



Town of Hopkinton

Office of Select Board

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

**SELECT BOARD
PUBLIC MEETING MINUTES
Monday, September 14, 2020
Draft**

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:32 p.m. on Monday, September 14, 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: Alyssa McKeon, Ruth Chevion, Lynn Clark, Gabriel R, Joyce Bossie, Jean Lightfoot, Brian, Greg Sargris 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 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.

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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 thanked everyone involved in running the election on Tuesday, September 8, 2020. He noted enormous the amount of preparation that went into making everything run smoothly.

Mr. Cass also wanted to thank Weaver Brothers who have done the culvert work for us. He noted that they have kept road closures down to a minimum and they are always willing to work within our schedule.

Chair Dunlap thanked Mr. Cass, Carol Harless and Sara Persechino for all the work they did prior and during to the elections. She also thanked Jean Lightfoot and all the volunteers who participated in the elections.

Chair Dunlap also noted that today, September 14, 2020, was the first day of school. She thanked the School Board and Administration, and the teachers and staff at the school, for all their hard work. The sentiment was echoed by Mr. Traum and Mrs. Wells.

ADMINISTRATIVE

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

**Town of Hopkinton - Select Board
Consent Agenda
September 14, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
PAYROLL MANIFEST	-	-	-
ACCOUNTS PAYABLE			
BUILDING PERMITS			
264-020-000 212 Hedgerose Lane	9/14/2020	Approve	Renovate Master Bathroom
239-052-001 155 Putney Hill Road			Reconstruct Existing Dormer
223-032-000 67 Meadows Drive			Construct 8X12 Detached Shed
256-025-000 174 Brockway Road			Construct 24x40 Detached Shed
INTENT TO CUT			
RIGHT TO BURY			
PROPERTY TAX CREDIT/EXEMPTIONS			
LAND USE CHANGE TAX			
PAFs			
Hire as PT Employee - Firefighter/EMT	9/14/2020	Approve	Thomas J. Modini
Resignation - FT Police Officer	9/14/2020	Approve	Joshua Gallant
OTHER			
Delegation of Deposit Authority	9/3/2020	Approve	To TC/TC staff

ROLL CALL VOTE:

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

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Jeffrey Donohoe Yes

MOTION PASSED 5-0.

The Board reviewed the Select Board Meeting Minutes of Monday, August 31, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Minutes of August 31, 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 31, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Non Public Meeting Minutes of Monday, August 31, 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 Select Board Meeting Minutes of Thursday, September 3, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Minutes of September 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:

Alyssa McKeon and Ruth Chevion, RE: Bates Building: Ms. McKeon stated that there will be an art exhibit starting tomorrow featuring parents and children's art. Ms. McKeon and Ms. Chevion were in to learn more about the process, so they can plan for some art shows. Chair Dunlap noted that during the last conversation, the Board agreed to continue the status quo with regards to the terms and rent until March. She noted that the Board would present an article for a long term lease option for the Bates Building. It was noted that the Department of Justice, Charitable Trusts, having an art association in the building is in line with the intention of the gift. Mr. Whitley stated that the long term lease would also allow the Board to look at other options. Ms. McKeon stated that the art association would campaign for the warrant article but is concerned that they would not be able to pay the market

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rate immediately. Chair Dunlap stated that she has not been through the process of requesting a long term lease at town meeting and noted that the arrangement with Ruth Chevion has been a good one; but she needs to do more research into the process. Ms. McKeon noted that she hoped that the art association would be a gathering place for town residents, noting they are not out to make money, but to present the talents of all artists, young and old. She noted that people are still coming into the building to see what is new. Mr. Donohoe inquired if there have been any inquiries from other parties interested in the building. Mr. Cass replied no, we just received the one that he passed on to the Board. Mr. Whitley noted that the entire process will be done via Zoom meeting and will be transparent. Mr. Cass noted that the town has only one other property that it leases, and that is the Horseshoe Tavern, and that it was advertised for quite some time and the negotiations to rent were based on that. He also stated there was not a long term lease, however, the Board did receive authority to enter into one. Ms. McKeon stated that they care about the building and would be committed to partnering with the Town in the care of the building.

Lynn Clark, Cemetery Trustees: Ms. Clark requested that the Board sign a resolution, which would allow the Select Board to designate, appoint and authorize the Cemetery Sexton and/or a Cemetery Trustee to provide an applicant for a burial site a “Receipt for Right to Bury and Temporary Authorization for Burial” and a Receipt for a Right to Bury...” Discussion ensued, with regards as to why the Board signs. Mr. Cass noted that it was because town property was being sold. Further discussion ensued regarding possible statutes. Mr. Cass will contact NHMA and pull some statutes regarding Right to Bury. Chair Dunlap stated she is okay with the concept, as long as it does not violate any statutes. Mr. Cass will do some research and get back to the Board at the next meeting. Ms. Clark thanked the Board for their time.

OLD BUSINESS:

Election Follow Up: Mr. Cass stated that we spoke about the Election at the beginning of the meeting. He noted that he will continue to meet with Sara Persechino, Town Moderator, Jean Lightfoot, Supervisor of the Checklist and Carol Harless, Town Clerk/Tax Collector, in preparation for the next election on Tuesday, November 3, 2020. Discussion ensued, with regards to counting absentee ballots, which was very time consuming. Mr. Cass noted that several options have been discussed and perhaps more people should be delegated to do that. Mr. Traum stated that he thinks more signage would be helpful, letting people know where to drop off ballots, and where to vote if, you cannot wear a mask. Discussion ensued, with regards to a pilot program that the stated is trying out to checking in absentee ballots. Jean Lightfoot stated that the clerks are given iPads with the polling books on them. It would be faster that way, noting that we cannot use 2 paper polling books as mistakes could easily be made. Mrs. Wells inquired if that would be difficult to do in an eight (8) week process. Ms. Lightfoot stated it would be very difficult to do it for the November elections. She noted they will continue to brainstorm this issue.

Mask Resolution: Chair Dunlap noted that she looked at the New London Resolution, but is struggling with the language that it uses. If we are to do a resolution it must have clearer language. Mr. Whitley agreed stating the New London resolution had no teeth and we need to use language like “encourages and recommends.” Discussion ensued, with regards to language and if it would affect companies like HMC and McLane, and how to keep the resolution simple and clear. Comments and edits were made to the resolution.

Mr. Whitley made a motion, seconded by Mrs. Wells to adopt the Resolution as amended.

ROLL CALL VOTE:

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Dunlap Yes
Traum Yes
Whitley Yes
Wells Yes
Donohoe Yes

MOTION PASSED (5-0)

NEW BUSINESS:

YTD Financials: Mr. Cass noted there is not a lot to report. He noted that St. Methodios is behind on their payments; motor vehicles is good, and we have received the COVID grant for 1st responders. He noted that we are still waiting for \$49,000.00. Mr. Cass also noted that he submitted paperwork for another COVID grant today. Mr. Donohoe stated that the revenues look to be far behind. Mr. Cass and Mr. Traum both noted that payments from the State, flood control money, rooms and meals tax always come late in December. Mr. Cass stated he would do a year to year comparison for the next meeting. Mr. Traum noted that the Budget Committee met was last week, and their next meeting will focus on Capital Improvement Program.

2021 Budget Schedule: Mr. Cass presented the Budget schedule to the Board, noting it is the same schedule that they have used for the last few years.

NHRS Rate Update: Mr. Cass noted that the rates for employees, police and fire will be increasing as below:

	07/01/2019 – 06/30/2021	Increase	07/01/2021 – 06/30/2023
GR I Employees	11.17%	2.89%	14.06%
GR II Police	28.43%	5.45%	33.88%
GR II Fire	30.09%	2.90%	32.99%

Mr. Cass noted that the rates are set by NHRS for two years.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that he received an e-mail from the NH Municipal Bond Bank and there will be significant savings should we choose to refinance.

Mr. Cass noted that the Treasurer’s term is from 2020 to 2023.

Mr. Cass noted that St. Andrews will not be using Kimball Cabins.

OTHER:

Mr. Traum stated that he noticed the Rescue Squad vehicle is now gone. He inquired if the building would be returned to the Town. Mr. Cass stated he has had no communication with them. Mr. Cass noted that he will bring it up at the next Department Head meeting.

Mr. Whitley inquired if there was anything new on the land swap with the State. Mr. Cass stated that he would contact them this week.

PUBLIC FORUM:

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Jean Lightfoot inquired as to when we were going to open the Slusser Center. She noted that other senior centers had opened by using tents. It was noted that Senior Lunch continues, as a drive through for pick up. She noted that White Birch in Henniker has been open.

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. Whitley 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 7:15 p.m. The Board returned to public session at 7:28 p.m.

These minutes were not sealed.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:28 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant