

Select Board Meeting Minutes- Approved
Holland Town Hall
Virtual Meeting
Tuesday, September 15th, 2020
5:00 PM

Virtual Meeting Attendance Members: Select Board Member: Bettina Schmidt, Select Board Member: Larry Mandell; Select Board Member: Clelland Johnson & Town Administrator: Janine Drake

Others Present Virtually: Building Commission Search Committee Members: SB Participant: Clelland Johnson; Town Administrator: Janine Drake; ZBA Participants: Don Beal & Ron Seaburg. Police Chief Haughey; Community Director: Brenda Palmer & Finance Board Member: Andy Harhay;

Ms. Schmidt opened meeting at 5:00 PM

Ms. Schmidt announced the following information prior to our virtual meeting:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Holland, Select Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Holland's website, at <https://town.holland.ma.us/>.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on our Town's website an audio or video recording, transcript, or other **comprehensive record** of proceedings as soon as possible after the meeting.

The public will not be allowed into a Board/Committee meeting, even where there are any members of the public body and/or [city/town] staff or official(s) physically present at the meeting location during the meeting. "Public comment" portions of meetings will be temporarily suspended.

Meeting room link: <https://www.gotomeet.me/JanineDrake1>

Call the following number and follow the instructions: United States: +1 (312) 757-3121 Your access code: 524-171-077

Ms. Schmidt will be taking the agenda items out of order.

⦿ Minutes: September 1st, 2020:

Motion 09152020-1: Mr. Mandell made a motion to approve 9-1-2020 Minutes. **2nd** Ms. Schmidt.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

⦿ 5:03pm Unopened Bid Opening for Tree Removal and Cracked Sealing for Highway:

Tree Removal Bids (3):

Northern Tree Service, Inc.

DB Tree

Mountain Tree Service

Cracked Sealing Bid (1):

Seal Coating, Inc.

Motion 09152020-2: Mr. Mandell made a motion to approve and accept all three bids for Tree Removal from Northern Tree Service, Inc; DB Tree and Mountain Tree Service. **2nd** Ms. Schmidt.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

Motion 09152020-3: Ms. Schmidt made a motion to approve and accept the one bid from Seal Coating, Inc. **2nd** Mr. Mandell.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

Building Commissioner Search Committee (BCSC) Recommendations:

Mr. Johnson stated that the BCSC would like to make the recommendation in hiring Brenda (BJ) Church and that she has the most experience. Stephen Dupre was qualified as a licensed Local Inspector; however, Stephen rescinded his resume and Ryan Hanslik is not qualified for the position.

Motion 09152020- 4: Mr. Mandell made a motion to accept the BCSC recommendation to hire Brenda Church.. **2nd**. Ms. Schmidt.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

STM Warrant Submissions:

Motion 09152020- 5: Ms. Schmidt made a motion to accept any Warrant Articles from our Annual Town Meeting that does not require or have any changes, we will accept as is, however if there are any changes that need to be made, the Warrant Articles will have to be resubmitted. **2nd** Mr. Mandell.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

Special Town Meeting Date:

Janine Drake is awaiting word from Deb Boyd for date approval on Tuesday, 11-17-2020 at 6pm.

Motion 09152020- 6: Ms. Schmidt made a motion to change the STM date to the next week on Tuesday, November 17th, 2020. **2nd**. Mr. Johnson.

Amendment to the motion 09152020- 6: Ms. Schmidt made a motion to have a second date of Thursday, November 19th, 2020, in case Tantasqua is not available on Tuesday, November 17th, 2020. **2nd** Mr. Mandell.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

Audit Management & Engagement Letters & Financial Statement:

Motion 09152020- 7: Ms. Schmidt made a motion to approve and sign the Audit Management & Engagement Letters & the Financial Statement. **2nd** Mr. Mandell.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

Veteran's Agent Job Description and Ad:

Janine Drake sent Pat Swain the VA's JD for any input. Awaiting word. Tabled approval until the next SB Meeting on October 6th, 2020. Janine Drake will create the ad for the meeting, as well.

Outreach Coordinator Job Description:

Motion 09152020- 8: Mr. Mandell made a motion to approve the Outreach Coordinator Job Description. **2nd** Mr. Johnson.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

Discussion: Janine Drake asked about the process and policy on the Outreach Coordinator position. Ms. Schmidt explained that the Outreach Coordinator reports directly to the SB and is appointed by the SB. Ms. Schmidt will be asking the Community Center Director, Brenda Palmer and members of the COA to join in the interview process. The ad will be placed this week and unfortunately the resumes that have been submitted to the COA and beyond will need to be resubmitted after the date of posting.

PD's Sign Policy:

Motion 09152020- 9: Mr. Mandell made a motion to approve the use of the Sign Policy which can be used by Highway Dpt., Fire Dept., the PD and the Select Board. **2nd** Mr. Johnson.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

BVP Grant Signatures:

Police Dpt. Vest Reimbursement Grant Contract for the amount of \$7,750.00

Motion 09152020- 10: Ms. Schmidt made a motion to approve and sign the BVP Grant Contract. **2nd** Mr. Mandell.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

Loan Renewal for the Dredging Study:

Motion 09152020- 11: Mr. Mandell made a motion to approve and sign the Loan Renewal for the Dredging Study in the amount of \$29,950.00.

2nd Mr. Johnson.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

National Grid Pole Hearing:

Motion 09152020- 12: Ms. Schmidt made a motion to hold the National Grid Pole Hearing date at our next SB meeting, being held on Tuesday, October 6th, 2020 at 5:05pm.

2nd Mr. Johnson.

Roll Call Vote: Larry Mandell: Yes; Clelland Johnson: Yes & Bettina Schmidt: Yes. **So Voted.**

Vadar Accounts:

Motion 09152020- 13: Ms. Schmidt made a motion to have Finance Board shut off from using the Vadar Account and to ask our Accountant, Laurie for the reports being requested. **2nd** Mr. Mandell.

Roll Call Vote: Larry Mandell: Yes; & Bettina Schmidt: Yes. & Clelland Johnson: No. 2-Yes/1-No.

Announcements:

Police Department Bulletins: Hamilton Reservoir Dock Removal, Winter Parking Restrictions & Early Opening Permit for Columbus Day & Veteran's Day

Executive Session Discussion:

Ms. Schmidt set the Executive Session to discuss possible legal matters for Monday, September 21st, 2020 at 12:15 pm, the SB agrees.

Motion 09152020-15: Ms. Schmidt made a motion to adjourn at 5:45 PM. **2nd** Mr. Johnson.

Roll Call Vote: Larry Mandell: Yes; Bettina Schmidt: Yes; Clelland Johnson: Yes.

Respectfully submitted,

Janine C. Drake
Town Administrator