



Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-3170 – www.hopkinton-nh.gov

SELECT BOARD PUBLIC MEETING MINUTES Monday, March 1, 2021

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, March 1, 2021, via Zoom. Chair Dunlap introduced the members of the Board.

Select 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: Joyce Bossie, Elizabeth Sides, Shawn Latulippe, Sue, Janet Krzyzaniak, and Candie Garvin, through video conference.

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 and on the Town of Hopkinton's Facebook page.

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.

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.

Roll Call for Select Board

Sabrina Dunlap and I am alone
Ken Traum and I am alone
Steven Whitley and I am alone
Anna Wells 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 read to the Board a letter from Don & Jenn Nason, with regards to the prompt response they recently received from the Police and Fire Departments. Mr. Cass also received a call from a senior resident thanking Marilyn Bresaw, Human Services Director and Paul Simpkins, Recreation Director for the drive through senior lunches held on Wednesdays.

Mr. Traum noted that Dan Blanchette, Director of Public Works, was working Sunday morning sanding the sidewalks.

ADMINISTRATIVE:

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

**Town of Hopkinton - Select Board
Consent Agenda
March 1, 2021**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
PAYROLL MANIFESTS			
PPE 2/27/2021 CH # 34053-34059	3/1/2021	Approve	Checks=\$4,200.03 Direct Deposit = \$86,851.88 Total = \$91,051.91
AP MANIFESTS			
CH# 65779-65784	2/22/2021	Approve	\$10,693.26
CH# 65785-65827	2/26/2021	Approve	\$162,566.16
CH# 65828-65852	3/1/2021	Approve	\$24,515.31
CH# 65853	3/1/2021	Approve	\$23,776.00
ACH Payment to Hopkinton School District	3/1/2021	Approve	\$1,304,185.00
INTENT TO CUT			
208-088-000 Pine Street - Weldon	3/1/2021	Approve	Chuck Rose Logger 150MBF - 200chips
TIMBER TAX LEVY/WARRANT			
231-001-000 & 231-005-000 - Stumpfield Road	3/1/2021	Approve	Meadowsend Timber \$2,731.06
212-003-001 College Hill Road	3/1/2021	Approve	Fenske Revocable Trust - \$1,040.00
PAFs			
Mason Moran	3/1/2021	Approve	Part-time - Transfer Station Laborer
Dan Haines	3/1/2021	Approve	Call Firefighter
PROPERTY TAX EXEMPTION			
102-026-000 56 Carriage Lane-Kidder	3/1/2021	Approve	Solar Exemption \$10,000
PROPERTY TAX ABATEMENT			
208-003-0D9 D9 Pinecone	3/1/2021	Approve	\$28.00
225-127-000 Little Tooky Road	3/1/2021	Approve	\$161.68
256-019-000 434 Brockway Road	3/1/2021	Approve	\$4,853.00
208-003-0A7 A7 Sandy Beach Way	3/1/2021	Approve	\$111.00
223-025-000 55 Meadows Drive	3/1/2021	Approve	\$775.00
BUILDING PERMIT			
202-017-000 44 Josylvia Way	3/1/2021	Approve	New single family home replacing camp
HOME OCCUPATION REGISTRATION			
250-038-000 519 Crowell Road	3/1/2021	Approve	Small Batch Coffee Roasting

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steve Whitley	Yes
Anna Wells	Yes

Jeffrey Donohoe Yes

MOTION PASSED 5-0.

The Board reviewed the Select Board Meeting Minutes of Tuesday, February 16, 2021. Mr. Traum made a motion to approve the Select Board Minutes of February 16, 2021. Mrs. Wells seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Non Public Select Board Meeting Minutes of Tuesday, February 16, 2021, Session I. Mr. Traum noted the minutes were not sealed. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of February 16, 2021, Session I. Mr. Donohoe seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Non Public Select Board Meeting Minutes of Tuesday, February 16, 2021, Session II. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of February 16, 2021, Session II. Mrs. Wells seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Non Public Select Board Meeting Minutes of Tuesday, February 16, 2021, Session III. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of February 16, 2021, Session III. Mrs. Wells seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Yes

Anna Wells	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes

MOTION PASSED 5-0.

The Board reviewed the Non Public Select Board Meeting Minutes of Tuesday, February 16, 2021, Session IV. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of February 16, 2021, Session IV. Mrs. Wells seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

APPOINTMENTS:

OLD BUSINESS:

March 9, 2021 Elections: Mr. Cass noted that the election schedule was in their packets. He stated that he will be meeting with Jean Lightfoot, Supervisor of the Checklist, Sara Persechino, Town Moderator and Carol Harless, Town Clerk/Tax Collector to finalize the details. He noted that currently we have seventy (70) absentee ballots requests.

Mr. Traum inquired if the outside area for voting would be in the same location as the previous election. Mr. Cass replied yes, it will be a tent with sides. He also noted the weather was looking warmer for next week.

Elderly Exemption Tabulation: Mr. Cass stated that the consensus seems to be that the following statement from Natch Greyes at NHMA is the process to follow:

Add up everything the person receives from every source – e.g., social security, pension, part-time job, investments, etc. – and subtract (1) life insurance paid to them, (2) expenses and cost associated with running a business, and (3) proceeds from the sale of assets. The end result in the “net income.”

Mr. Cass noted that Town Counsel agrees with this statement.

NEW BUSINESS:

Manifest Approval Policy: Mr. Cass stated that in order to facilitate timely payments and pursuant to the Governor’s Emergency Order #23, Section 18, which states in part that “Municipal and local governmental governing bodies are permitted to use RSA 41:29, I (a) to non-contemporaneously sign manifests outside a public meeting.

Mr. Traum inquired if after the orders expire, will the previous policy will be reinstated. Mr. Cass stated yes, we will leave the previous policy in place.

Deputy Town Clerk/Tax Collector Resignation: Mr. Cass noted that Debbie Norris, will be leaving her position effective March 5, 2021. Mr. Cass noted no action is necessary. This position is an appointed position.

Carol Harless, Town Clerk/Tax Collector has recommended Cara Johnson be appointed the Deputy Town Clerk/Tax Collector position.

Mr. Whitley inquired if Ms. Harless will be looking to fill the part time hours that Mrs. Norris had. Mr. Cass replied yes.

Mr. Whitely made a motion, seconded by Mr. Traum to approve the appointment of Cara Johnson as the Deputy Town Clerk/Tax Collector.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass stated that the sewer lagoons will need to be re-permitted this year and there is a long list of items to work through. He noted that he will be speaking with Sam Currier to see if the sewer plant can accept septage from the lagoons.

Mr. Cass noted that he will be sending a final letter to St. Methodios regarding outstanding PILOT payments. He will also be calling Town Counsel with plans.

Mr. Cass noted that during the last staff meeting, upcoming events were discussed. Rob Dapice, who is in charge of the Memorial Day Parade stated that there will be no parade this year, just a commemoration. Mr. Cass also noted that the Recreation Committee will not be doing a 4th of July parade. Mr. Donohoe inquired if that forestalls other organization from doing a parade. Mr. Cass stated no.

Mr. Cass stated that Dan Blanchette, Director of Public Works has posted the roads with weight limits.

Mr. Cass noted that the schedule for Town Meeting 2021 is in their packets.

PUBLIC COMMENT:

OTHER:

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

Ms. Dunlap 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. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 5:50 p.m. The Board returned to public session at 5:52 p.m.

Vote to seal nonpublic minutes:

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

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

NON-PUBLIC SESSION II-RSA 91-A: 3 IV (d) Leasing of Property

Ms. Dunlap moved to go into a non-public session to discuss the lease of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 5:52 p.m. The Board returned to public session at 6:35 p.m.

Vote to seal nonpublic minutes:

Ms. Dunlap moved to seal the minutes of the just completed nonpublic session, because it was determined that divulgence of this information likely would make the decision ineffective. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

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

Ms. Dunlap 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. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board went into nonpublic session, as recorded separately, at 6:35 p.m. The Board returned to public session at 6:45p.m.

The minutes were not sealed.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:45 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant