

**Holderness Select Board
Meeting Minutes
December 20, 2021**

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

Others Present: Town Administrator, Michael Capone, Fire Chief, Eleanor Mardin, Town Clerk, Ellen King and Police Chief, Erik DiFilippe.

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

Pledge of Allegiance: Ms. White led those present in the Pledge of Allegiance.

Swearing in of Fire Chief Jeremy Bonan – Town Clerk, Ellen King administered the oath of office and Captain Bonan was officially sworn in as the new Fire Chief for the Town of Holderness. The Chief's new badge was pinned by his wife Jill. Chief Bonan posed for a few pictures with members of the Holderness Fire Department and other area departments.

Department Head Visit: Fire Department- Chief, Eleanor Mardin – Chief Mardin was present to provide her final report to the Board. She thanked the Board for all of their support for her and the Department during her more than fourteen years as Chief. She mentioned that she was pleased with the selection of Chief Bonan and knew that he would do an excellent job leading the department.

The Board thanked Eleanor for her service and asked that she stay in touch. Eleanor mentioned that she would be available to answer any additional questions Chief Bonan might have.

New Business: Police Chief Erik DiFilippe - Chief DiFilippe advised the Board that he had a potential candidate to fill the open position within the Department and wished to pursue discussions further with the Board's consent. The Board asked the Chief to continue discussions with the candidate and to bring any potential offer of employment to them for final review and approval.

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.

Approval of the Meeting Minutes of December 6, 2021: Mr. Brickley made a motion to approve the public minutes of the December 6 2021 meeting as written. There was a second from Mr. Francesco. There being no further discussion, the Board voted 4-0 in favor of the motion.

Consent Agenda/ Signature file: Plymouth Ambulance Agreement

Liquor license support letter
Petition and Pole License #3774 Perch Pond Road
Appointment Paperwork for Chief Bonan
PSNH Permitted Load Municipal Authorization Form
Intent to Cut Map 225-050

Mr. Brickley made a motion to approve the Consent Agenda. Mr. Francesco 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 had no new updates regarding changes to existing COVID protocols.

Old Business: 2022-2023 Budget Schedule and Process – The Board and the Town Administrator reviewed and discussed some potential changes to the operating budget and capital outlay to be discussed at the final joint session with the Budget Committee on Monday, December 27 at 5:30PM.

Public Participation: none

**Town Administrators Report
December 20, 2021**

1. A property owner on Maple Ridge Road has submitted a building permit. A Limit of Liability Waiver will need to be reviewed and executed by the Board. *The Board discussed this matter briefly and asked the Town Administrator to contact Legal Counsel for further clarification regarding their options. They also asked that he follow up with the Road Agent.*
2. The Joint Loss Management Committee has discussed having a supply of Rapid Test Kits available for employees to allow them to test if they are symptomatic or suffer an exposure at work. Would appreciate your thoughts on the matter. *The board discussed this matter and decided against housing a supply of Rapid Test Kits, at this time.*
3. Residents have expressed concern for the transmission line replacement project proposed by PSNH. I have supplied them with the information we have in hand. It is my understanding that PSNH will have to come before the Planning Board at some point in the process. Abutters and other concerned residents will have an opportunity to voice their concerns at that time.
4. We need to discuss where to hold the Tuesday session of Town Meeting. The Options are, the Town Hall and the Elementary School. I have contacted HCS to see if the school is an option for Tuesday voting. The question will come before the School Board at their January 9 meeting. *The Board took the matter under advisement noting that given that there may be a small voter turnout, it might be possible to hold the elections at the Town Hall rather than impact the Holderness Central School.*

5. We received the check for \$4,964.00 from NHEC for a 50% reimbursement for the LED light upgrade at the Fire Station.

6. A reminder: our final joint meeting with the Budget Committee for the initial review of the draft budget is scheduled for Monday, December 27 beginning at 5:30PM.

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 7:07PM. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator