

**Holderness Select Board
Meeting Minutes
December 6, 2021**

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

Others Present: Town Administrator, Michael Capone, Road Agent, Kevin Coburn.

Call to Order: The meeting was called to order at 5:01 PM in the second-floor meeting room of the Town Office.

Correspondence Items: Reviewed and discussed

Department Head Visit: Kevin Coburn – Highway Department -Kevin was present to provide a department update. Things were going well and the department has already handled to winter weather events with no issues.

Kevin and the Board had a discussion regarding the addition of a front loader to the equipment roster. Kevin outlined his concerns regarding the heavy reliance on just a backhoe and felt that the addition of a loader would make department operations more efficient. Kevin took questions from the Board.

There was a discussion regarding how best to incorporate the purchase into the existing capital equipment schedule. The Board asked Kevin and the Town Administrator to review the current schedule and make a recommendation for the Board to consider.

The Board thanked Kevin and the department members for their efforts on behalf of the community.

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 4-0 in favor of the motion.

Approval of the Meeting Minutes of November 22, 2021: Mr. Francesco made a motion to approve the public minutes of the November 22 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.

Consent Agenda/ Signature file: Health Insurance Reimbursement Memo
Fire Warden Appointment

Mr. Brickley made a motion to approve the Consent Agenda. Ms. Schwaner provided a second. There being no further discussion, the Board voted 4-0 in favor of the motion.

New Business: 2022 Meeting Calendar and 2022 Holiday Calendar – the Town Administrator presented his proposed 2022 meeting schedule to the Board for their review and comment. He also provided a draft 2022 Holiday schedule which is based on the Federal Model. Mr. Brickley made a motion that the Board adopt and approve the 2022 Holiday schedule as presented. There was a second from Ms. Schwaner. There being no further discussion, the Board voted 4-0 in favor of the motion.

Old Business: COVID 19 Protocols -the Town Administrator had no new updates regarding changes to existing COVID protocols. The Town Administrator reviewed the procedures for having employees quarantine when necessary.

Old Business: 2022-2023 Budget Schedule and Process – the Town Administrator noted that all of the Budget materials had been distributed in advance of the initial budget presentations from Department Heads. The first joint session with the Budget Committee is scheduled for Wednesday, December 8, 2021 beginning at 8AM. Department Heads will make their initial presentations of their operating budgets at that session.

Public Participation: none

Town Administrators Report December 6, 2021

1. Officer Strickland has resigned from the Police Department effective 12/2/21. Will discuss the replacement plan with Chief DiFilippe.
2. Have submitted a request for a 50% reimbursement from the COOP for the LED light upgrade at the Fire Station. We should receive a check for \$4,964.00 shortly. This should complete the LED upgrade effort in the Town buildings with only a few isolated units remaining in other buildings.
3. The new cleaning firm will be starting this weekend. They are a small, local firm. Family owned and operated but properly insured and professionally run. They will do a good job for us.
4. We were not able to meet the deadline for submitting an application for a Road Safety Audit with NHDOT. Will try to focus on it in the spring once we are through Town Meeting. I have spoken with a representative from NHDOT who has provided some additional guidance.
5. Met with PSNH regarding their transmission line rebuild project from New Hampton to Holderness. See the **attached** for an introduction.
6. Have a consultation with Counsel scheduled for the Zoning Board of Adjustment on Tuesday, December 7, 2021 at 6:15PM.

Board Member Reports: None

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting 6:55PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator