be a placard recognizing his father, Earle Jenkins Sr., a twice decorated purple heart recipient. Mr. Jenkins mentioned that there might be provisions for adding more names to the sign if necessary. New Hampshire Department of Transportation would need a letter of support from the Select Board in order to erect the sign.

The Board thanked Mr. Jenkins for bringing this proposal to them. They all felt that it would be a most appropriate way to recognize Holderness Purple Heart recipients.

Mr. Francesco made a motion for the Board to provide a letter of support for the project and to further authorize Ms. White to sign the letter on behalf of the Board. Mr. Brickley provided a second. Their 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

Mr. Jenkins thanked the Board for their support. He will provide the Town Administrator with the contact information to be included in the letter.

Old Business Covid 19 Operational Updates: None

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. Francesco. 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 29, 2021: Mr. Laverack made a motion to approve the minutes of the March 29, 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:

- Special Event Permit, Vintage Market Days, May 8,9, 2021
- Hawkers, Peddlers License, Tartaglia's Pizza, Curry Place
- Intent to Cut- Map 228 Lot 65
- Land use Change Tax Map 227 Lot 011-001
- GIS Internet Services Agreement-Cartographics
- Appointment - Jen Stewart Deputy Town Clerk/Tax Collector
- Appointment – Amanda Bussolari Assistant Town Clerk/Tax Collector
- Intent to Excavate – Map 210 Lot 008 Sublot 001
- Gravel Tax Levy - Map 210 Lot 008 Sublot 001

Mr. Francesco made a motion to approve the items on the Consent Agenda. 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.

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

Public Participation: The Board members, the Town Administrator and Ms. Carter provided some information with regard to their backgrounds and experience in Local Government.

**Town Administrator's Report to the Select Board
April 12, 2021**

1. Nancy has received a written request from Bill Nesheim seeking appointment to the Planning Board. *Ms. White asked the Board members to give some thought to other candidates for the Planning Board as well. Mr. Francesco mentioned that the Planning Board will be discussing this matter at their meeting on April 20th.*

2. I have received some legal comments from the Municipal Association with regard to locating cisterns in new subdivisions that I will need to review with Chief Mardin to see how best to incorporate it into her research to date. We should be able to discuss in more detail at the April 26th meeting.

3. The Energy Committee met on April 6th and among other topics, discussed how to become an "Energy Sustainable "Town. We also discussed possible solar projects at Town Facilities.

4. Information has been filtering out slowly with regard to the American Rescue Plan Act (ARPA). If you had an opportunity to watch the presentation that I forwarded last week you know as much as I do. Hope to be able to sort this out sooner than later. Based on an email I received on Wednesday from NHMA, it looks like we will be eligible to receive up to \$208,594.77 from the program. NHMA will most likely have a program on this soon which I hope will clear things up.

5. The Town Office Server will be upgraded on Wednesday, April 14th. We will have limited computer capabilities during that time.

Board Member Reports: Ms. White mentioned that she had spoken with two community members who expressed interest in serving on a Committee to review plans for expanding the parking lot. She asked the Board members to give some consideration as to how best to move forward with this project and perhaps discuss it further at one of our next two meetings.

Ms. White also mentioned that she was looking for ideas for how to hold a virtual Memorial Day program and would welcome input from Board Members.

Non-Public Session: RSA 91A:3, II (I), if necessary – None

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Brickley to adjourn the meeting at 6:47PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator