



Town of Hopkinton

Office of Select Board

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**SELECT BOARD
PUBLIC MEETING MINUTES
MONDAY, MAY 13, 2019
Approved May 28, 2019**

CALL TO ORDER

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, May 13, 2019, in the Dunlap Room at the Town Hall. Mr. O'Brien introduced the members of the Board. Ms. Wells led those assembled in the Pledge of Allegiance.

Members Present: Jim O'Brien, Ken Traum, Sabrina Dunlap, Steven Whitley, and Anna Wells

Staff Present: Neal Cass, Town Administrator

POINTS OF PRIDE

Mr. Cass announced that Robin Buchanan was not present because of the birth of her grandson, Lucas Taylor Dickinson. He also noted the following points of pride:

- The Fire Department Explorers held a rabies clinic. Melissa Courser from the Police Department attended and registered dogs on behalf of the Town Clerk's Office.
- The Police Department assisted with facilitating 600 new New England College students getting through the Route 202/9 detour.
- Good comments are being received from residents on gravel roads after the roads are graded and the new vibrating roller is used.
- The entire library staff was in last Saturday as they work to open the library at the end of the month.

Mr. Traum noted that the Kimball Cabin work group is beginning its weekly work sessions. Janet Krzyzaniak shared appreciation for the work done by Recreation Director Paula Simpkins.

ADMINISTRATIVE

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

Item	Date	Action	Comment
BUILDING PERMITS			
223-032-000 67 Meadows Drive	5/13/2019	Approve	Mobile Home, porch and garage
225-054-000 233 Amesbury Road	5/13/2019	Approve	Deck (16x20)
237-044-000 58 Little Frost Road	5/13/2019	Approve	Reconstruct 392 sq. ft living space-add 36 sq. ft 1st floor, 72.7 sq. ft basement

256-027-000 381 Brockway Road	5/13/2019	Approve	20x30 addition
239-019-000 21 Gould Hill Road	5/13/2019	Approve	Add shed dormer and renovate
RAFFLE PERMIT			
Back in the Saddle Equine	5/13/2019	Approve	Daily Raffle 7/1-7/31/2019
ACCOUNTS PAYABLE			
AP Checks 61942-61947	5/6/2019	Approve	\$5,217.95 - Approved last week by TA.
AP Checks 61948-61999	5/13/2019	Approve	\$48,851.08
AP Checks 62000-62027	5/14/2019	Approve	\$45,436.57
PAYROLL			
PP 4/28-5/11/2019	5/13/2019	Approve	\$10,242.60 Cash, \$61,488.42-Direct Depo. TOTAL = \$71,731.02
TRANSFER OF FUNDS			
Transfer from Sewer Acct to General	5/13/2019	Approve	\$8,935.41 Reimb. for payments 4/1-4/30/19
NOTICE OF THE LIMITS OF LIABILITY			
Limited Liability for Driveway	5/13/2019	Approved	259-009-001 622 Rollins Road
PERSONNEL ACTION FORM			
Change of Employee Status to Full Time	5/13/2019	Approve	Mitchell Dean -Firefighter/Paramedic
Hiring Seasonal Lifeguard	5/13/2019	Approve	Jackson Smith
Hiring Seasonal Camp Counselor	5/13/2019	Approve	Hadley Rossignol
TIMBER YIELD TAX WARRANT			
Lots: 231-001, 232-005, 232-006	5/13/2019	Approve	\$2,794.07 - Operation: 18-227-02
ASSESSMENT OF LAND USE CHANGE TAX			
Lot: 222-109-00	5/13/2019	Approve	\$6,520.00 - Removing 6.363 acres
Lot: 223-001-010	5/13/2019	Approve	\$5,860.00 - Removing 3.069 acres
Lot: 223-001-009	5/13/2019	Approve	\$5,890.00 - Removing 3.197 acres
Lot: 248-002-003	5/13/2019	Approve	\$6,300.00 - Removing 4.7 acres
Lot: 259-007-001	5/13/2019	Approve	\$6,000.00 - Removing 2.5 acres
APPOINTMENT TO OFFICE			
Senior Recreation Council Member	5/13/2019	Appoint	Marilyn Ceriello Bresaw-3 years
Open Space Committee Alternate	5/13/2019	Appoint	Erin Vanden Borre
Road Committee Member	5/13/2019	Appoint	Chris Boudette
Recycling Committee Member	5/13/2019	Appoint	Rosalie Smith
CIP Committee Member	5/13/2019	Appoint	Jim Fredyma
Conservation Commission Member	5/13/2019	Appoint	Rob Knight
Conservation Commission Member	5/13/2019	Appoint	Ron Klemarczyk
Conservation Commission Alternate	5/13/2019	Appoint	Jonathan Bradstreet

The Board reviewed the Select Board Meeting Minutes of Monday, April 29, 2019.

Mr. Traum made a motion, seconded by Mr. Whitley to approve the Public Meeting Minutes of April 29, 2019.

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

Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non-Public Meeting Minutes of April 29, 2019-Session I.

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

Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non-Public Meeting Minutes of April 29, 2019-Session II.

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

Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non-Public Meeting Minutes of April 29, 2019-Session III.

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

OHRV ROAD USE REQUEST

John and Lindsay Chase met with the Board concerning the Board's decision to not grant the Chase's request to operate their personal ATV's on a portion of Pine Street. Ms. Chase explained that they are the second to last house on Pine Street before the town line. They are a little over 800 feet from the ATV parking area. They deal with lots of trucks with trailer traffic and don't want to increase the use of the area and are looking for permission for discreet use to access the ATV trails. She said they want to follow the rules.

Mr. O'Brien explained that the current OHRV ordinance would have to be amended to allow for this use, which would require a public hearing. He asked what public benefit would be gained from this and Ms. Chase answered that they are requesting just personal use so there is no public benefit. Mr. Whitley shared his concern about the precedent this could set.

The Board said that this request could only be considered as a change to the OHRV ordinance and the Chase's did not want to go that route, so there was no further action.

SOLAR FARM LEASE UPDATE

Mr. Traum and Mr. Whitley updated the Board on the progress with the solar farm lease for the land at the Transfer Station. Currently, a draft PILOT agreement is being prepared.

REQUEST TO DO WORK ON NEW ROAD (CLASS VI ROAD)

Mr. O'Brien told those gathered that there has been a request from the Hooper's asking for permission to do work on New Road, a Class VI road, for the purpose of logging. Ron Klemarczyk presented this request to the Board at the last meeting. All abutters were notified that the topic would be discussed at this meeting. Ron Hooper said that his family owns 120 acres of land on this road and have logged the land in the past, accessing it through Dunbarton. There now is a house built in that access way, so another access is required. He would like to fix the road, so it could be enjoyed by all. Both he and Dennis Barnard said the road was in much better shape and passable prior to a logging operation by a previous owner in the area.

There was discussion on protecting the investment into the road by the Hooper's, but it was determined that there is really no way to do this, because it is a town road. The Board discussed the possibility of putting a weight limit on the road and then granting permits for specific use.

Mr. Traum moved to grant the New Road request subject to restrictions determined by the Director of Public Works and the Town Forester and requested that the Town Administrator draft a letter granting permission with restrictions and bring that back to the Board for final approval. Ms. Dunlap seconded the motion.

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

TOWN HALL CONCEPTUAL PLAN

The Town Administrator presented a conceptual plan for the renovation of the Town Hall. The plan includes adding a conference room and additional space for the Town Clerk/Tax Collector's Office. There was discussion on how the renovation would affect the Dunlap Meeting Room. The plan will continue to be modified, but by consensus of the Board, prices can be obtained, and those prices and any options will be brought back to the Board.

Janet Krzyzaniak asked if this would require a Town Meeting vote and was told it did not. She requested that public input be obtained before any final decision is made.

BATES BUILDING

The Town Administrator informed the Board that he has been in contact with the engineering firm that now has Provan & Lorber's files, which include surveys done of the Bates Building property. He is working to obtain a quote for the work to subdivide the property. He also informed the Board that the main level of the Bates Building can be emptied by July 1.

After discussion, the Board decided it would investigate renting the building to the person who has requested to use it for the display of art. The person will be invited to the next Board meeting to discuss the possibility.

CROSS ROAD ISSUES REPRESENTATION

After a brief discussion, Mr. Traum moved that Select Board Member Anna Wells represent the Board on matters having to do with the Cross Road issues. Mr. Whitley seconded the motion.

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

AUTHORIZATION FOR THE TOWN ADMINISTRATOR TO SIGN PAYMENT MANIFESTS

After the first week of the new policy concerning the accounts payable process, there was a request to add to the motion that was adopted at the last meeting. To facilitate the timely payment of invoices in order to receive discounts and assure that invoices with a short turn-around are paid in a timely manner, the Board adopted the following motion.

Mr. Traum moved, and Ms. Dunlap seconded a motion to authorize Town Administrator Neal Cass to approve payments on behalf of the Select Board for the following vendors, and situations, on the weeks when the Select Board does not meet.

Vendors:

AFLAC	Edmunds Hardware	Staples
Business Card Services	Engie	TDS
Cintas	Eversource	The Hartford
Comcast	HealthTrust	Treasurer, State of NH
Computech Integrators	HR Clough	Verizon Wireless
Cyr Lumber	Sanels	

Situations:

- Welfare Vendor Payments
- Reimbursements to town employees and volunteers

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

YEAR TO DATE FINANCIALS

The Town Administrator reviewed the revenue and expenses through the month of April. Both revenue and expenses are where they should be and there is nothing significant to report.

PRECINCT COMMISSIONERS MEETING

The Contoocook Village Precinct Commissioners would like to meet with the Select Board to discuss working jointly to meet the needs of the water system and sewer system. The Select Board supports this concept and a meeting will be arranged.

The Tax Collector’s Office has been working closely this past week with the Precinct and the water meter vendor to obtain accurate water readings. Good progress has been made, but there are still some issues. The sewer payments to the town are based on the amount of water consumption.

BUDGET COMMITTEE UPDATE

Mr. Traum reported that Ginni Haines gave an excellent update on recycling to the Budget Committee. The committee has requested that their handouts be available on the town website. This has been done and the Town Administrator requested that the handouts be available prior to the meeting for posting. Mr. Traum also reported that the Budget Committee is working on forecasting as well as the timing of

the budget process. The Town Administrator will be invited to the next meeting to discuss DRA timing requirements.

VAPING ORDINANCE

Mr. O'Brien shared that School Superintendent Steve Chamberlin has shared with the School Board his concern of how prevalent vaping is in school. There has been discussion of the town raising the age limit to buy vaping material to 21. The Board supports pursuing this and will invite Mr. Chamberlin to a future meeting to discuss this further. Also, input will need to be obtained, from Police Chief Steve Pecora and from the businesses involved.

TOWN ADMINISTRATOR UPDATES

Mr. Cass updated the Board on the following:

- Full version property cards are now available online through the town website.
- During the drug takeback at the police station almost 40 lbs. of drugs were collected.
- 1,200 boxes of books have been delivered to the library and are being re-shelved. The plan is to reopen just after Memorial Day and a grand reopening has been scheduled for June 9.
- The town received an administrative order from DES for late filing of the yearly transfer station facility reports for 2017 and 2018. Both reports have been submitted at this time. There is no penalty.
- The new firefighter/paramedic will begin work at the beginning of June and the fire department staff will begin using a rotating schedule.

OTHER

Several items were discussed:

- Chief Yale has received no further information from the Hopkinton Rescue Squad.
- It was noted that the Master Plan Update Schedule was in the FYI information.
- There was a question as to when the railroad section house would be moved.
- The railroad bridge in Contoocook looks great already, with the beginning of the painting. The Board is very appreciative of Louise Carr's work on this.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:40 p.m.

Respectfully submitted,
Neal A. Cass, Town Administrator