



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 Tuesday, October 13, 2020

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:32 p.m. on Tuesday, October 13, 2020, via Zoom. Chair Dunlap introduced the members of the Board.

Members Present: Sabrina Dunlap, Ken Traum, Steven Whitley, Anna Wells and Jeffrey Donohoe through video conference.

Staff Present: Neal Cass, Town Administrator, and Robin Buchanan, Administrative Assessing Assistant through video conference.

Public Present: Bob Matteo, Elizabeth, Jean Lightfoot, Norm Goupil, 603-848-1962, Glen Tobiason, Evan Miller2021, Jeff Earls, GalaxyS20+5G, Shawn, Matt Monohan, Mike Tardiff, Shawn, Skate Murdough, Steven, Sara Persechino, 603-731-8154, Kevin Davis, Pamela Davis, and Lauren Warner through video conference.

DECLARATION OF CHAIR: Chair Dunlap read the Right to Know Law Meeting Checklist as follows: As Chair of the Hopkinton Select Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-646-558-8656 and meeting ID: 377 225 532, or by clicking on the following website address: <https://zoom.us/j/377225532>.

b) Providing public notice of the necessary information for accessing the meeting.

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on Town of Hopkinton's website: www.hopkinton-nh.gov and on the Town of Hopkinton's Facebook page.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.

If anyone has a problem, call (603) 746-8242 or email: townadmin@hopkinton-nh.gov.

d) *Adjourning the meeting if the public is unable to access the meeting.*

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let us start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Sabrina Dunlap and I am alone
Ken Traum and I am alone
Anna Wells and I am alone
Steven Whitley and I am alone
Jeffrey Donohoe and I am alone

EXPLANATION OF ZOOM:

There are several things about Zoom that will be helpful to know:

- This meeting is being recorded and will be available to watch at a later time. The link to watch will be on the Town website.
- The Select Board is unmuted, but all others are muted. If you have a question during the meeting use the chat feature to let the hosts know you have a question. The chat only goes to the hosts so off-line conversation cannot take place.
- During Public Forum, the line will be unmuted to allow participants to speak. Please be respectful of each other as we try to manage this.

Thank you in advance for your cooperation.

POINTS OF PRIDE:

Mr. Cass highlighted the staff throughout the Town. He noted that they continue to work on budgets, elections, current use updates under different and sometimes difficult times. Chair Dunlap agreed and also thanked Mr. Cass for all the time and effort that he puts in. She also thanked Chief Pecora and the Hopkinton Police Department for helping to run the race that took place on Sunday, October 11, 2020.

Mr. Traum also recognized the passing of Derek Owen.

ADMINISTRATIVE

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

**Town of Hopkinton - Select Board
Consent Agenda
October 13, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
PAYROLL MANIFEST			
PPE 10/10/2020	10/13/2020	Approve	CH# 33959-33976 - \$3,595.59 Direct Deposit-\$75,
AP MANIFESTS			
CH# 64929 To Correct Check Amount	9/30/2020	Approve	\$9,250.00 - Check # 64912 for \$18,500 9/28/2020-VOIDED
CH# 64930-64942	10/5/2020	Approve	\$10,884.43
CH# 64943-65007	10/13/2020	Approve	\$130,044.93
TRANSFER OF FUNDS			
From Sewer Fund to Operating Fund	10/13/2020	Approve	\$11,039.79 - September Expenses
BUILDING PERMITS			
208-099-004 Pine St	10/13/2020	Approve	Single Family Residence with attached garage
245-039-000 43 Stacey Drive	10/13/2020	Approve	Construct 10X10 Shed
238-019-000 774 Dolly Road	10/13/2020	Approve	Construct 1,400 sq ft 2-bedroom ADU
223-040-000 50 Sunset Drive	10/13/2020	Approve	Construct detach 12X12 Shed
WARRANT FOR LAND USE CHANGE TAX			
216-027-002 Moran Rd. 5.071 ac. Removed	10/13/2020	Approve	\$8,490.00
YIELD TAX WARRANT			
218-006-000 770 Pine Street	10/13/2020	Approve	\$777.15
OTHER			
Appointment to Office-Meredith Lee	10/13/2020	Approve	EDC
Election Warrant - General Election	10/13/2020	Approve	November 3, 2020, 7-7

ROLL CALL VOTE:

Sabrina Dunlap Yes
 Ken Traum Yes
 Steven Whitley Yes
 Anna Wells Yes
 Jeffrey Donohoe Yes

MOTION PASSED 5-0.

The Board reviewed the Select Board Meeting Minutes of Monday, September 28, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Minutes of September 28, 2020.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Yes
Steven Whitley Yes
Anna Wells Yes
Jeffrey Donohoe Yes

MOTION PASSED 5-0.

The Board reviewed the Non-Public Select Board Meeting Minutes of September 28, 2020, Session I. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Non-Public Meeting Minutes of Monday, September 28, 2020, Session I. Mr. Traum noted that these minutes were not sealed.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Yes
Steven Whitley Yes
Anna Wells Yes
Jeffrey Donohoe Yes

MOTION PASSED 5-0.

The Board reviewed the Non-Public Select Board Meeting Minutes of September 28, 2020, Session II. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Non-Public Meeting Minutes of Monday, September 28, 2020, Session II. Mr. Traum noted that these minutes were not sealed.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Yes
Steven Whitley Yes
Anna Wells Yes
Jeffrey Donohoe Yes

MOTION PASSED 5-0.

APPOINTMENTS:

Evan Miller re: Eagle Scout Project: Mr. Miller presented an Eagle Scout Project to the Board with regards to a small recreational swimming area near the railroad bridge along the Contoocook River in Contoocook village. Mr. Miller would like to clear the brush from the area, and he would like to build and install two picnic tables there. Mr. Miller presented a list of materials that he needs, which he has already fundraised for by selling apples, pumpkins, and eggs. Mr. Miller presented pictures of the area where the tables would be located. Mr. Traum inquired if it were high enough so that it would not flood; Mr. Miller replied yes. Discussion ensued, with regards to trash cans and the Board suggested that a sign be put near the tables directing people to carry out their trash or leave it at the trash can located at the beginning of the trail.

Mr. Traum made a motion to approve the Eagle Scout Project presented by Evan Miller. Mr. Donohoe seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Anna Wells	Yes
Jeffrey Donohoe	Yes

MOTION PASSED 5-0.

Jeff Earls, Cross Country Appraisal re: AUS abatement: Mr. Earls stated that AUS filed a timely abatement. He stated that he met with AUS's representative to visit the property. His concerns are the roof needs to be replaced at a cost of approximately \$400,000, and the building layout is antiquated as it was built in the 1950s. He noted the interior conditions have not been updated, the drainage system requires work, and the windows need replacements. He also stated the ceilings are very low and there is contamination on the site from a previous business located there. Mr. Earls noted that he approached the assessment as to what someone would pay for the building. Discussion ensued with regards to the building value in 2019, and how the condition of the building is reflected in the base year valuation section. Mr. Whitley stated that if the discussion is going to continue and considering that AUS has filed an appeal with the Board of Tax and Land Appeals, he suggested that they continue the discussion in non-public. The Board agreed. Mr. Cass will schedule a non-public for the next meeting. He noted that he will send Mr. Earls the zoom information and time.

OLD BUSINESS:

NEW BUSINESS:

2021 Holiday Schedule: Mr. Cass noted the Holiday Schedule for 2021.

Joint Select/School Board Meeting: Mr. Cass stated that it could be held on Monday, October 26, 2020, which is a regular Select Board meeting night or Thursday, October 29, 2020 which is a regular School Board meeting night. The Select Board agreed they would like to meet on Monday, October 26, 2020.

YTD Financials September 2020: Mr. Cass stated that things look good. He noted that the PILOT for St. Methodios was still outstanding. He also noted that the flood control money was not yet in, but payment for both the GOFFR grant and the First Responders have been received. With regards to expenses, he noted that areas that look to have high expense are due to timing including health insurance which is paid a month in advance, and cemetery expenses that will be reimbursed from the Cemetery Trust Fund.

APPOINTMENTS CONTINUED:

Mike Tardiff and Mike Monahan, CNHRPC re: Economic Development Director: Mr. Whitley noted the position Economic Development Director position was originally slated to start on July 1, 2020, but due to the late Town Meeting, the budget was adjusted to reflect the position beginning October 1. The Economic Development Committee (EDC) would like to fill the position now and is recommending that a contract be put in place with Central New Hampshire Regional Planning Commission (CNHRPC) to provide the services in job description at least through March 2021. Mrs. Wells stated that it is was good time to bring them in.

CNHRPC Executive Director Mike Tardiff introduced Matt Monahan, Senior Planner at CNHRPC who would serve as the lead person on this work with the Town. Mr. Tardiff noted that Matt works on several different projects with a lot of communities in a lot of different roles, which allows for a lot of flexibility.

Mr. Monahan outlined the strong connection between planning and economic development, the important of recruiting business and supporting and maintaining current businesses and assuring that the town's message is clear and shared. There is a state development strategy and a regional one, so the town needs to determine where its strategy matches these and where it can provide unique opportunities. The Planning Board is currently reviewing the zoning ordinance looking at allowed uses and adding definitions with the plan to present the changes to Town Meeting in March. The Master Plan is currently being updated and is behind schedule.

Mr. Whitley stated that the EDC did not post the job position, because they felt there is a unique opportunity to work with CNHRPC.

Mr. Traum inquired about the compensation for this and how shared with TIF Districts. Mr. Cass stated the rate is \$55.00 per hour and 50% is in the budget and 50% comes for the TIF Districts. Mr. Traum also inquired if the charge included looking for retirement communities. Mr. Whitley stated that is not a specific charge however, the EDC and Planning Board have looked at this option. He noted if it is a good fit for the Town, it will be looked at, but is not a specific charge. Mr. Monahan noted that Allentown has recently approved a mill and in another part of town a retirement community, going into detail as to how it is all integrated.

Mr. Donohoe noted that CNHRPC also represents Warner and he wanted to know when an opportunity is found, how would CNHRPC decide which community they would push harder for, Warner or Hopkinton.

Mr. Tardiff stated Mr. Monahan will work to find the right situation for the right developer. The best parcel, the best situation. Mr. Monahan stated there are nesting strategies from the State on down. As you go down, how does Town A position itself to the region with Town B.

Mr. Donohoe made a motion to approve contracting with Central New Hampshire Regional Planning Commission to provide the services outlined in the Economic Development Director Job Description, and authorized Mr. Whitley to sign the contract on the Town's behalf. Chair Dunlap seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Abstaining
Anna Wells	Abstaining
Jeffrey Donohoe	Yes

MOTION PASSED 3-0-2.

Sara Persechino, Town Moderator re: Election Update: Mrs. Persechino first thanked all those involved in the primary which was held in September. She also thanked the employees, volunteers and all officials who were in attendance. She also noted all the work Tim Britain, Carol Harless and Jean

Lightfoot put in. Mrs. Persechino noted that the General Election will be on Tuesday, November 3, 2020 and the polls will be open from 7:00 am to 7:00 pm. She stated it will be the same set up, but with more voting booths, and masks will be required, if you want to vote inside. She stated that in a letter to NH Moderators of August 24, 2020, a new law adopted in July of 2020, authorized limited partial processing of absentee ballots before the 2020 election. There will be three (3) teams working on the partial process, which will include checking to make sure the affidavit is properly executed. Mrs. Persechino stated that anyone voting absentee should read all directions carefully to ensure that it is filled out correctly. If one is rejected, the Supervisors of the Checklist will try to contact that person. If you are dropping off your absentee ballot at the Town Hall, please be sure to give it to the Town Clerk's office, do not drop it in the drop box that is located outside the Town Hall.

Mrs. Persechino also stated anyone wishing to volunteer to help with the election, please contact her.

Mr. Traum stated that he is concerned that more people will opt to vote outside without a mask. Mrs. Persechino stated that we will have a 4th Supervisor to help with outside voting, however, as there can only be one checklist it will slow the process.

Mrs. Wells inquired about the interior layout for voting. Mrs. Persechino replied that Mr. Cass is working on the layout and there will be five (5) ballot clerks to check people in. She also reminded people to be kind to the ballot clerks.

OTHER:

Mr. Cass stated that the Slusser Center is working on a re-opening plan. There will be more information forthcoming at the next meeting.

Mr. Cass stated that he is working on signage for Sugar Hill Road and College Hill Road. Discussion ensued with regards to issues on Gould Hill Road, especially during apple picking season.

Mr. Traum stated that the signs with regards to parking are still up at Krzyzaniak Lane. Mr. Cass stated he will have someone take them down, as they are not town signs.

Mr. Cass noted that Jolene Cochrane is gathering information for the Solid Waste Contract.

NEW BUSINESS CONTINUED:

Halloween 2020: Mr. Cass noted that he sent information in the packet to the Board from NHMA with regards to Halloween. The memo rated activities from high risk to low risk. Mr. Cass noted that the Library and Slusser Center will be doing a Halloween Drive Through on Friday, October 30, 2020 for children in the 3rd grade or younger between the hours of 3:00 pm and 4:30 pm.

Discussion ensued, with regards to what the Board wanted to do about Trick or Treat. Discussion included discouraging door to door all over town, and encourage mask wearing and social distancing if you are still going to go door to door and encourage using the Halloween Drive Through on Friday October 30, 2020. Mrs. Wells stated that this was a very difficult decision but agreed that discouraging door to door was in the best interest of the Town, as one of the elementary schools has had to close due to COVID.

The Board opened the floor for comments from the public. Kevin Davis stated that he lives on Amesbury Road and there are many elderly residents which are at a higher risk. He does not think traditional Trick or Treat is a good idea at this time, as it is a high-risk activity. He encouraged the Board to not have Trick or Treat.

Norm Goupil agreed with Mr. Davis. He is also concerned with door to door trick or treat. He is concerned about the spread of the virus, as Harold Martin School has had to close for two weeks. He thanked the Board for all that they are doing. He also wanted to thank Chief Pecora for a well-run race over the weekend.

Chair Dunlap noted there was a comment in the chat room applauding the Town's efforts to provide alternatives for Trick or Treat.

Elizabeth stated that although she has three (3) children, she believes the Board is making the right decision to discourage door to door this year.

The Board agreed to discourage door to door Trick or Treating and encourage the use of Town alternatives and encourage everyone to wear masks and continue to social distance.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that budgets are due on Friday, October 16, 2020.

PUBLIC FORUM:

OTHER:

ADJOURNMENT

There being no further business, Mr. Traum made a motion, seconded by Mr. Donohoe to adjourn the meeting at 7:33 pm.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant