



# Town of Hopkinton

Office of Select Board

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

**SELECT BOARD  
PUBLIC MEETING MINUTES  
Monday, December 21, 2020  
Draft**

## **CALL TO ORDER**

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, December 21, 2020, via Zoom. Chair Dunlap introduced the members of the Board.

## **Select Board**

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

**Staff Present:** Neal Cass, Town Administrator, and Robin Buchanan, Administrative Assessing Assistant, through video conference.

**Public Present:** Jean Lightfoot, Thomas Lipoma, Deb Knowlton, Emily Knowlton, Elizabeth Sides, Norm Goupil, and Ted Wells, 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](http://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](mailto: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  
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 stated that he has received several phone calls from people who are very appreciative of Sam Currier, Water/Sewer Superintendent for Hopkinton and Contoocook Village Precinct and the work that he is doing. Mr. Cass also highlighted the Fire, Police and Public Works Department for all their hard work during and after the recent winter storm.

Mr. Donohoe echoed Mr. Cass's remarks further stating that you can definitely feel the difference when you cross the town line into Warner. Mr. Traum and Chair Dunlap agreed.

Mr. Traum stated that he attended the CIP meeting via zoom, and he was very impressed with their work, diligence and commitment to the task at hand.

**ADMINISTRATIVE:**

The Board reviewed documents for signature and approved (4-0) the Consent Agenda and approved Mr. Donohoe to sign for the Board, taking the following action on a motion made by Mr. Traum. Mr. Donohoe seconded the motion. Mr. Traum requested an elderly exemption be pulled for discussion.

**Consent Agenda  
December 12, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL MANIFESTS</b>			
PPE 12/19/2020	12/21/2020	Approve	Check- \$2,479.90 Direct Deposit - \$81, Total - \$85,289.87
<b>AP MANIFESTS</b>			
CH # 65370-65424	12/14/2020	Approve	\$97,693.44
CH # 65425-65464	12/21/2020	Approve	\$190,812.90
ACH Payment Manifest	12/21/2020	Approve	Hopkinton School District - \$1,304,185.00
<b>BUILDING PERMITS</b>			
216-027-001 Thain Road	12/21/2020	Approve	Single Family Residence with Garage and
102-026-000 56 Carriage Lane	12/21/2020	Approve	Install 9.24KW Roof-top Solar
235-008-000 232 Bassett Mill Road	12/21/2020	Approve	Construct Detached Garage
237-001-000 810 Putney Hill Road	12/21/2020	Approve	Interior renovation to add lift to second floor
216-004-000 1445 Hatfield Road	12/21/2020	Approve	Construct Addition to Porch
240-041-000 122 Watchtower Road	12/21/2020	Approve	Renovation to Cell tower
<b>PROPERTY TAX ABATMENT</b>			
208-003-D16	12/21/2020	Approve	\$108.00 - Camper removed
999-004-000 Eversource 1st Issue 2020	12/21/2020	Approve	\$59,001.83 per agreement
999-004-000 Eversource 2nd Issue 2020	12/21/2020	Approve	\$59,001.83 per agreement
208-003-D18 1st Issue	12/21/2020	Approve	149.87 - Camper registered
208-003-D18 2nd Issue	12/21/2020	Approve	\$147.00 - Camper registered
<b>PROPERTY TAX EXEMPTIONS</b>			
225-019-000	12/21/2020	Approve	Elderly Exemption \$145,000
102-084-000	12/21/2020	Approve	Elderly Exemption \$170,000
223-041-000	12/21/2020	Approve	Elderly Exemption \$120,000
235-022-000	12/21/2020	Approve	Veteran's Credit
<b>INTENT TO CUT</b>			
212-003-001 College Hill Road	12/21/2020	Approve	Alex Jordan Logger
<b>TIMBER TAX WARRANT</b>			
228-016-000 & 228-017-000	12/21/2020	Approve	\$1,357.52
<b>CURRENT USE APPLICATION</b>			
232-001-000 Sugar Hill Road	12/21/2020	Approve	31.0 Acres into CU
208-023-000 and 208-024-000 1309 Pine St.	12/21/2020	Approve	Changing Categories
<b>LAND USE CHANGE TAX BILL</b>			
208-098-001 - Partial Release	12/21/2020	Approve	1 acre removed \$6,400
208-098-000 - Partial Release	12/21/2020	Approve	5.167 acres removed \$833.40

<b>WARRANT FOR LAND USE CHANGE TAX</b>			
208-098-001	12/21/2020	Approve	\$6,400.00
208-098-000		Approve	\$833.40

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

The Board reviewed the Select Board Meeting Minutes of Monday, December 7, 2020. Mr. Traum made a motion to approve the Select Board Minutes of December 7, 2020. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

**APPOINTMENT:**

**NEW BUSINESS:**

**ii. Food Truck, Deb Knowlton and Emily Knowlton:** Deb Knowlton stated that the Food Truck is parked at 185 Main Street and does a take-out meal for dinner on Tuesdays only. They are fully licensed by the State and have insurance. She realizes that she should have come to the Town before parking the truck there but with everything going on it slipped her mind. Chair Dunlap inquired if there were plans for expansion. Ms. Knowlton replied that they may like to add one additional day; but that is it. She noted they wanted to perfect the one night that they are doing now, before thinking about more. Mr. Traum stated that it is Town owned property, and they will have to comply with the Hopkinton Village Precinct Ordinance. Mr. Donohoe inquired as to the water source and how the water waste is being desposed of. Ms. Knowlton stated that they use the water at the office and have holding tanks for the water waste which is emptied into 5 gallon buckets and removed off site. Mr. Donohoe stated his concern is that no water waste gets into the pond.

Mr. Traum stated that it takes courage to start a business now. Mrs. Wells stated she believes it is a great spot and business model, but they will have to look to the Hopkinton Village Precinct for permits. Mr. Donohoe stated that he is concerned if it goes to 7 days a week. Chair Dunlap sated that is her concern, as well. Ms. Knowlton replied that is not part of the plan. She stated that moving the truck to different locations in the winter would be difficult and they thought one location would be best. Chair Dunlap inquired if they have had any issues with parking or traffic. Ms. Knowlton replied no, people are just coming, getting their prepared meal and leaving, not there for more than 3 minutes or so. She noted they are doing about 90 servings, which equates to about 20 people.

Chair Dunlap asked Mr. Cass if the lease would have to be adjusted, as there are no provisions for a food truck in the lease. Mr. Cass stated we will have to address that after the Precinct makes their decision.

Chair Dunlap told Ms. Knowlton that they will have to go to the Hopkinton Village Planning Board to see if it is an allowed use and then the Board will add provisions to the lease. Mr. Traum stated he would like to limit the number of days that they can be open. Mr. Cass informed Ms. Knowlton that she should contact Karen Robertson in Planning and Zoning to obtain an application.

### **OLD BUSINESS:**

**i. Comprehensive Right-of-Way:** Mr. Cass noted that it is unfortunate that Mr. Whitley is not here tonight, as he had agreed to read through the Comprehensive Right-of-Way at the last meeting. Mr. Cass noted that many towns are moving forward with this and adding edits to match their ordinances. Mr. Donohoe suggested that they table any further discussion until Mr. Whitley is able to give some input. The Board agreed.

**ii. Budget Committee Follow-up:** Chair Dunlap thanked Mr. Cass and Mr. Traum for all their work on the budget presentation. Mr. Traum stated it went well and there was no need for a 2<sup>nd</sup> session with the Budget Committee. Discussion ensued, with regards to the Houston Barn and the need for a new roof and some foundation work. Mr. Traum noted that the barn stores many things and if we do not have the barn, we would need some place else to store everything.

**iii. Town Meeting Update:** Mr. Traum stated that he has been meeting with Mr. Cass, Norm Goupil, School Board member and Sara Persechino, Town Moderator, with regards to the upcoming elections and Town Meeting. Discussion ensued, with regards to the guidelines released by NHMA, including the use of an official ballot vs. one that can be printed and filled out ahead of time. Mr. Traum noted that the School would be scheduled to go first on March 13, 2021 for officers and articles. The Town would go on March 27, 2021, with drive through voting. Mr. Cass noted that there is still a lot of things up in the air and suggested that they meet again in January. Chair Dunlap noted that the ballot issue is sticky. Mr. Cass noted that NHMA put it in the guidelines, because it came from the Attorney General's Office. He also noted that Mrs. Persechino was contacting the AG's Office for clarification.

### **NEW BUSINESS:**

**i. Lighting Enforcement:** Mr. Cass stated a letter was sent to Proteck with regards to the outdoor lighting, which was not compliant with Town Ordinances. They have since changed the lighting and are now compliant.

### **TOWN ADMINISTRATOR UPDATES:**

Mr. Cass stated that the Town has been approved for the Lafayette Marker.

He also noted that on Friday, the Governor & Council approved the drinking water grant, and the funds will be used to purchase the Chesley property and a public hearing will be scheduled for January 4, 2021 at 6:00 pm, to approve the Conservation Commission to expend the money.

Mr. Cass noted that property tax money is coming in. Mr. Cass also noted that we will be closed on Thursday, December 24, 2020 and Friday, December 25, 2020. He also noted we will be closing at noon on Thursday, December 31, 2020 and will be closed on Friday, January 1, 2021.

Mr. Traum inquired if St. Methodois has paid their PILOT yet. Mr. Cass replied no.

**OTHER:** Chair Dunlap noted that the statewide mandate for masks will be expiring on January 15, 2021. She stated that she expects that it will be renewed. She noted that she had heard that some people are still not wearing masks and stated that it is happening at the Transfer Station, as well. Discussion ensued, with regards to more signage encouraging people to wear masks, if possible, to offer to supply masks for employees of businesses.

Mr. Donohoe inquired about setting up a capital reserve account for the sewer/sludge. Mr. Cass stated we already have one. Mr. Donohoe inquired about the process to change the rate to 100% for the users. Mr. Cass noted that the Board sets the rates. Mr. Cass will contact Sam Currier to discuss.

**PUBLIC COMMENT:** Norm Goupil thanked the Town of Hopkinton and Paula Simpkins, Recreation Director for coordinating some time for his daughter and a couple of her classmates to make and send out holiday cards. He also thanked Mr. Traum for his presentation to the Budget Committee. Mr. Goupil also stated that we should have a contingency plan in case the mask mandate is not renewed. He inquired if we could still hold a public hearing, then we would not be scrambling to schedule a public hearing if the Governor does not renew the mandate. Chair Dunlap stated that is a good idea. Mr. Cass noted that we probably could hold a public hearing, but circumstances are changing so much that it may defeat the purpose. The Board decided to wait and see. Mrs. Wells noted that we could be without a mandate for a week to ten (10) days.

Elizabeth Sides stated that she thanked Colonial Village for the good job they are doing with wear masks. She noted she was there the other day and the employees are wearing masks and customers are doing better at it too. She wanted to give a shout out to Colonial Village for doing a great job.

**NON-PUBLIC SESSION I-RSA 91-A: 3 III (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. Donohoe seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 6:32 p.m. The Board returned to public session at 6:37 p.m.

**Vote to seal nonpublic minutes:**

Ms. Wells 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
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Ken Traum	Yes
Anna Wells	Yes
Jeffrey Donohoe	Yes

**MOTION PASSED 4-0.**

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (e) Legal**

Mr. Traum moved to go into a non-public session to discuss on-going litigation under the provisions of Nonpublic Session RSA 91-A: 3 II (e). Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:37 p.m. The Board returned to public session at 6:39 p.m.

These minutes were not sealed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:39 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant



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Office of Select Board

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## Nonpublic Session Minutes Select Board

**Date:** December 21, 2020 – Session II

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

**Member Absent:** Steven Whitley

**Staff Present:** Neal Cass, Town Administrator

**Motion to enter Nonpublic Session** made by Mr. Traum seconded by Mr. Donohoe.

**Specific Statutory Reason** cited as foundation for the nonpublic session: RSA 91-A:3, II(e) Consideration *or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

<b>Roll Call vote</b> to enter nonpublic session:	Sabrina Dunlap	Yes
	Ken Traum	Yes
	Anna Wells	Yes
	Jeffrey Donohoe	Yes

**Entered nonpublic session** at 6:37 p.m.

### **Description of matters discussed, and final decisions made:**

The Board agreed to authorize Town Counsel to proceed as recommended on the FairPoint Tax Appeal case.

These minutes were not sealed.

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

<b>Roll Call vote</b> to enter nonpublic session:	Sabrina Dunlap	Yes
	Ken Traum	Yes
	Anna Wells	Yes
	Jeffrey Donohoe	Yes

**Motion: PASSED**

**Public session reconvened** at 6:39 p.m.

**These minutes recorded by:** Neal Cass, Town Administrator