

**Holderness Select Board
Meeting Minutes
November 22, 2021**

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

Others Present: Town Administrator, Michael Capone, Town Clerk/Tax Collector, Ellen King, Library Director, Adam DiFilippe and Library Trustee Chair, Andrew Herring

Call to Order: The meeting was called to order at 5:02 PM in the second-floor meeting room of the Town Office.

Correspondence Items: Reviewed and discussed

Town Clerk/Tax Collector Ellen King was present to deliver the tax deed for parcel 239-030-000 to the Board. There was a brief discussion regarding the process going forward and options the Board had for the parcel. The RSA governing the sale of the parcel was reviewed as well.

Ms. King also discussed adding money to the operating budget for the restoration and protection of some of the older town reports. The Board reviewed the process with Ellen and discussed how best to accomplish the task. It was suggested that the restoration and protection be undertaken in phases with funds being placed in the Town Clerks budget for the work.

The Board thanked Ellen for her work on both the deeding process and the restoration of the Town Reports.

Department Head Visit: Adam DiFilippe – Library -Adam was present to provide an update for the Board regarding activity at the library. He noted that operations were slowly getting back to normal and reviewed some of the existing policies in place regarding patron/employee interaction. Many of the in-house programs have been starting back up and the library has been taking input from patrons with regard to other programs either hybrid or in house. The staff will continue to monitor conditions regarding COVID and adjust operations accordingly. The Board thanked Adam and the library staff for all of their efforts on behalf of the community.

New Business: Andrew Herring- Chair, Library Trustees – Mr. Herring was present to discuss educational enrichment options for employees. There was a general discussion with regard to how this option is currently handled within the budget process. It was noted that most departments provide for training within their operating budgets and perhaps the library should consider the same.

Approval and Signing of Payroll and Payables Checks: Mr. Brickley 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 3-0 in favor of the motion.

Approval of the Meeting Minutes of November 8, 2021: Mr. Brickley made a motion to approve the public minutes of the November 8, 2021 meeting as written. There was a second from Mr. Francesco. There being no further discussion, the Board voted 3-0 in favor of the motion.

Consent Agenda/ Signature file: Use & Dissemination Agreement – State Police Criminal Records Division – authorize the Town Administrator to sign

- Second Issue Negative Tax Bills
- Tax Deed Map 239-030-000
- Special event Permit: Inn on Golden Pond
- Sanders Searches agreement
- Veterans Tax Credit Map 213-026-023

Mr. Brickley made a motion to approve the Consent Agenda. Mr. Francesco provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

Old Business: COVID 19 Protocols -the Town Administrator had no new updates regarding changes to existing COVID protocols.

Old Business: 2022-2023 Budget Schedule and Process – the Town Administrator noted that employee related expenses and some proposed new or upgraded positions will add to the operating budget. He hoped to have the draft budget to the Board and Budget Committee in advance of the December 6 deadline.

Public Participation: none

Town Administrators Report November 22, 2021

1. The tax bills went out on November 18th with a due date of 12/20/2021
2. I have reviewed the property on Route 113 for which we have received the sale inquiry with both the Conservation Commission and the Planning Board and they have no objection to the property being sold.
3. Department Head budgets have been received. I am in the process of reviewing them. Hope to have a draft document ready for your review at the December 6th meeting. Will get it to you sooner, if possible.
4. Two bids have been received in response to our RFP for cleaning services in the Town buildings. I am the process of reviewing them. It was noted that the award would need to be made prior to the next Board meeting. *Mr. Brickley made a motion authorize the Town Administrator to award the contract on the basis of the best value for the Town. Mr. Francesco*

provided a second. There being no further discussion, the Board voted 3-0 in favor of the motion.

5. Department Heads have been advised of the change to the Health Insurance whereby they can receive \$5,000 for not taking a Health Insurance plan as long as they provide proof of other coverage.

6. Working on scheduling a swearing in ceremony for incoming Fire Chief, Jeremy Bonan some time in December.

Board Member Reports: None

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco to adjourn the meeting 6:22PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator