



Town of Hopkinton

Office of Select Board

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**SELECT BOARD
PUBLIC MEETING MINUTES
TUESDAY, SEPTEMBER 3, 2019
Approved September 16, 2019**

CALL TO ORDER

Chairman O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, September 3, 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, Steven Whitley and Anna Wells

Staff Present: Neal Cass, Town Administrator and Robin Buchanan, Administrative Assessing Assistant, Dan Blanchette, Director of Public Works, and Paula Simpkins, Recreation Director

Public Present: Bill Chapin and members of the Men's Softball Team, and Lee Wilder

Dan Blanchette led those in attendance in the Pledge of Allegiance.

POINTS OF PRIDE:

Mr. Cass noted all the work the Fire Department, Police Department and Deb Gallant has done in regards to the Hopkinton Fair. He also highlighted the very successful Summer Program the Recreation Department runs. Mr. Cass also highlighted the Highway Department's work on the roads.

Chairman O'Brien noted the work of Mr. Traum and Norm Goupil in collecting money for the Food Pantry at the Hopkinton Fair.

ADMINISTRATIVE

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

Consent Agenda 09-03-2019

ACCOUNTS PAYABLE MANIFEST	\$78,354.36
	\$1,359,005.80
	\$21,619.95

PAYROLL MANIFEST	\$18,562.82
	\$31,573.46
	\$74,103.74

BUILDING PERMITS

Bradford Goodine 141 Pine St construct 248 sq. ft att deck
Tuttle Family Amesbury Rd 7.68KW ground mt photovoltaic system
Town of Hopkinton 846 Main change of use "Bates Building"

TRANSFER OF FUNDS

Sewer Fund 200 Account to General Fund	\$8,256.44
Sewer Fund 200 Account to General Fund	\$8,950.58

RIGHT TO BURY

Dwight L. Conant

OFFICE OF HIGHWAY SAFETY GRANT AWARENESS FY2020

2019 MS-535 Financial Report of the Budget

EMERGENCY OPERATIONS PLANT ANNUAL CONCURRENCE

The Board reviewed the Select Board Meeting Minutes of Monday, August 19, 2019. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of August 19, 2019.

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

The Board reviewed the Select Board Non-Public Meeting Minutes of Monday, August 19, 2019, Session I. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of August 19, 2019, Session I.

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

The Board reviewed the Select Board Non-Public Meeting Minutes of Monday, August 19, 2019, Session II. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Non-Public Meeting Minutes of August 19, 2019, Session II.

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

The Board reviewed the Select Board Meeting Minutes of Wednesday, August 21, 2019. Mr. Traum made a motion, seconded by Ms. Dunlap, to approve the Public Meeting Minutes of August 21, 2019.

VOTE: O'Brien, Traum, Dunlap, and Wells voting in favor of the motion; no votes against, Whitley abstaining, MOTION APPROVED 4-0-1.

APPOINTMENTS:

Dan Blanchette, Director of Public Works and Paula Simpkins Re: Men's Softball Lighting:

Chairman O'Brien stated the Board has had a conversation with the Men's Softball Team with regards to reinstalling lights on Blood Field at George Park. Men's Softball stated they would pay for the lights in exchange for long term use of the field. Mr. Blanchette stated that the Board adopted the conceptual plan for the changes at George Park, which in part were to shrink the size of the softball field. Mr. Blanchette stated that the Men's Softball team were offered a field at Park Ave., however, there is no electricity out there, and therefore no lights can be installed at this time. He stated they are moving forward with the plan the Board adopted. Mr. Traum inquired if Mr. Cass could put the conceptual plan on the screen. Mr. Blanchette stated that he has asked Hoyle and Tanner to send a more detailed plan. Mr. Traum inquired about the possibility of asking abutters to donate a small piece of property in order to acquire the 35 feet needed for the softball field.

Chairman O'Brien gave a brief history of how the Board arrived at the adoption of the conceptual plan, noting that there were several meetings held and discussion about the changes, fundraising, as well as the costs to the Town and to the School. Chairman O'Brien stated it was broken down into phases, with Phase I being the new driveway and the drainage issue, which is the School's issue. Chairman O'Brien stated the School has budgeted for their portion of Phase I.

Bill Chapin inquired as to who was on the Committee that came up with the conceptual plan. Mrs. Simpkins stated that she, Dan Meserve, Skate Murdough, Mary Leadbeater and Greg Roberts were on the committee. She explained the charge they were given, and the process that they went through to get to the conceptual plan. She also noted there were several meetings held and lots of discussions.

Discussion ensued, with regards to lights and use of wooden poles. Mr. Blanchette stated that wooden poles require more maintenance. He also noted that the lights and poles were removed for safety reasons, and that most of the poles fell apart when they hit the ground.

An unidentified member of the public stated that the field for football was created and we were not included in that discussion. Mr. Blanchette responded that those fields are not suitable due to drainage issues.

Discussions ensued, with regards to traditions and how long Men's Softball has played at Blood Field under the lights, as well as safety issues with George Park and the need to correct those issues in order to continue the use of the fields.

Chairman O'Brien stated we have a plan, which staff is working towards and we have Men's Softball who want to put in lights and have assurances of the use of Blood Field. Mrs. Wells stated that we do not know how long it will take to complete the Phases at George Park, if we allow the installation of lights, it would be with the understanding that it would be for a shorter term, as we are working with an unknown time frame; but a limited opportunity to install the lights. Mrs. Wells stated we could ask Hoyle and Tanner if they could find 35 ft more for the softball field.

An unidentified member of the public inquired if the Precinct or the School owned George Park. Chairman O'Brien replied that the Town owns it.

By consensus the Board agreed to contact Hoyle and Tanner to see if there was a way to enlarge Blood Field by 35 ft.

Two members of the public inquired about where the Contoocook Village Precinct meeting was being held. It was noted that the meeting date had changed to the 2nd Tuesday of the month and that the meetings were to be held in Contoocook at the Memorial Building located at 200 Kearsarge Ave.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (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.

The Board, Assistant Town Clerk/Tax Collector Ben Bynum and Town Clerk/Tax Collector Carol Harless, entered into nonpublic session, as recorded separately, at 6:50 p.m. The Board returned to public session at 7:30 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 could make the action ineffective. Mr. Traum seconded the motion.

Vote to seal nonpublic minutes:

Mr. Whitley moved to delay the sealing the minutes until the next meeting, seconded by Mr. Traum.

VOTE: Select Board Members O'Brien, Traum, Dunlap, Whitley voted in favor, Wells was unavailable for the vote, and the Chair declared the motion to have carried unanimously (4-0-1).

Chairman O'Brien stated that we have received the resignation of Ben Bynum and have accepted with regrets. Chairman O'Brien asked Town Clerk/Tax Collector Carol Harless how the Board can help and what the plans are for replacing the position. Ms. Harless stated that an ad has been placed with NH Municipal Association, on the Town's Facebook page, and on the town's website. Ms. Harless stated that she will need to temporarily reduce the hours of the Town Clerk/Tax Collector's office until a replacement can be hired. She stated that Deb Norris has started to work part-time but must work 30 days before she can become certified for Motor Vehicles. Ms. Harless would like to hire Tina Hoyt on a temporary basis to help with filing. Chairman O'Brien inquired if MRI could help fill the position until someone is hired. Ms. Harless stated that Ben Bynum was checking into that. Mr. Traum reminded Ms. Harless that she can set her office hours as she deems appropriate.

NEW BUSINESS:

Tax Deeding Update: The Select Board reviewed the list of 2019 Deeding of Property prepared by Carol Harless, Town Clerk/Tax Collector and Neal Cass, Town Administrator.

Discussion ensued with regards to the campers at Sandy Beach and seizing the property, selling the property to a third party, and the condition of the campers.

Discussion ensued with the other parties on the list, Mr. Cass will try and make payment arranges with some, and for those where the payment arrangement has not been met, to contact them, find out why the arrangement was not kept and to determine if another payment arrangement should be made or not.

OLD BUSINESS:

Cross Road Update: Mrs. Wells stated that she and Lee Wilder, Conservation Commission Chairman, walked Cross Road recently. They noted that the original culvert is plugged and that the volunteer pipe that was put in is also plugged. Mr. Wilder stated that there are two beaver dams downstream. Mrs. Wells stated that we have a deadline of October 1, 2019 and believes we should request an extension from DES, because removing anything at this point would cause more damage. Mrs. Wells would like to also get the abutters together and present them with options. Mr. Whitley agreed that we need to wait until Spring 2020. Mrs. Wells stated the water is not going down anytime soon and Mr. Wilder agreed that it will allow us time to define all of the options. They could then come to the Board for review with the abutters and other interested parties. Mrs. Wells will contact the engineer at Hoyle and Tanner to discuss options.

Safety Policy Update: Mr. Cass stated that there was an update to the Safety Policy with new language. Mr. Traum made a motion to approve the updated Employee Safety Manual. 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.

Superintendent of Water/Sewer DRAFT job description: Mr. Cass stated that he has sent the job description to the Contoocook Village Precinct Commissioners for their comments. Chairman O'Brien suggested that the employee report to either the Public Works Director or to the Precinct Commissioners, but not both.

Building Update and Recommendation: Mr. Cass stated that in the last 10 years, at the Town Hall, we have added the Town Administrator's office and new bathrooms. He would like to hire an architect to come in and meet with staff, so that he can recommend what can be done with the Town Hall for office space. Mr. Cass stated he has worked with David Drasba and would like to contact him. Mr. Drasba has work with the Towns of Dublin, Peterborough and Bradford, and has over thirty years' experience in the renovation of historic buildings. Chairman O'Brien stated that it was a great idea. The Board agreed.

NEW BUSINESS (continued):

Comprehensive Public Right-of-Way Ordinance: Mr. Cass noted that we have received a letter from Donahue, Tucker & Ciandella asking Hopkinton to be part of developing a comprehensive ordinance regulating access to public rights-of-way for wireless facilities and all other uses. Mr. Whitley inquired if we were committed to retaining the attorneys. Mr. Cass replied no.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass stated that the Bates Building at 846 Main Street has been rented. It has been painted, and the tenant has been working on it and things are going well.

Mr. Cass stated there are two (2) trainings scheduled: the first is Thursday, September 12, 2019 at 5:30 pm at the Town Hall for a Right to Know training and one on Tuesday, September 17, 2019 at the Slusser Center for the Safety Policy and Staff Training. Mr. Cass also noted the proposed date of Monday, October 21, 2019 for the joint School Board and Select Board meeting.

Mr. Cass stated that we are advertising for the part-time position at the Transfer Station.

Mr. Cass noted that the parking at the Hopkinton Fair went well.

PUBLIC FORUM:

Mr. Whitley noted that the NH Council of Resource and Development will be holding a meeting on Thursday, September 12, 2019 at Johnson Hall, 107 Pleasant St, Concord, in regards to the land swap with Hopkinton.

Mr. Traum inquired about Granite Apollo. Mr. Cass stated there is on-going surveying being performed.

Mr. Whitley noted that there were no signs up for the Hopkinton Fair on I-89. He noted that someone should be appointed to make sure that the signs go up next year.

Mrs. Wells noted there was an update on Stickney Road with inaccurate information, noting that we are still awaiting DES approval to move forward.

Mrs. Wells stated that she is putting out feelers for Complete Streets.

OTHER:

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). 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).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:44 p.m. The Board returned to public session at 9:05 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 could make the action ineffective. 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).

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (a) Personnel

Mr. Whitley moved to go into a non-public session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). 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).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 9:05 p.m. The Board returned to public session at 9:10 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 could make the action ineffective. 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 9:11 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant