



Town of Hopkinton, NH

Office of the Select Board

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**SELECT BOARD
PUBLIC MEETING MINUTES
MONDAY, DECEMBER 10, 2018
BUDGET SESSION
Approved December 26, 2018**

CALL TO ORDER

Chairman Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, December 10, 2018, in the large meeting room in the Town Hall. Chairman O'Brien introduced the members of the Board.

Members Present: Jim O'Brien, Chair; Ken Traum, Vice-Chair; Sara Persechino, Sabrina Dunlap and Steven Whitley

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

Public Present: Members of Hopkinton High School Civics Class

Mr. Whitley led those in attendance in the Pledge of Allegiance.

POINTS OF PRIDE

Mr. Cass noted that we have lost our custodian due to illness. He noted that we have done a RFP for cleaning services for the Town Hall, Slusser Center, Police Station, Library and Highway Garage. Mr. Cass also stated that everyone is stepping up and helping with cleaning their area and taking care of the trash.

Mr. Cass also highlighted Karen Robertson's work in coordinating a meeting with FEMA, at the fire station in Contoocook on Wednesday, December 12, 2018.

Mr. Cass also noted that the greens in the flower pots out front were done by Marilyn Bresaw

Ms. Dunlap wanted to thank all those involved with Breakfast with Santa, noting it was a great event.

Ms. Persechino wanted to thank Jeff Dearborn, the Hopkinton Rescue Squad, Irish Electric and Bartlett Tree Service for helping with the Christmas lights located in both villages.

Chairman O'Brien thanked Mr. Cass, Deb Gallant, Finance Director and Ken Traum, Select Board representative to the Budget Committee for all their work on the presentation to the Budget Committee.

ADMINISTRATIVE

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

ACCOUNTS PAYABLE MANIFEST	\$2,351,825.74
	\$47,133.47

PAYROLL	\$75,447.28
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GIS SERVICES ANNUAL MAINTENACE AGREEMENT (2)

SFPNHF EVALUATION OF MAP 248-4

REQUEST FOR REFUND

Joshua Smith Map 102 Lot 45	\$3,311.00
Joshua Smith Map 251 Lot 11	\$3,642.00
Rachel Garvin Map 102 Lot 84	\$3,367.00
James F & Julie S Laboe Map 259 Lot 1-1	\$36.00
James F & Julie S Laboe Map 259 Lot 1-1	\$40.00
John & Roberta F Woods Map 251 Lot 37	\$4,893.00
Verizon Company Map 265 Lot 28-88	\$848.00

ABATEMENT

Carl & Carol Welch-camper is registered	\$261.00
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LOCAL RIVER MANAGEMENT NOMINEE FORM

Bonnie Christie

SEWER ABATEMENT

David Osgood Map 102 Lot 66	\$431.72
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VETERAN'S CREDIT

William Bunten Map 245 Lot 40
William McCrillis Map 257 Lot 3

TRANSFER OF FUNDS

Sewer Fund to General Fund	\$8,818.05
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Special Revenue Funds to General Fund	\$2,088.47
Kimball Cabins	\$1,691.97
Human Services Energy	\$396.50
Special Revenue Funds to General Fund	\$1,279.00
Slusser Center Rental Expense	
Application for Payment from Capital Reserve Fund	\$49,427.00
PW/HWY Vehicles -Spreader Capital Reserve Fund	
Application for Payment from Expendable Trust Account	\$4,398.60
Recreation Facilities Trust Fund	
Recreation Revolving Fund to General Fund	\$3,592.18

BUILDING PERMITS

Timothy & Bonnie Sweatt, 207 Old Stagecoach Rd, 239-023-000, Attached Garage
James Matte, 2201 Hopkinton Rd, 240-003-000, Multi-family Dwelling
Joab Owen, 498 Brockway Rd, 256-030-000, Basement Renovations & Sugar House
Contoocook Hair Company, 25 Cedar St, 101-013-000, Hair Salon

ELDERLY DEFERRAL

Luciele Gaskill Map 102 Lot 84

The Board reviewed the Select Board Meeting Minutes of Monday, November 19, 2018. Mr. Traum made a motion, seconded by Ms. Persechino to approve the Public Meeting Minutes of November 19, 2018. Mr. Traum made a correction of a name on Page 2.

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

The Board reviewed the Select Board Meeting Minutes of Monday, November 26, 2018. Mr. Traum made a motion, seconded by Ms. Persechino to approve the Public Meeting Minutes of November 26, 2018.

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

The Board reviewed the Non-Public Select Board Meeting Minutes of Monday, November 26, 2018. Ms. Persechino made a motion, seconded by Ms. Dunlap to approve the Non-Public Meeting Minutes of November 26, 2018.

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

APPOINTMENTS None

OLD BUSINESS

Burns Abatement: Mr. Burn's abatement request is due to a mapping error, which showed that Mr. Burns owned a small piece of land on Little Tooky, that he actually did not own. This small piece had frontage and made the lot a "building lot" and he was taxed accordingly. Mr. Burns is requesting an abatement due to being incorrectly billed for 15+ years. It was noted that an abatement for 2018 taxes had already been processed. Discussion ensued, with regards to the error, how many years to go back and the statute of limitations.

Mr. Traum made a motion to approve the Abatement Request for Bruce Burns, Map 225 Lot 129 for the years 2015, 2016 and 2017. 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.

Budget Committee Update: Mr. Traum thanked Mr. Cass for the presentation to the Budget Committee. He further stated that the Budget Committee had questions, but were satisfied with the budget that was presented, and there will not be a need for a second meeting.

Pending Items –Long Range Planning

Bates Building: After looking at the last court order concerning the use of the Bates Building, it seems clear that if we want to sell the building, we would have to go back to court. Discussion ensued, with regards to the next step. The Board agreed to have a small sub-committee (1 or 2 members) for a fact-finding mission. Ms. Dunlap and Mr. Traum agreed to serve as the sub-committee. Mr. Traum agreed to speak with Tom Donovan Trust Division of the New Hampshire Attorney General's Office for some insight.

Horseshoe Tavern: Mr. Cass stated that in the near future work will need to be done to this building. The estimates as to the work required is in \$50,000 range. Discussion ensued with regards to selling the building, however, the Horseshoe Tavern is on the same piece of land as the Kimball Cabins and there is no option to subdivide. Other areas of discussion were to sell the building with the requirement that it has to be moved. Mr. Cass stated the current tenant is on a month to month lease. The Board agreed to wait to decide about this building.

George Park: The Board agreed that the public should have some input on this matter. Discussion ensued, with regards to the drainage issue, which is on the school's property. Chairman O'Brien, who is on the School Board, noted that the money for the drainage is still in the Superintendent's budget, however in regards to the issue of the track, Chairman O'Brien stated that it has not been brought up. Mr. Whitley stated that a public session would be helpful and would like to invite the CIP committee and all users of George Park.

Town Hall Access/Parking: Mr. Cass stated we will do some work in house, getting the front stoop done and improve accessibility with the funds that we have available.

Houston Barn: Discussion ensued, with regards to the allocation in the CIP for the barn. Mr. Cass stated it is estimated that the roof will cost approximately \$100,000 to replace. Mr. Cass also noted that the foundation also needs work and that is estimated to be about \$100,000.

Chairman O'Brien inquired as to whether there was any historical value to the barn, in hopes of applying for a grant. Discussion ensued, with regards to the possibility of selling the building to someone who would dismantle it and repurpose the lumber and materials that are usable. It was noted that the roof should only be done if the Town intends to make a long term commitment for the barn.

MTAG: Mr. Cass stated that we have been awarded the grant. He further stated that we will need to form a steering committee of a cross section of residents, community leaders and others with an interest in this project.

Mr. Whitley made a motion to accept the MTAG Grant following the program as presented at the November 26, 2018 Select Board meeting, and to appoint a sub-committee. Mr. Traum 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

Municipal Records Committee: Mr. Cass stated the Town should have a Municipal Records Committee to deal with all the Town records, and especially with the archive records that are now stored at the Bates Building. Mr. Cass recommended having a member of the Historical Society to be on the committee. Mr. Cass will do a charter for the committee.

Employee Evaluations: Mr. Cass went over the timeline for employee evaluations, noting that all evaluations are due January 11, 2019 and all supervisors will meet with the employees between January 21 and January 31, 2019 to discuss the evaluations.

TOWN ADMINISTRATOR UPDATES

Mr. Cass stated that the next meeting will be Wednesday, December 26, 2018. The meeting will be to sign the payroll and accounts payable manifests. There will be no video for that meeting.

Mr. Cass stated that Joshua Gallant will be graduating from the New Hampshire Police Academy on Friday, December 14, 2018.

PUBLIC FORUM

OTHER

Mr. Whitley inquired if Mr. Cass had heard from our attorney concerning the Granite Apollo lease. Mr. Cass replied no.

Chairman O'Brien noted that some of the legislative bills that were discussed during the meeting with the local member of the NH House of Representative have been submitted as LSRs.

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. 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).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:57 p.m. The Board returned to public session at 7:09 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, 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 7:09 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant