



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
Monday, August 30, 2021
Approved September 13, 2021**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:33 p.m. on Monday, August 30, 2021, in the large meeting room at the Town Hall. Ms. Dunlap introduced the members of the Board.

Members Present: Sabrina Dunlap, Ken Traum, Anna Wells, Jeffrey S. Donahoe (via phone), and Steven Whitley.

Staff Present: Neal Cass, Town Administrator

Ms. Dunlap made a motion to allow Mr. Donahoe to join the meeting by phone. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

Motion passed 4-0

POINTS OF PRIDE:

Mr. Cass noted that both Police Chief Pecora and Fire Chief Yale have been working hard preparing for the Hopkinton State Fair. Ms. Dunlap thanked Recreation Director Paula Simpkins for the tour of the Slusser Center and the update on the work of the Recreation Department.

ADMINISTRATIVE:

The Board reviewed documents for signature. Mr. Traum moved, and Ms. Wells seconded a motion to approve the items on the Consent Agenda as follows:

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
PAYROLL MANIFESTS	-	-	-
PPE 8/28/2021	8/30/2020	Approve	Checks- \$4,017.45 Direct Deposit- \$83,449.41 Total- \$87,466.86
AP MANIFEST			
AP Manifest 8/30/2021	8/30/2021	Approve	\$1,385,115.82

Select Board Meeting Minutes - August 30, 2021

2021 PROPERTY TAX ABATEMENT			
256-019-000 - 434 Brockway	8/30/2021	Approve	Deeded Property
INTENT TO CUT			
210-022-000 - Cressy Brook Road	8/30/2021	Approve	Hopkinton Forestry
OTHER			
Letter RE: Town Building behind Fire Station	8/30/2021	Approve	To Hopkinton Rescue Squad
Highway Safety Grant Agreement	8/30/2021	Approve	Speed, distracted driver enforcement & visibility
AP Manifest Approved Since Last Meeting			
AP Manifest	8/23/2021	Approved	\$91,966.52

ROLL CALL VOTE:

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

Motion passed 5-0

Ms. Dunlap made suggestions to amend the Public Meeting Minutes of August 16, 2021. The Board supported the changes by consensus. Mr. Traum made a motion, seconded by Ms. Wells to approve as amended the Public Meeting Minutes of August 16, 2021.

ROLL CALL VOTE:

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

Motion passed 5-0

Mr. Traum made a motion, seconded by Ms. Wells to approve the nonpublic Public Meeting Minutes - Session I of August 16, 2021.

ROLL CALL VOTE:

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

Motion passed 5-0

Mr. Traum made a motion, seconded by Ms. Wells to approve the nonpublic Public Meeting Minutes - Session II of August 16, 2021.

ROLL CALL VOTE:

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

Motion passed 5-0

Mr. Traum made a motion, seconded by Ms. Wells to approve the nonpublic Public Meeting Minutes - Session III of August 16, 2021.

ROLL CALL VOTE:

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

Motion passed 5-0

Mr. Traum made a motion, seconded by Ms. Wells to approve the nonpublic Public Meeting Minutes - Session IV of August 16, 2021.

ROLL CALL VOTE:

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

Motion passed 5-0

Mr. Traum made a motion, seconded by Ms. Wells to approve the Public Meeting Minutes of August 24, 2021.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Anna Wells	Yes
Jeffrey S. Donohoe	Yes
Steven Whitley	Abstained

Motion passed 4-0-1

OLD BUSINESS:

Section House Sign: The Board reviewed the information provided concerning the section house sign. By consensus the Board agreed that the sign could be approved.

NEW BUSINESS:

Chip Sealing: Mr. Donohoe, who lives on Granite Valley, expressed his concern about the chip sealing done on Granite Valley, Wildwood, and Fletcher Road. He stated that the residents were not notified that this would be happening, and a poor job was done. Greg Sagris, also a resident of Granite Valley, said that he wouldn't buy a house on his road now. The board reviewed photo taken by both Mr. Donohoe and Mr. Sagris. After further discussion, it was decided that the Board will meet with DPW Director Dan Blanchette on Wednesday at Granite Valley to review situation and to determine what action now needs to be taken.

Penacook Road Speed: The Board reviewed a letter from Martin King concerning the speed of traffic on Penacook Road between the Contoocook Cemetery and Indian Ridge Road. Mr. King would like the speed limit lowered from 30 MPH to 25 MPH. Ms. Dunlap said that she is generally in favor of lowering the speed limit and asked that Chief Pecora be consulted as to any concerns he may have related to a potential change.

Administrative/Assessing Assistant Job Description: The Board reviewed the draft of the updated job description. Suggests were made to clarify the Physical Exertion/Environmental Conditions section.

Mr. Whitley moved to approve the Administrative/Assessing Assistant Job Description as amended. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

Motion passed 5-0

“Townie Night” at the Fair: “Townie Night” is this Thursday from 5:00 p.m.-8:00 p.m. Both Ms. Dunlap and Mr. Traum said they could be there the entire time. The School Board will be asked if they wish to take part.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following items:

- He will be meeting with a company that has interest in putting a solar array on the town gravel pit on Clement Hill Road.
- The quarterly update from Olivewood is in the meeting packet.
- In-person Senior Lunch resumes this week.
- Finding employees is an issue. Currently the Town is looking to fill a part-time position at the Transfer Station, and full-time position in the Police Department, Fire Department, and Buildings and Grounds.

OTHER:

Mr. Whitley said that other communities have an 80% vaccination rate and wondered if there are more opportunities to promote vaccination here in Hopkinton. It was suggested that a targeted approach may work the best including a Middle/High School event.

NON-PUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

Ms. Dunlap 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.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board, the Town Clerk/Tax Collector and the Town Administrator went into nonpublic session, as recorded separately, at 6:32 p.m. The Board returned to public session at 6:47 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.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

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

Ms. Dunlap 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.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Select Board Meeting Minutes - August 30, 2021

The Board, Sheryl Jones and her daughter, and the Town Administrator went into nonpublic session, as recorded separately, at 6:47 p.m. The Board returned to public session at 8:30 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 likely would affect adversely the reputation of any person other than a member of this board. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

NON-PUBLIC SESSION III-RSA 91-A: 3 II (b) Hiring

Ms. Dunlap moved to go into a non-public session to discuss an issue involving hiring a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:30 p.m. The Board returned to public session at 8:35 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.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Select Board Meeting Minutes - August 30, 2021

The Board reviewed the updates to the Economic Development Director Job Description. Mr. Whitley moved to approve the recommended changes to the job description and post the position. Ms. Dunlap seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:37 p.m.

Respectfully submitted,

Neal A. Cass, Town Administrator

