



# 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, March 30, 2020  
Draft**

**CALL TO ORDER**

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:31 p.m. on Monday, March 30, 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, and Robin Buchanan, Administrative Assessing Assistant through video conference.

**Public Present:** Norm Goupil, Bob LaPree, Joyce Bossie 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 the Town of Hopkinton's website at: [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov) and on the Town 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 anybody has a problem, please call (603) 746-8242 or email at:  
[townadmin@hopkinton-nh.gov](mailto:townadmin@hopkinton-nh.gov) .

***d) Adjourning the meeting if the public is unable to access the meeting.***

In the even 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's 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  
Jeffrey Donohoe and I am alone  
Anna Wells and I am alone  
Steven Whitley and I am alone

**EXPLANATION OF ZOOM:**

There 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 can't take place.
- During Public Forum, 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 there was a Department Head meeting via Zoom this afternoon. Everyone is working hard, adapting quickly, staying calm and providing services.

Mr. Cass noted there was a call for eggs for the community and Dimitri Tsihlis, owner of Dimitri's Pizza delivered 30 dozen eggs and he is also supplying soup very Thursday for the elderly and the shut-ins.

Mr. Traum thanked Mr. Cass for all his hard work during this time and for guiding the Board throughout the process. Chairman Dunlap, Mr. Whitley, Mrs. Wells and Mr. Donohoe all agreed.

**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.

**ROLL CALL VOTE:**

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

**Town of Hopkinton - Select Board  
 Consent Agenda  
 March 30, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>BUILDING PERMITS</b>			
256-011-000 661 Jewett Road	3/30/2020	Approve	Construct a Garden Shed
<b>ACCOUNTS PAYABLE</b>			
Ch 63931-63967	3/30/2020	Approve	\$145,594.15
<b>ACH PAYMENT</b>			
Payment to School District	3/30/2020	Approve	\$1,365,553.00
<b>PAYROLL</b>			
PP Ending 3/28/2020	3/30/2020	Approve	\$7,500.66 Checks \$74,771.12-Direct Deposit Total = \$82,271.78
<b>ABATEMENTS</b>			
245-078-000 318 Fire Pond Road	3/30/2020	Approve	Abate \$4,250.00
104-029-000 136 South Road	3/30/2020	Approve	Abate \$46.15
<b>Credits/Exemptions/Deferrals</b>			
223-047-000	3/30/2020	Approve	Elderly Exemption
<b>OTHER</b>			
Yearly NHDOT Road Inventory	3/30/2020	Certify	No Changes
Yearly Contract for Landfill Monitoring	3/30/2020	Approve	Nobis Group
PAF - Scott Moran	3/30/2020	Approve	Scott Moran

The Board reviewed the Select Board Meeting Minutes of Monday, March 23, 2020. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of Monday, March 23, 2020.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**COVAID-19 RESPONSE UPDATE:**

Mr. Cass noted that there has been an advisory notice posted at the playground at the Library. He stated that several of the staff at the Town Hall are now working from home including, Robin, Karen, and Marilyn. Deb Gallant is coming in on Mondays to do payroll and accounts payable.

Mr. Cass stated that the Family First Coronavirus Act will be sent out to all employees. Mr. Cass noted that it adds two (2) weeks of sick pay for those that need to be out due to the COVID-19 virus or circumstances related to the virus.

Mr. Cass also noted that we have a few employees out on doctor's orders.

Mr. Cass stated we are still planning on a video, however, has not had the time for that yet.

Mr. Cass wanted the Board to discuss use of the green bags. As Town Hall is closed and unable to sell them to residents, Mr. Cass felt that the Board should temporarily suspend the use of the green bags.

Mr. Cass noted that Police Chief Steve Pecora stated during staff meeting that he is receiving calls in regard to people congregating at the school playgrounds, the skate park and on the Town trails. Mr. Cass stated the sign at the playground behind the Library states that it is closed, has not been cleaned and to use at your own risk. Mr. Donohoe suggested that it be taped off with yellow caution tape.

Chair Dunlap stated we should close the playground and the skate park. Mr. Whitley suggested that signage be placed at all the trailheads.

Mr. Traum made a motion; seconded by Mr. Donohoe to close the playground located behind the Library and the Skate Park located at the Middle/High School and to place signage at all trailheads.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Discussion ensued, regarding the use of green bags. Mr. Whitley made a motion; seconded by Mr. Traum to waive the usage of green bags temporarily, until the Town Hall is open to the public again.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**DISCUSSION OF EXTENSION OF APRIL 3 REOPEN DATE:**

Discussion ensued, with regards to how long the Town Hall shall remain closed to the public. Mr. Traum made a motion; seconded by Mr. Whitley, to close the Town Hall in alignment with the guidelines set by the State of New Hampshire.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**OLD BUSINESS:**

**Health Insurance Update:** Mr. Cass noted that we have received our final rates from Health Trust. Mr. Cass noted the maximum increase it could have been was at was 6/4% and it actually is at a 2.3%, which translates to a savings of \$10,000 to \$15,000.

**TAX UPDATES:** Mr. Cass stated he has no further updates at this time.

Mr. Traum inquired whether employees could be furloughed and then collect unemployment. Discussion ensued, but no decisions/actions were made.

**APPOINTMENTS:**

**Fire Chief Jeff Yale - Regarding process to purchase new fire truck:** Fire Chief Jeff Yale joined the meeting through video conferencing. Mr. Yale noted that the fire department is scheduled to get a new fire truck in 2020. He noted that the new ambulance, which only recently arrived, took almost a year and half to get here. He noted that he came across a demo model fire truck that was made to the specifications of the company, which is now for sale. He stated the demo is what he was looking for and the cost would be less than purchasing a brand new one. He also noted that when purchasing a new truck, it does not come with the equipment or radio equipment needed, which can cost around \$50,000. He further added that a new truck can cost around \$565,000, plus the equipment. The demo would cost \$525,316, with a trade in, saving approximately \$40,000.00 on the cost of the truck. Fire Chief Yale noted that the company, Emergency One, has been around for several years and has sold fire trucks to many cities, including Manchester and Boston. Fire Chief Yale would like to sign a Letter of Intent to secure the truck, however, is concerned about the timing, due to Town Meeting being postponed. Discussion ensued, as to pros and possible cons to signing the letter of intent. Mr. Donohoe inquired if there was a financial commitment if we did not follow through with the purchase. Fire Chief Yale replied no. Discussion ensued, with regards to asking for extra time on the letter of intent. The Board agreed that Fire Chief Yale should request more time, but if they will not, agree to sign it, as they do not want to lose the opportunity to purchase this fire truck.

Mr. Donohoe made a motion; seconded by Mr. Traum to approve Fire Chief Yale to request 120 days instead of 75 and sign the Letter of Intent .

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Discussion ensued, with regards to possible cuts to the proposed budget as suggested by Mr. Traum. Mr. Cass noted that we have more information now and have no significant places to cut, without cutting services.

**PUBLIC FORUM:**

Norm Goupil wanted to thank the Board for their decision to close the Skate Park, noting that he has seen people gathered there.

Bob LaPree also thanked the Board for closing the Skate Park and for allowing video and audio access to the Select Board meetings.

**NONPUBLIC SESSION:** None

**ADJOURNMENT:**

There being no further business, Mr. Traum moved to adjourn, seconded by Mr. Whitley.  
Meeting adjourned at 6:32 pm.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant