



# Town of Hopkinton

Office of Select Board

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## SELECT BOARD PUBLIC MEETING MINUTES TUESDAY, OCTOBER 15, 2019 Approved October 28, 2019

### CALL TO ORDER

Chairman O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, October 15, 2019, in the Dunlap Room at the Town Hall. Chairman O'Brien introduced the members of the Board.

**Members Present:** Jim O'Brien, Ken Traum, Steven Whitley and Anna Wells.  
**Absent:** Sabrina Dunlap

**Staff Present:** Neal Cass, Town Administrator and Robin Buchanan, Administrative Assessing Assistant, Carol Harless, Town Clerk/Tax Collector and Jean Lightfoot, Supervisor of the Checklist.

**Public Present:** Janet Krzyzaniak

Carol Harless led those in attendance in the Pledge of Allegiance.

### POINTS OF PRIDE:

Mr. Cass noted that budgets were due on Friday, October 11, 2019 and that as of today, all budgets have been received. A thank you to all the Department Heads for getting them in on time. Mr. Cass also noted that the Public Works Department is working on removing the curbing located in the parking area in front of the Town Hall.

Mr. Traum noted that there are many newly paved roads within the town.

Janet Krzyzaniak wanted to thank Mr. Cass for responding to an issue that her daughter had with regards to the Rail Trail.

### ADMINISTRATIVE

The Board reviewed documents for signature and approved (4-0) the consent Agenda, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley.

**Consent Agenda 10-15-2019**

**ACCOUNTS PAYABLE MANIFEST**

\$228,327.28

**PAYROLL MANIFEST**

\$73,430.34

**TRANSFER OF FUNDS**

Kimball Cabins, Human Services, Hop Fire Dept Auxiliary to General Fund	\$4,706.43
Slusser Center Rental Expense Deposits to General Fund	\$300.00
Public Safety Revolving Fund to General Fund	\$74,771.32
Recreation Revolving Fund to General Operating Fund	\$41,530.30
Pay by Bag Fund to General Fund Account	\$32,500.00

**APPLICATION FOR PAYMENT FROM CAPITAL RESERVE FUND ACCOUNT**

PW/Hwy Vehicles-Spreader Capital Reserve Fund to General Fund Account	\$39,275.79
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**APPLICATION FOR PAYMENT FROM EXPENDABLE TRUST FUND ACCOUNT**

Town Facilities Trust Fund to General Fund	\$8,700.00
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**PAF**

Cara E Johnson-full time Assistant Town Clerk/Tax Collector

**BUILDING PERMITS**

Dan Couture 498 South Rd Map 237 Lot 15 detached accessory dwelling  
Edward A & Judith A Stevens 558 Kearsarge Ave construct deck  
Mark Eagan 146 Amesbury Rd construct 12'x16' shed detached

The Board reviewed the Select Board Meeting Minutes of Monday, September 30, 2019. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of September 30, 2019, with corrections to the George Park discussion by adding the sentence Board gave authority to go ahead with a survey and under Complete Streets change Audrey to Andrea.

**VOTE:** O'Brien, Traum, Whitley and Wells voting in favor of the motion; no votes against, MOTION APPROVED 4-0.

The Board reviewed the Select Board Non-Public Meeting Minutes of Monday, September 30, 2019, Session I. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of September 30, 2019, Session I. The minutes were not sealed.

**VOTE:** O'Brien, Traum, Whitley and Wells voting in favor of the motion; no votes against, MOTION APPROVED 4-0.

The Board reviewed the Select Board Non-Public Meeting Minutes of Monday, September 30, 2019, Session II. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of September 30, 2019, Session II. The minutes were not sealed.

**VOTE:** O'Brien, Traum, Whitley and Wells voting in favor of the motion; no votes against; MOTION APPROVED 4-0.

The Board reviewed the Select Board Public Meeting Minutes of Wednesday, October 9, 2019. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of October 9, 2019.

**VOTE:** O'Brien, Traum, and Whitley voting in favor of the motion; no votes against, Wells abstaining, MOTION APPROVED 3-0-1.

The Board reviewed the Select Board Non-Public Meeting Minutes of Wednesday, October 9, 2019 Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non-Public Meeting Minutes of October 9, 2019.

**VOTE:** O'Brien, Traum, and Whitley voting in favor of the motion; no votes against, Wells abstaining, MOTION APPROVED 3-0-1.

#### **APPOINTMENTS:**

##### **Carol Harless, Town Clerk/Tax Collector and Jean Lightfoot, Supervisors of the Checklist:**

Ms. Harless and Ms. Lightfoot were in to discuss the four upcoming elections. Ms. Harless explained that they will need space for collecting absentee ballots, which must be locked up. Also, the day after the election requires the Town Clerk and the Supervisors of the Checklist to work closely to reconcile the votes to the ballots. Ms. Harless stated that will have an impossible situation as they are no longer in the same building. Ms. Lightfoot stated everything needs to be entered in the HAVA program (Help America Vote Act). She further informed the Board that the Supervisors of the Checklist have numerous supplies and information that must be transported to the voting booths and after the election it all goes back to the Bates Building. Ms. Harless and Ms. Lightfoot each explained their function in the voting process to the Board. Discussion ensued with regards as to options for space the day after the elections. Ms. Harless stated that if the work is done at the Town Hall, her office would remain open and she is not sure if her newly hired staff will be fully trained by then. Discussion ensued, with regards to how training is scheduled. Ms. Harless noted that trainings depends on openings at the DMV and at Avitar. Chairman O'Brien suggested that Ms. Harless go to the Bates Building to work and if necessary, close her office for the day after elections. Discussion ensued with regards to other

options for space. Ms. Wells stated we need to work within the confines of the space we currently have. The Board asked Ms. Harless and Ms. Lightfoot to continue working with Mr. Cass to find the space they need.

**OLD BUSINESS:**

**ERZ Application Review:** Mr. Cass stated that the Board voted to support ERZ, which stands for Economic Revitalization Zone, which is a tax credit program that offers a short term business tax credit for projects that improve the infrastructure and create jobs in designated areas of the municipality. Mr. Cass stated that everyone in the district has been invited to the EDC meeting to be held on Thursday, October 17, 2019, at 6:00 pm where a presentation on ERZ will be made.

**Budget Update:** Mr. Cass noted that all budgets are in from the Department Heads. He noted that he and Deb Gallant, Finance Director will be meeting with the Department Heads and then on Thursday, October 24, 2019, all department heads will meet, and they will present their budgets. Mr. Cass stated that the final week of October will begin budget presentation to the Select Board. Chairman O'Brien thanked Mr. Cass and Deb Gallant, noting that the presentations of budgets have improved since taking this approach.

**George Park Letter Review:** Chairman O'Brien stated that the Board had asked Mr. Cass to draft a letter to the Men's Softball Team with regards to their proposal for lights. Mr. Cass brought up the letter on the screen, noting that the highlighted area was a request for additional language from Ms. Dunlap. The Board made a few other changes to the letter, noting that no decision is being made at this time for providing a comparable playing field should the Men's Softball team choose to relocate.

**Unsealing of Non-Public Minutes:** Mr. Cass stated that Robin Buchanan has been going through the Select Board minutes and has found several non-public meeting minutes that have expired. Discussion ensued, with regards to how and when to open the non-public minutes. The Board decided to have a non-public session to begin opening the non-public minutes.

**NEW BUSINESS:**

**YTD Financials:** Mr. Cass stated that revenues look good, however, recycling may not meet expectations. Mr. Cass also noted that expenses look good as well.

**Police Special Detail Rates:** Mr. Cass stated he received a memo from Deb Gallant with regards to increasing the Police Special Detail Rate as they have not changed since January 2017. Mr. Cass stated that Mrs. Gallant and Police Chief Pecora reviewed the current rates and they recommend increasing the officer rate to \$50.00 an hour effective January 2020. Mr. Traum inquired as to why the cruiser rate was not increased. Mr. Cass stated he would check into it.

Mr. Traum made a motion to approve the Police Special Detail Rate as discussed. Mr. Whitley seconded the motion.

**VOTE:** O'Brien, Traum, Whitley and Wells voting in favor of the motion; no votes against; MOTION APPROVED 4-0.

**Joint School Board/Select Board Agenda Review:** Mr. Cass stated the Joint Meeting will be held on Monday, October 21, 2019 at the Town Hall. Discussion ensued, with regards to the EDC portion of the agenda. Discussion ensued, with regards to school functions, vaping and smoking issues.

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass stated that he has received the final version of the Granite Apollo lease.

Mr. Cass stated there is no further update on Cross Road or Stickney Hill Rd.

Mrs. Wells stated that she has been on the new website and believes that more information is now available to the public. Mr. Cass stated that the employees are learning the new system. He also noted that Karen Robertson and Robin Buchanan have been checking the pages and updating where needed.

Mr. Cass stated that the curbing at the Town Hall parking area is being removed and should be completed by the end of the week.

**PUBLIC FORUM:**

**OTHER:**

Mr. Traum brought up the possibility of refinancing the Fire Station Bond.

Mr. Traum also inquired if the chair position for the Hopkinton Village had been filled. Mr. Cass replied not yet.

Mrs. Well stated that the first meeting of Complete Streets will be held on Wednesday, October 30, 2019 at the Town Hall beginning at 5:30 pm. The public is invited to attend.

Mrs. Krzyzaniak inquired if there was any update on the Rescue Squad issue. Chairman O'Brien responded that the Board sent a letter to the Rescue Squad about 4 weeks ago, which contained information with regards to insurance, however, certification and training and standards are set by the Fire Chief. We have not received any response from the Rescue Squad.

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

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

**VOTE:** Select Board Members O'Brien, Traum, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4-0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:05 p.m. The Board returned to public session at 7:22 p.m.

Vote to seal nonpublic minutes:

Mr. Traum moved to seal the minutes of the just completed nonpublic session, because it was determined the divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Mr. Whitley seconded the motion.

**VOTE:** Select Board Members O'Brien, Traum, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4-0).

**NON-PUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation**

Mr. Traum moved to go into a non-public session to discuss an issue which could affect the reputation of someone other than a Board member under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Mr. Whitley seconded the motion.

**VOTE:** Select Board Members O'Brien, Traum, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4-0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:22 p.m. The Board returned to public session at 7:32 p.m.

Vote to seal nonpublic minutes:

Mr. Traum moved to seal the minutes of the just completed nonpublic session because it was determined the divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Mr. Whitley seconded the motion.

**VOTE:** Select Board Members O'Brien, Traum, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4-0).

The Board walked around the Town Hall reviewing space and layout.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Robin Buchanan