



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, August 31, 2020

APPROVED 9/14/2020

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:31 p.m. on Monday, August 31, 2020, via Zoom. Chair Dunlap introduced the members of the Board.

Members Present: Sabrina Dunlap, Ken Traum, Steven Whitley, Anna Wells and Jeffrey Donohoe through video conference.

Staff Present: Neal Cass, Town Administrator

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.

Sabrina Dunlap and I am alone
Ken Traum and I am alone
Anna Wells and I am alone
Steven Whitley and I am alone
Jeffrey Donohoe and I am in a vehicle with my wife Kathy

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 noted that many people have been involved in the preparation for the upcoming NH State Primary. Today the highway crew set up the booths and many others have been very involved.

Mr. Traum thanked the highway crew for patching Cedar Street and noted that the library will be opening in some fashion in September.

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 and seconded by Mr. Donohoe.

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
PAYROLL MANIFEST			
PPE 8/29/2020	8/31/2020	Approve	CH# 33948-33953 - \$2,265.80 DirDep- \$77,185.79 Total - \$79,651.59
ACCOUNTS PAYABLE			
ACH School Payment - September	8/31/2020	Approve	\$1,365,553.00

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AP CH# 64710-64718	8/24/2020	Approve	\$14,484.20
AP Ch# 64719-64775	8/31/2020	Approve	\$344,160.40
BUILDING PERMITS			
223-001-006 Kearsarge Ave.	8/31/2020	Approve	New Residence
216-027-002 Moran Road	8/31/2020	Approve	New Residence
225-106-000 99 Eagle Lane	8/31/2020	Approve	Reconstruct residence - Construct bar
INTENT TO CUT			
260-021-000 Beech Hill Road	8/31/2020	Approve	40MBF Pine, 690 Chips, 40 cords Cordwood
RIGHT TO BURY			
Gagne	8/31/2020	Approve	Old Hopkinton FN-74-3&4
PROPERTY TAX CREDIT/EXEMPTIONS			
237-015-000	8/31/2020	Approve	Veteran's Credit, Elderly & Disabled Exemption
LAND USE CHANGE TAX			
222-055-000 Kearsarge Avenue	8/31/2020	Approve	Removing .6 acres \$120.00
SEWER USAGE ABATEMENT			
221-088-000-Gabbett	8/31/2020	Approve	Abate a portion - \$196.66
OTHER			
Municipal Work Zone Agreement w/NHDOT	8/31/2020	Approve	202/9 Resurfacing project
NH DRA MS-1	8/31/2020	Approve	Summary Inventory of Valuation

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Select Board Meeting Minutes of Monday, August 17, 2020. Ms. Dunlap made suggested changes. Mr. Traum made a motion and seconded by Mr. Whitley to approve the Minutes of August 17, 2020 as amended.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Non-Public Select Board Meeting Minutes of August 17, 2020. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of Monday, August 17, 2020.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

APPOINTMENTS:

Town Moderator Sara Persechino and Supervisor of the Checklist Jean Lightfoot RE: Election

Mrs. Persechino updated the Board on the following:

- The town-wide mailer has gone out and Mrs. Persechino has been contacted by residents with questions. She thanks all those who helped get the mailing out.
- The Attorney General and the Secretary of State Offices have put out joint guidelines.
 - Absentee ballots can be dropped off at the high school to a staffed drop box following the guidelines for dropping off these ballots.
 - Absentee ballots can not be left in the drop box at Town Hall.
 - The processing of absentee ballots will begin at 8:00 a.m. on election day.
- Moderator’s can mandate masks in the polling place and that has been done.
 - Masks will be available to the public.
 - Anyone refusing to wear a mask will vote outside. Work has been done to assure that this process is as seamless as possible.
 - Any discussion by the Select Board on a town-wide mask ordinance is totally separate from the requirement to wear one at the polling place.
- There will be a designated area for campaigning
- A walk-through of the set-up and training is taking place on September 1 at the high school.
- Everyone is asked to be patient with all the election workers as this is new to everyone.

OLD BUSINESS

Appointment of Town Treasurer

The Board reviewed the resume of Joel Moyer who has been recommended for the Town Treasurer position by current Treasurer Kevin Davis.

Mr. Whitley moved to appoint Joel S. Moyer to the position of Town Treasurer, replacing Kevin T. Davis effective September 1, 2020, to complete the term of Mr. Davis until March 2023.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Road Bond/Debt Refinancing

The Board reviewed comparisons of rates for the road bond approved at the July Town Meeting, as well as for the refinancing of the 2016 Road Bond and the Fire Station renovations. The consensus was to pursue financing for all the items through the NH Municipal Bond Bank. The bond issue will be at the beginning of January.

George Park Plan

The Board reviewed the new survey completed on George Park. After review Mr. Whitley moved to modify the previous vote by the Board and adjust the plan for Blood Field to be 235 feet. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0-1.

Bates Building Update

Ms. Dunlap updated that Board on her conversation with the Attorney General Office Department of Charitable Trust concerning the Bates Building. I would not be hard logistically to go to the Probate Court to obtain approval for a long-term lease of the building. This would also need Town Meeting approval. The leasing to a nonprofit organization is most likely a more natural fit for the building given that it was a gift to the Town.

After discussion, the Board decided that they will go to Town Meeting for approval if they wish to pursue a long-term lease, and that the current rental will be extended through March.

Alyssa McKeon who is involved with the art group said that the end goal for them is to be a 501C3 within 3 years. They are working on doing art events jointly with the Hopkinton School District.

Hopkinton Solar Update

The Board reviewed the update from Hopkinton Solar. It was recommended that the joint committee with Webster that worked on the lease meet with Hopkinton Solar to begin working on an MOU.

Mask Ordinance

Ms. Dunlap said that it appears from Town Counsel that a mask ordinance could be adopted. She continued that the science backs up the wearing of masks as an effective way to limit the spread of COVID-19. She is comfortable with taking a wait and see approach and would support a resolution at this time.

Mr. Traum suggested an ordinance with automatic triggers.

Ms. Wells supports having triggers and using a metric. With school beginning, the good numbers could change. There may need to be concessions now in order to keep school open in the future.

Mr. Whitley supports an ordinance, but the scope and enforcement need to be determined. He suggested doing a resolution now as well as working on an ordinance, so it is ready if needed. An ordinance requires a Public Hearing so it will take time to adopt.

Mr. Donohoe said he did not understand why this discussion was taking place given the low numbers of COVID-19 cases in the town and state.

Consensus of the Board is to move forward with drafting a resolution and begin working on an ordinance.

The discussion was opened for public comment.

- Steve Lux said he appreciates the conversation and supports pushing this off. He encouraged the Board to look at what could be done to educate residents prior to implementing any mandate.
- Bonnie Christie appreciates the idea of “getting ducks in a row” and having triggers. She appreciates it as a senior.
- Bob LaPree supports an ordinance because he sees people in town not wearing face coverings. He suggested enforcing an ordinance against any businesses that do not require masks.
- Ruth Chevion thanked the Board for discussion this and said the problem is in stores. She will not go into stores where masks are not required.
- Catharine Matteo is against an ordinance and believes it is not worth discussing.
- Alyssa McKeon thanked the Board for considering both the resolution and ordinance. She said it is currently hard to shop in town and there needs to be a focus on keeping schools open.

The Board will move forward creating a resolution and Ms. Wells will work on this. Ms. Dunlap will begin working on a draft ordinance. Once a draft ordinance is created it will be sent to Town Counsel.

St. Andrew’s Request to Use Kimball Cabins

The Board reviewed the request from St. Andrew’s to use the Kimball Cabin area for a Sunday morning gathering. The Board reviewed the extensive protocol that the church submitted and will follow. Ms. Dunlap shared her concern about allowing the use of town property for a religious gathering. All other members supported the request, so it is approved.

Abigail Stone Letter

The Board reviewed a letter that Waste Reduction Committee Abigail Stone would like to send as a Letter to the Editor to the Concord Monitor. She references that she is on the Waste Reduction Committee, but the letter is not from the Committee. The Board unanimously supports her sending the letter.

Town Administrator Updates

Mr. Cass noted the following:

- The office is busy with the Current Use update.
- The rail trail grant that was submitted in the spring has been denied.

Other

Ms. Wells asked about the information provided to the Board concerning the State of New Hampshire 10-year road plan, specifically the Exit 4 plan that was not accepted last year. Mr. Cass will contact

SWRPC for insight into why it was not added to the plan last year. The EDC will also look at this project and have a discuss as to whether this project or some other project should be put forward this year.

Public Forum

Steve Lux suggested that the Exit 4 project just discussed may not have been added to the plan because there are very few accidents in that area. He suggested looking at the downtown intersection and a tie-in to the sidewalks.

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

Ms. Wells 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 7:46 p.m. The Board returned to public session at 7:54 p.m.

These minutes were not sealed.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:54 p.m.

Respectfully submitted,

Neal A. Cass, Town Administrator



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Office of Select Board

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Nonpublic Session Minutes Select Board

Date: August 31, 2020

Members Present: Sabrina Dunlap, Chair
Ken Traum, Vice Chair
Steven Whitley
Anna Wells
Jeffrey Donohoe

Staff Present: Neal Cass (Town Administrator)

Motion to enter Nonpublic Session made by Ms. Wells, seconded by Mr. Traum.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll Call vote to enter nonpublic session:	Sabrina Dunlap	Yes
	Ken Traum	Yes
	Steven Whitley	Yes
	Anna Wells	Yes
	Jeffrey S. Donohoe	Yes

Entered nonpublic session at 7:46 p.m.

Description of matters discussed, and final decisions made:

Mr. Cass updated the Board on his conversation this past week with outgoing Town Treasurer Kevin Davis.

These minutes were not sealed

Motion to leave nonpublic session and return to public session by Mr. Donohoe, seconded by Ms. Wells.

Roll Call vote:	Sabrina Dunlap	Yes
	Ken Traum	Yes
	Steven Whitley	Yes
	Anna Wells	Yes
	Jeffrey S. Donohoe	Yes

Public session reconvened at 7:54 p.m.

These minutes recorded by Neal Cass, Town Administrator