



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, November 30, 2020
Approved 12/07/2020**

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, November 30, 2020, via Zoom. Chair Dunlap introduced the members of the Board.

Select 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: Tammy Clay, The Messenger, Florence Dapice, Glen Tobiason, and Brian 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.

Roll Call for Select Board

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 noted that there were many volunteers that helped with the Sean Powers Wood Bank. He noted that it is an event that Police Chief Steve Pecora participates in. He noted that wood was donated, stacked and some deliveries were made. He stated that anyone in need of wood should contact Marilyn Bresaw, Human Services Director.

Mr. Cass also noted that the Food Pantry put in a lot of hard gearing up for Thanksgiving meals. He noted the huge amount of time that Marilyn Bresaw puts into this effort.

Mr. Cass also wanted to thank Dimitri's Pizza for supplying and delivering Thanksgiving meals to many in our community. Chair Dunlap and Mr. Traum also thanked Dimitri's.

ADMINISTRATIVE:

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

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
ACH MANIFESTS			
Hopkinton School District - Remainder Nov.	11/30/2020	Approve	\$624,185.00
AP MANIFESTS			
CH # 65245-65286	11/30/2020	Approve	\$210,441.52
TRANSFERS			
From Pay-by-Bag Fund to Operating Fund	11/30/2020	Approve	\$90,000.00
PROPERTY TAX ABATMENT			
208-003-D12 Sandy Beach	11/30/2020	Approve	RV removed - \$117.00

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, November 23, 2020. Mr. Traum made a motion to approve the Select Board Minutes of November 23, 2020, with the following changes, November 9 to November 23 in the first paragraph, adding the Library Technology Fund deduction from the Warrant Article list and adding 1% to the valuation. 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.

APPOINTMENT:

OLD BUSINESS:

i. Hopkinton Solar PILOT Agreement Update: Mr. Cass noted that the changes that were discussed at the November 23, 2020 meeting have been incorporated into the agreement. He further noted that per Town Council the changes are small and do not require a public hearing.

Chair Dunlap made a motion to adopt the Amended and Restated Payment in Lieu of Taxes Agreement between the Town of Hopkinton and Hopkinton Solar, LLC. Mr. Traum 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.

ii. Sewer Committee: Mr. Whitley, who is the Select Board representative for the Sewer Committee stated that the committee has not met since he has been the representative. Mr. Cass noted that a couple of the members have died, and Stephen Eckberg is the only board member left. Discussion ensued, with regards to having at least one member of the Sewer Committee to be a user of the sewer system. Mr. Cass noted that we have posted for this committee in the past and have not received any applications for it. Chair Dunlap inquired as to the role of the committee. Mr. Cass replied that they recommend the rates, however, the Select Board sets the rate. He noted that the Select Board could assume the role if they wanted to. Mrs. Wells suggested that they post the open volunteer position and that each member of the Board try and reach out to see if anyone they know is interested in serving on the Sewer Committee. Mr. Traum stated they should begin working on the new sewer rates in May.

iii. Bond Items: Mr. Cass noted that the Resolution and Authorization for the Bond loan, outline all items that were discussed for approval and signature.

Mr. Traum made a motion to adopt the following Resolution. Mr. Whitley seconded the motion.

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted at the Issuer's annual meeting on July 25, 2020 under Article 3 of the Warrant for such annual meeting of the Issuer, and to votes of the Board duly adopted on November 9, 2020 under a Resolution Authorizing the Issuance of Refunding Bonds pursuant to N.H.R.S.A. 33:3-d, there be and hereby is authorized the issuance of a \$5,034,245 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of (i) financing the planning, design rehabilitation, and construction of existing town roads, bridges, and culverts and (ii) current refunding of (a) the Issuer's bonds dated as of June 30, 2014 which mature on July 30, 2029, in the aggregate outstanding principal amount of \$1,962,146.40 and which were issued to finance the planning, design, construction and equipping of a renovation of the Contoocook Fire Station and (b) the Issuer's bonds dated as of September 12, 2016 which mature on July 1, 2026 in the aggregate outstanding principal amount of \$1,272,098.87, which were issued to finance the planning, design, rehabilitation, and construction of existing town roads, bridges, and culverts, and both of which bonds are eligible to be refunded at par at any time without penalty.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of two and a quarter percent (2.25%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the projects being financed is in excess of ten (10) years.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Mr. Whitley made a motion to authorize Ken Traum to sign on behalf of the Select Board. Mrs. Wells 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.

BUDGET FINALIZATION:

Mr. Traum noted that he believed Mr. Cass had captured all the changes that were made to the Budget.

Mr. Cass noted that he had some updates to the Budget for the Board to consider. Discussion ensued with regards to changes that Mr. Cass suggested. The Board agreed to the following: under Warrant Articles: add Financial Software back in, as well as a 1.5% cost of living raise across the board for all employees to begin after the Town Meeting vote. Discussion ensued, with regards to the use of the Fund Balance and if the financial software is a want or a need. Mr. Cass stated he believes it is a need, which will help to do reconciliations, ACH transfers which the current system does not handle well, and it would save time. The Board agreed to make the changes.

Mr. Traum made a motion to approve the Budget as presented and to move it forward to the Budget Committee. Mr. Whitely 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.

Chair Dunlap thanked Mr. Traum and Mr. Cass for their work on the budget.

TOWN ADMINISTRATOR UPDATES: Mr. Cass noted that he had received a report of a leaking septic system, which is being investigated. Mr. Cass also stated that there are COVID concerns with regards to a local restaurant. He also noted that the restaurant has been following COVID protocols. Mr. Cass also stated they are working with a resident with regards to having a number of old unregistered vehicles on the property. Mr. Cass stated that per our Zoning Ordinance, you are allowed one (1) uninspected vehicle.

Mr. Cass noted that the NH Municipal Conference was virtual this year. He also noted one excellent speaker, Steven Whitley.

Mr. Cass noted that property tax money is coming in with a due date of December 15, 2020.

PUBLIC COMMENT:

Mr. Cass noted that one of the attendees tonight was Florence Dapice, who is an 8th at Hopkinton Middle School and is interested in how government works. Mr. Cass stated that he will be meeting with Florence this week.

OTHER:

Mr. Whitley stated that the EDC recommends that the Bates Building be subdivided from the gazebo lot. He noted the main purpose to separate the two lots is in case of liability on the Bates Building lot.

Mr. Whitley stated that the EDC also recommended that the Board strongly consider the requirement of hours of operation for the tenants, which is 2 Villages Art. The EDC believes this will help promote attendance at the studio.

Mr. Whitley stated that in regard to the MOU (Memo of Understanding), they are seeking input from the Planning Board and is wondering about the process of responses. He noted that the Select Board needs to think about this process as, noting there are many levels of involvement, as a Town before we go to the SEC.

Mr. Whitley also noted that the EDC had concerns about the mask ordinance and that some of the business owners felt they should have been contacted for their input before the discussion was open to the public. It was noted that several attendees spoke about the proposed ordinance.

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

Mr. Traum 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.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 6:23 p.m. The Board returned to public session at 6:30 p.m.

These minutes were not sealed.

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

Mr. Traum 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.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 6:30 p.m. The Board returned to public session at 6:35 p.m.

These minutes were not sealed.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:35 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant