

**Holderness Select Board
Meeting Minutes
June 8, 2020**

Select Board Members Present: Chair, Jill White and Kelly Schwaner. Vice Chair, Woodie Laverack, Sam Brickley and Peter Francesco (joined the meeting at 6:15) were present by remote link.

Others Present: Town Administrator- Michael Capone. Participating by remote link were: Recreation Director, Wendy Werner, Recreation Board Members George Sutcliffe, Nate Fuller and Jenny Evans. Ken Evans was also present by remote link.

Call to Order: The meeting was called to order at 5:34 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.

New Business: Wendy Werner, Recreation Director – Wendy and some of the Recreation Board members were present to review their plan for opening the Town Beach with the Board. The plan is to open the Town Beach on June 22 contingent on the stay at home order being lifted. Wendy and the Recreation Board members outlined the staffing and procedures that will be in place once the beach is opened. Wendy also mentioned that the Police Department will monitor the beach on a regular basis after the attendant leaves at 5PM. She also noted that additional restrictions could be placed on the beach if the initial plan does not provide adequate protection for beach goers.

Ken Evans mentioned that he had some concerns with monitoring activities at the Beach after the attendant goes off duty and was happy to hear that the Police Department will be monitoring the area more frequently.

The Select Board was unanimously in support of the plan and thanked Wendy and all of the members of the Recreation Board for their work in developing it.

Public Participation: Nate Fuller asked if there were any new developments at 832 US Route 3. It was noted that the owners had hired someone to clean up the property, but there was nothing else in the way of discussion with regard to the sale of the parcel.

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 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 26, 2020: Mr. Laverack made a motion to approve the minutes of the May 26, 2020 meeting. Ms. Schwaner provided a second. There was no discussion. The Board voted 4-0 in favor of the motion by a roll call vote.

Consent Agenda:

Conservation Commission Appointments

Ms. Schwaner made a motion to approve the consent agenda as presented. Mr. Brickley 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 continued: Personnel Policy Update: Ms. White asked that the Board defer discussion of the personnel policy until they have had time to review correspondence received from Town Counsel.

Old Business: Operational Updates as Necessary - The Town Administrator mentioned that there have been no recent operational changes within Town Departments. He anticipated that the new glass partitions for the office would be installed sometime in June.

For now, there is no public access into the lower level of the building. The second-floor meeting space is being used on a limited basis for folks to view plans or for other transactions that cannot be accomplished online or by the drop box. Anyone using the second floor is required to wear a mask and the area is cleaned once they leave.

He was working on installing a remote access system for the office doors so entry and exit into the offices could be controlled from employees' desks. He also noted that, given the limited space in the office lobbies, once people were allowed into the building, access would most likely be limited to one person at a time in order to maintain safe social distancing.

**Town Administrator's Report to the Select Board
June 8, 2020**

1. I did not cite the correct RSA for the vote we took at the last meeting so we will have to vote again to accept the funds from the Goffer and First Responder Grants. RSA 21-P:43 should have been cited. My apologies for the misstep. *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 21-P:43, 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 21-P:43, 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 21-P:43, 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.

2. Speaking of which we have already received our first reimbursement from the program. We will have two more opportunities to submit items for reimbursement under the programs. On July 15 and September 15. Not certain if the program will be continued beyond that.

3. We made a selection for the paving work. GMI, who was the apparent low bidder, was chosen to do the work on East Holderness Road and Mc Crillis Hill Road. They had an opening in their schedule so we had them come in and do the work now with the understanding that they could not be paid until after July 1, 2020. Kevin is following up with two of the gravel vendors to ask some questions prior to making a selection.

4. We have notified both Unum and Health Trust of our intentions with regard to our short term, long term and life insurance coverage. Our new coverage will begin on July 1, 2020, the first day of our next fiscal year.

5. 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. I think we discussed waiting until after June 15th, but I want to keep it on the radar.

6. Conservation Commission Meeting – the Topic of the Howe Forest Survey is on their 6/9 agenda. Woodie, if you plan to be in attendance, perhaps you can reiterate the Boards desire to have a conversation with regard to reserving some additional acreage for the highway garage prior to the survey being completed. I can join in if needed.

7. What would you like to do as far as providing guidance to employees who might vacation or travel out of State over the summer? Do we need to develop a policy with regard to personal travel by employees? I have attached one that has been circulating on the list serve. *The Board had a discussion with regard to how best to address this issue and agreed to take it up at their next meeting in order to give everyone a chance to consider the best approach to addressing the issue.*

8. The Trinity Cemetery Trustees asked about using the 2nd floor meeting room for their meeting in late June/early July. *The Board had no objection to the Trustees using the meeting room provided all appropriate safety protocols are followed.*

9. I have a zoom meeting scheduled with Plan NH on Thursday, June 11. *Mr. Francesco mentioned that he would be interested in participating in that meeting.*

Board Member Reports: Mr. Francesco asked that some consideration be given to the idea of scheduling when commercial haulers can use the Transfer Station so as to minimize backups at the roll offs. *The Town Administrator will take up the matter with the Transfer Station Supervisor.*

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

At 6:56 PM, Mr. Laverack made a motion to go into non-public session under RSA 91A:3, II (b) and (l). The motion was seconded by Mr. Brickley. 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 7:45 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. Brickley moved, with a second from Mr. Francesco to adjourn the meeting at 7:48PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone
Town Administrator