



Town of Hopkinton

Office of Select Board

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**SELECT BOARD
PUBLIC MEETING MINUTES
Monday, October 25, 2021
Draft**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:32 p.m. on Monday, October 25, 2021, being held in-person at the Town Hall. Chair Dunlap introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap, Ken Traum, Anna Wells, Jeff Donohoe, and Steven Whitley in person.

Staff Present: Neal Cass, Town Administrator, and Robin Buchanan, Administrative Assessing Assistant

Public Present: Byron Carr and Norm Goupil in person and Jean Lightfoot and Steve Lux via zoom.

POINTS OF PRIDE:

Mr. Cass noted that this is Chief Steve Pecora's last week and there will be a reception for him at the Slusser Center on Thursday, October 28, 2021, from 3:00 p.m. to 5:00 p.m. Mr. Cass also noted that the swearing in ceremony for TJ Hennessey, as Chief of Police, will be on Sunday, October 31, 2021, at 1:00 pm at the Town Hall.

Mr. Cass noted that there were two Fire Department PAFs in their sign file, one for a paramedic firefighter and one for an EMT firefighter. He noted that Captain Nate Martel put in a lot of time and hard work to accomplish this, and Fire Chief Yale wanted the Board to know how helpful Captain Martel was during this recruitment process.

Mr. Cass stated we are currently processing someone for the vacant part-time position at the Transfer Station.

Mr. Cass read a thank you note from former Human Services Director, Marilyn Bresaw, who recently retired after many years of service to the Town.

Mr. Traum congratulated the Hopkinton Girls Soccer team for an undefeated season. He also noted that the Cemetery Walk was well attended and thanked all the participants for their time and hard work.

ADMINISTRATIVE:

The Board reviewed documents for signature, and approved (5-0) the consent Agenda, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley.

PAYROLL MANIFEST

cks 34231-34238: \$3006.70 DIR DEP: \$81,874.25 \$ 84,873.95

ACCOUNT PAYABLE

cks:67038-67076 \$1,496,423.18

PERSONNEL ACTION FORMS

Fire Dept Treavor Anderson new hire full time
Fire Dept Thomas Jondall change in employee status

PROPERTY TAX CREDIT/EXEMPTIONS

David Blanchard 83 Deer Path- Elderly
David Blanchard 83 Deer Path-Veteran

INTENT TO CUT

Mary Leadbeater Map 260 Lot 20 Beech Hill Rd

Yield Tax

Tall Pines, LLC Map 221-033-00 \$ 613.73
William Kerins, Thomas Kerins Map 242-021-000 \$16,037.08

ABATEMENTS

Craig B. Corson 108 River Grant Drive - Sewer Usage \$ 341.57

APPOINTMENT PAPERS

Thomas J Hennessey-Police Chief

CURRENT USE

Blue Print Homes, LLC \$ 7,800.00

Blood Richard release never recorded, penalty collected

Kules, William & Anne Current Use Application never recorded

2021 2nd Issue Tax Warrant

\$12,950,709.85

The Board reviewed the Public Meeting Minutes of Tuesday, October 12, 2021. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Public Meeting Minutes of October 12, 2021.

VOTE: Dunlap, Traum, Wells, Donohoe and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non Public Meeting Minutes of Tuesday, October 12, 2021, Session I. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non Public Meeting Minutes of October 12, Session I. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum, Wells, Donohoe and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non Public Meeting Minutes of Tuesday, October 12, 2021, Session II. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non Public Meeting Minutes of October 12, Session II. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum, Wells, Donohoe and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non Public Meeting Minutes of Tuesday, October 12, 2021, Session III. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non Public Meeting Minutes of October 12, Session III. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum, Wells, Donohoe and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Public Meeting Minutes of Monday, October 18, 2021. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Public Meeting Minutes of October 18, 2021.

VOTE: Dunlap, Traum, Wells, Donohoe and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non Public Meeting Minutes of Monday, October 18, 2021, Session I. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non Public Meeting Minutes of October 18, Session I. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum, Wells, Donohoe and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non Public Meeting Minutes of Monday, October 18, 2021, Session II. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non Public Meeting Minutes of October 18, Session II. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum, Wells, Donohoe and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

PUBLIC APPOINTMENTS:

OLD BUSINESS:

Review of the Joint Select Board/School Board Meeting Agenda: Mr. Cass noted that we have the police chief and human services positions update, as both positions have been filled. He noted that one of the drivers will be the increase in on the 2022 budget.

NEW BUSINESS:

Town Hall Renovations: Mr. Donohoe stated that during the tour of the Town Hall, it was the first time that he had been upstairs. He noted that it is a large space and we should be utilizing it. Mr. Cass projected a drawing of the town hall with the potential of a 20' x 38' area which would add an elevator with a stairway wrapping around it, which would meet code, and a dry basement for all the records that are currently stored at the Bates Building. He noted the upstairs would have to be renovated. Mr. Donohoe acknowledged that there are other issues that have backlogged, however, he feels that this building will always be last in line for maintenance and renovation. He noted that we have an opportunity to use federal funds and with the outside potential of raising funds, to improve the building and increase the use of the inside of the building. Discussion ensued, with regards to fund raising, and improvements that would need to be made, as well as the backlog on roads, bridges, and culverts. Mr. Donohoe stated that he believes it is easier to raise money for roads, etc. through taxes. Mrs. Wells stated that it is important to have discussions about what the needs are and what we want to accomplish with a renovation.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that Tyler Bridge is still on schedule, even though they have had to wait for some parts to arrive.

Mr. Cass noted that he and Deb Gallant, Finance Director, have met with the Department Heads to go over their proposed budgets for 2022.

Mr. Cass stated that we received the tax rate information today.

PUBLIC COMMENT:

Byron Carr, 191 Burnham Intervale Road. Mr. Carr is in to request the use of the Horseshoe Tavern to display some of his art work during the Christmas season. Mr. Carr also stated that he would clear out the brush around the horseshoes. He noted that the time frame would require time to set up and tear down. Discussion ensued with regards to hanging work on the walls, and how it will be displayed, and the lighting. Mr. Carr noted that any holes that will be made in the walls would be repaired. It was noted that the electricity is still on in the building, however, the pipes were drained when the last tenants left. It was further noted that Mr. Carr would have to get insurance for the period he would like to use the Horseshoe Tavern building. Discussion ensued with regards to possibly selling baked goods during the open hours and temporary signage if allowed by the Precinct. Mr. Whitley inquired about parking. Mr. Carr replied that he would park in the back by the cabins, leaving two spaces at the Horseshoe Tavern open. Mr. Whitley noted that there was parking available across the street, and it would be up to the tenant to plow if there is snow. Chair Dunlap stated that the Board will discuss it in non-public and Mr. Cass will update Mr. Carr tomorrow morning. Mr. Carr thanked the Board for their time.

Steve Lux, via Zoom, 413 Little Tooky Rd. Mr. Lux, representing the Railroad Museum and the Riverway Association, wanted to update the Board on the progress of getting electricity to the Section House, which is located on town owned land near the gazebo. He stated one of the areas that they

were looking into was getting a surveyor to map out where the buried power would run. He stated the surveyor that they hired has bowed out and they have been unable to find anyone else. He noted that he was speaking with a friend of his, that is an out of state surveyor and he suggested that Mr. Lux go and take measurements and see if that will be sufficient. Mr. Lux stated that he used the most recent survey and plotted out where the section house is located, basing all measurements on the property pins. He noted a blue line on the survey indicates where the electricity would be buried. He stated that he has been working with Sam Currier to check where any water and sewer lines may be buried. He stated that they will be contacting Dig Safe and going through the permitting process. Discussion ensued, with regards to where the current power line is that feeds the gazebo, with Mr. Lux noting it is marked out. Discussion ensued with regards to burying the line and how far down to bury it. Mr. Lux stated he is not sure of what the code is; but that they will follow it. Mr. Traum noted that he would be comfortable with a recommendation from Dan Blanchette, Director of Public Works. Mr. Lux replied that he intends to speak to Dan Blanchette before beginning any work. Mr. Whitley inquired if the full length of the land would run on town owned land. Mr. Lux replied no, it goes through to the Depot, then crosses underneath the tracks of the coach at the very end and then straight onto town property. He noted that they will be working with all the abutters to be sure that they are kept informed. Mr. Lux noted that there are several steps to be taken before we get to burying the line, noting the permit process as well as obtaining a shoreline permit. Discussion ensued, with regards to the year to year lease, and a possible easement to add more permanence. Mr. Lux noted that they have secured all the funding to fix the roof of the section house with wooden shingles, noting that it will improve the look of the building. It was noted that approval at town meeting would be necessary to go longer than a one year lease.

Mr. Traum made a motion to give permission to bury the to put in the buried power line subject to approval by Dan Blanchette, Director of Public Works, and New Hampshire State Code. Chair Dunlap seconded the motion.

VOTE: Dunlap, Traum, Wells, Donohoe and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

Jean Lightfoot, via Zoom, 186 Deer Path. Ms. Lightfoot thanked Mr. Donohoe and Mrs. Wells for their work and discussion about the town hall renovations. She believes that the floor on the second story is not strong enough to hold offices and wanted to mention that it should be looked at. Mr. Donohoe noted that the stage being up there implied that it was strong enough for the stage, actors, and audience. However, he added that codes have changed and that the floor would have to be checked out.

Norm Goupil, in person, 121 Amesbury Road. Mr. Goupil first wanted to thank Robin Buchanan, noting that she has always been very helpful and informative.

Mr. Goupil also wanted to thank Police Chief Steve Pecora for all he has done for this town, during his 20 years of service. He stated it has been a pleasure to work with him as a school board member during the facilities project and within the community. He also thanked the Select Board for all the work that they do. Mr. Goupil noted the new road and drainage project at the Middle/High school. He inquired if the Board could add a speed limit sign or put in a speed bump to slow traffic down. Mr. Donohoe noted that it is not a public road but a parking lot road, but that

it would not be a bad idea to put up a 5 mph speed limit sign. He suggested talking to Dan Blanchette, as he believes a speed bump would interfere with maintenance issues.

OTHER:

Mr. Traum inquired about amount of money we would be receiving for flood control. Mr. Cass replied about \$200,000.00.

Mr. Traum inquired about the status of the survey for Horseshoe Tavern. Mr. Cass replied that we have run into the same problem as Steve Lux, no one has the time or the job is too small.

Mr. Traum inquired about St. Methodios. Mr. Cass replied he has not heard from them, but will be contacting them to set up a time to meet.

NON-PUBLIC SESSION IV-RSA 91-A: 3 II (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
Anna Wells	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:18 p.m. The Board returned to public session at 6:20 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION IV-RSA 91-A: 3 II (b) Hiring

Ms. Dunlap moved to go into a non-public session to discuss an issue involving hiring a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:20 p.m. The Board interviewed two candidates for the Economic Development Director position. The Board returned to public session at 9:16 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley 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. Donohoe seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:16 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant