



# **Town of Hopkinton, NH**

## **Office of the Select Board**

330 Main Street, Hopkinton, NH 03229-2627

Tel: (603) 746-3170 E-mail: [selectmen@hopkinton-nh.gov](mailto:selectmen@hopkinton-nh.gov)

Fax: (603) 746-3049 Web: [hopkinton-nh.gov](http://hopkinton-nh.gov)

### **SELECT BOARD PUBLIC MEETING MINUTES MONDAY, SEPTEMBER 17, 2018 Approved October 1, 2018**

#### **CALL TO ORDER**

Chairman O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, September 17, 2018, in the large meeting room in the Town Hall. Vice Chair Traum introduced the members of the Board. Ms. Dunlap led those assembled in the Pledge of Allegiance.

**Members Present:** Ken Traum, Sara Persechino, Sabrina Dunlap and Steven Whitley, Jim O'Brien (arriving at 5:40 pm)

**Staff Present:** Neal Cass, Town Administrator; Robin Buchanan, Administrative Assessing Assistant, Chuck Gangel, Town Clerk/Tax Clerk

**Public Present:** Janet Krzyzaniak, Bonnie Christie, Ginni Haines, Steve Lux, Janet Hale

#### **POINTS OF PRIDE**

Mr. Cass wanted to thank the Town Clerks staff, the Highway Department for all the work that goes into setting up and during the election. He also highlighted the members of Hazardous Mitigation Committee meet regularly. He also noted that Stephanie Alexander from NH Central Regionally Planning Commission has noted that the Committee's commitment to meet and update the Hazardous Mitigation Plan. Mr. Traum also thanked the election workers and ballot clerks.

#### **ADMINISTRATIVE**

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

#### **CONSENT AGENDA**

17-Sep-18

<b>ACCOUNTS PAYABLE MANIFEST</b>	\$51,878.60
	\$264,200.58

<b>PAYROLL</b>	\$78,057.78
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**BUILDING PERMITS**

Stephen Reeve 21 White Tail Run Map 212 Lot 4 30'x30' detached, metal utility bldg

Jeffrey Allen 1182 Briar Hill Map 241 Lot 56 renovate basement to recreation room

John & Sandra Pianka 35 Pinewood Map 221 Lot 119 replace porch to 7x14 porch

James Fredyma 1322 Maple Map 218 Lot 9 construct 14'x28' deck & 16'x22 wrap around

Wm Palizzolo 1555 Hopkinton Rd Map 105 Lot 33 demo porch add 8'x20' add

879 Maple St Map 228 Lot 25 install new sign over existing sign

Jared Yeaton 130 West Ridge Cir Map 209 Lot 45-4 20'x40' swimming pool, fencing

Joseph Bove III 200 West Ridge Cir Map 209-45-8 erect 8'x10' detached shed

Matthew Doerfler Rollins Rd Map 259 Lot 7-1 new single-story w attached garage

Mark & Deborah Allen 258 Dustin Rd Map 224 Lot 39 year-round farm stand

Joseph Grogan 351 Park Ave Map 220 Lot 70 DENY per zoning ordinance

**LETTER OF COMMITMENT RE: Household Hazardous Waste Day****TRAIL AGREEMENT**

Keith V. & Leah Lundquist

**TIMBER WARRANT**

Keith & Tara Rutherford; Peter & Julie Smith	\$864.04
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<b>FOREST FIRE REPORT/BILL</b>	\$1333.68
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**MS-1**

The Board reviewed the Select Board Meeting Minutes of Tuesday, September 4, 2018. Ms. Persechino made a motion, seconded by Mr. Traum to approve the Public Meeting Minutes of September 4, 2018.

**VOTE:** Traum and Persechino voting in favor of the motion; no votes against, Dunlap and Whitley abstaining; MOTION APPROVED 2-0-2.

The Board reviewed the Select Board Non-Public Meeting Minutes of Tuesday, September 4, 2018, Session I. Ms. Persechino made a motion, seconded by Mr. Traum to approve the Non-Public Meeting Minutes of September 4, 2018.

**VOTE:** Traum and Persechino voting in favor of the motion; no votes against, Dunlap and Whitley abstaining; MOTION APPROVED 2-0-2.

The Board reviewed the Select Board Non-Public Meeting Minutes of Tuesday, September 4, 2018, Session II. Ms. Persechino made a motion, seconded by Mr. Traum to approve the Non-Public Meeting Minutes of September 4, 2018.

**VOTE:** Traum and Persechino voting in favor of the motion; no votes against, Dunlap and Whitley abstaining; MOTION APPROVED 2-0-2.

The Board reviewed the Select Board Non-Public Meeting Minutes of , September 4, 2018, Session II. Ms. Persechino made a motion, seconded by Mr. Traum to approve the Non-Public Meeting Minutes of September 4, 2018.

**VOTE:** Traum and Persechino voting in favor of the motion; no votes against, Dunlap and Whitley abstaining; MOTION APPROVED 2-0-2.

#### **APPOINTMENTS:**

**Recycling Committee RE: Choose2Reuse Program:** Ginni Haines was in to inform the Select Board about a new project the Recycling Committee is undertaking. It is called Contoocook to the Coast, Choose2Reuse. She further stated this program began with a student sending a letter to the Select Board asking for support in banning the use of plastic bags. Mrs. Haines also explained that the recycling environment has changed and has become expensive. She also stated there has been discussion at the Farmer's Market about the use of disposal materials. She further stated the reaction was positive.

Bonnie Christie, also of the Recycling Committee, stated the committee believes education and outreach are the way to go. She stated there are six phases in the outreach project as follows:

1. Community Conservation
2. Coalition of people to help
3. Creating alternatives to change behavior
4. Taking a pledge-community leadership

5. Tracking changes, gauging outcomes which would involve students from the schools
6. Working with communities upstream and downstream from Hopkinton.

She stated education, materials and visibility are key issues. She stated she has begun work with Sara Persechino with regards to digital media. She also indicated that she may need occasional staff time.

Ms. Christie stated they have applied for one grant and will be applying for three more, noting that she has received a community match from the Rotary of \$625.00. Ms. Christie stated she will also use volunteers.

Ms. Christie stated that both Steve Chamberlin and Donna Dunlop have volunteered to be community leaders in this project. She also showed a few different ways to remind residents to use non-plastic bags. She stated they have received positive reaction from the Every Day Café, which currently uses compostable cups and carry out containers. She noted that students will be paired with community leaders and she asked the Board to participate as community leaders, to which they agreed.

#### **Riverway Association RE: Location of Section House:**

Steve Lux stated the new location has been staked out. He stated he has spoken with Fire Chief Jeff Yale and Dan Blanchette, Public Works Director and neither of them have an issue. He also stated that he spoke with the Hales about the new location, which is within the village district. With regards to the park improvements, Mr. Lux stated he will work with all abutters for future improvements to bring the park back to life. Mr. Whitley inquired if there is money for the upkeep of the property. Mr. Lux stated the building needs paint and clean up, which they have the funds for. He also stated there will be fundraisers held for future maintenance. Chairman O'Brien inquired about a time line. Mr. Lux responded that they would like to move it before the ground freezes, they have someone willing to donate their time to move the building, but they are waiting on TDS.

Discussion ensued, with regards to the new location. All Board members agreed that it is a much better location than previously selected. Mrs. Hale stated it was a better location, but reminded the Board the land was given as a place for a park and the space if filling up. Discussion also ensued, with regards to leasing the property to the Riverway Association, like what is done with the Rescue Squad. Mr. Cass will review the agreement the Town has with the Rescue Squad.

#### **OLD BUSINESS:**

**Library Update:** Mr. Cass stated there was a walk through with the contractors. He stated that Serv Pro has removed ceiling tiles, insulation and sheet rock. He further stated the insulation has been removed and taken for testing, which can take up to 3 weeks. He noted that Primex has been excellent. He also stated the Library Trustees are taking this opportunity to look at new systems and design inside the library and improving the cupola area. Mr. Traum inquired as to a time frame. Mr. Cass replied it is three to six months.

**2019 Merit Pool:** Discussion ensued with regards to the merit pool for 2019. Mr. Traum, Select Board Representative on the Budget Committee, stated the Budget Committee would like a 2.5% or less increase in the overall Town budget. Board members agreed to a 3.5% merit pool.

Ms. Persechino made a motion to prepare the 2019 budget to incorporate a 3.5% merit pool increase. Mr. Whitley seconded the motion.

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

**NEW BUSINESS:**

**2019-2021 Elected Official Pay Process:** Discussion ensued, regarding compensation for elected officials and pay increases. There is no authority to do a merit increase or review. If the pool is 3.5%, the elected official gets 3.5%. Ms. Persechino noted that those elected positions would have to be changed to appointments to allow for a merit review. Other options would include a three (3) year salary for the position or a salary plus a small percentage each year. Ms. Persechino stated that would impact the pool for that department. Discussion ensued, with how to determine a salary range. More research needs to be done before a decision can be made.

**PUBLIC FORUM:** None

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass stated the Boston Cane Post will be given to Jim Turner, who will turn 100, at the Senior Luncheon on Wednesday, October 3, 2018. Mr. Cass will be unavailable to attend the luncheon and asked if any member of the Select Board would be available to attend. Ms. Dunlap and Ms. Persechino offered to attend.

Mr. Cass announced that once again the Rowell Bridge is closed, because a truck that was too big went through it. The last time this happened the trucking company's insurance paid for the damages. Currently, it is an unknown as to who caused the damage.

Mr. Cass noted that Friday, September 28<sup>th</sup> will be the last week that Carol Harless will be in her position as Assistant Town Clerk/Tax Collector. We are doing "Coffee with Carol" on Thursday, September 27, 2018 from 3:00 to 5:00 pm. The public is invited to stop in and say goodbye to Carol.

Mr. Cass informed the Board that we have 10 applicants to date for the position of Assistant Town Clerk/Tax Collector.

Mr. Cass also informed the Board that CIP requests are in and Budgets are due mid-October.

**OTHER:**

Mr. Traum inquired about the lease agreement with Granite Apollo. Mr. Cass stated we are still waiting for comments from the Town of Webster.

Mr. Traum also informed the Board that he attended the NH Municipal Associations Policy Conferences and all policies were approved.

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (c) Reputation**

Mrs. Persechino 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, Persechino, Dunlap, and Whitley 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 7:20 p.m. The Board returned to public session at 7:28 p.m.

**Vote to seal nonpublic minutes:**

Mr. Traum 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. Whitley seconded the motion.

**VOTE:** Select Board Members O'Brien, Traum, Persechino, Dunlap, and Whitley voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

**ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 7:28 p.m.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant