



# 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 23, 2020

### CALL TO ORDER

Select Board Vice Chair Ken Traum called this special meeting of the Select Board to order at 5:30 p.m. on Monday, March 23, 2020, in the Dunlap Room at the Town Hall. Mr. Traum introduced the members of the Board. He declared that due to the State of Emergency declared by the Governor, this meeting is considered an “Emergency Meeting” and a quorum of the Board is not present at the Town Hall. Those assembled joined together to recite the Pledge of Allegiance.

**Members Present:** Ken Traum (at Town Hall), Sabrina Dunlap, Steven Whitley, Anna Wells, and Jeffrey Donohoe (all via video conference)

**Staff Present:** Neal Cass (Town Administrator)

### ELECTION OF SELECT BOARD CHAIR

Mr. Traum moved to elect Sabrina Dunlap as Select Board Chair. Mr. Whitley seconded the motion. The roll call vote was as follows:

Traum	Yes
Dunlap	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

MOTION APPROVED 5-0.

Mr. Traum continued to chair this meeting.

### POINTS OF PRIDE

Mr. Cass praised the entire staff for all their work during the COVID-19 pandemic. All are adapting and doing an excellent job.

Mr. Whitley recognized those that were able to get Hopkinton Helps up and running so quickly and able to have a mailing to every home last week.

Ms. Dunlap thanked the entire staff for the work they are doing and thanked the schools for all they have done in a short time to be able to teach remotely.

Mr. Traum highlighted the Lion’s Club collection of items this past weekend for the Food Pantry, including 240 rolls of toilet paper. He also thanked Susan Covert for her email updates.

**ADMINISTRATIVE**

The Board reviewed documents for signature. Mr. Donohoe moved to approve the Consent Agenda items as presented and to authorize Vice Chair Traum to sign the items on behalf of the Board. Mr. Whitley seconded the motion. On a 5-0 vote the following items were approved:

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>BUILDING PERMITS</b>			
209-041-000-Depiano	3/23/2020	Approve	Remove shed and construct new one
249-006-000 - Leaver	3/23/2020	Approve	Roof Mount Solar System
<b>ACCOUNTS PAYABLE</b>			
Checks 63888 to 63910	3/20/2020	Approve	\$53,519.99
Checks 63911 to 63919	3/23/2020	Approve	\$8,376.88
Checks 63920 to 63930	3/23/2020	Approve	\$66,782.40
<b>Intents to Cut</b>			
208-093-000-Leadbeater	3/18/2020	Approve	Pine Street
<b>OTHER</b>			
PAF - Claire Reidy	3/9/2020	Approve	Hire as Camp Counselor

The Board reviewed the Select Board Meeting Minutes of Monday, March 16, 2020.

Ms. Wells made a motion, seconded by Ms. Dunlap to approve the Public Meeting Minutes of March 16, 2020. The roll call vote was as follows:

Dunlap	Yes
Traum	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

MOTION APPROVED 5-0.

**COVID-19 HOPKINTON RESPONSE UPDATE**

Mr. Cass provided an update on the Town of Hopkinton response to date:

- Regular posts on the Town website and Facebook page have been providing updates to residents.
- The first Zoom Department Head meeting took place today with all 13 taking part.
- Town Hall is closed to the public – Currently until April 3.
  - Assessing and Planning Departments are working remotely.
  - No building inspections are taking place.
  - The Finance Director will be here as needed and work remotely.
    - Timesheet and invoices can be submitted through email or the drop box.

- Trying to move all employees to Direct Deposit.
  - The Town Clerk/Tax Collector will be at the office as needed. Staff is alternating when they are in the office.
  - There is a complete list of how to obtain town services on the website.
- The library and Slusser Center are closed. Recreation programs have been suspended.
  - The library is no longer giving out books, but has increased its on-line services.
- All Board and Committee meetings are on hold unless they are required to be held.
- Town Meeting is now scheduled for Saturday, May 16.
- School Meeting is now scheduled for Saturday, May 9.
- Hopkinton Helps has been established to provide delivery of items to those who are sheltering in place.
  - Hotline: 746-8264 [hopkintonhelps@hopkinton-nh.gov](mailto:hopkintonhelps@hopkinton-nh.gov) .
  - A mailing has gone out to all households in town.
  - So far there are 40 volunteers, and 4 clients.
  - The Lion’s Club collected items that are needed in the Food Pantry.
- McLane’s has donated hard to obtain items to both the Police and Fire Departments
- The Fire Department has modified its call procedures to limit exposure to COVID-19. They did receive some personal protective supplies today, but still could use more.
- The Police Department office is open, because it is segregated from employees.
  - The Transfer Station office closed to the public, and the “Share Table” has been shut
- Other items
  - Remote email access has been reviewed with staff.
  - Town phones are VOIP so can be used remotely.
  - The Town has established a Zoom account so meetings can be set up that way.
  - Remote access to computers is being established as needed.

The Board reviewed Emergency Order #12 from the Governor allowing for all remote access to meetings. Mr. Cass said that by next meeting there will be established a way via phone and computer that residents can access the meeting and provide input.

Mr. Whitley moved that Select Board meetings be conducted entirely by electronic means until the State of Emergency is lifted, with no one required to be at the Town Hall as allowed by the Governor’s Emergency Order #12. The public will have access and will be able to participate. Mr. Donohoe seconded the motion. The roll call vote was as follows:

Dunlap	Yes
Traum	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

MOTION APPROVED 5-0.

After a discussion of the possibility of the COVID-19 virus being transferred via the plastic on the playground by the Slusser Center, the Board decided to post an advisory at the playground.

The Board discussed whether to put out a statement advising residents to stay home if they are able. It was decided to do this. The Town Administrator will draft a statement and send it to the Board for review.

The Board reviewed whether the operation at the Transfer Station should be altered. The Transfer Station staff is comfortable with the way they are currently operating. The design of our station provides for much less contact with people and with recyclables than many Transfer Stations.

There was discussion on whether the Town should put out a video updating residents. It was decided that this is a good idea. Several suggestions were offered:

- Highlight local restaurants offering takeout and how to safely buy takeout.
- Have each Department Head do an update on his/her department.
- Encouraging shelter in place.

Mr. Donohoe requested that the Board discuss the length of time the Town Hall is closed (currently until April 3) at the next meeting.

**ADJOURNMENT**

There being no further business, Mr. Whitley moved to adjourned, seconded by Ms. Dunlap. The roll call vote was as follows:

Dunlap	Yes
Traum	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

The meeting adjourned at 6:20 p.m.

Respectfully submitted,  
Neal A. Cass, Town Administrator