

**Holderness Select Board  
Meeting Minutes  
September 14, 2020**

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

**Others Present:** Town Administrator- Michael Capone at the Town Office. Katrina Randlett by remote link.

**Call to Order:** The meeting was called to order at 5:31 PM in the Second-floor meeting room. Ms. White, Ms. Schwaner and the Town Administrator were all in the building in separate offices on the first and second floor. All others were attending remotely.

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 available by invitation.

Ms. White 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.

**Public Participation:** Katrina Randlett was present by remote link to inquire about the Board's position with regard to Halloween Trick or Treating this year. There had been a number of inquiries with regard to holding an event similar to last year albeit one governed by any guidance from the New Hampshire Department of Health and Human Services (NHDHHS). It was noted NHDHHS was going to be issuing guidance on this topic by the end of the month. Board members agreed that waiting to receive that guidance might better inform their decision. Ms. Randlett thanked the Board for their time and consideration.

**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 being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

**Correspondence File items:** None

**Approval of the Meeting Minutes of August 31, 2020:** Mr. Francesco made a motion to approve the minutes of the August 31, 2020 meeting. Ms. Schwaner provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

**Consent Agenda:** None

**New Business – Primary Voting Debrief -** The Town Administrator noted that, overall, things went rather smoothly at the polls on Primary Day. Our hosts at the Holderness Central School were very accommodating and did a great job assisting with the setup and take down of the polling place. All of the poll workers did a great job as well. Voters seemed pleased with the set up and process.

For the General election, we are going to prepare more signage for the parking area to direct voters to the polling entrance as well as providing closer parking access for disabled voters. There will be some minor changes to the interior layout to maintain a consistent clockwise flow through the polls, but otherwise, things will remain pretty much the same for November.

**Revised Personnel Handbook** - The Town Administrator provided some background on the review process undertaken to prepare the draft. Many of the changes were made to comply with updates to State and Federal laws. A review by Legal Counsel provided some additional input with regard to other changes for the Board to consider. Mr. Brickley noted that there were still a couple of items the Board collectively needed to discuss once this draft had been updated. The Board agreed and asked that a new draft with the required changes incorporated be provided for final consideration and possible adoption by the Board at the September 28<sup>th</sup> meeting.

**Old Business: Covid 19 Operational Updates as Necessary:** The Town Administrator mentioned that there had been no changes to operations since the last meeting. The work on the addition of new UV and electronic filtration hardware to the HVAC system at the Town Office was completed last week.

The Town Administrator mentioned that he had spoken with the Transfer Station Supervisor with regard to lifting the limitation on having more than two vehicles at the roll offs at one time and the Supervisor commented that he felt it should remain in place for now. The Board will continue to monitor activity at the Transfer Station and seek further guidance from the Transfer Station Supervisor prior to making any operational changes.

#### **Town Administrator's Report to the Select Board September 14, 2020**

1. I have attached some information on the National Junior Firefighter Program designed to promote interest in firefighting to younger teens. Also attached is a waiver form for participants. This material has been reviewed by our insurance provider and paid participants would be covered by our existing insurance. The Chief anticipates paying an entry level wage to participants for training and other activities which would qualify them for coverage. *The Board reviewed the materials provided and asked the Town Administrator to follow up with Chief Mardin to provide a more detailed procedure. They also asked that he check on some possible changes with regard to the limits to the waiver language.*
2. Preparing the next reimbursement request for the Governor's Office for Finance and Economic Recovery (GOFFER) grant. It is due on September 15.
3. As was mentioned in the last report, we have received some preliminary information from Health Trust that we will receive a distribution from a portion of the surplus proceeds normally held as Capital Adequacy Reserves. The initial Estimate is \$7,800, but we will have a better idea of the actual amount in October. Amy and I would recommend that the employee portion of the surplus be handled as a credit or holiday against future payments by employees. *The Board agreed with the recommendation.*
4. We need to discuss doing the downtown sidewalk project that was approved at Town Meeting to see if we would still like to proceed so Kevin can schedule it. *The Board wished to proceed with project this fall provided Kevin could fit it into his schedule.*

5. A representative from PSU has contacted us to restart discussion of the lift station agreement. *The Board discussed this issue briefly and asked the Town Administrator to draft a letter to the University outlining their position with regard to the Universities request. The Town Administrator will prepare draft correspondence for the Board to review at their next meeting.*

6. We are going to incorporate the installation of a propane line to the public safety building with the repaving project in anticipation of replacing the failing oil furnace with a new propane furnace.

7. The newest addition to our Police Department, Lieutenant Brianna Gerrior, begins her employment on Monday, September 14<sup>th</sup>.

8. The Fire Department was successful in obtaining a Federal Grant to replace their compressor and a number of self-contained breathing apparatus for the department. They will be proceeding with the purchase of the equipment using the 5% match in funds approved at Town Meeting in March of this year.

9. Cory Woodward has begun filling shifts at the Transfer Station. At present, the plan is for Cory to work with Scott during the weekday shifts and Hanz to work with Scott on the weekend shifts.

**Board Member Reports:** Mr. Francesco inquired as to whether there was any update from Counsel with regard to the ongoing abatement appeals. The Town Administrator noted there have been no new updates, but he will follow up with Counsel.

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Ms. Schwaner to adjourn the meeting at 7:44PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone  
Town Administrator