



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, APRIL 17, 2017 APPROVED MAY 1, 2017

CALL TO ORDER

Chairman Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, April 17, 2017, in the large meeting room in the Town Hall. Chairman O'Brien introduced the members of the Board. Ken Traum 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) and Robin Buchanan (Administrative Assessing Assistant)

Public Present: Ken Wilkens

POINTS OF PRIDE

Mr. Cass stated that Deb Gallant is the "in house" proof reader. She is often called upon to proofread draft minutes, town reports and various letters.

Ms. Dunlap stated the paramedics had to be called from her home for an emergency. She stated she did not get their names but they were very professional in caring out their jobs.

Mr. Traum stated that he had attended a meeting of the Friends of the Library and noted that he did not realize how much they actually do for the Library.

ADMINISTRATIVE

Consent Agenda

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

CONSENT AGENDA 04-17-17

ACCOUNTS PAYABLE MANIFEST	\$35,593.56
	\$132.13
	\$329,191.28
PAYROLL	\$73,717.14

PERSONNEL ACTION FORMS (PAF)

Matt Baronas rehire camp counselor Recreation
 Aimee Echelberger rehire camp counselor Recreation
 Thayer Maughan new hire lifeguard Recreation
 Kendall Bergethon rehire Pond Director Recreation
 Emma Ouellette rehire camp counselor Recreation
 Mary Trafton new hire camp counselor Recreation
 Kayla Reeves new hire camp director Recreation
 Gregory Stetsion resignation Fire
 Benjamin Spaulding resignation Fire
 Charlotte Sankey resignation Fire
 Christopher Lamy resignation Fire
 Jane Bradstreet resignation Fire
 Gregory Aucoin resignation Fire

Timber Tax and Warrant

Raina & Ashley Webber Map/Lot 266/4	\$277.04
Shaun Geary & Ashley Fox Map/Lot 216/9	\$292.90

Elderly Exemption

Priscilla Loring 105 River Grant Rd
 Bruce Metzger 614 Main St

Veteran's Credit

Andris Serzans Map 102 Lot 31
 Boyd Maughan Map 251 Lot 25
 Cameron Ford Map 225 Lot 126
 Patrick Hughes III Map 265 Lot 26
 Robert Roy Eddy Map 225 Lot 13.8
 Donna Warner Map 257 Lot 19.1
 David Scott Smith Map 204 Lot 20
 Elijah Sproles Map 221 Lot 95
 John Philip Chandler Map 237 Map 14.2
 Stanley J. Grala Jr. Map 241 Lot 45
 Lawrence Patz Map 251 Lot 53
 Kurt Stuke Map 102 Lot 1
 James Vincent Carr Map 242 Lot 22
 Deborah Stuke Map 102 Lot 1

Nobis Contract (2 copies)

2018 Tax Map Maintenance Contract

2018 Planning Map Maintenance Contract

Timber Sales Contract Extension-Rollins Town Forest

Thank you letter to Aiden Molnar

Letter to Lance Moulton re: Sewer Connection for Map 101 Lot 60

Request for Reimbursement

Neal Cass items reorganize Finance office computer	\$103.34
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Building Permits

Rosemarie Anna Matte 30 Elizabeth Lane detached barn

Strategic Contracting White Tail Run single family home w/garage

Meadows of Hopkinton 84 Meadows Dr manufactured home & garage

Russell Snow 50 Roberts Road prebuilt reeds ferry shed

Kiersten Hall 150 Galloping Hill Rd prebuilt reeds ferry shed

Dominic Salce 261 Pinewood Dr install solar roof mt.

2017 Sewer Warrant	\$57,015.21
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INTENT TO CUT

Town of Hopkinton-Rollins Forest

The Board reviewed the Select Board Meeting Minutes of Monday, April 3, 2017. Mr. Traum made a motion, seconded by Mr. Lux, to approve the Public Meeting Minutes of April 3, 2017, with two corrections. Chair O'Brien called for a vote.

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

The Board reviewed the Select Board Non Public Minutes of Monday, April 3, 2017. Mr. Traum made a motion, seconded by Mr. Lux, to approve the Non Public Meeting Minutes of April 3, 2017. Chair O'Brien called for a vote.

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

The Board reviewed the Select Board Public Meeting Minutes of Monday, April 10, 2017, held at Henniker Community Center. Mr. Traum made a motion, seconded by Mr. Lux, to approve the Public Meeting Minutes of April 10, 2017. Chair O'Brien called for a vote.

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

APPOINTMENTS: There were no appointments

OLD BUSINESS:

Update of Joint Meeting with Henniker re: Intersection: Chairman O'Brien stated this was an informational meeting, and the next step would be to contact our representatives in the House and Senate, as well as the Governor's Council, in hopes of moving this project up in the schedule. Mr. Cass will do a draft letter.

Appointments: Mr. Cass stated there are still vacancies on the following Committees: Refuse Disposal, Recreation, Recycling and one opening for an alternate member on the Zoning Board of Adjustment.

Department Visits: Mr. Cass handed out the schedule for visiting the Departments. The first one will be on Thursday, April 13, 2017 at the Hopkinton Police Department beginning at 8:00 am.

Update on Warner Gun Range: Mr. Cass stated that the evening the Select Board decided to send a letter to the Warner Select Board asking them to review the regional impact; the Warner Select Board was meeting and voted that it did not have regional impact. Discussion ensued, as to whether the Board should take any action. The Board agreed by consensus to not take any further action, as Warner has agreed to hear comments from Hopkinton residents.

NEW BUSINESS:

Year to Date Revenue Review: Mr. Cass stated revenues are right where they should be for this time of year.

PUBLIC FORUM:

Mr. Wilkens inquired why the phone numbers were changed. Mr. Cass stated the main number 746-3170 has remained the same; however, department numbers have changed, due to the fact that we have gone back to TDS.

TOWN ADMINISTRATOR UPDATES: Mr. Cass stated that he and Deb Gallant, Finance Director, have met with Benefit Strategies with regards to health insurance. They will be meeting with HealthTrust next.

Mr. Cass stated that he has scheduled three different companies to come in and speak with the staff about digitizing the files.

Mr. Cass stated he is currently collecting easements from the residents on Briar Hill Road and Rollins Road.

Mr. Cass stated that the Men's Softball Team has been charging other teams to parking at the parking lot that the Town owns. Mr. Cass stated he has just started to research this.

Mr. Cass stated that Deb Curtis of the Hopkinton Fair Board is on vacation and he has not been able to reach her. He will call her when she returns.

Mr. Cass announced that the Police Department is doing a Drug Take Back on Saturday, April 29, 2017 at the Hopkinton Police Department from 10:00 am to 2:00 pm.

Mr. Cass handed out the 3 conceptual plans done by Hoyle and Tanner with regards to improving the parking in front of the Town Hall.

Mr. Cass stated that he will be attending an debriefing meeting with the Dan Blanchette, Director of Public Works, and the SAU with regards to the winter plowing of the school.

2017 GOALS: After further discussion, the Select Board added the following goals to the current list: moving the Town Clerk/Tax Collector's Office to the Town Hall; other uses for the Bates building; budget process, correcting road names and numbers because of 911 issues (same sounding names, wrong numbers), and research alternatives to the Pay By Bag Program.

OTHER: Mr. Wilkens inquired if the Board had heard that Merle Dustin had passed away.

Mr. Traum, noting the Highway Department overtime, wondered if the Board should consider going from a calendar year to a fiscal year.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (a) Personnel (l) Legal Advice and (b) Hiring

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

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

VOTE: Select Board Members O'Brien, Traum, Lux, Gerseny, and Dunlap 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 6:40 p.m. The Board returned to public session at 6:43 p.m.

Vote to seal nonpublic minutes:

Mr. Lux moved to seal the minutes of the just completed nonpublic session. Mr. Traum seconded the motion.

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

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (b) Hiring

Mr. Traum moved to go into a non-public session regarding hiring a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Mr. Lux seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Lux, Gerseny, and Dunlap 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 6:43 p.m. The Board returned to public session at 6:45 p.m.

Vote to seal nonpublic minutes:

Mr. Lux moved to seal the minutes of the just completed nonpublic session. Mr. Traum seconded the motion.

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

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (l) Consideration of Legal Advice

Mr. Traum moved to go into a non-public session to consider legal advice from Town Counsel under the provisions of Nonpublic Session RSA 91-A: 3 II (l). Mr. Lux seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Lux, Gerseny, and Dunlap 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 6:45 p.m. The Board returned to public session at 7:16 p.m.

Vote to seal nonpublic minutes:

Mr. Lux moved to seal the minutes of the just completed nonpublic session. Mr. Traum seconded the motion.

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

ADJOURNMENT

There being no further business, motion by Mr. Lux, seconded by Mr. Traum to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 7:16 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant