



# Town of Hopkinton, NH

## Office of the Select Board

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### SELECT BOARD PUBLIC MEETING MINUTES MONDAY, AUGUST 26, 2013 APPROVED SEPTEMBER 9, 2013

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, August 26, 2013, in the large meeting room in the Town Hall. Mr. O'Brien introduced the members of the Board. Mrs. Strickford led the group in the Pledge of Allegiance.

**Members Present:** Jim O'Brien, Chair, George Langwasser, Vice Chair, Sue B. Strickford, and Ken Traum

**Members Absent:** Sara Persechino

**Staff Present:** Neal Cass, Town Administrator

## II. ADMINISTRATIVE

### Consent Agenda

Board members reviewed documents for signature and approved unanimously (4-0) the Consent Agenda taking the following action on motion made by Mr. Traum and seconded by Mr. Langwasser:

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
Permanent Application for Tax Credit	8/26/2013	Approved	Thomas Worcester- Veteran
PAF New Hire PT	8/21/2013	Approved	Cassie Crawford Eckel - PT Transfer Station
PAF-Status Change	7/30/2013	Approved	Ryan Hughes - Paramedic Lt.
PAF -Wage Change	8/15/2013	Approved	Greg Aucoin to correct rate for Call Paramedic
PAF -Wage Change	8/13/2013	Approved	Rich Armstrong - Pay adjustment- AEMT certified
PAF - New Hire PT	8/26/2013	Approved	Mark Rockwood - Rec Field Liner
MS-1 Extension Request Form	8/26/2013	Approved	Extended until September 12, 2013
Temporary Sign Permit	8/26/2013	Approved	Contoocook Carry Temporary Signs
Building Permit 2013-00275	8/26/2013	Approved	36 Knollwood Cir. - Mudroom/Entry out of garage
Building Permit 2013-00276	8/26/2013	Approved	353 Farrington Corner Rd - 12x14 Deck
Building Permit 2013-00277	8/26/2013	Approved	112 Old Henniker Road - Single Family to two Family
GIS Internet Services Maintenance Agreement	8/8/2013	Approved	CAI Technologies - \$1,800 - year contract
Payment Request from CRF	8/26/2013	Approved	\$659.64 from Town Hall Renovations CRF
Payment Request from CRF	8/26/2013	Approved	\$15,203.86 from Sewer System Equip/Sludge Removal CRF
Payment Request from Expend. Trust	8/26/2013	Approved	\$7,779.50 from Town Facilities Expendable Trust Fund
Payment Request from Sewer Fund	8/26/2013	Approved	\$46,784.42 from the Sewer Fund
Payroll Manifest	8/26/2013	Approved	\$16,942.16 (checks 29702-29732) \$45,609.27 Direct Deposit - Total= \$65,551.43
Accounts Payable Manifest	8/19/2013	Approved	\$ 145,082.83 (Checks 48830-48882)
Accounts Payable Manifest	8/26/2013	Approved	\$ 1,310,526.21 (Checks 48883-48934)

### **Approval of Minutes**

The Board reviewed the public meeting minutes of August 12, 2013. Mr. Traum made a motion, seconded by Mr. Langwasser to approve the minutes of the Public Select Board Meeting held on August 12, 2013. There being no discussion, Chair O'Brien called for the vote.

**VOTE:** O'Brien, Langwasser, Strickford, and Traum voting in favor of the motion; no votes against. MOTION APPROVED 4-0.

### **III. PUBLIC APPOINTMENTS AND BUSINESS**

#### **Access to the Transfer Station – John Little**

John Little met with the Select Board and asked that he be granted permission to cut across the Town owned property where the Transfer Station is located in order to shorten the distance to the gravel pit he has just purchased. The access was open until several years ago when there were issues of people being in the Transfer Station during off hours, so the back access was blocked off. The community well is also located on a part of the property.

Mr. Langwasser made a motion seconded by Mr. Traum to deny public access through the Transfer Station by any and all people during hours when the Station is not open to the public. There being no further discussion, Chair O'Brien called for the vote.

**VOTE:** O'Brien, Langwasser and Traum voting in favor of the motion; Strickford voting against. MOTION APPROVED (3-1).

#### **Fire Station Construction Manager**

The Board discussed the recommendation from architect Kelly Davis to put out an RFQ for a Construction Manager for the Fire Station project. Everyone has been happy using this process for the Highway Garage project. After discussion the Board instructed the Town Administrator to send the RFQ out to the six firms recommended by Mr. Davis. The Board will bring to the next meeting names of people to be part of the review committee for the proposals.

