



# **Town of Hopkinton, NH**

## **Office of the Select Board**

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### **SELECT BOARD PUBLIC MEETING MINUTES WEDNESDAY, DECEMBER 26, 2018 APPROVED JANUARY 7, 2019**

#### **CALL TO ORDER**

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Wednesday, December 26, 2018, in the Dunlap Room at the Town Hall. Mr. O'Brien introduced the members of the Board. Mr. Whitley led those assembled in the Pledge of Allegiance.

**Members Present:** Jim O'Brien, Ken Traum, Sara Persechino, and Steven Whitley

**Members Absent:** Sabrina Dunlap

**Staff Present:** Neal Cass, Town Administrator

#### **POINTS OF PRIDE**

Mr. Cass read a letter from the Police Standards and Training Board thanking Officer Bill Simpson for his assistance with the recent class. He also highlighted the work of those departments that work 24/7 regardless of holidays or weather. Noted were the police, fire, and the highway departments.

#### **ADMINISTRATIVE**

The Board reviewed documents for signature and approved (4-0) the Consent Agenda, taking the following action on a motion by Mr. Traum and seconded by Mrs. Persechino.

<b><u>Item</u></b>	<b><u>Date</u></b>	<b><u>Action</u></b>	<b><u>Comment</u></b>
<b>BUILDING PERMITS</b>			
28x31 2-story garage	12/26/2018	Approve	221-058-000-329 Bound Tree
Library Renovation	12/26/2018	Approve	221-083-000 61 Houston Drive
<b>USE PERMIT</b>			
Operate Electrical Home Business	12/26/2018	Approve	222-070-000 - 351 Park Avenue PB Approval 10/9/18 ZBA Approval 10/9/18

<b>ACCOUNTS PAYABLE</b>			
Checks 61175-61209	12/17/2018	Approve	\$43,568.58
Check 61210	12/18/2018	Approve	\$ 360.86 - Replaces check 61155
Checks 61211-61273	12/26/2018	Approve	\$110,522.32
<b>PAYROLL</b>			
WE 12/22/2018 CH # 33185-33196	12/26/2018	Approve	Checks-\$9,029.86, Direct Dep-\$62,709.61 TOTAL= \$71,739.47
<b>TRANSFER OF FUNDS</b>			
From Pay-by-Bag to General Fund	12/17/2018	Approve	\$15,609.25-remaining of TM approved amt.
<b>ASSESSMENT OF LAND USE CHANGE TAX</b>			
208-099-000-756 Clement Hill Road	12/26/2018	Approve	1.46 Acres removed -\$292.00 tax
101-069-001 Amesbury Road	12/26/2018	Approve	2.627 Acres removed - \$5,060 tax
<b>ENCUMBRANCE OF FUNDS</b>			
100-4652-390-000 EDC Professional Serv.	12/26/2018	Approve	\$5,000- Match portion of MTAG Grant
<b>PROPERTY TAX ABATEMENT REFUNDS</b>			
208-099-A15- A15 Sandy Beach Road	12/26/2018	Approve	\$122.00 - Trailer Removed
103-016-002 473 Penacook Road	12/26/2018	Approve	\$1,979.48 -2015 Tax Map Error
103-016-002 473 Penacook Road	12/26/2018	Approve	\$2,052.65-2016 Tax Map Error
103-016-002 473 Penacook Road	12/26/2018	Approve	\$2,159.27 -2017 Tax Map Error

The Board reviewed the Select Board Meeting Minutes of Monday, December 10, 2018. Mr. Traum made a motion, seconded by Mrs. Persechino to approve the Public Meeting Minutes of December 10, 2018.

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

The Board reviewed the Select Board Non-Public Meeting Minutes of Monday, December 10, 2018. Mr. Traum made a motion, seconded by Mrs. Persechino to approve the Non-Public Meeting Minutes of December 10, 2018.

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

### **PUBLIC FORUM**

Tina Hoyt asked the Board whether the Town Clerk/Tax Collector move to the Town Hall was going to be permanent. Mr. O'Brien said that currently the 2019 budget reflects the office remaining at the Town Hall. He said the Board is working through any issues and is working to address them, including establishing a Town Records/Archive Committee.

Mrs. Hoyt said she doesn't see anything positive about this move and shared her concerns including damaging the historic building and parking. She continued that the Town Clerk/Tax Collector had worked alone for several weeks.

Select Board Members thanked Mrs. Hoyt for her input and said that they would be discussing this further later in the meeting.

Supervisor of the Checklist Jean Lightfoot shared her concern about space for the Supervisors to work as they have both public meetings and information that is confidential. The Board asked that the Supervisors meet with the Board at its next meeting to discuss this further.

There was further discussion with those present concerning input from the neighbors, that the offices on the back of the building were designed to be temporary, and that the large meeting room is very loud.

#### **TOWN RECORDS/ARCHIVE COMMITTEE**

The Board reviewed the draft charge for a Town Records/Archive Committee. All agreed the committee should be established.

Mr. Traum made a motion, seconded by Mr. Whitley to adopt the Town Records/Archive Committee charge and establish the committee.

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

The position openings on this committee will be posted on the website and the Town's Facebook page.

#### **BATES BUILDING DISCUSSION**

The Board discussed the process for making a determination for the selling of the Bates Building. This would require approval by the Trust Division of the Attorney General's Office and probate court. Town Meeting approval is also required. The Board will work to assure that this is an open process.

Mr. Traum reviewed the FAQs concerning the Bates Building. It is a work in progress. Mrs. Persechino will make some edits and add an explanation of the process in the opening paragraph. Once complete the sheet will be posted and used to provide complete information to the public.

After discussion the Board decided to hold a public informational meeting to share and gather information from the public concerning the location of the Town Clerk/Tax Collector's Office, and what to do with the Bates Building, if it is not used for the Town Clerk/Tax Collector Office. It will be held on Monday, February 4, 2019 at 6:00 p.m. at the Town Hall. The Town Administrator will ask Department Heads if they have a use for the building. Discussion will continue with the AGs office concerning the selling of the building. Mr. Traum shared that he recommends splitting the proceeds from the sale of the building, if that is the decision, between the library and for making further accommodations at the Town Hall.

Resident Mark Winzler shared his concern that shrinking the size of the Dunlap Room at the Town Hall limits how it can be used.

### **LEASH LAW**

Mr. Whitley shared that he had been contacted by a resident who runs and sees dogs who are not on a leash. The Board reviewed the statute requiring a dog to be under the owner's control at all times, and the process for implementing a leash law. It was decided not to move forward with a leash law unless the Police Department would find it helpful. The Town Administrator will report back to the Board after a discussion with Chief Pecora.

### **TOWN ADMINISTRATOR UPDATES**

Mr. Cass updated the Board on the following:

- The George Park information sharing/gathering meeting will be on Tuesday, January 22, 2019 at 6:00 p.m..
- The only cleaning bid received was for the Police Station
- Town Counsel is working on the GraniteApollo lease.
- Shared the YTD budget expenses noting that the year end numbers won't be finalized for several weeks allowing time for all 2018 invoices can be processed.

### **OTHER**

Mr. O'Brien reported that he has contacted the office of the attorney involved with the opioid lawsuit but will contact them again.

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

Mr. Traum 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. Whitley seconded the motion.

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

Mrs. Persechino left the meeting. The Board went into nonpublic session, as recorded separately, at 6:50 p.m. The Board returned to public session at 7:15 p.m.

These minutes were not sealed.

### **ADJOURNMENT**

There being no further business, motion by Mr. Traum, seconded by Mr. Whitley to adjourn the meeting. Vote 3-0 in favor of the motion. The meeting adjourned at 7:15 p.m.

Respectfully submitted,  
Neal A. Cass, Town Administrator