

**Holderness Select Board
Meeting Minutes
May 26, 2020**

Select Board Members Present: Chair, Jill White and Kelly Schwaner. Vice Chair, Woodie Laverack, Sam Brickley (joined the meeting at 5:45) and Peter Francesco were present by remote link.

Others Present: Town Administrator- Michael Capone, and Gerry DuBreuil from R and D Paving (from approximately 5:45 until 5:55).

Call to Order: The meeting was called to order at 5:32 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. All were attending in private and none were recording the meeting.

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 Mr. Francesco. There was no discussion. The Board voted 4-0 in favor of the motion by a roll call vote.

Correspondence File items: There was nothing for the correspondence file.

Approval of the Meeting Minutes of May 11, 2020: Mr. Francesco made a motion to approve the minutes of the May 11, 2020 meeting. Mr. Laverack provided a second. There was no discussion. The Board voted 4-0 in favor of the motion by a roll call vote.

Approval of the Meeting Minutes of May 14, 2020: Ms. Schwaner made a motion to approve the meeting minutes of May 14, 2020. Mr. Laverack provided a second. There was no discussion. The Board voted 4-0 in favor of the motion by a roll call vote.

Consent Agenda: Certification of Yield Taxes Assessed Map 216-002

Capital Reserve Transfer Memo

1st Quarter Sewer Warrant

Ms. Schwaner made a motion to approve the consent agenda as presented. Mr. Laverack provided a second. There was no further discussion. The Board voted 4-0 in favor of the motion by a roll call vote.

New Business: Opening of paving and Road Reconstruction Bids

Ms. White opened the paving bids for work on East Holderness and Mc Crillis Hill Roads. The bids were as follows: Bryant Paving - \$59,052, R and D Paving - \$57,247.40 and GMI Paving - \$55,700.40.

Mr. Francesco made a motion to have the bids reviewed by the Town Administrator and the Road Agent for compliance with the bid specifications and to further authorize them to award the bid that best meets the interests of the Town of Holderness. 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.

Ms. White then opened the bids for gravel and road reconstruction work on Perch Pond and Beede Road. The bids were as follows: M.E. Latulippe - \$83,300, Mark Johnston - \$82,152 and Ambrose Brothers - \$132,260.

Mr. Francesco made a motion to have the bids reviewed by the Town Administrator and the Road Agent for compliance with the bid specifications and to further authorize them to award the bid that best meets the interests of the Town of Holderness. Mr. Brickley provided a second. There was no further discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

New Business continued: Acceptance of GOFFER and Frontline Stipends- The Town Administrator mentioned that the Board needed to vote to accept the funds that will be available under both Goffer and Frontline Stipend Grants. Given the circumstances under which the programs are run and given the fact that the Board has been granted authority by a vote of Town Meeting to accept monies under RSA 31:95b, all that would be required would be a vote of the Board to accept the funds. It was suggested that the votes be conducted separately.

Mr. Laverack made a motion that, in keeping with the powers granted to the Holderness Select Board under RSA 31:95b, the Holderness Select Board vote to accept Funds available through the GOFFER Corona Virus Relief Fund Grant Agreement in an amount not to exceed \$50,397.00. Ms. Schwaner provided a second. There was no further discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

Mr. Brickley made a motion that, in keeping with the powers granted to the Holderness Select Board under RSA 31:95b, the Holderness Select Board vote to accept Funds available through the Front Line Responders Stipend Program in an amount not to exceed \$26,928.58. Ms. Schwaner provided a second. There was no further discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

New Business continued: Discussion of Long term Disability (LTD), Short term Disability (STD) and Life Insurance Benefits -Amy and I, but mostly Amy, have been working on a proposed agreement to change our short term, long term and life insurance coverage to a new provider. Our current provider, Unum, raised their rates significantly in February leading us to pursue other options. Health Trust provided a very competitive quote that not only provides a better benefit, it does so at a rate comparable to what we were paying before Unum jacked their rates. It will save us over \$1,700/year in premium payments for better coverage.

Mr. Francesco made a motion to accept the recommendation of the Town Administrator and Finance officer and to further authorize them to take the necessary steps to change our STD, LTD and Life Insurance coverage to Health Trust. Mr. Brickley 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 mentioned that, there have been no recent operational changes within Town Departments. He anticipated that, over time, operations may start to get back to normal, but it could take weeks or months depending on both the Governors directives as well as improvements that would need to be made to facilities and operating procedures to protect both the public and Town employees.

Public Participation: None

**Town Administrator's Report to the Select Board
May 26, 2020**

Meetings: Department Head - Monday, June 1, 2020 11AM - TBD

1. You will also have to vote to authorize the transfer of funds to cover the Capital Outlay expenses for the current fiscal year. A copy of the memo is attached. The Board will also have to vote to authorize the use of the following amounts from Capital Reserve accounts:

- \$12,671.09 from account 102540032 Municipal Building Fund
- \$ 3,700.00 from account 102540030 Emergency Management Fund
- \$14,057.10 from account 102540056 Abatement Legal Defense Fund
- \$ 4,622.68 from account 102540054 Employee Health Insurance Fund

Mr. Brickley made a motion to authorize the use of the funds listed above from the capital reserve accounts as noted. There was a second from Mr. Laverack. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

2. We should discuss whether we wish to open the public restroom at the library as well as when/if to put out port-a potties. *The Board discussed the matter briefly and decided to defer their decision until the June 8, 2020 meeting while awaiting further direction from the Governor with regard to the extension of the current stay at home order.*

3. Chief Patridge will be running radar on Sargent road in response to a complaint with regard to speeding.

4. Linda has completed her duties as Land Use Assistant. Nancy is on board working a maximum of 24 hours/week. She will be working remotely as circumstances dictate. Linda did a fantastic job for us and we certainly appreciate everything she accomplished in her time here. We are happy to welcome Nancy back.

5. I have a quote on putting polycarbonate panels (Lexan) in at the Town Office. The two panels will cost \$1,485 if we install them ourselves (Eleanor has volunteered to help me install them) or about \$2,000 if we have them installed. This item would be eligible for reimbursement through the Goffer Grant.

6. I am working on a list of proposed improvements to the office that would also be eligible for reimbursement under the Goffer Grant. Included are replacing our front door (it needs to be replaced anyway) and installing a drop box in it. Other thoughts include an exterior intercom and buzzer access to the front doors, sanitizer stations, window fans and HEPA air filters. I have ordered laptops for use by

Finance, Recreation, Land use and Administration for remote work so folks are not using their personal computers.

7. Completely unrelated, but necessary, is work on the upstairs lighting. A number of the fixtures are out. I have tried replacing the bulbs, but it appears that the ballasts or starters are bad. If they need to be worked on, this may be a good opportunity to upgrade the fixtures to LED's. I believe the NHEC program is still in place, but will follow up on it next week. It will save us money on our electric bill and I believe the NHEC subsidizes a percentage of the cost of the upgrade. I have spoken with Bob Stark about it and he will be happy to provide a quote for the Town Office and the Public Safety Building.

8. Do we need to develop a policy with regard to personal travel by employees that takes them out of State? *The Board discussed the matter briefly and will reconsider it at a later date.*

9. For individuals who need to view records not available on line, provisions will be made for those materials to be viewed in the second-floor meeting room with appropriate safety measures in place.

10. We have been asked by the Lakes Region Planning Commission whether we wish to recommit to participating in the Household Hazardous Waste Days scheduled for July 25, 2020 and August 1, 2020. Some communities have withdrawn from participating due to the current situation. *The Board discussed the matter briefly and agreed that they should participate in the program this year.*

Board Member Reports: Ms. White asked the Board if they wished to consider the installation of flags and banners in the downtown area. She also asked if the Board would give some thought to when they wish to start meeting in person again in the second-floor meeting space.

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

At 7:11 PM, Mr. Brickley made a motion to go into non-public session under RSA 91A:3, II (a). The motion was seconded by Mr. Laverack. The motion was approved 5-0 by a roll call vote.

Mr. Laverack -Yes, Mr. Francesco – Yes, Mr. Brickley – Yes, Ms. Schwaner-Yes, Ms. White-Yes

At 7:18 PM, Mr. Brickley made a motion to seal the minutes of the non-public session stating that to not seal them would render the non-public session ineffective. The motion was seconded by Mr. Laverack. The motion was approved 5-0 by a roll call vote.

Mr. Laverack -Yes, Mr. Francesco – Yes, Mr. Brickley – Yes, Ms. Schwaner-Yes, Ms. White – Yes

Adjournment: With no further business to come before the Board, Mr. Francesco moved, with a second from Mr. Brickley to adjourn the meeting at 7:23PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator