



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, OCTOBER 28, 2019
APPROVED NOVEMBER 4, 2019**

CALL TO ORDER

Vice Chairman Ken Traum called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, October 28, 2019, in the Dunlap Room at the Town Hall. Vice Chairman Traum introduced the members of the Board.

Members Present: Ken Traum, Sabrina Dunlap, Steven Whitley and Anna Wells.
Jim O'Brien arrived at 5:50 pm.

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, Sue Strickford, Tina Hoyt, Ginni Haines, Allyson Krzyzaniak Geary, Linda Menze, Lee Wilder, Bonnie & Lester Cressy.

Sue Strickford led those in attendance in the Pledge of Allegiance.

POINTS OF PRIDE:

Mr. Cass stated that he attended the banquet for the Dial-A-Ride volunteers. Mr. Cass noted that it is Dial-A-Ride's 40th anniversary this year and it is run with all volunteers and it provides a great service for the community.

Mr. Cass also noted the professionalism of Police Chief Steve Pecora and the Hopkinton Police Department in how they handled the incident at the school last week. Mr. Cass noted that he has received several compliments about the Police Department.

Mr. Traum noted the recent passing of Toni Gray, a member of the Planning Board, passed away.

ADMINISTRATIVE

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

Consent Agenda 10-28-2019

ACCOUNTS PAYABLE MANIFEST \$1,351,534.42

PAYROLL MANIFEST \$81,869.93

PAF

new hire, part time employee Transfer Station

BUILDING PERMITS

Applied Solar solar 790 Main St Map 101 Lot 90-1

TRANSFER OF FUNDS

Recycling Account to General Fund \$500.00

APPLICATION FOR PAYMENT FROM CAPITAL RESERVE FUND

Revaluation Capital Reserve Fund to General Fund \$42,800.00

APPLICATION FOR PAYMENT FROM MERLE DUSTIN TRUST

Merle Dustin Trust to General Fund \$1,300.00

The Board reviewed the Select Board Meeting Minutes of Tuesday, October 15, 2019. Mrs. Wells made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of Tuesday, October 15, 2019.

VOTE: Traum, Dunlap, 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 Tuesday, October 15, 2019, Session I. Mrs. Wells made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of October 15, 2019, Session I.

VOTE: Traum, Dunlap, 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 Tuesday, October 15, 2019, Session II. Mrs. Wells made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of October 15, 2019, Session II.

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

Mr. Traum noted that the Minutes for October 21, 2019, were not available.

The Board reviewed the Select Board Public Meeting Minutes of Friday, October 25, 2019. Mrs. Wells made a motion, seconded by Mr. Whitley to approve the Public Meeting Minutes of October 25, 2019.

VOTE: Traum, Dunlap, 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 Friday, October 25, 2019. Mrs. Wells made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of October 25, 2019.

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

APPOINTMENTS:

Carol Harless, Town Clerk/Tax Collector and Jean Lightfoot & Ginni Haines, Supervisors of the Checklist: Ms. Harless stated that she and Jean Lightfoot have had several conversations with regards to the space issues at the Town Hall. Ms. Harless noted that all the materials (envelopes, ballots, and trays) laid out on the table, were the materials that she was referring to at the last meeting. Ms. Harless explained about absentee ballots and the process of obtaining them. Mr. Traum inquired if there was a cut off date to stop sending absentee ballots out. Ms. Harless replied only the military absentee ballots. Mr. Traum inquired when the ballots would be received. Ms. Harless replied that we are at the mercy of the Secretary of State's office, which has not set the primary date yet. Mr. Cass brought up on the screen a possible fix to the space issue with rearranging the offices. Discussion ensued, with possible solutions and other rearrangements of offices. Mrs. Wells stated that she feels that Mr. Cass is being very flexible with regards to suggestions to move his office to the workspace areas between the finance office and the human services office. Mr. Cass stated that the office staff has been extremely flexible about all the moving in the last year. Mr. Whitley inquired as to the duration of time needed for the extra space. Ms. Lightfoot stated that we have elections in February and March and then not again until September and November. Mr. Whitley stated so that is two elections before the Town Meeting in March, 2019. Ms. Harless replied yes.

Mrs. Krzyzaniak stated the Board decided to move the Town Clerk/Tax Collector's office to the Town Hall without knowing all the ins and outs of the job. She further stated that she is against cutting up the Town Hall anymore.

Mrs. Wells stated that Ms. Harless and Ms. Lightfoot need to continue to work with Mr. Cass to find suitable space and that the Select Board does not need to get into the location of offices within the Town Hall building.

Lee Wilder re: Kimball Cabin Update:

Mr. Wilder was in to update the Board on the progress at the Kimball Cabins. Mr. Wilder stated the committee has been discussing the possibilities of having a picnic pavilion at the cabins. He

further stated that the Lions Club and the Rotary are willing work with the committee on the project. Mr. Wilder also stated that the committee feels strongly about leaving Cabin 4 standing, by closing it up, so that no animals can get in and destroy it.

Mr. Wilder stated the pavilion would be approximately 20' x 30' and would be able to host weddings, bands, and family picnics. He stated it would be located to the left of Cabin 4. He noted that the handicap accessibility would be extended to the pavilion. He stated the committee would work on the design next, along with input from the Lions Club and Rotary.

Mr. O'Brien inquired about parking accommodations. Mr. Wilder stated there is not a lot of parking at Kimball Cabins, however, during large events, people have parked at the Harold Martin School and walk up the sidewalk to the Cabins. He noted that parking is at a premium. Mr. Traum inquired about the cost. Mr. Wilder replied we will not know until we choose a design. He stated the work will be done in phases.

Mr. O'Brien inquired if abutters to the property have been notified about the upcoming changes. Mr. Wilder stated he would be in touch with those abutters soon.

Mr. Whitley inquired as to the long term plans for Cabin 4. Mr. Wilder replied the plan is not to tear it town. The committee hopes to put a metal roof on it and to close up the building to stop further deterioration, so that it will be there for future repairs and use.

OLD BUSINESS:

ERZ Application Approval: Mr. Cass stated the Board reviewed the application for Economic Revitalization Zone (ERZ) at the last meeting. Mr. Whitley stated the letters went out to the property owners in the ERZ; he further stated some came out and got their questions answered. No changes were made, however there was discussion about additional zones in the future. Mr. Whitley added that it is a simple change to add a zone. Mrs. Wells gave a brief history of ERZ and what the program does to help grow the economy. She stated it costs the town nothing to and it is beneficial to the town and business owners.

Mr. Whitley made a motion to submit an application to the State to create Exit 6, as shown on the map in our packet, as an Economic Revitalization Zone. Mr. O'Brien seconded the motion.

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

Mr. Whitley made a motion to submit an application to the State to create a Contoocook Village Precinct, as shown on the map in our packet, as an Economic Revitalization Zone. Mr. O'Brien seconded the motion.

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

NEW BUSINESS:

Wage Scale Review:

Mr. Cass stated the major changes were to Police and Fire. Mr. Traum inquired about the process. Mr. Cass stated we as well as other town do a survey and we have access to all the surveys. Mrs. Wells inquired when a review was last done. Mr. Cass replied 2016.

Mr. Whitley made a motion to approve the 2020 Wage Schedule and Pay Grade Chart. Ms. Dunlap seconded the motion.

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

Tax Rate Setting:

Mr. Cass went over the tax rate estimate for the town portion of the tax rate. It was noted that the total valuation for 2019 was \$777,100,755.

2020 Select Board Meeting Schedule:

Mr. Cass handed out the 2020 Select Board Meeting schedule. Mr. O'Brien made a motion to approve the 2020 Select Board Meeting schedule. Mr. Whitley seconded the motion.

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

TOWN ADMINISTRATOR UPDATES:

Mr. Cass stated all the Department Heads met and discussed their budgets last week, and the overall budget is being prepared.

Mr. Cass noted that there will be a Public Hearing on a PILOT (Payment in Lieu of Taxes) for Renewable Generation Facility on Monday, November 4, 2019 at 7:30 pm at the Hopkinton Town Hall.

PUBLIC FORUM:

Sue Strickford stated that the microphones that the Board use are not picking up everyone's voices; it is hard to hear people in the hall and harder to hear them on the audio. Mr. Cass offered to check into it.

Allyson Krzyzaniak Geary asked for an update on the Stevens Rail Trail. Mr. Cass stated they are currently working with a surveyor and that is the only work being done out there now. Mr. O'Brien stated that he walked down the Rail Trail last week. He further stated it was the Town's fault and he apologized for what happened. Mr. Whitley inquired if a list of damages had been received yet. Mr. Cass replied yes.

OTHER:

Mr. Whitley inquired about the letter from DES with regards to an issue with the Contoocook Village Precinct. Mr. Cass noted that it was a paperwork issue.

Mr. Cass noted that we received a check in the amount of \$187.00, which represents an underpayment in taxes of a PILOT.

Mr. O'Brien stated he wanted to acknowledge the incredible work that the Police Department did with the situation at the school last week. He further stated we are lucky to have a Police Chief that goes out of his way to be helpful.

Mr. Traum inquired about the police cruiser rate. Mr. Cass replied that the rate the Town uses is comparable to other towns.

Mr. Traum inquired if Mr. Cass had heard from the Hopkinton State Fair Board. Mr. Cass replied no.

Janet Krzyzaniak inquired if there was any further information on the property with the dilapidated building. Mr. Cass stated it is moving forward; nothing we have sent a letter to the owner.

Mrs. Krzyzaniak also inquired as to why she had to provide an insurance certificate for renting space at the Slusser Center but did not have to have one to use space at the Library. Mr. Cass stated that the Library Trustees have control of the Library, however, he will check into it.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (d) Acquisition and Sale of Property

Mr. O'Brien 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). Ms. Dunlap seconded the motion.

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

The Board and the Town Administrator entered into nonpublic session, as recorded separately, at 6:43 p.m. The Board returned to public session at 6:52 p.m.

Vote to seal nonpublic minutes:

Mr. O'Brien moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could make the action ineffective. Ms. Dunlap seconded the motion.

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

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

Mr. O'Brien 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). Ms. Dunlap seconded the motion.

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

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:52 p.m. The Board returned to public session at 7:28 p.m.

These minutes were not sealed.

UNSEALING OF NONPUBLIC MINUTES

Mr. O'Brien moved to unseal the following previously sealed nonpublic minutes because the reason for sealing the minutes no longer exists. Mr. Whitley seconded the motion.

January 7, 2008 Session II
January 28, 2008
February 4, 2008
March 24, 2008
April 14, 2008
April 21, 2008
May 12, 2008
June 9, 2008
June 23, 2008
June 30, 2008
August 25, 2008
September 17, 2008
September 22, 2008
September 29, 2008
October 6, 2008
October 13, 2008
November 19, 2007
November 26, 2007
December 8, 2007
December 17, 2007-I
December 17, 2007-II

ADJOURNMENT

There being no further business, the meeting adjourned at 7:28 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant