

**Holderness Select Board
Meeting Minutes
September 13, 2021**

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

Others Present: Town Administrator, Michael Capone, Erika and Michael Salmon.

Call to Order: The meeting was called to order at 5:00 PM in the upper-level meeting room.

Correspondence Items: Reviewed and discussed

Agenda Items: At 5:30 PM, Vice Chair, Laverack called for those present to stand and recite the pledge of allegiance.

Public Participation: The Town Administrator mentioned that Katrina Randlett had inquired about the use of Town parking areas for Trick or Treating this year. Erika and Michael Salmon were also present to discuss a free Halloween event they had planned. The Town Administrator mentioned that he had suggested that Erika contact Katrina about coordinating activities. It was also noted that a member of the Recreation Board had inquired about doing something as well.

Erika and Michael explained their plan to the Board. The members were appreciative of their efforts and agreed that combining the events would make sense. The Board had no issues with utilizing the Public Safety parking area and making the Town Office parking area available for overflow parking for Erika and Michael's event. They asked that Chief DiFilippe and Chief Mardin be consulted with regard to any public safety issues.

The Board thanked Erika and Michael for attending the meeting as well as all of the folks who are stepping up make the planned events a reality.

Department Head Visit- Scott Davis-Transfer Station - Scott was present to provide an update on activity at the Transfer Station. He noted that things were going well and reviewed some of the projects completed to date including the processing of scrap metal.

Scott mentioned that Cory and Hanz were doing a good job and were a great asset to the community. This sentiment was shared by members of the Board as well. He also mentioned that folks coming to the station had been patient and cooperative during some of the recent challenges which he and the staff appreciate. Scott also mentioned some possible improvements to the station that he hoped to make during the next year.

The Board reviewed some information regarding tipping fees that had been prepared by Scott and the Town Administrator. They also discussed the latest developments in recycling and how it has helped keep costs down at the station. Unfortunately, there is no way to determine how long the trend might continue.

The Board thanked Scott for attending the meeting and for all of the hard work that he, Hanz and Cory put in at the station.

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 Ms. Schwaner. There being no further discussion, the Board voted 4-0 in favor of the motion.

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

Approval of non-public meeting minutes of August 30, 2021: Mr. Francesco made a motion to approve the non-public minutes of the August 30, 2021 meeting as written. There was a second from Ms. Schwaner. Mr. Brickley made note of an error in the list of Board members present. There being no further discussion, the Board voted 3-0-1 in favor of approving the minutes as amended with Mr. Brickley abstaining as he was not present at the meeting.

Consent Agenda: General Operating Funds Policy
Certification of Yield Tax Assessed Map 228-065-21 Hardhack Road

Ms. Schwaner made a motion to approve the consent agenda. There was a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

5:30PM Agenda Items: New Business: Personnel Handbook – Mr. Brickley provided some background on the process for updating the handbook including a review by Counsel. The Town Administrator noted that all of the Department Heads had reviewed the draft as well and had no additional input.

Mr. Brickley made a motion that the Board approve the updated personnel handbook as written. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

Old Business: COVID 19 Protocols – The Town Administrator mentioned that there had been no updates to the current CDC Guidelines. No new action was taken by the Board.

Town Administrators Report September 13, 2021

1. The Fire Chief interviews are scheduled for Monday October 4th. Six interviews are scheduled between 9 and 3 with a one-hour break for lunch. The interview team has prepared a list of questions for the candidates.

2. The Board should consider discussing some basic budgeting directives for Department Heads in advance of their budget preparation. Most notably, wage increases as the cost of living projections are in the 6% range. One might also realistically expect there to be recommendations for additional employees being added to departments. *The Board will take the matter under advisement.*

3. We have received the final copy of our Updated Emergency Operations Plan. A reimbursement request for the cost of the update has been submitted to the State.

4. Our assessing firm has completed their preliminary update of values for the next tax cycle. These numbers will undergo a final review prior to letters with update values going to residents in advance of the Fall tax bill. It should be noted that an overall increase in value town wide would translate to a lower tax rate which will work to offset some of the increase in value.

5. While the review is underway, we have requested an extension to file the MS-1. The new submission date will be October 15, 2021. This will also allow the auditors time to complete the MS-535, another document required to set the new tax rate.

6. The opening for a Land Use Boards Assistant has been posted online at the post office and also on the NHMA website. Until such time as a suitable replacement is found, I will assume the responsibilities of the position.

7. The Town Administrator mentioned that the Board should revisit the Special Event Permit section of the zoning ordinance and update as necessary.

8. The Town Administrator asked if the Board would renew their discussion of Road Standards.

9. You have received a request from the Squam Lakes Association (SLA) to submit a letter of support for Watershed Runoff Mitigation application that they have in process. They have provided a sample letter. *The Board reviewed the correspondence and expressed concern with just having been notified of this earlier in the afternoon. They had no background on the project and therefore, no basis by which to commit the Town to a possible financial or manpower commitment. They asked that the Town Administrator to contact the SLA for additional information, noting that they could consider a letter of support at a future meeting.*

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting at 7:09PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator