



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, JUNE 24 2019
Approved July 8, 2019**

CALL TO ORDER

Chairman O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, June 24, 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, and Anna Wells. Steven Whitley arrived during barn viewing; Sabrina Dunlap arrived at the Town Hall at 7:00 pm

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

Public Present: There was no public present until 7:00 pm. Arriving after 7:00 pm, Janet Krzyzaniak, Norm Goupil, Rob Knight, Cleve Kapala, Lucia Kittredge, Lee Wilder, Dijit Taylor, Ron Klemarczyk, Bob LaPree, Mary Leadbeater, and Rich Houston.

Jim O'Brien led those in attendance in the Pledge of Allegiance.

POINTS OF PRIDE:

Mr. Cass noted that Dan Meserve, Athletic Director at Hopkinton High School sent a thank you note to Chris Bently and Greg Roberts, of Building and Grounds, thanking him for keeping the fields in great shape. Mr. Meserve very much appreciates all their hard work.

Mr. Cass also noted the two flower urns outside of the Town Hal, which were planted by Robin Buchanan, with input from Marilyn Bresaw. He added that we have received many compliments on how nice they look.

Mr. Traum stated that he attended the Celebration of Life for Ira Migdal, former Police Chief, who passed away on Saturday, June 8, 2019. He stated that it was a very nice service. Mr. Traum added that Police Chief Steve Pecora spoke at the event and did a nice job.

ADMINISTRATIVE

The Board reviewed documents for signature and approved (3-0) the consent Agenda, taking the following action on a motion made by Mr. Traum and seconded by Mrs. Wells.

Consent Agenda 06-24-2019

ACCOUNTS PAYABLE MANIFEST	\$1,604,691.70
	\$10,792.76
	\$611,671.17

PAYROLL MAINIFEST	\$73,750.92
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VETERAN'S CREDIT

Auguste Aubut Map 245 Lot 64
Eleanor Schaefer Map 245 Lot 42

ABATEMENTS

Gary & Susan Graziano Map 227 Lot 7	\$21,199.00
Jamie & Kathleen Schoch Map 208 Lot 22	\$628.79
Rodney Rood Mast State Forest (filed Report twice)	\$16,493.00

REFUNDS

Absolute Title over payment of taxes Map 238 Lot 58	\$59.42
Matthew Doerfler Map 259 Lot t007-001	\$160.00

PAF

Madeleine Maughan Recreation new hire lifeguard/WSI
Emily Young Recreation new hire lifeguard/WSI

BUILDING PERMITS

Donnelly Edward demo home & garage Map 225 Lot 113
Donnelly Edward construct new s/f residence w/att garage Map 225 Lot 113
Mock Raymond J demo barn & construct new Map 223 Lot 12
Dewitt Burns Susan construct 10x22 sitting rm & 9x22 porch Map 225 Lot 129

Intent of the Parties between State of NH and the Town of Hopkinton, NH

Abatement Recommendation from Sansoucy

Unitil - deny no supporting data

YIELD TAX

Rodney Rood, Jr. Mast State Forest Supplemental \$1,463.30

FOREST REIMBURSEMENT

Land Use Change Tax

Donald Ware Map 249 Lot 023-000 \$2,040.00

APPLICATION FOR PAYMENT OF APPROVED WARRANT ARTICLES

Recreational Facilities-Fields Maint. Fund	\$15,000.00
Fire Dept. Vehicles & Equipment	\$150,000.00
Public Works Vehicles & Equipment	\$245,000.00
Replacement & Equipping Ambulance	\$25,000.00
Transfer Station Equipment & Facilities	\$25,000.00
Revaluation of Property	\$32,000.00

APPLICATION FOR PAYMENT OF APPROVED WARRANT ARTICLES

Town Facilities Building Maintenance Fund \$45,000.00

Warrant for Unlicensed Dogs

The Board reviewed the Select Board Meeting Minutes of Monday, June 10, 2019. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of June 10, 2019. There was one addition to the minutes.

VOTE: O'Brien, Traum, and Wells voting in favor of the motion, as amended; no votes against, MOTION APPROVED 3-0.

The Board reviewed the Select Board Non Public Meeting Minutes of Monday, June 10, 2019, Session I, which were not sealed. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Non Public Meeting Minutes of June 10, 2019, Session I.

VOTE: O'Brien, Traum, and Wells voting in favor of the motion, as amended; no votes against, MOTION APPROVED 3-0.

The Board reviewed the Select Board Non Public Meeting Minutes of Monday, June 10, 2019, Session II. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Non Public Meeting Minutes of June 10, 2019. These minutes were sealed

VOTE: O'Brien, Traum, and Wells voting in favor of the motion, as amended; no votes against, MOTION APPROVED 3-0.

APPOINTMENTS:

The Board members left Town Hall at 5:37 pm to view three (3) barn easement requests, located at 80 Indian Ridge Road, 466 Penacook Road and 656 Gould Hill Road. The Select Board returned to the Town Hall at 6:52 pm.

Discussion ensued, with regards to rating each barn according to the evaluation sheet.

80 Indian Ridge Road will receive a 50% abatement off the value of the barn and area of land the barn occupies. 466 Penacook Road will receive a 60% abatement off the value of the barn and the area of land that the barn occupies. 656 Gould Hill Road will receive a 60% abatement off the value of the barn and the area of land the barn occupies. Mr. Cass will prepare the evaluation sheets for signatures for the next meeting.

NEW BUSINESS:

Parking for Fair at George Park Lottery: Mr. Cass stated there are four (4) spots open for parking and six (6) applicants. Each applicant was given a number, that number was written on a ping pong ball and those ping pong balls were placed in a bucket and the Select Board members pulled the numbers. The results were:

Saturday-Girls Soccer

Sunday-Red Hawks Football

Monday-HYSA

Friday- Friends of the Library

Countryside Church Sewer Abatement Request: Mr. Cass noted a letter received by The Countryside Church requesting an abatement. Discussion ensued with regards to the request.

Mr. Traum made a motion, seconded by Mr. Whitley, to deny The Countryside Church Abatement request.

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

OLD BUSINESS:

Exit 6 TIFF Advisory Board: Mr. Cass stated that he added the language and revisions that the Board had requested. Mr. Whitley made a motion, seconded by Mr. Traum to accept the Exit 6 TIFF Advisory Board as revised.

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

Bates Building Rental Ad: The Board reviewed the ad; and made no changes. Mr. Cass will get the ad out.

Review of Funding for Staffing for the Town Clerk/Tax Collector's Office: Mr. Cass noted that the Select Board has several options. The position could be for 10, 15 or 20 hours per week.

Discussion ensued, as to how many hours the position requires. It was decided to hire a part time person for 15 hours per week at a rate of \$16.89 per hour. The Board decided to continue the discussion later in the meeting, due to the scheduled Public Hearing.

APPOINTMENTS (continued):

PUBLIC HEARING Use of Conservation Fund for Easement: Chairman O'Brien opened the Public Hearing at 7:30 pm. He read the Public Notice with regards to the meeting, as follows:

The Conservation Commission and the Select Board will hold a Public Hearing on Monday, June 24, 2019 at 7:30 pm at the Hopkinton Town Hall, 330 Main Street, Hopkinton, NH to receive public comment, as required by NH RSA 36-A:5 concerning the Conservation Commission using funds from the Conservation Fund to purchase an easement on land located at Houston's Pine Lane Farm, Contoocook. The expenditure of these funds for property requires Select Board approval.

Rob Knight, who is representing Five Rivers and also on the Conservation Commission, stated that the Houston Easement is approximately 55 acres of fields. It has frontage on both the Contoocook and Warner Rivers. It is scenic and in keeping with the rural character of Contoocook Village. Mr. Knight further stated that the easement is allowing for buffers to protect the wildlife habitat. He also noted that the easement has a small excluded area, and the Houston's will retain a right of way. Mr. Knight stated that the Town has an executory interest in the property. Five Rivers would maintain the easement, but the Town could step in if Five Rivers ceases to exist or fails to protect the property. Mr. Knight stated that the total cost of the project is \$110,500.00; funding in the amount of \$102,000.00 has been secured. The Conservation Commission is seeking additional funds of \$8,500.00 to complete the transaction. Chairman O'Brien inquired when the closing date would be; and Mr. Knight replied mid-July. It was noted that 5 Rivers is doing a mailing for support and some private funding. Lee Wilder stated that if need be, the Conservation Commission will cover the costs.

Chairman O'Brien invited comments from the public.

Ron Klemarczyk, Conservation Commission member, stated that under the Master Plan, it states that they are to protecting prime agricultural land and river frontage. He further stated that this easement does both and he urged the Board to support it.

Dijit Taylor, Open Space Committee, stated that this project was brought forward in the best interest of the Town, and allows us to purchase without Town funds and we would be nuts not to do it.

Lee Wilder, Conservation Commission member, stated that the asset is immeasurable, thanks to the Houston family.

As there were no further comments from the public, Chairman O'Brien closed the public hearing at 7:45 p.m.

Mr. Traum thanked everyone for coming and giving comment. Mr. Traum made a motion seconded by Mrs. Dunlap to allow the Conservation Commission to spend up to an amount of \$50,500.00 to acquire the easement on land located at Houston's Pine Lane Farm.

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

Lynn Clark, Cemetery Trustees Request to Raise Funds: Ms. Clark stated the Cemetery Trustees would like to fund raise in order to repair some gravestones Putney Cemetery. She stated that they have an estimate of \$800.00 to fix a couple to stones. She noted that Putney Cemetery will be on the Historical Society's Cemetery Walk this year and would like to have some of the stones repaired. She stated that she has met with both Mr. Cass and Deb Gallant, Finance Director, but needs approval from the Select Board. She also stated that the Trustees would speak with the individuals that expressed interest at the repair workshop and hopefully they would contribute to the repairs. The checks would go to Deb to deposit in the General Fund, the Cemetery Trustees would expend the money and would acknowledge payment by a letter. Ms. Clark stated that there has been a renewed interest in the cemeteries since they held their workshop. Mr. Whitley stated that in looking over the Town's fund raising policy, and it appears that the policy does not apply to Town entities that are under the authority of a governing body other than the Select Board (e.g.: library, cemetery trustees). Mr. Whitley recommended contacting the Attorney General's Office, Charitable Trusts for a policy. He stated that he approves the concept as it is being presented, but the policy needs to come from the Cemetery Trustees.

Mr. Whitley made a motion to accept the proposal by the Cemetery Trustees for fundraising for repair of headstone and how to handle those funds as described by Cemetery Trustee Lynn Clark and agreed upon by Deb Gallant, Finance Director. Mrs. Wells seconded the motion.

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

Ms. Clark gave the Board a preview of what will be involved the cemetery walk, which will take place sometime in October.

OLD BUSINESS (continued):

Review of Funding for Staffing of the Town Clerk/Tax Collector's Office: Chairman O'Brien inquired if the unfilled position of finance clerk will be needed to be filled. Mr. Cass replied no; so we can use the money that was put into that line as well as funds from the Worker's Compensation line. Mr. Whitley inquired if this position in the Town Clerk/Tax Collector's office will also be combined with the Deputy Clerk position. Mr. Cass stated that it will be advertised that way, noting that it will have to be a resident of the Town.

Mr. Whitley made a motion to advertise for the part time position at 15 hours per week, for a Deputy Town Clerk to begin in July 2019. Mr. Traum 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 ADMINISTRATOR UPDATES:

Mr. Cass noted that Summer Camp at Harold Martin started today, Monday, June 24, 2019. He noted that we, as well as other towns, had a difficult time with staffing lifeguards this year, so the raft is not out in the pond yet, but will be soon.

Mr. Cass announced there will be a Right to Know workshop for all committees on Thursday, September 12, 2019, at the Town Hall, beginning at 5:30 pm.

Mr. Cass noted that the newly formed Archive Committee met at the Bates Building and then went to the Town Hall. They will be going through the vault to determine what really needs to be there. The next meeting will be July 11, 2019 at the Bates Building.

Mr. Cass stated that H. P. Fairfield will be having an open house on Thursday, June 27, 2019. It will be from 10:00 am to noon, with a ribbon cutting ceremony at 11:00 am. Mrs. Wells and Mr. Traum will be attending.

Mr. Cass stated Arlene Taranow has been sworn in as Deputy Treasurer and was in to sign account payable checks last week.

Mr. Cass informed the Board that he will be off Wednesday, June 26, 2019 and will return to the office on Monday, July 1, 2019.

PUBLIC FORUM

Janet Krzyzaniak stated that every meeting Mr. Traum inquires about an update on the Rescue Squad and Fire Department issue and every meeting Mr. Cass replies no. She is concerned that there is no communication between the Rescue Squad and the Fire Department and therefore, no forward movement. Nothing is being done. She has an interest in the Rescue Squad and would like to see a resolution.

OTHER:

Mr. Traum inquired about the Hopkinton Fair meeting. Mr. Cass replied that we are in the process of agreeing upon a date to meet.

Granite Apollo meeting will be held on Tuesday, July 2, 2019.

Mr. Whitley noted that the MTAG meeting will be on Tuesday, June 25, 2019. Stuart Arnet will have proposed changes to the zoning ordinance based on the responses that were received.

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

Mr. Traum 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). Mr. Whitley seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Dunlap, Whitley, and Wells 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 8:30 p.m. The Board returned to public session at 8:40 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. Mr. Traum seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Dunlap, Whitley, and Wells 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 8:41 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant