

**Holderness Select Board  
Meeting Minutes  
July 6, 2020**

**Select Board Members Present:** Chair, Jill White and Kelly Schwaner. Sam Brickley and Peter Francesco (Peter joined the meeting at 5:38) were present by remote link.

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

**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. Brickley 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 3-0 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 22, 2020:** Mr. Brickley made a motion to approve the minutes of the June 22, 2020 meeting. Ms. Schwaner provided a second. There was no discussion. The Board voted 3-0 in favor of the motion by a roll call vote.

**Consent Agenda: None**

**New Business: 2019-2020 Encumbrances:** Ms. White noted that funds from two operating budget accounts should be encumbered into the 2020-2021 Budget year. The request is to encumber \$19,664.62 from line 4152-312 Property Revaluation for the unfinished work from this current year. The other amount is \$1,143.01 from 4290-150 Emergency Management for PPE and COVID19 related expenses. Mr. Brickley made a motion to encumber the amounts as noted by Ms. White. Ms. Schwaner provide a second. There was no discussion. The Board voted 3-0 in favor of the motion.

**Old Business: Operational Updates as Necessary:** The Town Administrator commented that there have been no operational changes within Town Departments since the June 8 meeting. He mentioned that the safety glass was installed at the Town Office this morning. He also mentioned that, this week, he will have a proposal for the installation of a system that will control entry and exit into the building more effectively.

Hand sanitizer stations and other cleaning and safety equipment are on order. The biggest challenge is the overwhelming demand and the long lead times for items for pretty much anything we are trying to do.

Another issue is how best to deal with the polling places during the upcoming primary and general election. The State will be providing protective equipment and other safety related materials to all communities to help keep everyone safe during their visit to the polls. We can most likely supplement that with some of our own supplies as necessary.

The one unanswered question is with regard to how social distancing may impact the setup of the polling place and whether we will have sufficient space in the current location or will need to find an alternate site.

The Board also continued their discussion with regard to how to handle out of State vacation travel during the pandemic. Given the dynamic nature of the pandemic and its impact on travel, the policy previously released by the Board will remain a general guideline with consideration given to individual circumstances as well as restrictions in place at the time of travel.

**Public Participation:** None

**Town Administrator's Report to the Select Board  
July 6, 2020**

1. The State has received a grant for the purchase of supplies to provide protection for poll workers during the upcoming primary and general election. No word on how much we will receive in the way of support so I will most likely proceed with our planned purchases.
2. The First Responders Stipend was paid out this week.
3. The revised draft of the personnel policy has been forwarded to Legal Counsel for their review and comment. We expect to hear back from them prior to our July 22 meeting.
4. The update of our Hazard Mitigation Plan continues. We met on June 29th and will be meeting again on July 30th and August 18th.
5. Will follow up with Kevin to discuss the Highway Department's future facility needs in order to provide some guidance to the Conservation Commission prior to the Town Forest survey.
6. We are having a larger sign made to help control roll off access at the transfer station. It should be ready by early next week. Hopefully, it will help limit access to two vehicles at a time.
7. The State has submitted some information with regard to a sign replacement project that will begin in the spring of 2021 along State Highways.
8. The Town Clerk has provided a schedule with regard to tax deeding of properties for the Board to review. *The Board was in agreement with the schedule provided by the Town Clerk.*
9. There have been some inquiries into when the swap shop at the Transfer Station might reopen. *The Board took the matter under advisement.*

**Board Member Reports:** Mr. Francesco provided an update on current Planning Board activities.

**Non-Public Session:** RSA 91A-3, II () - None

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco to adjourn the meeting at 7:10PM. The Board voted 4-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone  
Town Administrator