

**Holderness Select Board  
Meeting Minutes  
June 7, 2021**

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

**Others Present:** Town Administrator, Michael Capone, at the Town Office. Nancy Isikoff and Cici Cyr by remote link.

**Call to Order:** The meeting was called to order at 5:33 PM in the first-floor office area. Ms. White and Ms. Schwaner were in the building in separate offices on the first floor. The Town Administrator was in the second-floor meeting room. 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 emailing [administrator@holderness-nh.gov](mailto:administrator@holderness-nh.gov) to obtain the meeting link.

Ms. White then polled all meeting participants to ask if they had anyone else present in the room with them and if they were recording the meeting. Ms. Isikoff was alone and not recording. Ms. Cyr, mentioned that Mr. Falby was present and they were not recording.

**Public Participation:** Ms. White welcomed Ms. Cyr and Ms. Isikoff to the meeting. Ms. Isikoff and Ms. Cyr were present to speak with the Board with regard to the scheduled application of herbicides by New Hampshire Electric Coop (NHEC). The herbicides were to be applied within the NHEC rights of way that pass through some residential properties. Residents do have the option to contact NHEC to opt out of having the herbicide used on their property. Ms. Isikoff and Ms. Cyr have concerns with regard to the application of herbicides and asked if the Board could contact NHEC to see if they could extend the deadline for residents to contact NHEC to opt out. The original deadline to notify NHEC was June 1, 2021.

Ms. White asked for comments or questions from the Board. Mr. Brickley mentioned that the Board did not have the authority to restrict NHEC's right to apply the herbicides, but could ask for the extension. Mr. Francesco noted that NHEC had the right to manage activity in their right of way. Ms. White asked the Town Administrator to contact the contractor for NHEC and request an extension of the deadline.

There was further discussion with regard to how best to disseminate the information should an extension be granted. The Town Administrator will post a notice on the website.

Ms. White thanked Ms. Isikoff and Ms. Cyr for taking the time to attend the meeting and voice their concerns.

**Approval and Signing of Payroll and Payables Checks:** Mr. Francesco made a motion to approve the payroll and accounts payable manifests and to issue checks accordingly. 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.

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

**Correspondence File items: None**

**Approval of the Meeting Minutes of May 24, 2021:** Mr. Brickley made a motion to approve the minutes of the May 24, 2021 meeting as written. 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.

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

**Consent Agenda:** Consent Agenda: Abatement Response Map 246-011-000

Health Trust ACH Payment Authorization Form

Mr. Brickley made a motion to approve the items on the Consent Agenda and to further authorize Ms. Schwaner to sign the Health Trust ACH Authorization form on behalf of the Board. Mr. Laverack provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

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

**New Business: CDBG Request for Proposals –** The Town Administrator mentioned that one proposal had been received from the posting. The proposal had been received from Donna Kerwin Lane of Conway, NH. The Town Administrator commented that Ms. Lane would be a very qualified choice as she has worked on many CDBG grant applications and had an excellent reputation for doing quality work. There was also the option to put the Request for Proposals back out for further consideration.

Mr. Brickley made a motion to award the CDBG grant writing to Ms. Lane. Mr. Francesco provided a second. There being no further discussion, the Board voted 5-0 in favor of the motion by a roll call vote.

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

**Old Business: COVID-19 Operational Updates:** The Town Administrator mentioned that Ellen King, the Town Clerk/Tax Collector, had inquired about the Boards plans for reopening the Town Office. She was considering eliminating the need for appointments. He suggested that she provide some details with regard to what her plans would be for the Town Clerk/Tax Collectors area for the Board to consider. At issue is the limited area within the office for

people to queue should there be more than one person in the office at a time. Ms. King, will provide the Board with her thoughts for consideration at their next meeting.

**Town Administrator's Report to the Select Board  
June 7, 2021**

1. As was the case last year, we have an issue with folks not being able to take vacation time because of COVID and the additional work demands it has created. We presently have three department heads who will be hard pressed to use their vacation time ahead of the June 30th date where it would have to be forfeited and paid out at 50%. Would you consider extending the deadline until December 31 like you did last year? It would give them a little more time to get caught up and not have to forfeit time at a reduced rate. *The Board discussed the matter briefly and given the continued issues with regard to Covid, agreed to extend the period for employees to use their vacation time without forfeiture to December 31, 2021.*
2. We will need to discuss our meeting format going forward. We may have some different options depending on what we hear from the Governor and the Legislature in the next week or so. It is all very fluid at the moment, but at a minimum, we should plan on an in-person meeting on June 21st. *The Board discussed the matter and agreed that the June 21<sup>st</sup> meeting should be conducted in person with the public allowed.*
3. We should schedule a final discussion of the update personnel handbook as we had discussed issuing it in July.
4. We had a pretty good turnout for the Business Meeting. A few new faces which is good. Most of the discussion had to do with parking and traffic safety. Will be looking into some possible options on both fronts. Any long-term solution could be a year or two out. *Mr. Francesco mentioned that he was exploring a possible option for consideration by the Board.*
5. The tax bills should be going out by June 4th with a due date of July 7th.
6. We have completed our first round of conversations with Fire Department members and received some wide-ranging input with regard to the path forward. Jill and I will organize it into a document we can share with the Board for your review.
7. Mr. Taylor is up for reappointment to the Lakes Region Planning Commission's (LRPC) Transportation Advisory Committee (TAC), which he currently chairs. I checked with him and he would like to be reappointed. Attached is a draft of the letter to go to the LRPC if you are so inclined. You will need to vote to reappoint Tink and authorize me to sign the letter on behalf of the Board. *Mr. Brickley made a motion to reappoint Mr. Taylor to the TAC and authorize the Town Administrator to sign the reappointment letter. 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.*

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

9. Jill and I have been invited to a meeting regarding the PSU Lift Station. It is scheduled for Wednesday, June 9th at 1PM. Representatives from the Plymouth Village Water and Sewer District have also been invited. We have not seen an agenda.

10. Working on a list of funds to encumber from our current budget. Will have it available for the Board to review and approve at the June 21st meeting.

11. The Library Trustees have asked the Board to consider withdrawing \$3,000 from the Library Building Capital Reserve Fund to pay for the additional work needed to repaint the windows in the old section of the library. *Mr. Brickley made a motion to withdraw \$3,000 from the Library Building Capital Reserve Fund to pay for the additional work needed to repaint the windows in the old section of the library. 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.*

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

**Board Member Reports: None**

Ms. Schwaner left the meeting at 7PM.

**Non-Public Session: RSA 91A:3, II (e), if necessary**

**Adjournment:** With no further business to come before the Board, Mr. Brickley moved, with a second from Mr. Francesco to adjourn the meeting at 7:05PM. The Board voted 4-0 in favor of adjournment by a roll call vote.

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

Respectfully submitted,

Michael R. Capone  
Town Administrator