



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES TUESDAY, DECEMBER 26, 2017 APPROVED JANUARY 8, 2018

CALL TO ORDER

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, December 26, 2017, in the large meeting room in the Town Hall. Mr. O'Brien introduced the members of the Board. Sabrina Dunlap led those assembled in the Pledge of Allegiance.

Members Present: Jim O'Brien-Chair, Ken Traum-Vice Chair, Steve Lux, Jr., Bob Gerseny, and Sabrina Dunlap

Staff Present: Neal Cass (Town Administrator)

POINTS OF PRIDE

Mr. Cass highlighted the great work done by the Highway Department crew over the weekend and on Christmas. The freezing rain on Saturday was difficult to deal with, but it was handled well. Hopkinton roads are in much better shape than those in surrounding towns.

Mr. Traum suggested that the highway crew be given gift certificates to show the Town's appreciation for the job they did and continue to do. The Town Administrator will take care of this.

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. Lux.

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
BUILDING PERMITS			
220-023-001, 220-023-002 290 & 292 Burnham Intervale Road	12/26/2017	Denied	Requires Special Exception-Excavation
221-092-001 77 Spring Street	12/26/2017	Denied	Requires Special Exception-Farming
214-004-000 725 Hatfield Road	12/26/2017	Approved	24'x36' Addition to Barn
238-033-000 576 Putney Hill Road	12/26/2017	Approved	Renovations
221-122-000 18 Pinewood Drive	12/26/2017	Approved	Patio & Hot Tub

224-024-000 46 Tebrok Road	12/26/2017	Approved	Deck/Kitchen Renovations
Item	Date	Action	Comment
224-024-000 46 Tebrok Road	12/26/2017	Approved	8'x9' Addition to Shed
242-026-000 1460 Briar Hill Road	12/26/2017	Approved	Reconstruct 24'x26' detached shed destroyed by August 2017 fire
208-010-000 97 Bass Lane	12/26/2017	Approved	Construct addition of 50% (156 SF) to existing (312 SF) residence, renovate interior, and construct new detached 24'x24' garage with second floor office/game room to be used for residential use only.
TRANSFER OF FUNDS			
Recycling Revolving to General Fund	12/26/2017	Approve	\$ 600.00
ACCOUNTS PAYABLE			
Manifest for Checks 59064-59116	12/18/2017	Approve	\$ 112,572.35
Manifest for Checks 59117-59176	12/26/2017	Approve	Total-\$1,533,045.93 HSD-\$1,269,467.00
PAYROLL			
Payroll Manifest PPE: 12/23/2017	12/26/2017	Approve	Checks 32660-32674 - \$13,213.29 Direct Deposit - \$63,926.64 Total= \$77,139.93
ABATEMENTS PER AGREEMENT			
223-010-000	12/26/2017	Approve	\$ 728.24
245-068-000	12/26/2017	Approve	\$ 875.36
105-045-000	12/26/2017	Approve	\$3,299.01
239-049-000	12/26/2017	Approve	\$ 758.67
225-091-000	12/26/2017	Approve	\$ 286.48
Tax Refund			
249-007-002-Overpayment	12/26/2017	Approve	\$1,237.00
208-099-000-Overpayment	12/26/2017	Approve	\$17,524.00
225-110-000-Overpayment	12/26/2017	Approve	\$ 12.44
OTHER			
Acceptance of Resignation	12/26/2017	Approve	Jim Martin from Recreation Committee
HealthTrust Secure Portal Authorization	12/26/2017	Approve	Neal Cass, Deborah Gallant
Thank you for donation-\$2,000	12/26/2017	Approve	Contoocook Carry

Approval of Minutes

The Board reviewed the minutes of their previous meeting. Mr. Traum made a motion, seconded by Mr. Lux, to approve the Select Board Public Meeting Minutes of December 11, 2017. Chair O'Brien called for a vote.

VOTE: O'Brien, Traum, Lux and Gerseny, voting in favor of the motion; no votes against; Dunlap abstained. **MOTION APPROVED 4-0-1**

Actual 2017 Expense Review

Mr. Cass reviewed the year-to-date budget numbers. He reminded the Board that there is still another week left in the year and the payroll for that week includes the Christmas Holiday with storm overtime. The numbers

look very good. Both the Board and the Town Administrator expressed appreciation to the Department Heads for their excellent work managing their budgets.

2017 Encumbrances

The Board reviewed two encumbrances and approved the following to be encumbered from the 2017 Operating Budget to be expended in 2018:

1. \$10,000 to Arnett Development Group, LLC to complete the Development Potential Analysis.
2. \$11,500 to Hoyle, Tanner & Associated, Inc from work on the Build-out/Cost Analysis and Conceptual Sewer and Water Extension along Maple Street.

Other Items

Mr. Traum said that the School Board will be meeting on January 2, 2017 to finalize their budget and determine what will be part of the facilities bond request. They will be presenting to the Budget Committee on January 10.

Mr. Cass noted that about 70 children were part of Operation Christmas coordinated by Marilyn Ceriello Bresaw. She is to be commended for her effort and work on this.

There have been questions about the prepayment of taxes. The Select Board voted on February 8, 2016 to reaffirm its previous vote to accept the prepayment of taxes following the terms of NH RSA 80:52-a. This allows prepayment up to two years in advance.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (e) Legal

Mr. Traum moved to go into a non-public session regarding a legal issue under the provisions of Nonpublic Session RSA 91-A: 3 II (e). Mr. Lux seconded the motion.

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

The Board and Town Administrator went into nonpublic session, as recorded separately, at 5:43 p.m. The Board returned to public session at 5:54 p.m.

These minutes were not sealed.

ADJOURNMENT

There being no further business, motion by Mr. Traum, seconded by Mrs. Dunlap to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 5:55 p.m.

Respectfully submitted,
Neal A. Cass, Town Administrator

Nonpublic Session Minutes Select Board

Date: December 26, 2017

Members Present: Jim O'Brien, Chair
Ken Traum, Vice Chair
Steve Lux, Jr.
Bob Gerseny
Sabrina Dunlap

Staff Present: Neal Cass, Town Administrator

Motion to enter Nonpublic Session made by Mr. Traum seconded by Mr. Lux.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

Roll Call vote to enter nonpublic session:	Jim O'Brien	Yes
	Ken Traum	Yes
	Steve Lux, Jr.	Yes
	Bob Gerseny	Yes
	Sabrina Dunlap	Yes

Entered nonpublic session at 5:43 p.m.

Description of matters discussed, and final decisions made:

The Board reviewed the letter from David Default's attorney concerning the beaver dam on Cross Road, a Class VI road. Mr. Cass updated the Board on his conversation with NHMA Attorney Steve Buckley. The Board decided to send a letter acknowledging receipt of the letter from the attorney and providing the decision of the Board concerning the issue as voted at the November 20, 2017 meeting.

Motion to leave nonpublic session and return to public session by Mr. Traum, seconded by Mr. Lux.

Motion: PASSED

Public session reconvened at 5:54 p.m.

These minutes recorded by: Neal Cass, Town Administrator