#### **Contoocook Village Sign Eagle Scout Project – Matthew Boehm**

Eagle Scout Candidate Matthew Boehm presented a plan to build a "Welcome to Contoocook" sign to be erected near Exit 6 off Route 89. He shared the design of the sign which will be done by a professional artist. The Board enthusiastically supported the plan and asked Mr. Boehm to work with the Planning Department and Town Administrator to assure that all ordinances are being followed. Mr. Boehm will be working to obtain owner permission for the site.

#### **Greenway Fundraising Letter**

The Select Board reviewed the letter to businesses looking for sponsorship of the Greenway trail map. The concept was approved by consensus and the Town Administrator will share several suggestions for the letter with the Open Space Committee.

#### **Currier & Ives Scenic Byway Committee**

The Board reviewed the letter concerning Hopkinton representation on this committee. Chair O'Brien will attend when he doesn't have a conflict.

#### **McKercher Fund – Jeff Yale, President of the Hopkinton Firefighter's Association**

Jeff Yale, President of the Hopkinton Firefighter's Association met with the Board to discuss the McKercher Fund that includes money given for use by the Fire Department. The Board decided that the funds should be transferred to the Association provided that Town Counsel agrees that this meets legal requirements. A full accounting of the fund will be obtained from TD Bank.

**2014 Budget Schedule**

The Board reviewed the budget schedule as presented by the Town Administrator. It was decided that the Board will discuss the budget presented at their meeting following when they are presented instead of waiting until the end of all presentations.

**Recreation Program Software – Jessica Bailey**

Recreation director Jessica Bailey presented a proposal for the Recreation Department to begin using MyRec.com software for program registration. This will allow on-line registration and payment by credit card. The initial cost for setup of the program is \$1,200 and this will be covered out of the 2013 Recreation budget. The yearly cost thereafter is estimated at \$4,350. How this is funded will be discussed further during the budget process.

**Spirit Skate Park – Jessica Bailey, Shawn Kelly, Chris Saunders, and Josh Heino**

Jessica Bailey, Shawn Kelly, Chris Saunders and Josh Heino presented a plan to remove, rebuild and replace ramps at Spirit Skate Park in order to have the park reopen in October, the 10 anniversary of the park. The Board thanked the four for their great work and for giving direction to move the project forward.

Mr. Langwasser made a motion seconded by Mr. Traum to “authorize the expenditure of up to \$5,500 from the Recreation Maintenance Trust Fund to be expended for work on the Spirit Skate Park.”

**VOTE:** O’Brien, Langwasser, Strickford and Traum voting in favor of the motion; No votes against. MOTION APPROVED (4-0).

**PUBLIC FORUM****250<sup>th</sup> Anniversary Committee**

Louise Carr reported that the 250<sup>th</sup> Anniversary Committee is looking for a location to hold fireworks.

**BUSINESS CONTINUED****Kimball Cabin Committee**

The Board reviewed the names submitted by Louise Carr and Jessica Bailey for the committee to develop a master plan for the Kimball Cabin area. The Town Administrator said that three additional people had contacted him wish to be on the committee. After discuss it was decided to: 1. Have the Town Administrator draft a charter for the committee. 2. Advertise that the Board is looking for members of this committee and request that those interested submit an application. 3. Collect names and appoint the committee by October 15. The plan is for the committee to be able to tour the facility before winter.

**Resignation of Derek Owen from the Conservation Commission**

The Board accepted with regret the resignation of Derek Owen from the Conservation Commission. They extended their thanks for a job well done by Mr. Owen who has served faithfully for over 20 years.

**Route 202/9 and Maple Street Intersection**

The Town Administrator informed the Board that he has spoken with Ruirí O’Malley from Central NH Regional Planning Commission and they would like Hopkinton to join Henniker in request improvement for this intersection, 75% of which is in Hopkinton. The Board supports moving forward with this project.

**VII. ADJOURNMENT**

There being no further business, motion by Mr. Langwasser, seconded by Mr. Traum to adjourn the meeting.

**VOTE:** O'Brien, Langwasser, Strickford, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (4–0).

Chair O'Brien declared the meeting adjourned at 8:15 p.m.

Respectfully submitted,  
Neal A. Cass, Town Administrator