

**Holderness Select Board  
Meeting Minutes  
March 16, 2020**

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

**Others Present:** Town Administrator- Michael Capone and Fire Chief, Eleanor Mardin and Emergency Management Director, Walter Johnson

**Call to Order:** The meeting was called to order at 5:00 PM in the Town Hall second floor meeting room.

**Payroll & Payables:** Reviewed and discussed.

**Consent Agenda Items and Correspondence Reviewed:**

**5:30 PM Agenda Items:** Town Hall second floor meeting room

**Department Head visit:** Fire Chief, Eleanor Mardin – Chief Mardin was present to provide some input to the Board with regard to the ongoing corona virus pandemic. Chief Mardin recommended that the Board consider limiting access to public buildings in an effort to minimize exposure to employees and residents. She mentioned that an ever-increasing number of surrounding towns have already put procedures in place. The Town Administrator mentioned that he had been speaking with all of the Department Heads to get their input on the matter. He had drafted a limited closure procedure that could be put in place if the Board wished to move forward. The Board discussed the matter and authorized Ms. White to review the document with the Town Administrator prior to posting it on the website.

Mr. Laverack suggested that the Board consider meeting weekly during the period of the national emergency to review and discuss things that may need their attention. The Town Administrator will post a meeting for Monday, March 23<sup>rd</sup> at 5:30PM.

**New Business:** Follow Up - Town Meeting – The Board discussed the follow up items from Town meeting. They discussed what action the Board wished to take with regard to the petitioned warrant articles. The Town Administrator provided a draft of the letter that would accompany the petitions if the Board voted to send them. After reviewing the letter, Ms. Schwaner made a motion, with a second from Mr. Laverack to send the results of the vote to the parties indicated in the petitions. There being no further discussion, the Board voted 3-0 in favor of the motion.

Given some of the discussion from Town Meeting with regard to the parking lot, Ms. White suggested that the Board may wish to consider contacting Plan NH to discuss a broader view of possible options for not only the parking lot, but other possible projects. The Town Administrator mentioned that he had already begun researching the matter and will contact Plan NH to better understand what they might be able to offer.

**Old Business:** None

**Public Participation:** Emergency Management Director stopped in to the meeting to provide an update on the current situation with the corona virus. Ms. White mentioned that Chief Mardin had already

provided some input to the Board. Mr. Johnson informed the Board that the hazard mitigation update meeting for Friday had been postponed until May 18. The Board thanked Mr. Johnson for attending.

### **Town Administrator's Report to the Select Board**

**March 16, 2020**

#### **Meetings: March 20 – Hazard Mitigation Plan – 8:30**

1. I have attached drafts of three new policies for the Board to consider at the meeting on the 30th. Drafts are attached. These can be incorporated into our update of the personnel policy manual and will make us eligible for a review by Primex for inclusion in their Primex 3 program.
2. Kevin and I have discussed the Road Standards presently under consideration and will work on an amended copy for the Board to review. Town Counsel will review any changes prior to submitting the revised document to the Board.
3. Holderness Central School has suspended all after school activities until March 31st with the exception of the ACE program. This will temporarily suspend all of the recreation program activities currently operating at the school.
4. The next Hazard Mitigation Plan meeting was scheduled for March 20 at 8:30. It has been postponed.
5. Tom Stepp had mentioned to the Town Administrator that George (Bif) Sutcliffe is interested in serving on the Energy Committee which is presently short committee members. The Board thought that Mr. Sutcliffe would be an excellent addition to the committee. Ms. Schwaner made a motion to appoint Mr. Sutcliffe to the Energy Committee contingent upon a recommendation from the sitting members. Mr. Laverack provided a second. There was no further discussion. The Board voted 3-0 in favor of the motion.
6. Working with Counsel on a response to the request from PSU to make a retroactive payment on the lift station. That material is still under review. It was noted that there was a meeting scheduled for March 26<sup>th</sup>, but given the current state of things, we will not be able to attend.

**Approval and Signing of Payroll and Payables Checks:** Mr. Laverack made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. There was a second from Ms. Schwaner. There was no discussion. The Board voted 3-0 in favor of the motion.

**Approval of the Public Meeting Minutes of March 2, 2020:** Mr. Laverack made a motion to approve the public meeting minutes of March 2, 2020 as written. Ms. Schwaner provided a second. There was no discussion. The Board voted 3-0 in favor of the motion.

#### **Consent Agenda/ Signature file:**

Review and sign Appraisal Reports

Review and Sign GIS Maintenance Agreement

Mr. Laverack made a motion to approve the Consent Agenda as presented. Ms. Schwaner provided a second. There was no discussion. The Board voted 3-0 in favor of the motion.

**Board Member Reports:** None

**Adjournment:** With no further business to come before the Board, Mr. Laverack moved, with a second from Ms. Schwaner to adjourn the meeting at 6:59PM. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Michael R. Capone  
Town Administrator