



# 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, JUNE 10, 2019  
APPROVED 06-24-2019**

### **CALL TO ORDER**

Vice Chairman Ken Traum called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, June 10, 2019, in the Dunlap Room at the Town Hall. Vice Chairman Traum introduced the members of the Board.

**Members Present:** Ken Traum, Sabrina Dunlap, Steven Whitley and Anna Wells.

**Staff Present:** Neal Cass, Town Administrator, Robin Buchanan, Administrative Assessing Assistant, Carol Harless, Town Clerk/Tax Collector, Ben Bynum, Assistant Town Clerk/Tax Collector, Jean Lightfoot, Supervisor of the Checklist

**Public Present:** Janet Krzyzaniak and Tina Hoyt

Ken Traum led those in attendance in the Pledge of Allegiance.

**POINTS OF PRIDE:** Mr. Cass stated that Ira Migdal, former Police Chief, passed away on Saturday, June 8, 2019. Mr. Cass stated that a service will be held on Saturday, June 15, 2019, which will include a police escort.

Mr. Cass also wanted to highlight the Library Staff and the grand re-opening of the Library on Sunday, June 9, 2019. He stated it was a wonderful community event and everyone involved did a great job. Mr. Traum agreed and further stated that Primex, the Town's insurance carrier, really stepped up in helping out. Mr. Whitley and Mrs. Wells both noted that there were several Hopkinton school teams in the playoffs this past weekend. Both the Lacrosse and the Softball teams won the State championships.

## ADMINISTRATIVE

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

### Consent Agenda 06-10-2019

<b>ACCOUNTS PAYABLE MANIFEST</b>	\$8,482.65
	269,283.99
	\$23,244.74

<b>PAYROLL MANIFEST</b>	\$76,751.26
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### APPOINTMENTS

Jonathan Eck-Planning Board  
Andrea Folsom-EDC  
Nan McNicholas-Human Services Advisory  
Allita Paine-Human Services Advisory

### ABATEMENTS

Derek & Erin Tremblay removed camper from Sandy Beach A-8	\$68.00
Hopkinton Retreat, LLC-Final Abatement per agreement	\$56,643.00
Meadowsend Sawmill abatement (billed at incorrect rate, will re-bill)	\$2,794.07

### Yield Tax

Meadowsend	\$2,285.08
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### PAF

Isaiah Boon-new hire Recreation

### BUILDING PERMITS

Jamie Harris 483 Briar Hill Rd solar  
Chris Johnson Wildwood new residence  
RCB Construction Amesbury Rd new residence  
James Laboe Crowell Rd cross 4 wetland areas as part of construction of driveway  
Irish Holdings 672 Currier change use from solar panel manufacturing to electrical pref  
VB MV SUB LLC 122 Watchtower Rd structural improvements to tower  
Richard Barrett 61 Snowshoe Trail construct a 16 x 16 attached deck  
Jeffrey Chandler 86 Gould Hill Rd construct a 612 sq ft deck  
Kevin McElroy 71 Tyler Rd install 14 x 28 in-ground pool  
Stephen Clark 1224 Maple St erect 3x5 free standing sign advertising business name  
Fitzgerald One Family Trust 596 Gould Hill Rd construct 4x6 chicken coup  
David Untiet 111 Sugar Hill Rd remove wall in kitchen; install new lvl beam  
William McDevitt Jr 1051 South Rd construct 8x13 porch addition

**REFUNDS**

Samuel Corliss overpayment of taxes	\$40.00
Summit Title overpayment of taxes	\$259.00
Charles Sink overpayment of sewer taxes due to leak	\$287.50

**Residence in an industrial or Commercial Zone - Exemption**

Linda Ruth Berger 136 Pine Street, Contoocook

**TRANSFER OF FUNDS**

Sewer Fund Account to General Fund	\$8,695.66
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**FOREST FIRE REPORT/BILL**

\$964.04

The Board reviewed the Select Board Meeting Minutes of Tuesday, May 28, 2019. Mrs. Dunlap made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of May 28, 2019. There was one correction and one addition to the minutes.

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

**APPOINTMENTS:**

**Carol Harless, Town Clerk/Tax Collector:** Ms. Harless was in to discuss with the Board the need for a third person in the Town Clerk/Tax Collector's office. Ms. Harless stated that without a third person in the office, some of the work is not getting done. She further stated that if she or Ben Bynum, Assistant Town Clerk/Tax Collector, are out of the office, that leaves only one person in the office, which makes it extremely difficult. She understands that the position was cut from the budget prior to her becoming the Town Clerk/Tax Collector, but the office does need the help and she would like to hire someone on a part time basis. She noted that she checked with five other towns our size and all of them have 2 full time and 1 part time employees. She stated that although we have made things more convenient for the residents, it has not reduced the workload of the office.

Ms. Harless also noted that she is looking for someone to become the Deputy Town Clerk/Tax Collector and that person must live in Hopkinton. She stated no one wants to do it on a volunteer basis, as there is training, and certification involved.

At this time, Ms. Harless thanked Janet Krzyzaniak and Tina Hoyt for volunteering their time working in the office.

Ms. Harless also stated that she would like to be able to take credit cards, however, she would like the office to be staffed with three (3) people before adding more responsibilities.

Mr. Whitley inquired if the two (2) positions could be combined, which would make it more attractive, however, the applicant would have to live in Hopkinton in order for the positions to be combined.

Discussion ensued, as to how to fund the position. It was noted that the Finance Clerk's position was funded for a full year, however, the Finance Clerk left the position in February and Deb Gallant, Finance Director, has taken over the Accounts Payable. Mr. Cass will put together a plan with options. Ms. Harless thanked the Board for their time.

Tina Hoyt stated that she is disappointed in the Board for cutting the Town Clerk/Tax Collector's budget. She stated that having volunteered in that office she knows how much work there is in that office. She stated it takes time to open the mail, sort it, process payments and to file. She stated it is a very time consuming job, with major responsibilities.

Janet Krzyzaniak stated that the Town Clerk/Tax Collector's office is the only Town Office that has volunteers and it should not be that way.

Mr. Whitley stated that in fairness to the Board this is the first time we have received this information. He further stated the last person in your position dropped the ball and did not show up to present the budget for the Town Clerk/Tax Collector's office.

Mrs. Wells thanked Ms. Harless for coming to the Board with this information, noting it was a helpful discussion.

Tina Hoyt stated that we are very lucky to have Carol and Ben working here. They are very professional and pleasant to deal with.

**OLD BUSINESS:**

**Exit 6 TIF District Board:** Mr. Cass stated that he looked at information from other Towns. It is to establish for the purpose of advising the Select Board and the District Administrator on policies and actions. Mr. Cass also stated the Advisory Board shall consist of 5-7 members appointed by the Select Board. Mr. Whitley suggested to add a description of the district and the purpose for the district. Mr. Cass will make the changes for the next Board meeting.

**Budget Committee Update & Schedule:** Vice Chair Traum informed the Board that the Budget Committee made a motion recommending the town tax increase by 4% per year over a period of 3 years. Vice Chair Traum also noted the Budget Committee Schedule for the next budget cycle. Discussion ensued, with regards to the School District Meeting going before the Town Meeting, if the Town could go before the School and could the meetings not be scheduled for consecutive Saturdays.

**MTAG Update:** Mr. Cass noted that the results of the interviews have been given to Stuart Arnet and his staff will be working on drafting a zoning document, as a result of the answers to the questions.

**Bates Building Rental Ad:** Mr. Cass presented an ad for a monthly rental of the Bates Building. Discussion ensued, with regards to the rental amount. Mr. Cass noted the worksheet that is in the Board's packet, is on how he arrived at the monthly rental fee. Ms. Harless stated

that many things still need to be removed from the Bates building before it can be ready for rent. It was decided that September 1 would be a more reasonable start date.

**NEW BUSINESS:**

**Barn Easement Review:** Mr. Cass stated that we have three (3) barn easements to view. Mr. Traum gave a brief history of the procedure for barn easements. Letters will go out to the three applicants, notifying them of the date and time (Monday, June 24, 2019) that the Select Board will be viewing.

**Year to Date Financials:** Mr. Cass stated the expenses look good; and revenues look good, but we will be watching the Transfer Station, as recycling is usually up during the summer months. Mr. Cass also noted that land use change tax and timber tax are both up, and Motor Vehicle revenue is good great, as well as bank interest.

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass stated that he has received five (5) requests for parking cars at the Hopkinton Fair, and there is one more week until the deadline.

The Section House will be moving to its new location in the next few weeks.

Mr. Cass noted that he, Dan Blanchette, Director of Public Works, and the engineers met last week. They will be applying for a stormwater grant. It was noted that we have 638 culverts in town.

Mr. Cass also stated the Dog Warrant is complete.

**PUBLIC FORUM:** Jean Lightfoot, Supervisors of the Checklist, wanted the Board to know that every other year, the Supervisors go through the voter checklist and send out the required letters asking for proof of residence. Those letters will be going out this week.

**OTHER:**

Mr. Cass noted that we have a request from Mermaid Hill Vineyard in Concord for a tasting at the Farmer's Market this summer.

Mr. Whitley made a motion to allow Mermaid Hill Vineyard to conduct tastings at the Farmer's Market on a monthly basis from now through October 2019. Mrs. Wells seconded the motion.

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

Mr. Cass stated that he has received a recommendation from Kevin Davis, Treasurer, for a Deputy Treasurer. He has recommended Arlene Taranow.

Mrs. Wells made a motion to approve Kevin Davis's recommendation of Arlene Taranow for the position of Deputy Treasurer. Mr. Whitley seconded the motion.

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

Mr. Cass stated that the Public Works Department has been asked to do more maintain in Contoocook Village. This maintenance includes sweeping, plowing of parking spaces, and lines. Mr. Cass stated we need a formal policy. It is noted that the State maintains the road. Mr. Cass is looking for input from the Board. Mr. Whitley stated we would have very upset residents if the plowing of the spaces in front of the businesses was not done, but believes that the State should contribute to the cost of the repairs of the road. The Board would like to have a recommendation on this matter from Dan Blanchette.

Mrs. Wells stated that she attended a Community Block Grant workshop. She stated it was a great workshop, with helpful information. She noted that if there are upcoming projects that qualify, they will help with applying for the grants. Discussion ensued, with regards to the adoption of two plans: a housing community plan and a residential relocation plan. Mr. Whitley noted that those steps can be taken at the same time and they are not overly burdensome. Mrs. Wells will work with Mr. Cass to see if there are any upcoming large projects that may qualify.

Mr. Traum inquired if Mr. Cass has heard from the Rescue Squad. Mr. Cass replied no.

Mr. Traum inquired as to a date for a meeting with the Hopkinton Fair Association. Mr. Cass stated they are working on that now.

Mr. Whitley inquired about Granite Apollo. Mr. Cass replied we are expecting the PILOTS back soon.

#### **NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (d) Acquisition and Sale of Property**

Mr. Whitley moved to go into a non-public session to discuss the acquisition and sale of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Ms. Dunlap seconded the motion.

**VOTE:** Select Board Members Traum, Dunlap, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4-0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:42 p.m. The Board returned to public session at 7:48 p.m.

These minutes were not sealed.

#### **NON-PUBLIC SESSION I-RSA 91-A: 3 III (c) Reputation**

Mr. Whitley moved to go into a non-public session to discuss an issue which could affect the reputation of someone other than a Board member under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Ms. Dunlap seconded the motion.

**VOTE:** Select Board Members Traum, Dunlap, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4-0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:48 p.m. The Board returned to public session at 8:06 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley 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. Ms. Dunlap seconded the motion.

**VOTE:** Select Board Members Traum, Dunlap, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4-0).

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:07 p.m.

**ADJOURNMENT**

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

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant