

**Holderness Select Board  
Meeting Minutes  
June 22 2020**

**Select Board Members Present:** Chair, Jill White and Kelly Schwaner. Vice Chair, Woodie Laverack, Sam Brickley and Peter Francesco (joined the meeting at 6:21) were present by remote link.

**Others Present:** Town Administrator- Michael Capone.

**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. All were attending in private and none were recording the meeting.

**Approval and Signing of Payroll and Payables Checks:** Ms. Schwaner 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 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 June 8, 2020:** Mr. Brickley made a motion to approve the minutes of the June 8, 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.

**Consent Agenda:**

Warrant for unlicensed dogs

Mr. Laverack 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:** Personnel Policy Update – Mr. Brickley offered to take the lead on this project. He will collect any additional comments from Board Members with regard to the draft of the updated policy and work with the Town Attorney and the Town Administrator on the review of that document.

**Old Business:** Operational Updates as Necessary - The Town Administrator mentioned that there have been no recent operational changes within Town Departments. He is waiting on delivery dates for some of the items on order that will be installed or used in the Town Office. He anticipates that once some of the new safety features have been installed, we can possibly look at allowing the public into the office by appointment as there is not sufficient space in either lobby for more than one person at a time while maintaining social distancing. There was also some preliminary discussion with regard to the upcoming primary and general elections with regard to what will be needed in the way of protective equipment and procedures to keep everyone safe.

The beach opened today with new guidelines in place for residents who wish to use it. The initial opening plan will be reviewed in a few weeks to see if it is adequate.

The Board took up the matter of public restrooms and decided to open the facility located next to the lower level of the Library and order a handicapped portable bathroom to be set up in the parking area behind the post office.

The Board also reviewed a joint document prepared by Primex and NHMA that provides some guidance for employees who might be going on vacation in the coming weeks/months. The document is based on guidelines provided by the CDC with regard to what level of quarantine employees may have to consider if they travel during the current pandemic. The Board asked the Town Administrator to distribute the document to department heads.

**Public Participation:** None

### **Town Administrator's Report to the Select Board June 22, 2020**

1. Hoping the safety glass will be installed in the Town Office by the end of the month. As mentioned previously, we are also looking at a system we can put in place to control entry and exit into the building more effectively. Our options are extremely limited giving the small lobby space we have in both the Town Clerks area and the Land Use area.
2. We are also looking at what we can provide in the way of protection for poll workers during the September primary and the November general election.
3. The First Responders Stipend will be paid out as a separate check during the first payroll period in July. The next GOFFER reimbursement request is scheduled to be submitted by July 15th.
4. Kevin has selected Mike Latulippe as the vendor for this seasons Road Reconstruction work on Perch Pond and Beede Road.
5. Correspondence has been received from Health Trust indicating that we there will most likely be a surplus distribution to members later this fall. No amount has been mentioned. We have also been informed that the Dental Benefit for the 2020-2021 fiscal year will be increased by 50%. Both actions are the result of a decrease in medical and dental claims resulting from the COVID-19 emergency.
6. Peter and I met with Robin Le Blanc of Plan NH to discuss a possible charette for the Town. We discussed the Plan NH Charette program and its possible application for the downtown area of Holderness. *The Board discussed the matter briefly and took it under advisement for possible consideration at a later date.*
7. Conservation Commission Meeting – I was present at the Conservation Commission meeting on June 9th to follow up on the Boards request that the Commission consider a set aside of some additional land for possible Highway Department expansion prior to the survey of the Howe Forest being completed. At the meeting, Larry Spencer, the Chair of the Commission, informed me that the highway department had been given all of the usable space on the property, that the five acres was all they were ever going to get and that the Commission would not be willing to give them any more. I mentioned at the

meeting that it was not my intention to debate the topic at that time, but merely to have the request taken into consideration.

8. The Board of Trustees of the New Hampshire Retirement System (NHRS) voted to reduce the retirement system's investment assumption, lowering the assumed rate of return from 7.25 percent to 6.75 percent. Overall, the changes to actuarial assumptions approved this year are expected to increase employer contribution rates in fiscal years 2022-2023, which begins July 1, 2021 through June 30, 2023.

9. A memo has been prepared directing the Trustees of Trust Funds to withdraw the following amounts from Capital Reserve accounts and deposit them in the general fund.

Road Reconstruction:	\$	6,109.60.	Account Number: NH-01-0254-0009
----------------------	----	-----------	---------------------------------

Abatement Defense Fund:	\$	3,376.89	Account Number: NH-01-0254-0056
-------------------------	----	----------	---------------------------------

*Mr. Laverack made a motion to authorize the withdrawal of \$3,376.89 from the Abatement Defense Fund Capital Reserve. Mr. Francesco provided a second. There was no discussion. The Board voted 5-0 in favor of the motion. Mr. Brickley then made a motion to authorize the transfer of the two amounts listed from their capital reserve accounts and have them transferred to the operating account. Mr. Laverack provided a second. There was no discussion. The Board voted 5-0 in favor of the motion.*

**Board Member Reports:** None

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

At 7:10 PM, Mr. Laverack made a motion to go into non-public session under RSA 91A:3, II (a). The motion was seconded by Ms. Schwaner. 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 7:22 PM, Mr. Francesco 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 7:23PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone  
Town Administrator