



# 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, April 6, 2020  
Draft**

## **CALL TO ORDER**

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:33 p.m. on Monday, April 6, 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:** Jean Lightfoot and Bonnie Christie 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, 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 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'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 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 can't 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 he had received a letter from a resident that had worked with Karen Robertson on a building permit, stating it was a pleasure to work with Karen remotely and thanked Karen for all her help.

Mr. Cass noted there was a Staff Meeting held today and staff is working remotely as much as possible and are adapting well.

Mr. Whitley wanted to thank the teachers and staff at the Harold Martin School for all their effort and work during this time of remote teaching.

Mrs. Wells echoed Mr. Whitley, also thanking the teachers and staff at Maple Street School and Hopkinton Middle/High School. She further noted it was no small feat.

Mr. Traum wanted to thank our Police, Fire, EMTs, first responders & those in the medical field.

Mr. Donohoe wanted to thank Dimitri from Dimitri's Pizza for stepping up and helping out the elderly population.

**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 Mrs. Wells.

**ROLL CALL VOTE:**

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

**Consent Agenda 04-06-2020**

**ACCOUNTS PAYABLE MANIFEST**

Checks 63968-63997 - \$18,175.92

**Transfers**

From Recreation Revolving to General Fund \$9,431.30

To General Fund From:

Human Services-Donations	\$1,930.18
Slusser Center Donations	\$ 338.06
Human Services-Energy	\$5,664.67

To General Fund From:

Slusser Center Rental-Deposits	\$ 100.00
Slusser Center Rental Expense	\$ 100.00
From Sewer Fund to General Fund	\$12,145.73
From Sewer Fund to General Fund	\$18,657.45
From CRF to General Fund as follows:	
Recreation Facilities	\$11,221.25
Ambulance Replacement	\$197,903.00

**BUILDING PERMITS**

Granite State Solar 661 Jewett Road Map 266 Lot 11 solar

**VETERAN'S CREDIT**

Gail Cornell & Thomas Harritt 21 Old Henniker Road  
Michael & Dorothy Martin 2241 Hopkinton Road

**SOLAR EXEMPTION**

Asa & Sarah Dustin 517 Dustin Rd Map 224 Lot 029-002

The Board reviewed the Select Board Meeting Minutes of Monday, March 30, 2020. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of Mon. March 30, 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 this week the list is shorter. He noted the Town Hall is still closed until at least May 4. He further noted that the Town Clerk's office is closed this week.

Mr. Cass stated staff is working from home and adapting well. We are having weekly staff meetings.

Mr. Cass noted that Hopkinton Helps is serving 10 families right now; we have 60 volunteers willing to help provide services as residents need them.

Mr. Cass noted that during the Staff Meeting, Karen Robertson noted that the Planning Board's Master Plan Questionnaire received 380 responses.

Mr. Cass stated that the Library will be doing story time via Zoom and that the American Red Cross will be holding a blood drive on April 14, 2020 in the Community Room of the Library.

Chair Dunlap inquired if signs had been put up at the playground and skate park. Mr. Cass replied yes. He also noted that signs were put up at all 10 trailheads reminding people to social distance from each other.

**Review of Emergency Order #23:** Mr. Cass reviewed the items in Governor Sununu's Emergency Order #23, signed April 1, 2020. Mr. Cass also noted Governor Sununu's Emergency Order #25, which allows Select Boards to abate interest and penalties on taxes.

Mrs. Wells inquired about the swearing in of officers. Mr. Cass noted that only two positions have changed, the Trustees of Trust Funds and the Moderator. He further noted that the new Moderator should be sworn in after Town Meeting.

Mr. Donohoe inquired if he would have to be sworn in again, as he was only sworn in to serve Jim O'Brien's term until Town Meeting. Mr. Cass replied yes.

Discussion regarding signatures for the Consent Agenda. Mr. Donohoe volunteered to sign. Mr. Traum made a motion, seconded by Mrs. Wells, to authorize Jeff Donohoe to sign for the Board.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Mr. Cass noted that all campgrounds must remain closed until May 4, 2020.

**APPOINTMENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**YTD Expense Review:** Mr. Cass clarified the following line items: Executive looks high due to payment of the website and NHMA dues; Select Board Expenses are high due to the Rail Trail Survey, Finance has paid for software for the year and all but one final bill from the audit, Assessing line is up as this is the time of year that pickups and abatements are being done, and the Fire Department has paid Dispatch for the year. He further noted the Welfare line is up due to heating requests and Building & Grounds has ordered all their summer supplies.

Mr. Traum inquired about the Welfare housing line. Mr. Cass noted that line is mostly for rental assistance. He further noted that Mrs. Bresaw has noted an increase at the Food Pantry and that donations continue to come in.

Mrs. Wells noted that she had an inquiry from Stoney Field Farms to see if they could help, and she directed them to Mrs. Bresaw.

Mr. Traum noted that Rotary was also looking to donate to the Food Pantry.

Mr. Traum inquired as to the salt and sand reserves. Mr. Cass noted we are in good shape.

**2020 Board Committee Assignments:** Discussion ensued, with regards to the Select Board Committee Assignments. The Select Board agreed to the following Committee Assignments:

Budget Committee: Ken Traum

Planning Board: Anna Wells

EDC: Steven Whitley

Open Space: Sabrina Dunlap

Recycling Committee: Jeff Donohoe

Sewer Committee: Steven Whitley

Road Committee: Steven Whitley

Mr. Traum made a motion, seconded by Mrs. Wells to approve the 2020 Board Committee Assignments.

**ROLL CALL VOTE:**

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

**Committee Appointments:**

Mr. Cass noted that the list is in the Board's packet. The highlighted areas indicate an opening on the committee. If there is an incumbent for that position, their name also appears. Mr. Whitley inquired if any incumbent wishes to continue to serve. Mr. Cass noted that Cleve Kapala, who was serving on the Conservation Commission, stated that he believed in term limits and therefore, has decided to step down. Mr. Cass also noted that Mr. Giles has not attended any recent meetings.

Mr. Cass inquired if the Board would like him to contact the incumbents first before asking anyone else. The Board agreed to this process.

Discussion ensued, with regards to why some committees have Select Board members on committees and others do not. Mr. Cass replied some Boards must be kept separate and others are statutory requirements.

Discussion ensued, with regards to a Select Board member being a chair of a committee. Mr. Cass replied this was done, only because no one else wanted to be the chair.

Mr. Cass noted he had a few applications and would bring them to the Board, at the next meeting.

Discussion ensued, with regards to the size of EDC (Economic Development Committee). Mr. Cass noted that members were added, when sub committees were needed.

**"Back from the Brink" Request:** Chair Dunlap received an e-mail from Lucy Karl with a request to review initiatives by towns and cities with regards to nuclear weapons, noting an

article appeared in the Concord Monitor. After discussion, Chair Dunlap noted that she had not read the complete article but offered to do the research and bring to the Board what she finds at the next meeting.

**PUBLIC FORUM:**

Jean Lightfoot stated that she went by the skate park and even though the signs were up, and yellow tape was around most of the park, one entrance only had a cone and there were kids in the skate park area. Mr. Cass stated the police department will be checking the skate park and he will inquire about taping it completely off.

Bonnie Christie noted that she had sent in an application to be on two committees. Mr. Cass noted that he has her applications and will bring them forward at the next meeting. Bonnie Christie also stated that she was grateful to live in this community and to have the space to walk on the trails and in neighborhoods.

**OTHER:** Mr. Traum inquired if Mr. Cass had heard from Granite Apollo and he replied no.

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

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

Mr. Donohoe 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). Ms. Wells seconded the motion.

**VOTE:** Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 6:26 p.m. The Board returned to public session at 6:37 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. Traum seconded the motion.

**VOTE:** Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

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

Mr. Donohoe 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). Ms. Wells seconded the motion.

**VOTE:** Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

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 6:45 p.m. These minutes were not sealed.

**ADJOURNMENT**

Mr. Whitley moved to adjourn the meeting, seconded by Mr. Traum.

**VOTE:** Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Chair declared the motion to have carried unanimously (5–0).

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant





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## Nonpublic Session Minutes Select Board

**Date:** April 6, 2020 – Session I

**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 Mr. Donohoe, seconded by Ms. Wells.

**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.*

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

**Entered nonpublic session** at 6:26 p.m.

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

The Town Administrator updated the Board on the status of the Town Clerk/Tax Collector's office. Currently it is closed this week. After discussion it was determined that Ms. Dunlap and Ms. Wells will discuss with the Town Clerk/Tax Collector the possibility of providing online Town Clerk services. Mr. Cass will update the Board if the status changes in the office during the week.

**Note:** Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

**Motion made to seal these minutes** made by Mr. Whitley, seconded by Mr. Traum to seal the minutes, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board

<b>Roll Call Vote to seal minutes:</b>	Sabrina Dunlap	Yes
	Ken Traum	Yes
	Steven Whitley	Yes
	Anna Wells	Yes
	Jeffrey Donohoe	Yes

**Motion: PASSED**

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

**Motion: PASSED**

**Public session reconvened** at 6:37 p.m.

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

NOTE: This minutes were unsealed at the April 13, 2020 Select Board Meeting.



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## Nonpublic Session Minutes Select Board

**Date:** April 6, 2020 – Session II

**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 Mr. Donohoe, seconded by Ms. Wells.

**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.*

<b>Roll Call vote</b> to enter nonpublic session:	Sabrina Dunlap	Yes
	Ken Traum	Yes
	Steven Whitley	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 reviewed the information submitted by Hopkinton Rescue Squad, Inc. and requested that the Fire Chief be scheduled to meet with the Board at a time that fit with his schedule given the current COVID-19 issues.

These minutes were not sealed,

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

**Motion: PASSED**

**Public session reconvened** at 6:45 p.m.

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