



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, April 20, 2020

Draft

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:33 p.m. on Mon., April 20, 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 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.

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

Select Board Meeting April 20, 2020

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 that Marilyn Bresaw, Human Services Director, has noted an increase in clients at the Food Pantry and requests for assistance applications have increased. He noted that Mrs. Bresaw is in the office every other day, trying to stay ahead of clients' needs during this time. Mr. Cass also noted there has been some difficulty in obtaining some food items, however, he noted that a phone call goes out and volunteers are there ready to respond to the needs of the residents.

Mr. Traum wanted to acknowledge and thank Becky Whitley and Bonnie Christie for organizing a clean-up day scheduled for Wednesday, April 22, 2020. It was noted that bags and gloves can be picked up at Town Hall or at the bandstand.

The Board also wanted to acknowledge Dimitri's Pizza for its continued support.

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

Select Board Meeting April 20, 2020

Anna Wells Yes

Jeffrey Donohoe Yes

MOTION PASSED 5-0.

Mr. Whitley made a motion to authorize Jeff Donohoe to sign all paperwork for the Board relative to the April 20, 2020 Select Board Meeting. Chair Dunlap 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.

Town of Hopkinton - Select Board

Consent Agenda

April 20, 2020

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
ACCOUNTS PAYABLE			
Account Payable Checks 64032-64064	4/20/2020	Approve	\$72,201.62
TIMBER TAX			
Yield Tax Warrant - 2241 Hopkinton Road	4/20/2020	Approve	\$2,266.95
PROPERTY TAX EXEMPTION			
Solar Energy Exemption	4/20/2020	Approve	212-005-004-60 White Tail Run
APPOINTMENT TO OFFICE			
John Chandler - Road Committee	4/20/2020	Approve	Reappointment - 3 year term
BUILDING PERMITS			
245-022-000 141 Pamela Drive	4/20/2020	Approve	Replace Manufactured Home
245-008-000 745 Penacook Road			Replace side and steps/deck
265-012-003 1000 Upper Straw Road			Install inground pool
223-040-000 50 Sunset Drive			Replace Manufactured Home
225-070-000 357 Amesbury Road			Install above ground pool
237-024-000 Irish Hill Road			New two-story residence

The Board reviewed the Select Board Meeting Minutes of Monday, April 13, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Monday April 13, 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 Monday, April 13, 2020, Session I. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of Monday April 13, 2020, Session I. Mr. Traum noted these minutes were not sealed.

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 Monday, April 13, 2020, Session II. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non-Public Meeting Minutes of Monday April 13, 2020, Session II. Mr. Traum noted that these minutes were not sealed.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

COVID-19 RESPONSE UPDATE:

Mr. Cass informed the Board that the Town has received stimulus funds in the amount of \$10,804.10, because we are a medicaid provider.

Mr. Cass noted that he completed a survey for NHMA, related to costs and loss of revenue due to COVID-19.

Mr. Cass informed the Board about a Town Hall for Municipalities which was held by Senator Shaheen. It was noted that only cities with populations of 500,000 or more were to receive funds, which eliminates every town and city in the state of NH.

Mr. Cass noted that he continues to follow the daily calls for updates and legal issues. He noted that both calls have become shorter in length and the legal calls are now held only on Tuesdays.

Select Board Meeting April 20, 2020

Mr. Cass updated the Board on the Staff Meeting, which was held today, Monday, April 20, 2020 via zoom. He noted Staff is doing well, and that many continue to work from home, coming in only on an as needed basis.

Mr. Cass noted he received an e-mail regarding people congregating at the Transfer Station. He informed the Board that there are several signs posted, reminding people to social distance.

Mr. Cass informed the Board that the Planning Board met via Zoom last week and Karen Robertson stated the meeting went well and the ZBA will be meeting via Zoom this week.

Mr. Cass noted that although building inspections are not being done, contractors continue to follow the protocol in place and are sending in photographs of work completed.

Mr. Cass noted that the Town Clerk/Tax Collector's Office is operating with one person coming in each day to handle the workload. The office remains to be closed to the public.

Mr. Cass stated that the Recreation Summer Programs are "in a wait and see pattern." He further noted that he anticipates an announcement sometime within the week from the Governor regarding summer camps, and whether there will be a continuation of the stay at home order.

Mr. Cass also noted an e-mail from Jean Lightfoot with regards to funds from the Federal Government for elections. Mr. Traum noted that money available to the State requires a match of \$600,000; however, the State has not made any effort to proceed. Mr. Traum inquired if NHMA could get involved in this. Mr. Cass stated he will look into it for them more this week.

Mr. Traum inquired about the figures that Mr. Cass sent to NHMA, regarding their survey. Mr. Cass noted that there were a lot of unknowns in this survey, but he would provide Mr. Traum those figures.

Mr. Traum inquired if there are enough funds to cover the needs of the residents requesting assistance. Mr. Cass noted that we have funds and the trust, however, donations continue to be received. Mr. Traum noted the generosity of the town residents.

Chair Dunlap inquired if Mr. Cass had received any more e-mails, regarding people congregating on town property. Mr. Cass replied no, the only issue was from an abutter to one of the trails, noting that people walking their dogs off leash were allowing them to go onto private property.

Chair Dunlap stated she received an e-mail inquiring about using the tennis courts, which are currently locked. Discussion ensued, noting it seems like picking and choosing which places we are going to open. It was noted that tennis is a sport where social distancing is part of the game. Mrs. Wells noted that the fields are not locked up and it is only the infrastructure at the tennis courts that allows us to lock it. The Board decided to stay the course with the State's guidelines; but will do some research to see if other towns have opened up their tennis courts to the public.

Mrs. Wells inquired about Town Meeting. Mr. Cass stated he anticipates more information and guidance from the Governor this week. Discussion ensued, with regards to how the Town of Bow is handling its Town Meeting, noting that they have been working closing with the Attorney Generals' Office.

APPOINTMENTS: There were no appointments.

OLD BUSINESS:

Update on Committee Appointments: Mr. Cass informed the Board that the open committee positions have been posted on the website and applications have started to come in. He further stated he would bring those applications forward to them at the next Select Board meeting.

NEW BUSINESS:

Mr. Traum inquired if there has been any update from Granite Apollo. Mr. Cass replied no.

Mr. Traum inquired if Mr. Cass had heard anything further with regards to the Community Gardens. Mr. Cass stated he has not heard anything back from his initial inquiry, but he will contact them again.

Mr. Traum inquired if Mr. Cass had had the opportunity to look into refinancing. Mr. Cass replied no, he has not.

Mr. Traum inquired about hiring summer camp staff and the possibility of not having camp. Mr. Cass replied we are not committed to paying summer staff; if we do not have Summer Camp this season.

Mrs. Wells inquired as to the progress with the Rescue Squad, regarding information that was provided to the Town. Mr. Cass noted that Fire Chief Jeff Yale will be at the next meeting for discussion.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that Kevin Davis, Town Treasurer has recommended that we use purchase cards instead of credit cards, which pay cash back on purchases.

Mr. Cass noted that drainage work has begun at the High School.

Mr. Cass noted that the Cameron land purchase closed today.

Mr. Cass noted that Clean Up Day is Wednesday, April 22, 2020. He thanked Becky Whitley and Bonnie Christie for organizing it. Gloves and bags will be available for pick up at the bandstand in Contoocook and also at the Town Hall.

PUBLIC FORUM:

Jean Lightfoot, Supervisor of the Checklist thanked the Select Board for all that they are doing and for considering the issue she brought up with regards to money for elections. She noted that the match should be made by the State, in order to ensure that elections are held fairly. She appreciates the Board's support in this matter.

OTHER:

Mr. Traum inquired if other towns were thinking of reviewing their budgets looking to reduce them. Mr. Cass stated he has no sense of that and that most of the other towns' concerns are on the process.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (a) Personnel

Mr. Donohoe moved to go into a non-public session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a), Mr. Whitley seconded the motion.

Select Board Meeting April 20, 2020

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 6:07 p.m. The Board returned to public session at 6:21 p.m.

Vote to seal nonpublic minutes:

Mr. Traum 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. Whitley 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).

ADJOURNMENT

There being no further business, the meeting adjourned at 6:21 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant