

**Holderness Select Board
Meeting Minutes
January 21, 2020**

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

Others Present: Town Administrator- Michael Capone, Town Clerk/Tax Collector, Ellen King, SAU 48 Facilities Director, Jon Francis, Ted Vansant, Keith Mc Brien, John Jenkinson and Ken Evans.

Call to Order: The meeting was called to order at 5:00 PM in the first-floor conference room.

Payroll & Payables: Reviewed and discussed.

Consent Agenda Items and Correspondence Reviewed:

Ellen King, Town Clerk/Tax Collector- Ellen provided the Board with an update on the hiring of the part time deputy town clerk/tax collector and shared some information with regard to possible future staffing options.

Pledge of Allegiance: At 5:30 PM Ms. White led those present in the Pledge of Allegiance.

Public Hearing -Snow Removal and Obstruction Ordinance- Ms. White opened the hearing at 5:34pm. she mentioned that the hearing would remain open for comment throughout the meeting and noted that the hearing would be continued until the February 3rd meeting to allow for the review of some additional materials just received.

Department Head Visit: Wendy Werner- Recreation Director: Wendy provided an update to the Board with regard to a number of both new and ongoing department programs. She mentioned that the Central School gymnasium had sports programs every weekday night including volleyball, basketball, volley ball and pickleball. The Town Hall has ongoing, yoga, tai chi and ballroom dance programs as well as the monthly Song Circle. The basket classes remain very busy. Wendy has calculated that 123 baskets have been made in the classes to date. There is a full list of all programs in the Winter Newsletter and the Recreation homepage on the Town website.

Wendy has a special program “Edible Landscaping with Liz Barbour’s Creative Feast” Scheduled for March 12 from 3-5PM. There has been a lot of interest in this program and she hopes to have a good crowd for the event. Mr. Laverack asked if there was going to be a video done of the program. Wendy will check into the option to do so.

Wendy also mentioned that she is reaching out to all summer staff including SummerEscape counselors and swim instructors to see who might be interested in returning. She is also applying for a \$500 scholarship grant to help support the program. She also acknowledged the \$300 scholarship grant provided by Camp Deerwood.

Wendy also mentioned that she is working with the Squam Lakes Association (SLA), the Squam Lakes Conservation Society (SLCS) and the Library on a 50th Anniversary Earth Day program. There is a meeting scheduled for Monday, January 27 at 9:30 at the Library.

The Board thanked Wendy for attending the meeting and for all her hard work in creating such a variety of program options for residents of all ages and interests.

New Business: Jon Francis, SAU 48 Facilities Director was present to gauge the interest of the Board with regard to doing a joint solar array project with the Holderness Central School. He had an initial plan, developed by Ted Vansant, that has an array in the front area of the School that, as designed, would supply all of the power for the school and about 30% of the Towns' energy needs.

The Board inquired as to how such a project might be financed. Ted Vansant explained some of the options for financing the project and took other questions from the Board. The Town Administrator asked if the project could be expanded to cover 100% of the Towns energy needs. Ted can provide some figures for that option as well.

After some additional conversation and other questions from those present, the Board indicated that they would like to see financials for some of the purchasing options and configurations discussed. Jon indicated that he would provide them.

The Board thanked Jon and Ted for their time.

Public Participation: John Jenkinson was present to ask about two items. The first was to get some background on what prompted a revision to the snow removal obstruction ordinance. The Town Administrator noted that Town policies are reviewed periodically and updated as necessary and that this was the case for that ordinance.

Mr. Jenkinson asked about the "Welcome to Holderness" signs. He thought they needed some maintenance. The Town Administrator mentioned that there has been some ongoing discussion with regard to repairing and repainting these signs, but they have always been superseded by other priorities. He hopes to revisit this project in the spring.

Approval and Signing of Payroll and Payables Checks: Ms. Schwaner made a motion, with a second from Mr. Laverack, to approve the payroll and accounts payable manifests and to issue checks accordingly. The Board voted 3-0 in favor of the motion.

Approval of the Meeting Minutes of January 6, 2020: Mr. Laverack made a motion to approve the meeting minutes of January 6, 2020 as written, with a second from Ms. Schwaner. The Board voted 3-0 in favor of the motion.

New Business Continued: Acceptance of Local Emergency Operations Plan Grant Funding – The Town Administrator provided some background on the project, the objective of which is to update the existing Emergency Operations Plan. Mr. Laverack made a motion to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 for the purpose of updating the Holderness Local Emergency Operations Plan (LEOP). Furthermore, for the Board to acknowledge that the total cost of the project will be \$8,000, for which the Town is responsible for the 50% match of \$4,000. There was a second from Ms. Schwaner. There was no further discussion. The Select Board voted 3-0 in favor of the motion.

Hazard Mitigation Plan Update Agreement: The Town Administrator reviewed the terms of the agreement with the Board. Mr. Laverack made a motion to have the Town Administrator sign the agreement on behalf of the Board. Ms. Schwaner provided a second. There was no further discussion. The Board voted 3-0 in favor of the motion.

Transfer of Funds to Capital Reserve Accounts: The Town Administrator reviewed the Capital Reserve accounts to which the funds would be transferred. Mr. Laverack made a motion to transfer the funds in the amounts noted in the memo to the accounts specified.

White Oak Pond Dam	2,500
Fire/Rescue Vehicles	40,000
Road Reconstruction	150,000
Library Building	5,000
Municipal Buildings	30,000
Revaluation	35,000
Fire Equipment	5,000
Public Works Vehicles	46,000
Conservation	5,000
Police Cruiser	19,000
Transfer Station Equipment	2,000
Employee Health Insurance Trust	5,000
Town Office IT Fund	17,000
Library IT Fund	10,000
Master Plan Fund	5,000
Employee Post Benefit Exp. Trust	15,000
New Cable Expansion Fund	12,000
Total Transfer	\$403,500

Ms. Schwaner provided a second and with no further discussion, the Board voted 3-0 in favor of the motion.

Old Business: Review and Approval of the proposed 202-2021 Operating Budget – the Board reviewed two items with regard to the operating budget and the warrant. The first was to review a request received from the Boys and Girls Club for funding for the After-School Care and Enrichment program at the Holderness Central School. The request was for \$12,000. After some discussion Ms. Schwaner made a motion to fund the After-School Care and Enrichment program in the amount of \$12,000 payable to the Boys and Girls Club and to subsequently amend the operating budget total in Article 4 to \$2,572,674. There was a second from Mr. Laverack. With no further discussion, the Board voted 3-0 in favor of the motion.

Following that vote, Mr. Laverack made a motion to amend the amount appropriated for Road Reconstruction in Article 6 from \$203,800 to \$225,660 and subsequently to amend the total appropriation for Capital projects in Article 6 to \$392,160. There was a second from Ms. Schwaner. With no further discussion, the Board voted 3-0 in favor of the motion.

**Town Administrator's Report to the Select Board
January 21, 2020**

Meetings: January 22, Budget Committee Meeting, January 22 at 5:30PM

1. I spoke with Larry with regard to the warrant article for the formal survey of the Town Forest. He mentioned that the intent was to fully delineate the boundary of the parcel as all that exists presently are the corner markers. He mentioned that the driveway needs to be included in the Highway Department portion of the parcel.

Larry also mentioned that the Commission is considering placing a Conservation Easement or a Declaration of Public Trust on the property and possibly place it under the care of the SLCS. My initial thought is that this would limit any further expansion of the Highway garage on the parcel which Larry mentioned had been previously discussed. You may wish to revisit this with the Commission.

2. The kick off meeting for the update to our existing Hazard Mitigation Plan was well attended and went very well. We reviewed the overall process and scheduled our next three meetings. We also completed our initial review of the classifications of hazards and rated them. This list will be reviewed and refined at our next meeting which is scheduled for Friday, February 14 at 8:30 at the Town Office. The public is welcome to attend.

3. The well water sample for the property near the Transfer Station has been collected per NHDES request. The results should be available next week.

4. The February 18 meeting will be held at the Public Safety Meeting room.

5. The sign-up period for elected offices runs from Wednesday, January 22 until Friday, January 31st.

Board Member Reports: None

Non-Public Session: RSA 91A: 3, II ()

Adjournment: With no further business to come before the Board, Mr. Laverack moved, with a second from Ms. Schwaner to adjourn the meeting at 7:35PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone
Town Administrator