



# 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 16, 2020  
Draft**

## **CALL TO ORDER**

Chairman O'Brien called this regular meeting of the Select Board to order at 5:31 p.m. on Monday, March 16, 2020, in the Dunlap Room at the Town Hall. Chairman O'Brien introduced the members of the Board. Janet Krzyzaniak led the Pledge of Allegiance.

**Members Present:** Jim O'Brien, Ken Traum, and Steven Whitley present at the Town Hall, along with Sabrina Dunlap and Anna Wells through video conference.

**Staff Present:** Neal Cass, Town Administrator, and Robin Buchanan, Administrative Assessing Assistant, Carol Harless, Town Clerk/Tax Collector, Deborah Norris, Deputy Town Clerk/Tax Collector

**Public Present:** Norm Goupil, Jeff Donohoe, Jake Schoch, Janet Krzyzaniak, David Price, Stacey Price, Rob Knight and Ron Klemarczyk

**POINTS OF PRIDE:** Mr. Cass acknowledged all staff for all the precautions that they are currently taking due to the coronavirus threat. Mr. Traum also thanked the town employees for stepping up and doing what they can during these times. Mr. Traum also thanked Carol Harless and the ballot clerks for the handling of the elections on March 10, 2020. Mrs. Wells wanted to thank all of the community members for taking this virus seriously. She also wanted to thank all the teachers and school staff who are scrambling to get on-line lessons together for the students since all schools have been closed.

## **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.

<b>ACCOUNTS PAYABLE MANIFEST</b>	\$58,556.56
	\$3,903.75
	\$43,433.00
<b>PAYROLL MANIFEST</b>	\$73,294.78

**BUILDING PERMITS**

Jason Holmes 252 Main St Apt 1 renovation 106-031-000  
James Bronin 46 Kearsarge Ave Addition, renovations 101-049-000  
David Smith 173 Pleasant Pond Rd Shed 204-020-000  
Crossroads Contracting 19 Hardy Ln Addition, renovations 221-115-000  
First Congregational Church 1548 Hopkinton Rd temp sign 105-038-000  
George Sharpe 1344 Hopkinton Rd addition 251-038-000  
Erin Tullar 860 Sugar Hill Rd Home Business 232-011-000  
Cherry Hill Homes, Elizabeth Ln, residence, garage deck 257-042-002

**Personnel Action Form**

Fire Department new hire part time

**Veteran's Credit**

Dale Warner 583 Kearsarge Ave  
Ryan Lampo 323 Gage Hill Rd  
Daniel Barrett 1154 Penacook Rd

**INTENT TO CUT**

Talls Pines Map 220 Lots 15, 16, 17,33, 34,  
Webster Woods Map 220 Lot 32  
Chuck & Joyce Rose Map 206 Lot 13  
Joyce Rose Map 243 Lot 23  
Rose View Properties Map 221 Lot 77

**ABATEMENT**

McEvoy Andrew & Valerie Map 102 Lot 25	\$3,157.02
Breault Michael Map 208-003-D18	\$406.73

The Board reviewed the Select Board Meeting Minutes of Monday, March 2, 2020. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of Monday, March 2, 2020.

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

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, March 2, 2020, Session I. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Non Public Meeting Minutes of Monday, March 2, 2020, Session I.

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

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, March 2, 2020, Session II. Mr. Traum made a motion, seconded by Mrs. Whitley, to approve the Non Public Meeting Minutes of Monday, March 2, 2020, Session II.

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

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, March 2, 2020, Session III. Mrs. Wells made a motion, seconded by Mr. Whitley to approve the Non Public Meeting Minutes of Monday, March 2, 2020, Session III.

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

### **APPOINTMENTS:**

**David Price - tax abatement request:** Mr. Price asked the Board to reconsider their decision with regards to his request for a tax abatement on property located at 318 Fire Pond Road. Mr. Price stated it has been sitting for three (3) years. He would like to give it to a friend, who will rehab it. He further stated that he will not be making a profit on it. He stated he would like to start getting park rent on it again and the Town would get the property tax for it again. He also noted that the bank only charged him \$2,000.00 to purchase the property. Mr. Price stated that he is not going to collect the back park rent which is approximately \$15,500. He noted that if he has to tear it down, the lot may sit empty, noting that currently the building can be saved.

Chairman O'Brien noted that the taxes due are approximately \$8,500. Mrs. Price inquired why the value of the property went up. Chairman O'Brien stated that we recently had a State required reassessment of all property based on sales in the area. He further noted that this is done every five (5) years by State Statute. Mrs. Price inquired about an amount in the feature value. Mr. Cass explained the value of the property and building has to be fair market value and that is put in the features section of the property card.

Mr. Price noted that the person he wants to give the mobile home to is experienced in mobile homes. He knows how to repair them.

Mr. Whitley stated that he is not hearing grounds for an abatement, however, he does understand the business proposition that Mr. Price is trying to achieve. Mr. Traum, Mrs. Dunlap and Mrs. Wells agreed with Mr. Whitley.

Mr. Price requested that the Board split the difference with him and abate half the amount that is due to the Town. A short discussion ensued, with board members agreeing that Mr. Price is trying to help someone and do the right thing.

Mr. Traum made a motion to abate \$4,250 for the property tax bill for 318 Fire Pond Road, with the understanding that Mr. Price will pay \$4,250.00 towards the property tax bill and the new tenant will be performing the work on the property. Mr. Whitley seconded the motion.

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

**PUBLIC HEARING ON THE CONSERVATION COMMISSION LAND PURCHASE:**

Chairman O'Brien read the notice with regards to the Public Hearing as follows:

The Conservation Commission and Select Board will hold a Public Hearing on Monday, March 16, 2020 at 6:00 pm at the Hopkinton Town Hall, 330 Main Street, Hopkinton, NH to receive public comments as required by NH RSA 36-A:5 concerning the Conservation Commission using funds from the Conservation Fund to purchase property adjacent to Kimball Lake shown on the tax map as Map/Lot 584-008-001 on Main Street, Hopkinton. The expenditure of these funds for property requires Select Board approval.

Rob Knight stated that it is a small piece of property located adjacent to the Kimball Lake property consisting of 10.03 acres. This piece of property is wedged in between the Kimball Lake Property and the New Cemetery. Mr. Knight noted that there are wetlands on the property. He stated that the property is on the market for \$125,000, the appraisal came in at \$104,000 and we offered \$80,000 and the sellers accepted the offer. Mr. Knight stated, we, the Conservation Commission need the Board's authorization for the sale and accept a gift in the amount of \$50,000 that is to go towards the purchase of the property. Mr. Traum inquired what the balance of the Conservation Fund would be after the purchase. Mr. Knight replied between \$10,000 and \$12,000. Mr. Traum inquired if there would be a timber cut on the property. Mr. Knight replied no, there is no intention to cut the property.

At this time, Chairman O'Brien asked if there were any comments or questions from the public. Jake Schoch inquired what the taxes have been on the property. Mr. Cass replied that the property is under current use, so the bill is under \$50.00 annually

There being no further comments, Chairman O'Brien closed the comment section of the hearing. Mr. Traum made a motion to accept the gift of \$50,000 to apply to the purchase of property located on Main Street, Hopkinton being Map/Lot 251-008-001. Mrs. Wells seconded the motion.

**VOTE:** O'Brien, Traum, Dunlap, and Wells voting in favor of the motion; no votes against; MOTION PASSED 4-0. (Mr. Whitley had stepped out for a phone call and was not present for this vote.)

Chairman O'Brien thanked the donor, who wishes to remain anonymous.

Mr. Traum made a motion to approve the Conservation Commission request to expend \$80,000 to acquire property located on Main Street, Hopkinton, being Map/Lot 251-008-001, with \$50,000 coming from an anonymous donor and \$30,000 to come from the Conservation Commission Fund. Mrs. Wells seconded the motion.

**VOTE:** O'Brien, Traum, Dunlap, and Wells voting in favor of the motion; no votes against; MOTION PASSED 4-0. (Mr. Whitley had stepped out for a phone call and was not present for this vote.)

Chairman O'Brien stated that he wished to submit his resignation from the Board. He noted that he chose not to run again and under state statute his term ends at the end of Town Meeting. He was ready to be done on March 21, 2020, however, Town Meeting has been postponed due to the coronavirus and will not be held until May 16, 2020. Therefore, he will resign as of March 21, 2020 and ask that the Board appoint Jeff Donohoe to fill out the remainder of his term. Chairman O'Brien further stated that he would still like to be part of the Town Meeting in May, as he worked on the budget and was assigned articles to speak to.

Mr. Traum thanked Chairman O'Brien for his years of service on the Board.

Mr. Traum made a motion to accept Mr. O'Brien's resignation, effective March 21, 2020. Mr. Whitley seconded the motion.

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

**Bruce Ellsworth, Town Meeting:** Mr. Ellsworth stated that due to the coronavirus, he intends to reschedule the Town Meeting from Saturday, March 21, 2020 until May 16, 2020. Mr. Ellsworth had spoken to all the appropriate people and the school gym is available that day.

Chairman O'Brien agreed with Mr. Ellsworth, stated it is a smart thing to do and it is reasonable. Mrs. Wells, Ms. Dunlap and Mr. Whitley all agreed that moving the Town Meeting until May 16, 2020 is the right thing to do.

#### **OLD BUSINESS:**

**Coronavirus Update:** Mr. Cass stated that the Slusser Center is closed, there will be no use of the building except for the Food Pantry. Dial-A-Ride has decided to shut down and all recreation programs have been canceled.

Mr. Cass further noted that "Hopkinton Helps" has been established, it is an effort between Marilyn Bresaw, Human Services Director and Paula Simpkins, Recreation Director to assist residents during this time. A mailing went out in the mail on Monday and residents should start receiving them on Wednesday. The school will be providing lunches, bus drivers will be delivering those lunches, so that those students and families that rely on free or reduced lunch will continue to receive those services.

Mr. Cass stated the Food Pantry will be open on Wednesday, March 18, 2020 and will supply families with extra food to get them through to April 1, 2020. The Food Pantry will be closed on March 25, 2020.

Mr. Cass also noted that the Library Trustees were also meeting tonight, and he is waiting to hear from them, but believes that they will be closing the Library.

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Mr. Cass stated the letter for motor vehicle renewals has gone out and they can be done by mail. Tax payments will be accepted online.

Mr. Cass recommended the following:

- That the Town Hall close to the public effective Wednesday, March 17, 2020. He stated that new registrations can be done by appointment only.
- That the staff continue to work, however, if hours are cut, staff will be paid for hours missed.
- That the Board authorize the merit wages go through as planned effective April 1, 2020, before Town Meeting and other items are adjusted if the budget is lowered.

The Board approved all recommendations, but requested the Town Hall be closed to the public effective Tuesday, March 16, 2020.

Mr. Cass stated the Transfer Station will be open their usual hours.

Mr. Cass stated that the AG's office sent out guidance for RSA 91A; all Select Board meetings will be on zoom and streaming through our website; and all other meetings have been suspended.

The Select Board will meet again on Monday, March 23, 2020.

Deb Norris thanked the Board for bringing these plans forward for the safety of the staff and the residents of the town.

**PUBLIC FORUM:**

Jake Schoch handed the Board a packet of information. The Board thanked him.

**APPOINTMENT OF JEFF DONOHOE TO FILL JIM O'BRIEN'S SEAT**

Mr. Traum made a motion to appoint Jeff Donohoe to fill the remainder of Jim O'Brien's term on the Select Board effective March 21, 2020. Mr. Whitley seconded the motion.

**VOTE:** Traum, Dunlap, Whitley and Wells voting in favor of the motion; no votes against; MOTION PASSED 4-0.

Mr. Traum inquired if Mr. Cass had had an opportunity to check on refinancing options. Mr. Cass replied no, not yet.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:03 p.m.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant