



Town of Hopkinton

Board

Office of Select

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

SELECT BOARD PUBLIC MEETING MINUTES TUESDAY, MAY 28, 2019 Approved June 10, 2019

CALL TO ORDER

Chairman Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, May 28, 2019, in the Dunlap Room at the Town Hall. Chairman O'Brien introduced the members of the Board.

Members Present: Jim O'Brien, Ken Traum, Sabrina Dunlap (arriving at 5:35 pm), Steven Whitley and Anna Wells.

Staff Present: Neal Cass, Town Administrator and Robin Buchanan, Administrative Assessing Assistant

Public Present: Norm Goupil, Janet Krzyzaniak, Contoocook Village Precinct Commissioners Chris Boudette, Tom Yestramski and William Chapin, Kirk Morrill, Tom Komisarek, Herbert & Carol Bell

Janet Krzyzaniak led those in attendance in the Pledge of Allegiance.

POINTS OF PRIDE

Mr. Cass highlighted Richard Hale, a volunteer, who helped the Tax Collector's office re-label all the return addresses on envelopes to be sent out with the property tax bills.

Mr. Cass also highlighted Karen Robertson and Robin Buchanan, who worked together to help a resident who had various questions about demolishing a building, putting up a new building and current use.

Mr. Cass also highlighted Deb Gallant, Tina Hoyt, Karen Robertson and Robin Buchanan for their help in assisting the Tax Collector's office in stuffing the tax bills into envelopes for mailing.

Mr. Traum and Mr. Whitley agreed that the Memorial Day Parade, which was held on Monday, May 28, 2019 was a great event.

Mrs. Wells agreed with Mr. Cass in regards to the helpfulness of the office staff.

ADMINISTRATIVE

The Board reviewed documents for signature and approved (4-0) the consent Agenda, taking the following action on a motion by Mr. Traum and seconded by Mr. Whitley.

Consent Agenda May 28, 2019

ACCOUNTS PAYABLE MANIFEST	\$238,654.74
	\$1,377,545.05
	\$20,300.16
PAYROLL MAINIFEST	\$71,218.39

APPOINTMENTS

- Dan Rinden ZBA
- Mike Wikey Planning Bd
- Rich Steele Planning Bd
- Byron Carr EDC
- Dijit Taylor Open Space
- Gloria Symonds Senior Recreation Council

ABATEMENTS

Donald & Susan Ware (acres taken out of current use estimated too high)	\$4,440.00
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Yield Tax Bill and Warrant

George Beardsley Map 230-009-000	\$431.77
Rodney Rood Jr Map 247-025-000	\$16,493.60

BUILDING PERMITS

- Suzanne Meyers 224 Hopkins Green renovate master bath
- Brian & Lisa Rousseau 1771 Hopkinton Rd replace existing 12x12 shed w/11x11 shed
- Erick & Susan Leadbeater Gould Hill Rd raze existing cottage & High tunnels
- Kenneth Glasser 474 Crowell Rd construct a 320 sf attached farmer's porch
- Jonathan & Karin Anne Cohen 88 School St install 14.08kw ground mount solar

The Board reviewed the Select Board Meeting Minutes of Monday, May 13, 2019. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of May 13, 2019.

VOTE: O'Brien, Traum, Whitley and Wells voting in favor of the motion; no votes against, MOTION APPROVED 4-0.

APPOINTMENTS:

Contoocook Village Precinct Commissioners, William Chapin, Chris Boudette and Tom Yestramski

The CVP Commissioners were in to discuss the possibility of a joint venture to hire staffing for the Water Precinct. Chris Boudette provided some background information, noting the Precinct services about 554 residential homes and businesses. He stated that WSO Plus operates the water treatment and water plant. Currently, the Commissioners along with Kent Barton are doing the day to day operations, however, it has become clear that it is more time consuming and there is not enough time. Although, Mr. Boudette is licensed at Level 1, the plant is a Level 2, therefore, he is not able to do it all the testing that is required. To become Level 2, he would have to work under someone who is certified for 3 years. They would like to hire someone who can do the job that was previously done by Steve Clough. The hired person would be a town employee and the CVP would help to supplement the salary, similar to the arrangement with Mr. Clough. It was noted that the Town and the CVP have collaborated in the past and it was beneficial. It was noted the Commissioners wish to continue working with WSO Plus, as a water backup for the plant.

Mrs. Wells inquired if they anticipated the possibility of being full time or part time position. Mr. Boudette responded he expected the position to mirror Steve Clough's position. Mr. Cass stated that a new job description would be worked up. Discussion ensued, as to how and when to beginning advertising for the position.

As for the sewer side, WSO does a great job. It is a different contract for the sewer and the Commissioners stated they are very happy with WSO. It was added that Kent Barton did a good job but with his full time duties for the Highway Department, it became too much work for one person. It was noted that WSO maintains the plants, however, they don't plan for the future of the plant.

The Board was in agreement regarding the need to hire for the position. The Board would like to have the position ready to advertise by the end of August, 2019 with a start date in January 2020.

Ruth Chevion re: Rental of the Bates Building: Mr. Cass informed the Board that Ruth Chevion contacted him and stated that she was withdrawing her request to rent the Bates Building as she had no artists interested. Discussion ensued, as to exploring other options, including an RFP. The Board would like Mr. Cass to draft an RFP and to come up with a rental amount that would cover monthly costs at the Bates Building.

New Road Request: Mr. Cass stated the Board has a copy of the draft letter to be sent to the Hooper family, with regards to their request to do work on New Road, which is a Class VI road. This letter spells out what permission the Board is granting to upgrade the road for only logging purposes and the conditions they need to follow. Mr. Cass noted that at the conclusion of the logging operation, the road shall be left in passable condition as determined by the Director of Public Works.

Tracy Banks, who is an abutter, stated that in the past, people were going down the road to party. Chairman O'Brien stated the road will be accessible for logging vehicles. Ms. Banks inquired if the gate would remain intact. Chairman O'Brien replied yes. Ms. Banks inquired about crossing through Meadowsend land. Mrs. Wells replied that option was explored, however, it is no longer feasible. Ms. Banks stated she is concerned about dumping, as there was a considerable amount of dumping going on prior to the gate being installed. She believes the gate is a deterrent.

Chairman O'Brien asked the Board if they would like to add or delete anything from the draft letter. Mr. Whitley requested that we add that the gate remain at the entrance.

Mr. Traum made a motion to approve the draft letter, with the addition of the request made for the gate to remain at the entrance. Mr. Whitley seconded the motion.

VOTE: O'Brien, Traum, Whitley, and Wells voting in favor of the motion, no votes against; MOTION APPROVED 4-0.

Mr. Cass stated that we have a new request to have work done at Buzzell Corner Road, which is also a Class VI road. Mr. Cass stated that Kirk Morrill, who lives on Buzzell Corner has requested permission to do some normal road maintenance.

Mr. Morrill stated there are three (3) users of the road, himself and his family, the Bells, and Tom Komisarek and the road will not become a Class V. He stated there are trucks in and out of the road twice daily and he would like to make the road more passable. He stated that he plows the road from his second driveway to the end and that Mr. Komisarek plows the other end of the road. He further stated one individual does not contribute. Mr. Morrill stated that the water has no place to drain and it just puddles. Mr. Morrill stated he has spoken to Director of Public Works, Dan Blanchette, about the work that he wants to do. Mr. Komisarek stated that he had his property and the road surveyed. He further stated that Mr. Bell has 5ft railroad ties in the right of way, therefore, the road cannot be ditched there. Mr. Bell stated that water is running into his building. Mr. Morrill stated he will make it as level as possible where Mr. Bell's property is however, after that the road will be crowned and ditched to allow the water to run off. Mr. Morrill stated he will honor whatever Dan Blanchette wants; however, he will not be purchasing any more materials than he already has. Mr. Komisarek inquired about the work he would like to do on the road. The Board informed him that would be a separate request and he should write to the Board or Town Administrator, Neal Cass for his request.

Mr. Traum made a motion to allow maintenance on Buzzell Corner Road, a Class VI road, subject to the approval of the Director of Public Works Dan Blanchette. Mr. Whitley seconded the motion.

VOTE: O'Brien, Traum, Whitley, and Wells voting in favor of the motion, no votes against; MOTION APPROVED 4-0

OLD BUSINESS:

TIF District Boards:

Mr. Whitley stated that EDC is asking about the status of the Advisory Board for the TIF Districts. Mr. Cass stated that it is this assessment cycle that will start accumulating money for the TIF and the Advisory Board oversees the spending.

Mr. Cass stated the TIF District by Exit 6 has five (5) seats to fill. Applicants can be from within the TIF District or adjacent to it. Chairman O'Brien suggested that letters be sent to those within the District to see if there is anyone interested. Mr. Cass suggested that the Board may want to target some as opposed to everyone in the District. Chairman O'Brien also suggested that the EDC also supply some names. Mr. Cass stated that the role will need to be established first.

A discussion ensued with regards to a district planner and how to set up the responsibilities of the position. It was suggested to reach out to other Boards that have done TIF Districts. It was noted that EDC had requested funds for this position in the last budget cycle, but it was cut.

NEW BUSINESS:

Invitation to the next EDC Meeting: Mr. Whitley stated that the Economic Development Committee (EDC) would like to invite the Select Board to their next meeting on Thursday, June 20, 2019. He continued that the Board has also invited Steve Heavener of Capital Regional Development Council to speak. Mr. Cass suggested that the meeting could be streamed if held at the Town Hall.

Mr. Cass noted that MTAG will be meeting on Wednesday, May 29, 2019 at the Library and the meeting is open to the public.

OLD BUSINESS (continued):

Section House Location: Mr. Cass stated that the Riverways has pulled its request to change the location of the Section House. Discussion ensued, with regards to the road by the gazebo and the need to define that road more clearly. Mr. Cass will pass the information on to Buildings and Grounds.

Appointments to Office: Mr. Cass noted the Board has the list of vacancies that need to be filled for each of the committees. Discussion ensued with regards to the structure of the Recreation Committee.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass stated that we have locked in the cost of fuel for the upcoming year: \$2.23 a ton for pellets and \$2.39 for oil. Mr. Cass noted that the oil contract was awarded to HR Clough and the pellets contract with Lyme.

Mr. Cass stated that he recently conducted two health inspections.

Mr. Cass also informed the Board that the Men's Softball team is still interested in getting lights at Blood Field, but they understand that things could change.

PUBLIC FORUM: No comment

OTHER:

Mr. Whitley stated that Kevin Davis, Town Treasurer, has a recommendation for Deputy Treasurer and would like to know the process. Mr. Cass responded a formal recommendation from Kevin and a copy of the candidate's resume would be needed.

Mr. Traum inquired if Carol Harless, Tax Collector, had any recommendations for a Deputy Town Clerk/Tax Collector. Mr. Cass responded he would be speaking with Ms. Harless and would have more information for the next meeting.

Mrs. Wells stated that she has met with the Conservation Commission and believes that there is a long term solution to the beaver issues on Cross Road. She believes that money and engineering are the solutions and there are people willing to put resources toward that end. She stated that the Conservation Commission would like the Select Board to direct them. Mrs. Wells stated that an exploratory committee could work on a plan going forward. She also stated that there is a possibility of part of Cross Road to become a trail. Mr. Traum inquired how that would alleviate the situation. Mrs. Wells replied that a trail would allow gates and bars, as well as allow the Town to expend money. Mr. Cass stated it would take a vote at Town Meeting. Discussion ensued, with regards to setting up a formal committee, which would require the Select Board to do a charge for the committee or setting up an informal conversation among concerned abutters and residents.

Mr. Whitley inquired about a 91-A training. Mr. Cass responded he will work on setting up a training.

Mr. Traum inquired if Mr. Cass had heard anything further from the Rescue Squad. Mr. Cass replied no. Mr. Traum inquired if Mr. Cass had a date to meet with the Hopkinton Fair Association. Mr. Cass replied no. Mr. Traum stated that he attended a seminar for Municipal Taxation for Renewables and was told that Hopkinton was far ahead of other towns.

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 8:15 p.m.

Select Board Meeting, May 28, 2019

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant