

**Holderness Select Board
Meeting Minutes
August 16, 2021**

Select Board Members Present: Chair, Jill White, Vice Chair, Woodie Laverack, Sam Brickley, Peter Francesco and Kelly Schwaner.

Others Present: Town Administrator, Michael Capone, Resident, Bill Nesheim.

Call to Order: The meeting was called to order at 5:02 PM in the upper-level meeting room.

Correspondence Items: Reviewed and discussed

5:30PM Agenda Items: Public Hearing on American Rescue Plan Act (ARPA) funds – RSA 31:95-b: Ms. White opened the public hearing at 5:32PM. The Town Administrator explained that pursuant to RSA 31:95-b, a noticed public hearing was necessary to take public comment on the receipt and expenditure of the first round of ARPA funding. Last Friday, the Town received \$110,290.54 in the first of two rounds of funding from the program. The second round of funding is anticipated to be received in September of 2022. The Town Administrator provided additional background on the program and some possible options for use of the funds.

Ms. White opened the floor for public comment. Mr. Nesheim mentioned that he was present to get some additional information on the program. He further commented that the Town should use the funds to purchase items that are needed by the Town, but are not currently scheduled for purchase due to lack of funds.

The Town Administrator noted that the guidance provided by the program was still being reviewed to determine exactly how the funds could be spent, but the Town had until 2024 to allocate the funds and to 2026 to fully expend them so there was time to further research the options.

Ms. White closed the Public Hearing at 5:52PM.

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.

Approval of the Meeting Minutes of July 30, 2021: Mr. Francesco made a motion to approve the minutes of the July 30, 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.

Approval of the Meeting Minutes of August 2, 2021: Ms. Schwaner made a motion to approve the minutes of the August 2, 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.

Consent Agenda: Intent to cut Map 211 Lot 001
Temporary Sign Permit, Sandwich Fair

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.

Old Business: COVID 19 Protocols – The Board reviewed and discussed the latest update from the CDC. They would continue to monitor the guidance provided and discuss again at their next meeting.

Public Participation: Mr. Nesheim asked if the Board might consider a review of the disorderly actions ordinance in an effort to provide more clarification on what types of disturbances were enforceable. The Board discussed the matter briefly and will take it under advisement. They thanked Mr. Nesheim for bringing his concern forward.

Town Administrator's Report to the Select Board August 16, 2021

1. The draft of the Personnel Handbook has been distributed to Department Heads for their review and comment. They have been instructed to submit any proposed corrections/changes to me prior to the September 13, 2021 meeting so you can do one final review and hopefully vote to adopt the handbook at that time.
2. We hope to begin interviews for the Fire Chiefs position later this month. Jill and I have discussed holding an organizational meeting of the interview team so we can discuss format and content prior to beginning the interviews.
3. **Attached** for your review and comment is a draft of the response from the Board to the drainage inquiry on Hawkins Pond Road. *The Board reviewed the draft correspondence and incorporated one suggested edit. The Town Administrator revised the document and submitted a final copy of the correspondence for Ms. White to sign on behalf of the Board.*
4. Another **attachment** is the draft letter to property owners along Perkins Lane requesting their assistance in removing obstructions from the Town's right of way. *The Board briefly reviewed the letter and will submit edits/additions to be included in a final draft for discussion at the next meeting.*
5. I am continuing to collect information regarding the betterment process as it relates to a potential request from property owners along Lane Road. Hope to have most of the information available for a possible review and discussion at the meeting on the 16th. *The Board asked that the materials be provided to them for their individual review and comment at an upcoming meeting. The Town Administrator will provide the documents, but noted that any comments need to be directed to him on an individual basis and not shared with other Board members outside of a public meeting. He will compile the individual comments for further consideration by the Board*
6. A flu clinic will be held in the second-floor meeting room of the Town Office on Tuesday, October 19, 2021 from 9AM to 11AM. More details to follow.

7. The assessors continue to work on the update of values for the Town. Once the values have been updated, letters will go out to all residents advising them of any change in value.

Board Member Reports: None

Non-Public Session: RSA 91A:3, II (I), if necessary – At 6:55 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 7:03 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. 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

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Laverack to adjourn the meeting at 7:07PM. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator