



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, MAY 18, 2015 APPROVED June 1, 2015

Chairman Jim O'Brien called the meeting of the Select Board to order at 6:10 p.m. on Monday, May 18, 2015, in the large meeting room in the Town Hall. Chairman O'Brien introduced the members of the Board and Police Chief Steve Pecora led the group in the Pledge of Allegiance.

Members Present: Jim O'Brien, Ken Traum, Sara Persechino, Sue B. Strickford, and Steve Lux, Jr.

Staff Present: Neal Cass, Town Administrator, and Robin Buchanan Administrative Assessing Assistant

Public Present: Ken Wilkens, Janet Krzyzaniak, Merle Dustin, Police Chief Steve Pecora, Shannon Hindle, Mac Hindle, Averie Hindle, Police Department Administrative Assistant Melissa Courser, Madi Courser, Police Sgt. Thomas Hennessey, Lisa Hennessey, Brayden Hennessey, Kaitlyn Hennessey, Police Officer Brian O'Connor, Police Officer Michael Lobsinger, Police Officer William Simpson, Paula Simpkins, Sara Darby and Nathan McShinsky, II.

IV. PUBLIC APPOINTMENTS

Swearing in of Police Officer Mac Hindle. Chairman O'Brien asked Police Chief Pecora to say a few words. Police Chief Pecora gave a brief history of Mr. Hindle's background, military service and awards, as well as educational background and achievements. Chairman O'Brien swore Mr. Hindle in as a new police officer. The Board took a 5 minute recess.

II. ADMINISTRATIVE

Consent Agenda

At 6:21 p.m. the 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 Mrs. Persechino.

CONSENT AGENDA **05-18-15**
ACCOUNTS PAYABLE MANIFEST \$104,298.48
 \$45,312.36

PAYROLL MANIFEST \$2,440.07
 \$73,769.54

LETTERS

Leon Laylagian-Thank you Kimball Cabins
 William D. Chapin & family Thank you fountain
 Kurt Swenson Thank you fountain
 Elaine Loft Thank you fountain donation

2014 Annual Facility Report Discrepancies

TRANSFER FUNDS

Sewer Fund Account to General Fund \$5,840.02

APPOINTMENT PAPERS

Jane Bradstreet-Planning Bd
 Joanne Woodward-Senior Recreation Counsel
 Stephen Eckberg-Sewer Committee
 Karen Dufault-Human Services
 Mac Hindle-Police Office

YIELD TAX WARRANT \$2,842.89

Map 240-52
 Map 266-10

BUILDING PERMITS

GA Head Carpentry reno 573 Gould Hill
 Melissa Scoot garage 106 Stacey Rd
 Brian Knowlton mudroom/porch/garage 137 South Rd
 Jamie Morin reno 82 Clark Lane
 Hopkinton State Fair temp sign 392 Kearsarage Ave
 Steven Whitley porch 59 Turnberry Ln
 David Price manf home, porch, garage 67 Stacey Rd
 Strategic Contracting Co., LLC home garage W.Ridge Rd
 Beaux Woods contractor, LLC demo barn 72 Pet Dow Rd
 Ken Aubry solar 1369 Bound Tree Rd

PAF

Recreation-new hire
 Recreation-new hire

Recreation-new hire
 Recreation-new hire
 Recreation-new hire
 Police Department-new hire
 Police Department-resignation

DEPUTY WARDEN APPOINTMENT FORM

Brandon Skoglund

INTENT TO CUT

Owen Derek, Patricia & Joab Map 266 Lot26.1
 Owen Derek, Patricia & Joab Map 266 Lot 26

SEWER ABATEMENTS

232 Park Ave	\$67.14
825 Main Street	\$164.70
64 School Street	\$107.17
102 Smithfield Road	\$96.73

FOREST FIRE REPORT/BILL (10)

\$377.45
\$195.24
\$1,818.50
\$220.29
\$227.84
\$308.67
\$381.18
\$1,375.92
\$347.06
\$1,476.30

1ST ISSUE TAX WARRANT

\$9,957,629.00

Approval of Minutes

The Board reviewed the public meeting minutes of the previous meeting. Mr. Traum made a motion, seconded by Mrs. Strickford, to approve the Minutes of the Public Select Board Meeting held on Monday, May 4, 2015. There being no discussion, Chairman O'Brien called for the vote.

VOTE: O'Brien, Traum, Persechino, Strickford and Lux voting in favor of the motion; no votes against; **MOTION APPROVED 5-0.**

The Board reviewed the non-public meeting minutes of the previous meeting. Mrs. Persechino made a motion, seconded by Mrs. Strickford, to approve the Minutes of the Non-Public Select

Board Meeting held on Monday, May 4, 2015. There being no discussion, Chairman O'Brien called for the vote.

VOTE: O'Brien, Traum, Persechino, Strickford and Lux voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

V. OLD BUSINESS

Recreation Staffing: Chairman O'Brien stated he attended a meeting of the Recreation Committee and gave a presentation of the proposed changes to the staffing. The Committee was in general agreement and they felt that a senior coordinator was needed. The Committee wanted to make sure the Board understood how much time it took for the Recreation Director to schedule the fields. Ed Kerr stated he feels that the Recreation Director should be 40 hours. Many of the Recreation events take place during the evenings and weekends, as well as hiring summer staff for camp. He further stated leadership under the interim director has been good. He further stated that Recreation should not be scheduling the fields. He also stated he believes a Senior Coordinator would need 20 hours a week. Mrs. Persechino stated she would like a breakdown of how many seniors use the center vs. how many seniors live in Hopkinton. Mrs. Krzyzaniak stated the senior programs are run by the seniors; the Recreation Director does not do the programs. Mrs. Strickford stated there are a low number of seniors that use the center; many people have told her they do not feel welcomed when they come. Chairman O'Brien stated there has been discussion about how to bring more people into the Senior Center. Discussion ensued, with regards to the two options outlined in the Board's packets, as well as adding part time staff; reduction of hours, increase of hours and suggestions of other options with regards to full time and part time staff, and duties of the current staff at the Senior Center.

Mrs. Strickford made a motion to go with Option 1, which is for a part time Recreation Director (32 hours); a part time recreation assistant (20 hours); an administrative assistant (15 hours) and a part time Senior Center Coordinator (15 hours). Mr. Lux seconded the motion.

VOTE: Strickford and Lux voting in favor of the motion; O'Brien, Traum and Persechino voting against the motion; MOTION DIES 2-3.

Mr. Traum made a motion to move forward with a full time Recreation Director position. Mr. Lux seconded the motion.

VOTE: O'Brien, Traum, Persechino, Strickford and Lux voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

Mr. Cass will put together a proposal for the next meeting with a full time Recreation Director.

Director of Public Works staffing: Mr. Cass stated a few minor changes were made after discussion with the Superintendent of Highways and Superintendent of Buildings and Grounds. The Director of Public Works position has been advertised and resumes are expected soon. A

discussion ensued, with regards to how much time is spent on the administrative side for the Director of Public Works position.

Mr. Traum made a motion to adopt the three (3) job descriptions: Director of Public Works, Superintendent of Highways and Superintendent of Buildings and Grounds, as presented. Mrs. Persechino seconded the motion.

VOTE: O'Brien, Traum, Persechino, Strickford and Lux voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

Committee Appointments:

Mr. Cass stated he is still waiting for more applicants to send in their information. The Board will sign the appointment papers for the newly formed CIP committee once all applicants have been approved. Currently, there are 3 openings on the Recreation Committee and 2 openings for alternates on the Zoning Board of Adjustment.

Mrs. Strickford asked if there are requirements for living in or out of the sewer district to be on the Sewer Committee. Mr. Cass will check that.

Sestercentennial Update: Mr. Lux updated the Board with progress on the Sestercentennial activities and upcoming events for the grand celebration day, on Saturday, May 30, 2015. Discussion ensued, with regards to a Sestercentennial mailing.

VI. NEW BUSINESS

Marc and Donna Jalbert's letter: Mr. Cass stated the Jalberts have written a letter with regards to a land use dispute with their neighbors on Chase Road. Mr. Cass stated the Town does not get involved in neighbor disputes, however, after visual viewing the property, Mr. Cass stated there are violations to our zoning ordinance that we can enforce.

VII. PUBLIC FORUM

Ken Wilkens, noting the article about Concord raising the price of the purple bags, inquired if Hopkinton was considering raising the price of the green bags.

VIII. TOWN ADMINISTRATOR UPDATES

Mr. Cass reported things are running smoothly at the Highway Department. They are working on the fields, clearing out the dam and sweeping. Mr. Cass also stated the culvert on Turnberry Lane went out to bid. There is a meeting on the E. Penacook Road Bridge next week. Mr. Cass reported the Fire Station punch list is almost complete, and painting is underway. Mr. Cass stated he will be attending the LPA training at the Department of Transportation. He also informed the Board the bathrooms are complete and the air conditioning will be installed this week.

IX. OTHER:

A discussion ensued, with regards to donated money and what that money can be expended on. The Kimball Cabins Committee committed to a URL, which will link with our website, the cost for a period of five (5) years at \$52.00. The Committee would like to use the donated funds to

pay that bill. Mr. Cass stated people donated the funds for the repair of the cabins and not for any other purpose. Mrs. Krzyzaniak stated money was donated to fix the cabins and therefore the money should only be used to fix the cabins. The Board decided to pay the funds from the Recreation Account.

Mrs. Persechino stated she was at the Riverway Park and noted one picnic table was there. Mr. Lux stated that he thought two were going there and he would like the other one there.

Mr. Cass stated we are still waiting on the report about Rowell Bridge.

Chairman O'Brien stated that Tom Congoran called him in regards to a letter he received about the Town Policy for funding raising. Mr. Congoran would like to continue receiving the checks for the Contoocook Carry at his personal address, which is against town policy. Mr. Lux inquired why the Congorans should be exempt, when we recently told someone from the Sestercentennial Committee that the money had to come to the Town Hall.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (c) Reputation

Mrs. Strickford moved to go into a non-public session regarding an issue which, if discussed in public, would likely affect adversely the reputation of a person other than a member of the Board, under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Mrs. Persechino seconded the motion.

VOTE: Select Board Members Traum, Persechino, Strickford, Lux, and Chair O'Brien voted in favor, 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 8:35 p.m. The Board returned to public session at 8:50 p.m.

Vote to seal nonpublic minutes:

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

VOTE: Select Board Members Traum, Persechino, Strickford, Lux, and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

CONTOOCCOOK CARRY

Mr. O'Brien moved that Mary and Tom Congoran be given a one year waiver for the Contoocook Carry from the Town Fundraising Policy and be allowed to have the checks mailed to their home this year only, with the stipulation that all checks be turned into the Town Hall on a weekly basis. Mr. Traum seconded the motion.

VOTE: Select Board Members Traum, Strickford, Lux, and Chair O'Brien voted in favor, Member Persechino votes against, and the Chair declared the motion to have carried unanimously (4-1).

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (a) Personnel

Mrs. Strickford moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mrs. Persechino seconded the motion.

VOTE: Select Board Members Traum, Persechino, Strickford, Lux, and Chair O'Brien voted in favor, 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 8:50 p.m. The Board returned to public session at 9:00 p.m.

Vote to seal nonpublic minutes:

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

VOTE: Select Board Members Traum, Persechino, Strickford, Lux, and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (a) Personnel

Mrs. Strickford moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mrs. Persechino seconded the motion.

VOTE: Select Board Members Traum, Persechino, Strickford, Lux, and Chair O'Brien voted in favor, 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 9:02 p.m. The Board returned to public session at 9:10 p.m.

Vote to seal nonpublic minutes:

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

VOTE: Select Board Members Traum, Persechino, Strickford, Lux, and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

ADJOURNMENT

There being no further business, motion by Mrs. Persechino, seconded by Mr. Traum to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 9:11 p.m.

Respectfully submitted,
Robin Buchanan, Administrative Assessing Assistant