

**Holderness Select Board
Meeting Minutes
April 27, 2020**

Select Board Members Present: Chair, Jill White and Kelly Schwaner. Vice Chair, Woodie Laverack, Sam Brickley and Peter Francesco were present by remote link.

Others Present: Town Administrator- Michael Capone, Bonnie Hunt (via remote link)

Call to Order: The meeting was called to order at 5:35 PM in the second-floor conference room. Ms. White read the following into the record:

Due to the ongoing emergency orders in place, the Board is operating under RSA 91-A:2 that allows for remote participation by Board Members. Limited socially distanced seating is available in the second-floor meeting room. Remote access to the meeting, is allowed by invitation.

The Chair then polled all meeting participants to ask if they had anyone else present in the room with them and if the meeting was being recorded.

New Business: Appointment- Trustee of Trust Funds - Bonnie Hunt, Chair of the Trustee of Trust Funds, was present by remote link to take questions from the Board with regard to Ms. Kelly Luethje, a candidate to fill the open position on the Trustees formerly held by Moe Lafreniere. Ms. Hunt had supplied the Board members with her resume and a recommendation letter for their individual review and consideration in advance of the meeting. The Board thanked Bonnie for passing along the information and had no questions with regard to the appointment.

Mr. Francesco made a motion to appoint Kelly Luethje to the position of Trustee of Trust Funds for a three-year term once she was sworn in. There was a second from Mr. Laverack and there being no further questions from the Board, they voted 5-0 in favor of the application by a roll call vote.

The Board thanked Bonnie and the other Trustees for their work on behalf of the community.

Correspondence File items: The Board did review and discuss the correspondence file items, copies of which had been forwarded to them in advance of the meeting.

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. Laverack. There was no discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

Approval of the Meeting Minutes of April 13, 2020: Mr. Brickley made a motion to approve the minutes of the April 13, 2020 meeting. Mr. Francesco provided a second. There was no discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

Approval of the Meeting Minutes of April 20, 2020: Mr. Brickley made a motion to approve the meeting minutes of April 20, 2020. Mr. Francesco provided a second. There was no discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

Consent Agenda/ Signature file:

Current Use Abatement Map 205 lot 017

Current Use Change Tax Bill Map 242 lot 006

Medical Reimbursement

Solar Exemption Map 237 Lot 018

Current Use Application Map 237 Lot 29

Mr. Francesco made a motion to approve the consent agenda as presented. 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.

Old Business: Operational Updates as Necessary - The Town Administrator provided an operational update for the Board. In addition, he noted that he was reviewing the operating budget and proposed revenues to see if there were adjustments that could be made should there be revenue shortfalls as a result of the ongoing pandemic. While it was too early to make a clear determination at this point, he will continue to monitor the situation and advise the Board as necessary.

Thank You letters – Ms. White mentioned that the employee Thank you letters were going out with this pay periods checks. Letters for the call firefighters will go out with their reimbursement checks next month.

Vacation carry over- The Board discussed extending the time frame for employees to take unused vacation time from June 30, 2020 to December 31, 2020. Mr. Francesco made a motion to approve the extension with a second from Ms. Schwaner. There was no further discussion. The Board voted 5-0 in favor of the motion.

Community Feedback – Ms. White mentioned that she was in the process of collecting some feedback from community businesses with regard to their positive efforts during this challenging time. She hopes to publish some of the information on the Town Website.

Public Participation: none

**Town Administrator's Report to the Select Board
April 27, 2020**

Meetings: Department Head – Monday, May 4 11AM - TBD

1. The furnace at the public safety building has developed a leak and may be in failure soon. Chief Mardin has contacted a number of companies to provide repair/replacement quotes. Any work that needs to be done can be paid for from the Municipal Building Capital Reserve Fund.

2. The highway department will be switching to their spring /summer schedule of four ten-hour days per week beginning April 27, 2020. Kevin has also asked if he could use the balance of the current fiscal years Road Reconstruction money (\$12,651.03) to get a head start on some of the fiscal year 2020-2021

projects. *The Board discussed the matter and agreed that as the funds were available and would be used as originally intended, there would be no need for a formal vote by the Board to authorize the use of the funds.*

He would also like to waive the bid policy to allow GMI to put a finish coat on the section of East Holderness Road and McCrillis Hill Road they paved with a base coat last year. Given that they did the original base coat, he feels that having them do the top coat would eliminate the potential for any issues that may result should there be a binding problem. *The Board carefully considered Kevin's request and determined that they did not want to waive the bid regulations at this time. They discussed beginning the bid process sooner in an effort to take advantage of the lower oil prices currently in effect. The Town Administrator will review the matter with Kevin.*

7. The Police Chief reported that the department had to step up parking enforcement measures in the vicinity of the Rattlesnake trails given that folks were not obeying the no parking signs posted along the roadway. While he did not want to ticket vehicles, it would be necessary in the interest of public safety if visitors continued to ignore the posted signs.

8. All post town meeting reports have been filed with the Department of Revenue Administration and all reporting deadlines met.

9. The SLA Grant support letter was delivered on Wednesday via email. They send their thanks for the support.

10. Amy is soliciting bids for Long- and short-term disability and Life Insurance quotes in light of the recent increases to those premiums by our current provider. Amy and I will review them and make a recommendation to the Board.

11. Mr. Brickley had received an inquiry with regard to some recent activity at a parcel along the private section of Lane Road. A review and discussion of the facts with Counsel determined that the Town had no jurisdiction in the matter.

Board Member Reports: **Mr. Francesco** commented that he hoped that any potential school budget surplus might be considered a source of revenue to offset any shortfalls created by the pandemic. The Town Administrator mentioned that he has already considered this option and will monitor it along with everything else.

Mr. Francesco also suggested that the Board send a letter to Moe Lafreniere thanking him for his many years of service to the Trustees of Trust Funds.

Ms. White mentioned that given the current conditions with regard to social distancing it will be difficult to consider having a Memorial Day celebration this year. The Board will wait to see what direction comes from the Governor with regard to stay at home orders in the coming weeks before making a final decision.

Ms. White also mentioned that she had been in contact with a local business who was making temporary and permanent barriers that could be used in the Town Offices going forward to afford a level of protection for employees and the public as circumstances change. She will share prototypes and pricing as it becomes available.

Adjournment: With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Laverack to adjourn the meeting at 6:51PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator