

**Holderness Select Board  
Meeting Minutes  
April 20, 2020**

Select Board Members Present: Chair, Jill White, Kelly Schwaner, Vice Chair, Woodie Laverack (Via remote link), Sam Brickley (Via remote link) and Peter Francesco (Via remote link).

Others Present: Town Administrator- Michael Capone

Please note: The Board is operating under RSA 91-A:2 that allows for remote participation by Board Members under the emergency order currently in place in the State of New Hampshire.

Call to Order: The meeting was called to order at 5:47 PM in the Town Hall second floor meeting room.

There was no specific agenda for the meeting. The purpose of the meeting was to consider any new information received with regard to the ongoing pandemic that may require immediate action by the Board.

5:47 PM Agenda Items: Town Hall second floor meeting room

**SLA Request:** The Board discussed a request from the Squam Lakes Association (SLA) for a letter of support for their "Squam Lakes Watershed Tributary Contaminant Mitigation and Habitat Improvement Project" grant application. Mr. Francesco provided some background on the request and noted that there was a time constraint on getting the grant application submitted which is why it is being considered this evening. A sample letter had been provided by the SLA. While the Board was in support of the project, there was some discussion with regard to whether there was any expectation of a financial commitment to the project by the Town. With that in mind, Mr. Brickley made a motion that the Town Administrator draft a new letter for the individual Board members review and comment prior to sending to the Chair for her signature. Mr. Laverack provided a second. There was no further discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

**Operational Updates:** The Town Administrator provided an update for the Board with regard to State actions in response to the ongoing coronavirus pandemic. Chief among them were the activities of the committees established by the Governor to review requests for distribution of the 1.25 Billion in funding received by the State of NH under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

Also mentioned was the memorandum regarding absentee voting issued by the Attorney General and the Secretary of State. The memorandum states that all voters may request absentee ballots at upcoming municipal elections, the September 32020 Primary and the 2020 General Election. Based on concerns regarding COVID 19.

The Town Administrator also provided an operational update for the Board with regard to ongoing departmental activity. All department continue to do great work under challenging conditions.

**Board Member Reports:** Ms. White asked if the Board wished to consider extending the deadline for employees to meet their vacation carryover totals given the current situation. The normal deadline to meet the maximum 120-hour carryover is June 30, 2020. The Board was in agreement that, given the circumstances, it would be a good thing to do. They asked the Town Administrator to provide a list of vacation hour balances for consideration at their next regular meeting.

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Laverack to adjourn the meeting at 6:42PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone  
Town Administrator