

**Holderness Select Board
Meeting Minutes
May 24, 2021**

Select Board Members Present: Jill White and Kelly Schwaner at the Town Office. Sam Brickley and Peter Francesco were present by remote link.

Others Present: Town Administrator, Michael Capone, at the Town Office. Dan Falby, Nancy Isikoff, Cici Cyr, April Sergeant and Bill Nesheim all by remote link.

Call to Order: The meeting was called to order at 5:36 PM in the first-floor office area. Ms. White and Ms. Schwaner were in the building in separate offices on the first floor. The Town Administrator was in the second-floor meeting room. 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. Mr. Falby and Ms. Isikoff were together and all others were alone. No one was recording the meeting.

Public Participation: Ms. White welcomed Ms. Cyr, Ms. Isikoff and Mr. Falby to the meeting. Ms. White asked if they were present to view the meeting or if they had some specific comments they wish to make. Mr. Falby asked for a few minutes to provide some observations with regard to the Howard subdivision currently before the planning board. Ms. White, once again, noted that the Select Board has no role in the subdivision process, but would certainly allow Mr. Falby some time to make his remarks. After Mr. Falby delivered his remarks the Board and the Town Administrator took questions from Ms. Isikoff and Ms. Cyr with regard to enforcement of Planning Board decisions.

At the conclusion of the conversation, Ms. White thanked Ms. Cyr, Ms. Isikoff and Mr. Falby for attending and welcomed them to stay for the balance of the meeting.

New Business: Knotweed Eradication: Conservation Commission members April Sergeant and Bill Nesheim were present to discuss two items with the Board. The first was with regard to Knotweed Eradication at the Transfer Station. Ms. Sergeant provided an outline of the plan to the Board. The New Hampshire Department of Environmental Services (NHDES) will partner with the Commission during the process. She noted the Commission may place some informational signage onsite to inform and educate the public with regard knotweed eradication. Commission members will provide any labor for the project. The Board was fine

with the proposed plan, but noted that if it was found that any herbicides were to be used, the Board would need to reconsider the project.

Mr. Nesheim then inquired about the status of the survey of the Town Forest and the set aside of additional land for the Highway Department. It was noted that Commission Chairman, Larry Spencer had sent a memo to the Board in January of this year suggesting that the survey should be completed prior to any further discussion of the set aside as it might help better define conditions on the ground.

The Board and the Commission members discussed the best path forward for completing the survey. Mr. Nesheim will reach out to Mr. Spencer and prepare an RFP for the survey.

The Board thanked MS. Sergeant and Mr. Nesheim for attending the meeting and for their service on the Commission.

New Business: Tax Deeded Property: The Board reviewed an update from the Town Clerk/Tax Collector with regard to two properties up for tax deeding. Mr. Brickley made a motion that the Board approve the deed waiver as proposed by the Town Clerk for parcel Map 239 Lot 039. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

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

Mr. Brickley made a motion that the Board approve a 120-day extension of the deed waiver as proposed by the Town Clerk for parcel Map 210 Lot 003 Sub Lot 048. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

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

New Business: Capital Outlay Transfers: The Town Administrator reviewed the memo he had prepared to go to the Chair of the Trustee of Trust Funds identifying the amounts of Capital Outlay for the current Fiscal Budget that would need to be withdrawn from existing Capital Reserves to reimburse the General Fund. The Board was in agreement with the amounts listed on the memo.

Old Business: COVID 19 Operational Updates: The Board discussed lifting the existing restriction on vehicles accessing the roll offs at the Transfer Station. The Town Administrator mentioned that he had spoken with Scott Davis, the Transfer Station Supervisor, and Scott was in favor of lifting the restriction. The Board discussed the matter briefly and agreed that they should lift the restriction. If it were to become an issue again, they would put in back in place.

The Board inquired about the Town Office. The Town Administrator mentioned that the appointment system in place seemed to be working well and folks seemed to be fine with

continuing to wear masks in the lobby given the limited amount of space available for social distancing. He did note that individuals who showed up without appointments were generally able to be accommodated without impacting operations or inconveniencing anyone. He did not see a reason to change anything within the Town Office.

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. Brickley. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

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

Correspondence File items: None

Approval of the Meeting Minutes of May 10, 2021: Mr. Francesco made a motion to approve the minutes of the May 10, 2021 meeting as written. There was a second from Mr. Brickley. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

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

Consent Agenda: Forest Fire Warden Appointments
Abatement Request Map 210 Lot 003 Sublot 046
Veterans Credit Map 213 Lot 036 Sublot 005
Federal Property Agreement 1954 Willys Jeep
Certification of Yield Taxes Assessed Map 227 Lot 025
Certification of Yield Taxes Assessed Map 227 Lot 022

Ms. Schwaner made a motion to approve the items on the Consent Agenda. Mr. Francesco provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.

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

Old Business: COVID-19 Operational Updates:

Town Administrator's Report to the Select Board
May 24, 2021

1. I have attached correspondence received from Annie and Rob Haskell with regard to a vendor they would like to have at Curry Place. The information was forwarded to Chief DiFilippe as it would require the approval of a Hawkers, Peddler's license by the PD.

2. I have attached a copy of the Capital Outlay Transfer Memo to this email so you can review it in advance of the meeting. I have also attached a list of the Capital Reserve expenditures you have approved during the year. They have been consolidated into one document for convenience should the auditors request backup. We should have a formal vote as a couple of them are new items. *The Board reviewed the items on the list. Mr. Brickley made a motion to approve the Capital Reserve account expenditures as noted. Mr. Francesco provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion by a roll call vote.*

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

3. As of this writing, 8 entities with a total of 11 attendees have RSVP'd to the Tuesday morning Business Meeting. Jill, Peter, Kevin, Erik, Eleanor and myself will be in attendance as well.

4. Kevin is reviewing his expenses to date with regard to the sidewalk work downtown. He may have enough to finish one last section of sidewalk just beyond the Marina. That would complete all of the work originally contemplated.

5. Jill and I are continuing our discussions with Fire Department members. They should be complete by May 28th at which time we will have spoken with the Fire Wards, all of the Fire Department Officers and any of the other Department members who might attend our two open sessions on Wednesday and Thursday evening of next week.

6. A Request for Proposal (RFP) for the CDBG grant you have conditionally agreed to sponsor for the Town Line Village Cooperative has been posted on line. The deadline for submissions is June 1, 2021. I have been speaking with Donna Lane, who writes these grants and she will supply me with some additional material for the Board to review with regard to the process.

7. We are working towards the goal of having the warrant ready sometime next week. With the increase in subdivision activity and land use change tax it is taking longer to update records to ensure an accurate warrant.

8. We have received the annual agreement from HydroSource for monitoring at the Transfer Station. The fee is in line with what has been discussed in the scope of services and has been included in the Town Operating Budget for the next fiscal year. *Mr. Brickley made a motion to have the Town Administrator execute the agreement on behalf of the Board. Ms. Schwaner provided a second. There being no further discussion, the Board voted in favor of the motion by a roll call vote.*

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

9. It may be necessary to buy some additional hardware for the meeting room to accommodate hybrid meetings. The estimated expense may be around \$4,000. I will update the Board as necessary.

Board Member Reports: Ms. White provided an update on the plans for Memorial Day. She mentioned that Board member, Kelly Schwaner, was going to plant flowers at the Veterans Memorial on Saturday, May 29th. Flags will be placed in the area around the Memorial. Ms. White will place a wreath at the Memorial as well. There will be no public ceremony this year, but we hope to have one next year.

Non-Public Session: RSA 91A:3, II (e), if necessary – At 7:18 PM, Mr. Brickley made a motion to go into non-public session under RSA 91A:3, II (e). The motion was seconded by Mr. Francesco. The motion was approved 4-0 by a roll call vote.

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

At 7:40 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 4-0 by a roll call vote.

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 7:41PM. The Board voted 4-0 in favor of adjournment by a roll call vote.

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

Respectfully submitted,

Michael R. Capone
Town Administrator