



# 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, August 17, 2020  
Approved August 31, 2020**

## **CALL TO ORDER**

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, August 17, 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:** Ann Grise, Barbara Shaw, Janet Krzyzaniak, Ruth Chevion, Jim Paxton, June Adinah, Joyce Bossie, Marion Paxton, Rick & Linda, Sara Pereschino, S Nadeau, Sue Strickford, Woetzel, Rob Nadeau, Nadine Ferrero, Jean Lightfoot, Carol Hooper, Kathleen Dustin, Byron Carr, Alyssa McKeon, Carol Harless, Amy, Catharine & Robert Matteo, Gary, Candy Garvin, Steve Lux, Jr., Ron Noyes, Jeff Sullivan, and Greg Sagris.

**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.

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 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 noted that he was informed by a resident that when the resident does something nice for the Police Department, they receive a hand-written note thanking the resident. Mr. Cass also noted the Police Department's help in coordinating the upcoming primary election and the PPE for the election.

Mr. Traum thanked the members of the School Board and all those involved in the voting for the School Budget held on Saturday, August 12, 2020. Chair Dunlap also thanked those involved.

**ADMINISTRATIVE**

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

Item	Date	Action	Comment
<b>PAYROLL MANIFEST</b>			
PPE 8/15/2020	8/17/2020	Approve	CH 33940-33947-\$4,245.61 DirDep- \$87,792.08 Total - \$92,037.69
<b>ACCOUNTS PAYABLE</b>			
CH# 64635-64640	8/10/2020	Approve	\$4,343.69
CH# 64641-64707	8/17/2020	Approve	\$794,814.95
<b>BUILDING PERMITS</b>			
202-017-000 44 Josylvia Way	8/17/2020	Approve	24X36 Accessory Garage
104-090-000 63 Woodwells Garrison	8/17/2020	Approve	Replace existing shed with larger
233-010-000 377 Old Holmes Road	8/17/2020	Approve	Construct 16X20 Detached Shed
105-021-000 117 Old Putney Hill Road	8/17/2020	Approve	Front land/Back deck/Raze garage
<b>TIMBER - YIELD TAX WARRANT</b>			
Map 220, Lots 15, 17, 22, 33, 34 Map	8/17/2020	Approve	\$548.37
<b>RIGHT TO BURY</b>			
Contocook Village F-273-1&2	8/17/2020	Approve	Blanco
Blackwater B-1-3&4	8/17/2020	Approve	Finnemore
Old Hopkinton FN-76-3&4	8/17/2020	Approve	Gagne
<b>PROPERTY TAX</b>			
245-045-000	8/17/2020	Approve	Elderly Exemption
<b>LAND USE CHANGE TAX</b>			
251-010-002- 47 Hawthorne Hill Road	8/17/2020	Approve	2.77 Acres
<b>OTHER</b>			
Municipal Work Zone Agreement	8/17/2020	Approve	41703 Concord-Hopkinton, I-89
PAF Change of Status - A. Reale	8/17/2020	Approve	From FT to PT/Call
Sewer Warrant	8/7/2020	Approve	\$64,038.60

**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 3, 2020. Mr. Traum made a motion and seconded by Mr. Donohoe to approve the Minutes of August 3, 2020.

**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 3, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Non-Public Meeting Minutes of Monday, August 3, 2020.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**APPOINTMENTS:**

**Sugar Hill Road Residents: RE: traffic**

Mr. Cass stated that the Board had received several e-mails from residents about the speed of traffic, as well as large trucks on Sugar Hill Road. Mr. Cass noted that patrols have been increased, there are seven (7) speed limit signs and the speed limit is 30 mph.

Nadine Ferrero, 312 Sugar Hill Road, stated she has been a resident for 22 years, and that speed has always been an issue, however, now there is more traffic, with more trucks speeding on the road. She noted that the road is windy and has blind curves. It is a residential neighborhood with adults, kids and pets using the road. She noted she has no solution for the issue; but is concerned that a fatal accident will occur.

Rick & Linda, 141 Sugar Hill Road, stated that they live on a farm that is on both sides of Sugar Hill Road. They noted that the road was resurfaced, and people tend to drive faster. They noted that on occasion there is livestock in the road, as well as walkers, runners, and kids. They stated there has been increased use at Drew Pond. They stated trucks are always going too fast, and some of those trucks are tandem logging trucks. They stated the increase in traffic came during the construction on Route 202 last summer. It was also noted that there were signs sayings no-through trucking, but they have been removed.

Ann Grise: She agreed with what has been stated, but also noted that wide load trucks are now using Sugar Hill Road and going down the middle of the road as the road is not striped. She would like the no-through trucking signs to be put back up at both ends of Sugar Hill Road.

Marion Paxton, 657 Sugar Hill Road suggested that the Board speak with the Weare Select Board as one end of Sugar Hill Road is in Weare. She also noted that Drew Pond had drawn in more people. She also suggested that GPS maybe showing Sugar Hill as a cut through road, inquiring if anything can be done about that.

Rob Nadeau, 559 Sugar Hill Road, stated there is lots of activity on the road with many speeding cars and trucks. He noted that lining the road would be helpful and encouraged wide striping which would make the road seem narrower and people may not go as fast. He also suggested a sign noting there is a recreational area near Drew Pond.

Barbara Shaw, 12 Drew Road, noted there was limited vision on the road, however, she noted that there has been an increase in police patrols at Drew Pond.

Kathleen Dustin stated that more enforcement with speeding fines may help slow truckers down.

Mr. Cass noted that the residents of College Hill Road worked with Henniker and had success with changing the GPS directions, thus diverting people from using College Hill Road as a cut through. Chair Dunlap inquired as to what happened to the signs and that it needs to be done at both ends. Mr. Cass agreed to contact the Town of Weare.

Ann Grise noted that she called the Highway Department last August and was told that the signs were taken down because of money coming from outside of the town.

Marion Paxton noted that the road to Drew Pond used to be dirt and that the Army Corp of Engineers can flood the area if needed, she also noted that it was subject to bars and gates.

Rick (& Linda) stated that trucks could be diverted at the intersection onto Stumpfield Road. Rick also stated that the bars and gates are still intact.

Chair Dunlap stated that roads were reassessed last year for speed limits, but noted that striping would help, and they will check into that.

Mr. Whitley stated that we need something that is traffic calming, like speed bumps. He stated that we should look at reducing the weight load limit on the road, reduce the speed to 25 and check with the Police Department with regards to enforcement issues.

Mr. Traum stated that he has biked on Sugar Hill Road and perhaps we need to close Sugar Hill Road to trucks and reroute them to Stumpfield Road. Mrs. Wells stated that there is a part of Stumpfield Road that is very narrow and has double guard rails and has no shoulder to the road.

Mr. Whitley stated there may already be weight limits on Stumpfield Road that would make it difficult to re-route trucks through there. Mrs. Wells noted there will be consequences for any changes that we make.

Chair Dunlap thanked all the residents of Sugar Hill Road for their input.

**Bryon Carr RE: Artist Association:**

Mr. Carr stated he is coming to the Board tonight as a representative of a group that is starting to form. This group would like to revitalize the community with creative minds. They are working on forming a non-profit art association, which would help with revitalizing the economy in the downtown and provide an outlet for local artists.

Alyssa McKeon, 519 Crowell Road, who is also involved with this newly forming group, stated that they sent out a survey which 53 people responded to. She noted the survey asked why they were interested in the group and 90 respondents said creating an arts association, 75% stated they would pay membership fees. She noted that the community sees the importance of the arts. She is asking the Select Board to allow them to rent the Bates Building, at the current rate that Ruth Chevion is paying, for one year to allow the group to gain financial stability and to schedule shows.

Kathleen Dustin, 469 Dustin Road, stated that as a professional artist, she must travel in order to sell her work. She noted that having a local space to show her artwork would be great. She noted that she has been impressed by the young artists in town. She also noted having the Bates Building as space for art will help with the economic vitality of Contoocook.

Mr. Whitley inquired if the group has any long-term plans, including the purchase of the building. Ms. McKeon stated they currently have a 90-day plan, divided into thirds, how they will run the organization, current & future projects, and sustainability.

Chair Dunlap noted that the first item under Old Business is Use of the Bates Building and the discussion would continue under that.

**OLD BUSINESS:**

**Use of Bates Building:**

Mr. Cass noted that he has received an e-mail from someone about leasing space in town. He noted the lease now with Ruth Chevion is on a month to month basis.

Chair Dunlap stated that she loves the concept of the group, noting it adds culture to Contoocook Village and there is value in staying with a tenant that we know. She stated she is in favor of the request.

Mr. Donohoe inquired if we should get market rate or not. He inquired if the current rent covers the costs to run the building. He also noted that there may be some significant capital expenditures in the future. He also questioned why this group.

Mrs. Wells agreed that it is a wonderful opportunity for the Town. She also stated her concerns about the amount of rent and the possibility of future repairs. She suggested leaving it at the current rate for a period of time and then bumping it up a little later.

Mr. Whitley stated the current rent is \$400.00 a month. He agrees that this is a good idea and it will help promote other businesses in town. He believes the rent needs to be higher to cover the taxes that the building would incur if not owned by the town. He noted that the building has a restriction on it—public use and it limits who we can lease it to. He also noted that we should go forward with subdividing the lot in case we ever sell the building.

Mr. Donohoe inquired if a private non-profit is a public purpose. Mr. Whitley replied maybe. Mr. Traum suggested keeping the rent at \$400 through to December, then raise it to \$700 putting \$300 into a Capital Reserve account for any expenditures. Mr. Donohoe inquired if we could create a fund for that. Mr. Whitley stated we would need Town Meeting Approval to create a capital reserve fund.

Mrs. Wells inquired how much it would cost to subdivide the property. Discussion ensued with regards to costs, acreage, and the deed restriction.

Janet Krzyzaniak said she would hope that the Board would not decide this tonight. She inquired about putting the Town Clerk/Tax Collector office back there. She noted that some people do not want the building sold and the town should do a survey to see what those people would like.

Chair Dunlap stated that she thinks the Select Board made a compelling case to sell the Bates Building from an economic standpoint, and it was voted down. While the Board needs to be responsible and do the best it can in terms of getting as much money as possible, money seems like it was not a priority of voters based on the vote.

Alyssa McKeon stated she is very interested in continuing to lease the building and would like to be able to plan a Holiday Show. She noted it is hard to plan a schedule of shows, if they are not sure they can continue to rent the space.

Mr. Traum stated that the Board agrees that the Town Clerk/Tax Collector's Office is staying at the Town Hall and not returning to Bates. Mr. Whitley stated it is not a good idea to put them back at Bates. Discussion ensued, with regards to the deed restriction.

Ruth Chevion stated that she is part of this group and she stated the transition should be seamless. She noted that they must plan shows six (6) months in advance. She also noted that they want to support the town financially with rent but need time to apply for grants and nonprofit status.

Candy Garvin, 515 Bound Tree Road, noted that 60% voted not to sell the Bates building, and 40% voted to sell. She stated that the Board needs to research what you want for that building.

Chair Dunlap noted that there are constraints in leasing the building long term. She also reiterated that the Board is not considering moving the Town Clerk/Tax Collector back to the Bates Building. Discussion ensued, with regards to deciding the rent amount and the length of time and to resolving the deed restrictions. Chair Dunlap will contact Tom Donovan for further clarification.

Mr. Donohoe made a motion to extend the current lease agreement to the end of the year. It was seconded by Mr. Whitley.

**ROLL CALL VOTE:**

Dunlap	Yes
Traum	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

**MOTION PASSED (5-0)**

**NEW BUSINESS:**

**Election Mailer:** Sara Pereschino, Town Moderator, is in to ask for permission to expend money on a mailer to be sent out to the residents with information about voting this year, education about absentee voting, important election dates and important policy and procedures. She noted that she has been meeting with Carol Harless, Town Clerk/Tax Collector, Jean Lightfoot, Supervisor of the Checklist and Neal Cass, Town Administrator with regards to precautions to take during the elections to keep everyone safe. She noted the following measures that they have gone over: everyone must wear masks, plexiglass dividers, nothing with any political affiliation, one way traffic-enter in the back of the school and exit out the front, social distancing and no inside congregating. Discussion ensued, with regards to mailing in ballots, dates, and times they are due, and clarifying some items on the mailer. Mr. Cass noted that any expenditures would be covered by the grant.

Mr. Whitley made the following motion, which was seconded by Mr. Donohoe:

That the Select Board under NH RSA 21-P:43 accept up to \$17,475.19 in Cares Act Fund for the Election from the State of New Hampshire and authorize said funds to be expended as designated by the Cares Act grant, subject to its terms.

Further, that the Select Board authorize Town Administrator Neal Cass to sign all documents related to this grant on behalf of the Town of Hopkinton.

**ROLL CALL VOTE:**

Dunlap	Yes
Traum	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

**MOTION PASSED (5-0)**

**George Park Update:**

Mr. Cass noted that the Board has the new survey in their packet and there is room for the softball field. Discussion ensued, with regards to the Men's Softball previous proposal about lights.

**Road Bond/Financing:**

Mr. Cass noted that there are changes to be made and he will have those for next week.

**YTD Financials:**

Mr. Cass stated that things look good, noting revenues for interest and penalties is low, because the lien was late, motor vehicle looks good, we have received the State Forest reimbursement and bank interest is good. On the expense side he noted Emergency Management will be reimbursed by the grant and the Cemetery Trustees will be reimbursed by the Trust Funds. Mr. Traum inquired about the PILOT for St. Methodios. Mr. Cass stated it is late this year. Mr. Traum inquired as to the Primex rebate. Mr. Cass stated that it was built into the budget. Mr. Traum inquired if the capital costs of the sewer has been passed on to the users. Mr. Cass replied no; but he will work on setting up a meeting.

**Sale of Town Property:**

Mr. Cass noted that Mrs. Wells requested this be on the agenda. He noted that the Beech Hill School is interested in Map 259 Lot 24, which is a triangle piece near the School. He also noted that it would require a Town Meeting vote to sell it. Mr. Cass further noted that we can auction off tax deeded properties after the deeding process is done or we can send them out for bid separately. Discussion ensued with regards to cost. Mr. Cass noted that the cost is paid for out of the proceeds of the sale.

**Town Treasurer Resignation:**

Mr. Cass stated that Town Treasurer Kevin Davis will be resigning at the end of August. Mr. Cass also noted that this is an elected position and as Mr. Davis' term ends in 2023, the Board can appoint someone to fill the position.

**Mask Ordinance:**

Chair Dunlap stated that she has heard from several people asking if the Town is going to require that masks be worn. Mr. Traum stated that he is in favor of mask wearing however is concerned about enforcement. He noted that Concord has a mask ordinance on its agenda for this week. It was also noted that Henniker voted a mask order down. Mr. Donohoe stated he has heard from several people who are against a mask ordinance and Mr. Donohoe feels we are over-reaching. Mr. Whitley stated that if we are going forward with a mask ordinance, we need to check with Town Counsel. He also



noted that there is an expectation for a second surge in the fall/winter and it would be wise to have something in place. He noted that he has questions about enforcement. Mrs. Wells stated she agrees with Mr. Whitley that we need to be proactive. Chair Dunlap noted that New Hampshire does not have a mask mandate as colleges are opening up and we are located next to a college town. Mr. Cass will check with Town Counsel and it would be at least one (1) month before a public hearing could be scheduled.

**Conservation Commission Donation:**

Mr. Cass noted that Marie Burns has donated \$1,000 to the Conservation Commission and the Board needs to accept those funds.

Mr. Traum made a motion to accept the \$1,000 donation for the Conservation Commission. Mr. Whitley seconded the motion.

**ROLL CALL VOTE:**

Dunlap	Yes
Traum	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

**MOTION PASSED (5-0)**

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that the new fire truck will be delivered next week. He would like the Board to vote on approval of the invoice. Mr. Donohoe questioned the amount of the invoice noting it was below the amount they had previously approved. Mr. Cass stated that was because it is just for the truck; not all the equipment needed.

Mr. Whitley made a motion, seconded by Mr. Traum to approve the invoice for the purchase of the fire truck.

**ROLL CALL VOTE:**

Dunlap	Yes
Traum	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

**MOTION PASSED (5-0)**

Mrs. Wells inquired about the progress of the land swap with the State. Mr. Cass noted that Tim Britain is in touch with the State. Mr. Cass will contact him.

**PUBLIC FORUM:**

Catharine Matteo, 108 Park Ave, stated that she is in favor of masks, but believes that an ordinance would be unenforceable and that the Board is over-reaching.

**OTHER:**

**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. Donohoe 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 8:27 p.m. The Board returned to public session at 8:37 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.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:37 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant