

**Holderness Select Board  
Meeting Minutes  
May 11, 2020**

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

**Others Present:** Town Administrator- Michael Capone. State Representative Sallie Fellows (via remote link)

**Call to Order:** The meeting was called to order at 5:37 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.

**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. Brickley. There was no discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

**Public Participation:** Sallie Fellows was present to ask if the Select Board had considered an ordinance requiring individuals to wear face masks. She cited public health concerns and mentioned that at least two communities were considering ordinances to require that individuals wear face masks indoors at public places. The Board members offered no initial comment with regard to the request, but said they would review the matter with legal counsel. They thanked Ms. Fellows for taking the time to attend the meeting and bring her concern to them. They also thanked her for her service as State Representative.

**Correspondence File items:** The Board did review and discuss the correspondence file items, copies of which had been forwarded to them in advance of the meeting.

**Approval of the Meeting Minutes of April 27, 2020:** Ms. Schwaner made a motion to approve the minutes of the April 27, 2020 meeting. Mr. Brickley provided a second. There was no discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

**Approval of the Meeting Minutes of May 4, 2020:** Mr. Laverack made a motion to approve the meeting minutes of May 4, 2020. Mr. Francesco provided a second. There was no discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

**Consent Agenda/ Signature file:**

Intent to Excavate Map 210 Lot 6

Elderly Exemption Map 239 Lot 007

Intent to Cut Map 213 Lot 021 Sub Lots 001 and 000

Certification of Yield Taxes Assessed Map 220 Lot 004

Spring Tax Warrant

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 5-0 in favor of the motion by a roll call vote.

**New Business: Review and Discussion of Coronavirus Relief Fund Grant Agreement** – the Board members reviewed and discussed the Grant program which would reimburse eligible expenses incurred by the Town for dealing with the pandemic. Mr. Francesco made a motion to sign the agreement and to assign the Town Administrator designated signing authority on behalf of the Board. Mr. Laverack provided a second. There was no further discussion. The Board voted 5-0 in favor of the motion by a roll call vote.

**Review and Discussion of Frontline Stipend Program** - the Board members reviewed and discussed the program which would provide a stipend to firefighters, EMT's and Police Officers for the period beginning on May 4, 2020 and ending on June 30, 2020. The Select Board was required to vote to participate in the program. After a brief discussion, Mr. Brickley made a motion that the Town participate in the program and pay the stipend to eligible employees in one lump sum payment at the end of the program period. There was a second from MS. Schwaner. There was no further discussion. The Board voted 5-0 in favor of the motion.

The Board then discussed eligibility requirements for employees to participate. Much of the discussion was with regard to clarifying the language for call firefighters. The Board was not able to make a determination given the information currently available and asked the Town Administrator to further research the matter.

**Old Business: Operational Updates as Necessary** - The Town Administrator mentioned that, while the formal Memorial Day ceremony has been cancelled, there are still plans to plant flowers and place flags at the Veterans Memorial. Ms. White mentioned that she will get a wreath and also write up something to go on the Town website.

**Town Administrator's Report to the Select Board  
May 11, 2020**

1. There is another Hazard Mitigation Plan Meeting scheduled for Friday, May15th at 8AM. We are in the process of determining who is available to attend. The meeting will be conducted remotely should it go forward.

2. I did follow up on our conversation regarding protective measures in the office with Amy and Ellen. They both preferred full Lexan panels for the openings on either side of the office. I can follow up and get quotes if you wish. We have also been discussing other operational changes that would allow us to maintain a degree of separation once we start letting people back in the building.

3. We should probably decide if you want to continue with the bid process for the Highway paving and gravel work this year. I did speak with Kevin to get his thoughts about it and he said that delaying it only backs everything else up. I would say that since it is capital reserve money, we already have in place we should proceed because it will not impact the tax rate. Ultimately, however, it is your call. *The Board discussed the matter briefly and determined that they would wait to receive the bids before making a final determination.*

4. No decision has been made with regard to the SummerEscape program as of yet. The Recreation Board is meeting this evening as well and may consider it at their meeting this evening. Wendy mentioned that she had sent an email to Joe asking him what the latest was regarding the facility improvements planned for this summer. I hope to know more after the Recreation Board meeting this evening.

5. We will begin the transition in Land Use next week. Nancy will be included in the Conservation Commission meeting on Tuesday as well as the Planning Board meeting the following week. She has been coming up to speed on all aspects of the position and will take over when Linda finishes up on May 20th.

**Board Member Reports:** Ms. White asked the Board if they wished to consider going back to meeting every other week unless conditions otherwise warrant. She felt that if the Town Administrator deemed it necessary for the Board to meet to act on a time sensitive issue, he could ask for a meeting. The Board was in agreement with Ms. White's suggestion.

Ms. White also mentioned that the Board still needed to consider the election of a Chair and Vice Chair as well as committee assignments for the next year. Mr. Francesco asked if all members were comfortable with their present Committee assignments. All members answered in the affirmative. Mr. Francesco then made a motion to nominate Ms. White as Chair, Mr. Laverack as Vice Chair, and to have all Board members continue their current Board and Committee Assignments. Ms. Schwaner provided a second. Ms. White asked Mr. Laverack if he was okay with continuing as Vice Chair. Mr. Laverack answered in the affirmative. There was no further discussion. The Board voted 3-0 in favor of the motion with Ms. White and Mr. Laverack abstaining.

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

At 6:47 PM, Mr. Brickley made a motion to go into non-public session under RSA 91A:3, II (a). 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

At 6:57 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 Ms. Schwaner to adjourn the meeting at 6:58PM. The Board voted 5-0 in favor of adjournment by a roll call vote.

Respectfully submitted,

Michael R. Capone  
Town Administrator