



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, JANUARY 23, 2017 Approved February 6, 2017

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 Monday, January 23, 2017, in the large meeting room in the Town Hall. Mr. O'Brien introduced the members of the Board. Police Chief Steve Pecora led those assembled in the Pledge of Allegiance.

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

Staff Present: Steve Pecora (Police Chief), Paula Simpkins (Recreation Director), and Neal Cass (Town Administrator)

POINTS OF PRIDE

Mr. Cass shared that recently it was noted what a great job the Transfer Station staff does at monitoring and recording their fire extinguisher status. He said that this is typical of the staff there. They do a great job at all times and don't always have an easy job working in all types of weather and dealing with many types of materials. Kudos go to them for the great work that they do.

Mr. O'Brien noted that the Highway crew has been out almost every morning early salting the roads and have been doing a great job. He also thanked the firefighters who were involved in a very long and involved structure fire in Webster.

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 Mrs. Strickford:

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
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BUILDING PERMITS			
Map/Lot 244-002-000 544 E Penacook Rd	1/23/2017	Approved	Reno. Finished Basement/new bathrm
Map/Lot 265-031-001 Lower Straw Rd	1/23/2017	Approved	4 Bedroom Single Family Residence
Map/Lot 228-050-000 46 Stonybrook Ln	1/23/2017	Approved	16 x 16 attached sunroom
TRANSFER OF FUNDS			
From Sewer Fund to General Fund	1/23/2017	Approved	Reimbursement - \$1,785.57
Item	Date	Action	Comment
ACCOUNTS PAYABLE			
AP Manifest	1/17/2017	Approved	\$43,390.86 - Checks- 57141 to 57191
AP Manifest	1/23/2017	Approved	\$185,518.50 - Checks-57192 to 57237
PAYROLL			
Payroll Manifest PPE:1/21/2017	1/23/2017	Approved	Checks 32128 to 32142 - \$10,261.78 Direct Deposit - \$61,170.46 TOTAL=\$71,432.24
INTENT TO CUT			
Map/Lot 103-016-000-Little Tooky Rd	1/18/2017	Approved	
Map/Lot 210-003-000-Maple Street	12/28/2016	Approved	
Map/Lot 202-006-000 Camp Merrimac Rd	1/6/2017	Approved	
Map/Lot 221-044-000 Pine Street & Boundtree Road	1/16/2017	Approved	
CERTIFICATION OF YIELD TAX ASSESSED			
Map/Lot 221-018-000	1/23/2017	Approved	\$3,400.78
Map/Lot 250-030-000	1/23/2017	Approved	\$989.59
OTHER			
Contract to Log Town Forest	1/18/2017	Approved	Hopkinton Forestry- 103-016-000
Contract to Log Town Forest	1/18/2017	Approved	Robert E. Lee - 221-044-000
Veteran's Exemption 264-004-000	1/17/2017	Approved	
Veteran's Exemption 245-050-000	1/4/2017	Approved	
Original Warrant-Yield Tax Levy	1/23/2017	Approved	250-030-000: \$3,400.78 221-018-000: \$989.59
Forestry Notification Form	1/23/2017	Approved	Town Forest 103-010-000

Approval of Minutes:

The Board reviewed the Select Board Meeting Minutes of Monday, January 9, 2017. Mr. Traum made a motion, seconded by Mr. Gerseny, to approve the Public Meeting Minutes of January 9, 2017 with minor amendments. Chair O'Brien called for a vote.

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

REVIEW AND APPROVAL OF HAZARD MITIGATION PLAN

Police Chief and Emergency Management Director Steve Pecora shared with the Board that many people were involved in updating the Hazard Mitigation Plan which is very extensive. Meetings were held regularly for a seven month period with much of the work being done by smaller groups between whole group meetings. Prompted by a question from Mr. Gerseny it was noted that public safety personnel are well aware of where potential hazards exist. The Board has previously appointed a Hazard Mitigation Committee which will meet quarterly to review any issues and keep the plan up to date.

Mr. Traum moved and Mr. Lux seconded a motion to adopt the following resolution officially adopting the Hopkinton Hazard Mitigation Plan Update 2017:

*WHEREAS, the Town of Hopkinton, New Hampshire has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of the hazards profiled in the **Hazard Mitigation Plan Update 2017** including but not limited to flooding, high wind events, severe winter weather, and fire, resulting in loss of property and life, economic hardship, and threats to public health and safety; and*

*WHEREAS, the Town of Hopkinton has developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for its **Hazard Mitigation Plan Update 2017** under the requirements of 44 CRF 201.6; and*

*WHEREAS, public and Committee meetings were held between September 2015 to April 2016 regarding the development and review of the **Hazard Mitigation Plan Update 2017**; and*

*WHEREAS, the **Plan** specifically addresses hazard mitigation strategies, and **Plan** maintenance procedures for the Town of Hopkinton; and*

*WHEREAS, the **Plan** recommends several hazard mitigation actions (projects) that will provide mitigation for specific natural hazards that impact the Town of Hopkinton with the effect of protecting people and property from loss associated with those hazards; and*

WHEREAS,
*Adoption of the **Plan** will make the Town of Hopkinton eligible for funding to alleviate the effects of future hazards;*

Now therefore be it RESOLVED by the Town of Hopkinton Select Board:

*The **Hazard Mitigation Plan update 2017** is hereby adopted as an official plan of the Town of Hopkinton; The respective officials identified in the mitigation action plan of the **Plan** are hereby directed to pursue implementation of the recommended actions assigned to them;*

*Future revisions and **Plan** maintenance required by 44 CRF 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; and*

*An annual report on the progress of the implementation elements of the **Plan** shall be presented to the Select Board by the Emergency Management Director or designee.*

There being no further discussion, Chair O'Brien called for the vote.

VOTE: O'Brien, Traum, Strickford, Lux, and Gerseny voted in favor, none opposed and the Chair declared the resolution to have been adopted unanimously (5-0).

YEAR-END FINANCIAL REVIEW

Mr. Cass reviewed the year-end financial numbers with the Board. He noted that the numbers are unaudited at this point and that expenses were just \$24,000 below the budgeted amount. He credited the Department Heads for doing such a great job in managing their budgets. Revenue was substantially above the anticipated amount. It is estimated at this time that about \$200,000 will be added to the Unreserved Fund Balance.

BUDGET COMMITTEE UPDATE

Mr. Traum updated the Board on the work of the Budget Committee. Both the Town and the Contoocook Village Precinct have proposed no increase in their share of the tax rate for 2017. The Hopkinton Village Precinct has not yet presented their budget. The Hopkinton School District has presented a plan calling for a \$1.02 per thousand increase in the tax rate. A majority of the Budget Committee would like the increase to be half the proposal and some members prefer the increase to be about \$ 0.70 per thousand. The Budget Committee meets this week to continue working with the School District.

REVIEW OF DRAFT TOWN MEETING WARRANT

Mr. Cass walked the Board through the draft of the Town Meeting Warrant. There were no changes suggested at this time. The Board will vote on each article at the next Select Board meeting.

PROPOSED DOG PARK AT HOUSTON PARK

Recreation Director Paula Simpkins and Boy Scout Eagle Candidate Cooper Otis presented to the Board a plan to construct a dog park at Houston Park with a section for small dogs and a section for larger dogs. Mr. Otis has been working with Mrs. Simpkins and Superintendent of Buildings and Grounds Greg Roberts on this plan. Jill Crane owner of Paws on Pine has offered

to help with the project. The proposal is for fundraising to be done jointly, but Mr. Otis will be responsible for the small dog area which will be a 30ft X 60ft fenced in area with a cost of \$2,400. The first \$2,400 raised will go to this project. The section for large dogs will cost about \$7,000. Mrs. Simpkins noted the great job Mr. Otis has been doing and she is very proud of his work. Mrs. Crane was also thanked for her efforts. It was noted that the cost of the park will not come from town funds.

Mr. Traum made a motion, seconded by Mr. Gerseny to approve the proposal from the Recreation Department and Cooper Otis to install a dog park at Houston Park. Further, the Board authorizes fundraising within Town policy to raise funds for the dog park. There being no further discussion, Chair O'Brien called for the vote.

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

PARK AVENUE FIELD SIGN PROPOSAL

Recreation Director Paula Simpkins presented a proposal to erect a sign at Park Avenue Field and to solicit a sponsor to sponsor the field. She noted that the Highway Department did a great job improving the area and it is hoped that the field will be used more. The proposal was to name the field after the sponsor for a period of three years. There was concern about the name of the field changing so it was decided that the field name would be on the sign with an additional sign hanging below with the name of the sponsor of the field. It was noted that the best way to do this would be for sponsors to bid on the opportunity. The "Welcome to Contoocook" sign should be moved slightly to provide room for the new sign in a logical location. Further details will be brought back to the next Select Board meeting for approval.

OTHER RECREATION DEPARTMENT ITEMS

Responding to a question from Mr. Traum, Mrs. Simpkins and Mr. Cass updated the Board on the status of high school football using Town fields. Further information is being gathered now and information will be brought to the Board at a later date.

Mr. O'Brien thanked Mrs. Simpkins for her great work to assure that there is skating at Kimball Lake Cabins. This has been a very popular activity.

Mr. Gerseny left the meeting.

PUBLIC FORUM

Janet Krzyzaniak said she was concerned about the dog waste at the proposed dog park.

TOWN ADMINISTRATOR UPDATES

Mr. Cass noted that staff is working hard on year end activities and preparing for Town Meeting. The audit will take place during the first week in March.

OTHER

Mr. Traum requested that the Town review the health plan being offered by the School District to see if this would benefit the Town.

Mr. Lux said that some of the roads in town have names that can be confusing. The Board requested that staff review roads names and come back to the Board with recommendations.

ADJOURNMENT

There being no further business, motion by Mrs. Strickford, seconded by Mr. Lux to adjourn the meeting. Vote 4-0 in favor of the motion. The meeting adjourned at 7:08 p.m.

Respectfully submitted,
Neal A. Cass, Town Administrator