



# Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-3170 - [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov)

**SELECT BOARD  
PUBLIC MEETING MINUTES  
Monday, July 6, 2020  
Draft**

## **CALL TO ORDER**

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, July 6, 2020, via Zoom. Chair Dunlap introduced the members of the Board.

**Members Present:** Sabrina Dunlap, Ken Traum, Steven Whitley, Anna Wells and Jeffrey Donohoe through video conference.

**Staff Present:** Neal Cass, Town Administrator, and Robin Buchanan, Administrative Assessing Assistant through video conference.

**Public Present:** Bruce Ellsworth, Sue Strickford, Lynda Kimball, Gayle Kimball, Cettie Connolly, Jean Lightfoot, Joyce Sterling Bossie, Lorie Bender, Steve Lux, Jr., Candie Garvin, Gary (no last name), Al & Debbie Schivaone, and Elizabeth Canada.

**DECLARATION OF CHAIR:** Chair Dunlap read the Right to Know Law Meeting Checklist as follows: As Chair of the Hopkinton Select Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

***a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.***

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-646-558-8656 and meeting ID: 377 225 532, or by clicking on the following website address: <https://zoom.us/j/377225532>.

***b) Providing public notice of the necessary information for accessing the meeting.***

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on Town of Hopkinton's website: [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov) and on the Town of Hopkinton's Facebook page.

Select Board Meeting July 6, 2020

***c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.***

If anyone has a problem, call (603) 746-8242 or email: [townadmin@hopkinton-nh.gov](mailto:townadmin@hopkinton-nh.gov).

***d) Adjourning the meeting if the public is unable to access the meeting.***

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let us start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Sabrina Dunlap and I am alone  
Ken Traum and I am alone  
Anna Wells and I am alone  
Steven Whitley and I am alone  
Jeffrey Donohoe and I am alone

**EXPLANATION OF ZOOM:**

There are several things about Zoom that will be helpful to know:

- This meeting is being recorded and will be available to watch at a later time. The link to watch will be on the Town website.
- The Select Board is unmuted, but all others are muted. If you have a question during the meeting use the chat feature to let the hosts know you have a question. The chat only goes to the hosts so off-line conversation cannot take place.
- During Public Forum, the line will be unmuted to allow participants to speak. Please be respectful of each other as we try to manage this.

Thank you in advance for your cooperation.

**POINTS OF PRIDE:**

Mr. Cass highlighted Jean Lightfoot, Supervisor of the Checklist, who has kept on top of all the information coming out regarding elections and has kept in touch via e-mail with others, who are required to know the information.

Mr. Traum thanked Mr. Cass for all the time he has put into the budget recently. Mr. Traum also wanted to thank Steve Chamberlin, noting the announcement last week that this would be his last year as Superintendent of Schools. Mr. Traum added that Mr. Chamberlin has done a great job.

**ADMINISTRATIVE**

The Board reviewed documents for signature and approved (5-0) the Consent Agenda, taking the following action on a motion made by Mr. Traum, and seconded by Mr. Donohoe.

Select Board Meeting July 6, 2020

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL</b>	-	-	-
PPE 7/4/2020	7/4/2020	Approve	CH# 33908-33927 \$7,511.00 Direct Deposit - \$86,126.05 TOTAL = \$90,637.05
<b>ACCOUNTS PAYABLE</b>			
AP Manifest CH # 64428-64474	7/6/2020	Approve	\$52,549.06
<b>FUND TRANSFERS</b>			
From Sewer Fund to Operating Fund	7/6/2020	Approve	\$11,156.98
From Donation Accounts to Operating Fund	7/6/2020	Approve	Kimball Cabins - \$ 215.03 Human Services - \$1,744.75 Fire Dept. Auxiliary - \$1,000.00 Human Services Energy - \$2,864.12
From From SSC Rental to Operating Fund	7/6/2020	Approve	\$905.00
From CRFs to Operating Fund	7/6/2020	Approve	Sewer Equip/Sludge Removal - \$15,406.35 Fire Depart. Vehicle - \$3,300.00 Recreation Facility - \$2,301.50 Revaluation - \$4,290.00
From Maint. Trust Funds to Operating Fund	7/6/2020	Approve	Town Facilities - \$1,135.00
Recreation Revolving to Operating Fund	7/6/2020	Approve	\$5,763.49
<b>BUILDING PERMITS</b>			
223-001-007 Wildwood	7/6/2020	Approve	Single family home with attached garage
243-026-000 392 East Penacook Road	7/6/2020	Approve	add 1/2 bath, renovate kitchen & 3-season mudroom
104-044-000 14 Briar Hill Road	7/6/2020	Deny	Shed does not meet setbacks
243-026-000 392 East Penacook Road	7/6/2020	Approve	Construct 14X16 attached deck
245-038-000 35 Stacey Drive	7/6/2020	Approve	Construct 8X8 attached deck
236-033-000 486 Irish Hill Road	7/6/2020	Approve	Install 18X34 In-ground swimming pool
250-029-001 329 Rollins Road	7/6/2020	Approve	Raze garage
<b>TIMBER TAX WARRANT</b>			
208-093-000 Leadbeater	7/13/2020	Approve	\$5,746.04
<b>SUMMER STAFF PAFS</b>			
Lauren Graham	7/6/2020	Approved	Summer Staff

Mr. Whitley made a motion, seconded by Mr. Traum, to authorize Jeff Donohoe to sign paperwork for the Board relative to this meeting.

**ROLL CALL VOTE:**

Sabrina Dunlap Yes  
 Ken Traum Yes  
 Steven Whitley Yes  
 Anna Wells Yes  
 Jeffrey Donohoe Yes

**MOTION PASSED 5-0.**

The Board reviewed the Select Board Meeting Minutes of Monday, June 29, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Public Meeting Minutes of Monday June 29, 2020.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Anna Wells	Yes
Jeffrey Donohoe	Yes

**MOTION PASSED 5-0.**

**APPOINTMENTS:**

**Bruce Ellsworth, Moderator RE: Town Meeting:** Mr. Ellsworth stated that he is trying to make this as easy as he can for the Board and the voters. He stated he started the process by looking over the legislation with regards to town meetings. He noted that he is required to give voters a seven (7) days notice prior to voting. He stated that he has put together a letter for the voters noting that the 2020 Hopkinton Town Meeting will be held on Saturday, July 25, 2020. He stated that he used the School District Meeting as a model. He stated that an informational meeting will be held on Monday, July 20 and Friday, July 24, using the Zoom format, with questions and amendments can be made from Tuesday, July 21 through Thursday, July 23.

Chair Dunlap inquired as to how Mr. Ellsworth arrived at this decision to have a zoom meeting rather than an in-person, outside meeting. Mr. Ellsworth stated that he received many comments with regards to the risks for an in-person meeting. He also noted that there was no venue to hold the meeting, as the Hopkinton Fairgrounds had insurance liability issues. He also noted that he ran the numbers for the possibility of having it under tents and there was no good way to social distance using tents. He also noted that the weather could become an issue.

Discussion ensued, with regards to the timeline of the process from start to finish. Mr. Whitley noted that legislation has passed both the House and the Senate, but that the Governor has not yet signed it. Mr. Whitley noted the process for amendments states “governing body”. Discussion ensued, with regards to the best way to handle the amendments, with Mr. Ellsworth stating that the Board should not handle the amendment process. Mr. Ellsworth further stated that he would handle it with the assistant moderator and Mr. Cass. Discussion ensued, regarding the pending legislation and whether or not if it is signed before the meeting actually takes place. Mr. Cass noted that the legislation does not consider the amendment issue. Mr. Ellsworth suggested that The Secretary of State be contacted with regards to amendments.

With regards to the virtual meeting on Monday, July 20, 2020, Mr. Ellsworth noted that he will open the meeting just as he would any other Town Meeting. He further stated that he is willing to open it up for comments and questions, with a time limit for each person speaking. Mr. Ellsworth stated that any comments received during the Tuesday-Thursday period will be made available for everyone to read. He stated that he would prefer comments and amendments to be e-mailed, however, he will be accepting comments by phone and in writing.

With regards to the meeting on Friday, July 24, 2020, Mr. Ellsworth stated there will be no comments or questions allowed, but he will report on the amendments and he will allow Select Board members to respond to questions that have been previously submitted. He further noted that Ballots will be

Select Board Meeting July 6, 2020

available on-line by Friday at 3:00 pm and will be available at the school on Saturday morning, July 25<sup>th</sup>..

Discussion ensued, with regards to the drive through voting on Saturday, July 25, 2020. Mr. Ellsworth stated that voting will commence at 9:00 am on Saturday morning, with those last names A-K to vote between 9 and 11 am, and those whose last name is L-Z between 11 am and 1 pm.

Mr. Cass asked Supervisor of the Checklist Jean Lightfoot if some of the voters filled out the school ballots prior to School voting. Ms. Lightfoot responded yes. She also noted that they had about 500 ballots available for those that did not print them out previously, however, they did end up making about 200 more copies. Discussion ensued, about how to deal with the ballots. Mrs. Wells suggested that they be available for pickup at the Library and at the Town Hall on Friday, July 24<sup>th</sup>.

Discussion ensued, with regards to the time of the meetings. The Board would like to start the meeting at 6:00 pm instead of 7:00 pm, noting that people will be participating from home.

Mr. Traum stated that the Board will include a letter in the mailing to residents.

Discussion ensued, with regards to how to present the budget and the changes to the original budget which was previously approved by the Board and the Budget Committee.

Mr. Traum also noted that the Budget Committee has postponed their meeting of July 8, 2020 and if all changes were made, he could present the new proposed budget to the Committee next week. Mr. Ellsworth stated that if someone from the Budget Committee wishes to speak to the Budget, they can do that at the Monday night meeting.

The Board thanked Mr. Ellsworth for this time and his hard work during this process.

## **OLD BUSINESS:**

### **2020 Budget Review:**

Mr. Traum stated that he met with Mr. Cass last week to discuss proposed cuts to the budget. Mr. Cass stated that changing the budget at this time is very difficult. He stated that the Department Heads are frustrated. He noted that there was concern for cutting the training line in both the Police and Fire Departments, noting that EMT's need to be recertified.

Mr. Traum noted that he and Mr. Cass also reviewed the Revenues and made some reductions. He further noted that they would be using more money from the Fund Balance.

Discussion ensued, with regards to cutting the training lines. Chair Dunlap stated that police and fire training is necessary for the departments to function. Discussion ensued, with regards to getting to a zero tax increase or spending less in the budget. Chair Dunlap noted there might be some wiggle room, but not in the training lines. Mr. Cass agreed that now is not the time to be cutting the training lines. Mrs. Wells also agreed with keeping the training lines where they were.

Discussion ensued with regards to the pros and cons of using more money from the Fund Balance.

Mr. Whitley made a motion, seconded by Mr. Traum to accept the following changes to the budget:

Reduce cleaning services line-Highway Garage from \$3,000\* to \$500

Reduce cleaning services line-Recreation from \$12,340\* to \$3,437

Select Board Meeting July 6, 2020

- No change to Police Training line-\$9526
- Reduce NH Retirement Police line reduce from \$148,539\* to \$147,904
- No change to Police Gasoline/Oil-\$21,600
- Reduce Wages-Training/Refresher Courses Ambulance from-\$11,760\* to \$10,900
- Increase Medicare-Ambulance from \$7,343\* to \$7,397
- Increase NH Retirement-Ambulance \$133,102\* to \$135,438
- No change to diesel-Ambulance \$8,680
- Reduce Part-Time Wages-DPW from \$34,000\* to \$10,000
- Reduce Social Security-DPW from \$43,803\* to \$43,425
- Reduce Medicare-DPW from \$10,244\* to \$10,156
- No change to Gas/Oil-DPW \$62,000

Reduce Cleaning Services-Library from \$11,940\* to \$10,000

**ROLL CALL VOTE:**

- Sabrina Dunlap Yes
- Ken Traum Yes
- Steven Whitley Yes
- Anna Wells Yes
- Jeffrey Donohoe Yes

**MOTION PASSED 5-0.**

\*number represents originally proposed amount

**2020 Town Meeting Warrant Review:**

Mr. Cass noted that he has updated the script for Town Meeting. Discussion ensued, with regards to the article proposing an increase of the percentage of the Land Change Use Tax to the Conservation Commission from 35% to 100%. The Board agreed they are not willing to support this change now. Mr. Cass will find out if it is possible to pull it from the Warrant. Discussion ensued with regard to Capital Reserve Funds.

Mr. Traum made a motion, seconded by Mr. Whitley to amend under Article 6, Appropriation to Capital Reserve Funds be reduced to \$676,500.

**ROLL CALL VOTE:**

- Sabrina Dunlap Yes
- Ken Traum Yes
- Steven Whitley Yes
- Anna Wells Yes
- Jeffrey Donohoe Yes

**MOTION PASSED 5-0.**

Mr. Whitley made a motion to remove Article 13, Modify LUCT Percentage Allocated to Conservation Commission. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

- Sabrina Dunlap Yes
- Ken Traum Yes

Select Board Meeting July 6, 2020

Steven Whitley Yes

Anna Wells Yes

Jeffrey Donohoe Yes

**MOTION PASSED 5-0.**

Mr. Cass noted that he believes the best way to show the budget is with a power point presentation. He asked that all comments be in by July 15, 2020.

**NEW BUSINESS:**

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that Carol Harless, Town Clerk/Tax Collector informed him that tax payments are coming in.

Mr. Cass stated he had a request from Paula Simpkins, Recreation Director, to start Senior Lunch pick up on Wednesdays. Meals would be prepared at the Slusser Center and seniors will be able to pick them up via drive through. The Board would like to see a plan. It was noted that Dimitri's is still serving lunches for seniors and shut ins.

Mrs. Wells inquired about the Summer Concert Series, which was discussed at the last meeting. The Board would like to see a more detailed plan. Mrs. Wells noted that they would be following guidelines similar to the Farmers Market.

**PUBLIC FORUM:**

Gayle Kimball, 716 Kearsarge Avenue, inquired if the money for the Summer Concert Series comes out of the budget. Mr. Cass replied no, the Town Band is paid through the budget, but those concerts were cancelled, and the line item was zeroed out for 2020. He further noted that Summer Concert Series is funded by the Chamber of Commerce and the Merle Dustin Trust Fund. Ms. Kimball stated that she thinks it is irresponsible to have a large gathering taking place now.

Chair Dunlap responded that is why we need to see a plan. Mr. Traum shared Ms. Kimball's concerns about a large gathering.

Lori Bender, 377 Briar Hill Road, stated that she recently found out that you could not go into the Town Hall without a mask. She stated the information is not on the front page of the website and she thinks it would be more helpful to be on the front page. Ms. Bender also noted that the number of fatalities of COVID is lower than the number of fatalities for the flu.

Chair Dunlap stated that the numbers do not give a complete picture. Mr. Donohoe noted that the use of masks is to keep employees and residents that come to the Town Hall safe. Chair Dunlap noted that the CDC recommends masks to help stop the spread of the virus.

Ms. Bender stated that the CDC stated it "may" stop the spread.

Ms. Bender also stated that the zoom format does not allow her to see everyone involved in the meeting. Mr. Cass explained that only the panelist, which includes himself, the Board and Robin, can be seen on screen. He noted that all attendees are listed by name, but are not seen and are muted during the meeting. Ms. Bender stated she is not in favor of the format.

Gayle Kimball stated that she has been to the Town Hall, noting that masks were provided, it was well organized, and things were running smoothly.

Ms. Bender reiterated that the CDC states masks “may” stop the spread.

There being no further comments, the Public Forum was closed. Chair Dunlap thanked everyone for their comments.

**OTHER:**

Mr. Whitley inquired if Mr. Cass had heard from Granite Apollo and an update on the land swap. Mr. Cass responded that he has not heard from Granite Apollo but will contact them this week. Mr. Cass noted that the deeds are still being worked on for the land swap.

Mr. Donohoe inquired if Mr. Cass had seen his e-mail regarding the Rail Trail sign, noting that Mr. Blagdon was incorrect as the sign does not state motorized wheeled vehicles. Mr. Cass replied he will check into it.

**ADJOURNMENT**

There being no further business, Mr. Donohoe made a motion, seconded by Mr. Whitley to adjourn the meeting. Meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant