



# Town of Hopkinton, NH

## Office of the Select Board

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### SELECT BOARD PUBLIC MEETING MINUTES MONDAY, DECEMBER 30, 2013

APPROVED January 13, 2014

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:33 p.m. on Monday, December 30, 2013, in the large meeting room in the Town Hall. Mr. O'Brien introduced the members of the Board.

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

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

## II. ADMINISTRATIVE

### Consent Agenda

Board members reviewed documents for signature and approved unanimously (5-0) 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>
Right to Bury (No. 1102)	12/30/2013	Approved	Section EN, Lot 9, Plots 1,2,3 & 4 In Old Hopkinton Cemetery
Payroll Manifest	12/30/2013	Approved	Direct Deposit \$50,209.43 - Checks 30054-30075-\$15,521.51 Total= \$65,730.94
Account Payable Manifest	12/23/2013	Approved	\$ 108,811.15 - Checks 49718 through 49776
Account Payable Manifest	12/30/2013	Approved	\$127,023.09 - Checks 49777 through 49809

### Approval of Minutes

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

**VOTE:** O'Brien, Strickford, Persechino and Traum voting in favor of the motion; no votes against; Mr. Langwasser abstained. MOTION APPROVED 4-0-1.

The Board then reviewed the public meeting minutes of December 16, 2013. Mr. Traum made a motion, seconded by Mrs. Persechino to approve the minutes of the Public Select Board Meeting held on December 16, 2013. There being no discussion, Chair O'Brien called for the vote.

**VOTE:** O'Brien, Strickford, Persechino and Traum voting in favor of the motion; no votes against; Mr. Langwasser abstained. MOTION APPROVED 4-0-1.

The Board reviewed the non-public meeting minutes of December 16, 2013. Mrs. Persechino made a motion, seconded by Mr. Traum to approve the non-public meeting minutes of the Select Board Meeting held on December 16, 2013. There being no discussion, Chair O'Brien called for the vote.

**VOTE:** O'Brien, Strickford, Persechino and Traum voting in favor of the motion; no votes against; Mr. Langwasser abstained. MOTION APPROVED 4-0-1.

### **III. PUBLIC APPOINTMENTS**

#### **Fire Station Building Team**

Kelly Davis- PortOne Architects, Keith McBey and Barry Salta-BPS Construction, Fire Chief Doug Mumford, Don Houston, Roger Turcotte and Tom Krzyzaniak, members of the Fire Station Building Committee met with the Board. Mr. McBey presented at budget packet for the project. The current estimate is \$2,597,173 which does not include soft costs. After review of the information the group discussed the possibility of shrinking the size of the project. It was determined that it is near impossible to make the building smaller and still meet the program needs. Included in the packet is a soft cost worksheet that needs to be completed by the Town. Mrs. Persechino requested that the payback on the LED lighting package and the pellet boiler be created. Don Houston raised his concern over the wall in the driveway between the new bay and the existing bay. It was agreed that this should be removed if possible. The Building Committee will meet on Monday January 13 and the Select Board will hold an extra meeting on Monday, January 20 to review progress.

#### **Chuck Gangel – Town Clerk/Tax Collector**

Mr. Gangel requested that the Select Board approve the Town Clerk/Tax Collector office accepting credit cards and allowing on-line car registration and tax payment. His proposal is to use Interware Corporation's software for the Town Clerk side. They currently are used by 108 towns. They will work with our IT company, Mainstay, to assure that we are fully compliant with security protocols. He further recommended that we use the Avitar Tax Kiosk to provide tax information on line and to accept credit/debit/ACH tax payments on line. The Board by consensus gave approval for this project to move forward.

### **VI. NEW BUSINESS**

#### **Review of First Draft of Town Meeting Warrant**

The Board reviewed the first draft of the Town Meeting Warrant prepared by the Town Administrator. There was discussion on whether the cost of the green bags should be increased. Presently, it is a very simple Warrant.

### **VII. TOWN ADMINISTRATOR UPDATES**

Mr. Cass gave the following updates:

- The Town Facebook page now is "Liked" by 346 people. The hope was to have 300 by the first of the year and with 97 new 'Likes' this week we have far exceeded the goal.
- The Room and Meals money from the State has been received in the amount of \$249,157.
- Mr. Cass and Robin Buchanan met with our DRA representative and with Jeff Earls from Cross Country Appraisal preparing for the revaluation taking place in 2014. Work will begin right away and should be finished early summer.
- Mary Whalen, Budget Committee Minute-taker has resigned.

## VIII. OTHER BUSINESS

Mr. Traum asked if the Town, as the franchising agency has any control over the rates charged by Comcast. The current contract is 30 years old and expires in 2015 and does not give any control to the Town over rates. Cable TV is largely regulated by federal law.

## IX. NONPUBLIC SESSION

### Nonpublic Session – RSA 91-A II (c) – Hardship Abatement

Mr. Traum moved to go into a non-public session regarding a request for hardship tax abatement under Nonpublic Session RSA 91-A: 3 II (c). Mr. Langwasser seconded the motion.

**VOTE:** O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:58 p.m. The Board returned to public session at 8:01 p.m.

#### Vote to seal nonpublic minutes:

Mr. Traum moved to seal the minutes of the just completed nonpublic session indefinitely. Mrs. Persechino seconded the motion.

**VOTE:** O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

## X. ADJOURNMENT

There being no further business, Mrs. Persechino move that the meeting be adjourned. Mr. Traum seconded the motion. There being no further discussion, Chair O'Brien called for the vote.

**VOTE:** O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

Chair O'Brien declared the meeting adjourned at 8:02 p.m.

Respectfully submitted,  
Neal A. Cass, Town Administrator