



# Town of Hopkinton

Office of Select Board

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**SELECT BOARD  
PUBLIC MEETING MINUTES  
MONDAY, SEPTEMBER 30, 2019  
Approved October 15, 2019**

## **CALL TO ORDER**

Chairman O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, September 30, 2019, in the Dunlap Room at the Town Hall. Chairman O'Brien introduced the members of the Board.

**Members Present:** Jim O'Brien, Ken Traum, Sabrina Dunlap, Steven Whitley and Anna Wells.

**Staff Present:** Neal Cass, Town Administrator and Robin Buchanan, Administrative Assessing Assistant and Dan Blanchette, Director of Public Works

**Public Present:** Bob LaPree, Ron Klemarczyk, Dave White, Lorraine Smith, Linda and Janet Krzyzaniak

Janet Krzyzaniak led those in attendance in the Pledge of Allegiance.

## **POINTS OF PRIDE:**

Mr. Cass noted that the Volunteer Luncheon was held on Monday, September 30, 2019 at the Slusser Center. He noted that Paula Simpkins prepared the meal and Marilyn Bresaw, Human Services Director and Donna Dunlap, Librarian, and other volunteers served the meal.

Mr. Cass also thanked Robin Buchanan, who over the last two weeks has had to deal with people concerning their revaluations, as well as residents coming to the Town Clerk's office only to discover that the Town Clerk/Tax Collector's office has new temporary hours, as they are short staffed.

Mr. Traum wanted to thank Lee Wilder, who resigned from the Conservation Commission, for all his hard work on the Commission.

## **ADMINISTRATIVE**

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

**Consent Agenda 09-30-2019**

**ACCOUNTS PAYABLE MANIFEST** \$1,379,924.12  
\$11,878.18  
\$73,301.54

**PAYROLL MANIFEST** \$72,728.49

**TAX COLLECTOR'S DEED**  
John Holden 434 Brockway Rd  
Marie Devine & Janet Nichols Little Tooky Rd  
Frank & Ann Kelley A7 Sandy Beach Way  
Frank & MaryEllen Raduazzo A12 Sandy Beach  
Stephen & Lisa Bevilacqua D9 Pinecone Pathway

**LAND USE CHANGE TAX BILL**  
Strategic Contracting Map 230-017-000 \$5,000.00

**RESIGNATION LETTER-Lee Wilder**

**BARN EASEMENT DEEDS**  
Tim & Amy Bassett  
Robert & Paige Doherty  
Chisholm & Sarah Hofe

**RIGHT TO BURY**  
Scott Eaton 1157

**Proclamation honoring Dial A Ride 40th birthday**

**APPOINTMENT TO OFFICE**  
James Newsom Conservation Commission  
Gregory Sagris Planning Board alternative

**BUILDING PERMITS**  
Ashley Lacasse new single family residence Wildwood  
Julie C Voisin pole barn 180 Stumpfield Rd  
Jody Reynolds 981 Upper Straw full dormer  
Gould Hill Farm 656 Gould Hill greenhouse  
Boulder Real Estate Trust 485 Crowell Rd solar  
John Mcauliffe 573 Upper Straw storage shed  
Steve Lux, Jr. 413 Little Tooky Rd patio  
Park Ave Apt 100 Park Ln pre-fab shed  
Vertical Bridge Reit LLC 122 Watchtower remove&add antennas

Kathleen Schoch 18 Pike Ln add utility/family room & bathroom  
Michael Foley 54 Willoughby Rd vinyl lined inground pool  
John Barthelmes 58 Willoughby vinyl lined inground pool  
Global Montello Group replace signs, components at pumps, etc  
Sarette's Corner Wildwood sf residence

The Board reviewed the Select Board Meeting Minutes of Monday, September 16, 2019. Mr. Traum made a motion, seconded by Ms. Dunlap, to approve the Public Meeting Minutes of September 16, 2019.

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

The Board reviewed the Select Board Non-Public Meeting Minutes of Monday, September 16, 2019, Session I. Mr. Traum made a motion, seconded by Ms. Dunlap, to approve the Non-Public Meeting Minutes of September 16, 2019, Session I. The minutes were not sealed.

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

The Board reviewed the Select Board Non-Public Meeting Minutes of Monday, September 16, 2019, Session II. Mr. Traum made a motion, seconded by Ms. Dunlap, to approve the Non-Public Meeting Minutes of September 16, 2019, Session II. The minutes were not sealed.

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

The Board reviewed the Select Board Non-Public Meeting Minutes of Monday, September 16, 2019, Session III. Mr. Traum made a motion, seconded by Ms. Dunlap, to approve the Non-Public Meeting Minutes of September 16, 2019, Session III. The minutes were not sealed.

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

The Board reviewed the Select Board Non-Public Meeting Minutes of Tuesday, September 3, 2019, Session I. Mrs. Wells made a motion, seconded by Mr. Traum, to approve the Non-Public Meeting Minutes of September 3, 2019, Session I.

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

**APPOINTMENTS:**

**Dan Blanchette, Director of Public Works re: Excavator Lease:**

Mr. Blanchette was in to get permission from the Select Board to enter into a lease to own for an excavator. We are currently renting an excavator at a cost of \$39,000 for 2018, \$28,790 in 2017 and \$27,150 in 2016. Mr. Blanchette stated that we may pay a little more a year, but at the end of the lease we own it. Mr. Blanchette stated the excavator is a hard working machine and very versatile. The Select Board agreed to the lease, as long as there was an escape clause in case it did not pass at Town Meeting.

**OLD BUSINESS:**

**Complete Streets Advisory Board:** Mrs. Wells gave an update on the formation of the Complete Streets Advisory Board. Currently, Karen Robertson, Michael Wilkey, Dave White and Andrea Folsom, as well as Mrs. Wells are on the Advisory Board. Mrs. Wells stated that she is currently reaching out to the Road Committee for another volunteer. The Advisory Board will write up the charge and appointment papers will be drawn up.

**TIF Advisory Board:** Mr. Cass updated the Select Board on the TIF Advisory Board, currently looking for a volunteer from within the district and a planning board member.

Discussion ensued, with regards to Cross Road. Mr. Blanchette stated that the permit has been sent to Department of Environmental Services (DES). Mr. Blanchette also noted that DES is no longer taking expedited permits and it can take up to 50 days for them to respond.

**NEW BUSINESS:**

**Rail Trail Update:** Mr. Cass provided an update with regards to the Rail Trail. In the process of clearing bush; one of the abutters approached the volunteers and stated that she owned part of the rail trail. Research was done and sent to the mapping company who confirmed that Mrs. Smith did in fact own part of the rail trail. Ron Klemarczyk, Bob LaPree and Lee Wilder surveyed the line and Mr. Klemarczyk also did some deed research. Mr. Klemarczyk stated that there are overlapping deeds, and reference to an old road, which was not named. Mr.

Klemarczyk stated that more deed research needs to be done and then a survey needs to take place. Mr. Cass noted that he has asked Mrs. Smith to make a list, so that we can restore what was taken down. Mr. Cass also noted that there are water pipes for two residents running under the Rail Trail. Abutters to the Rail Trail stated they could not find all the pins, and they have concerns with people parking on both sides of the road, while trying to access the trail, and they were not notified that work was going to take place. Chairman O'Brien stated that in the future they will be notified. Dave White, volunteer for the Rail Trail, stated that clearly there was not enough communications between the parties. He noted that the trail will be marked clearly to keep people off private property.

Chairman O'Brien thanked everyone that came in.

**Select Board Discussion on George Park:** Chairman O'Brien stated we have a proposal from the Men's Softball League with regards to lights. Mr. Blanchette stated that he has requested Hoyle and Tanner to look to see if the softball field can be extended 35 feet. He stated a survey will cost approximately \$14,500.00 and that he cannot do any work until he knows whether or

not the softball field is moving. It was noted that there is money in a Capital Reserve Fund that could cover the survey. Discussion ensued, with regards to the Men's Softball team proposal for lights. Mr. Whitley stated he does not think we can give the green light until the survey is done. Chairman O'Brien was concerned that if the lights go in now, and they have to be moved because the field moved, who would bear the cost. He further noted this is for a private event not for a town function. Discussion ensued, with regards to using metal or wooden poles. Ms. Dunlap stated that we can't guarantee a time frame, because we don't know how long the survey will take. The Board gave authority to Mr. Blanchette to have the survey done. Mr. Cass will prepare a draft letter to the Men's Softball team for the Board to review.

**NEW BUSINESS:**

**Auditing 2019-2021:** Mr. Cass stated that he has received a proposal from the auditors, Robert & Greene, for 2019 to 2021. Mr. Traum inquired as to how long we have used Roberts & Greene. Mr. Cass stated nine years. Discussion ensued with regards to changing auditors, however, the Board decided to continue with Roberts and Greene for the next three (3) years and signed the contract.

**Dilapidated Buildings:** Mr. Cass stated that there is a statute in their packets in regards to dilapidated buildings. Discussion ensued, with regards to a building located on Park Avenue. It was agreed to have Mr. Cass will notify the owners that their demo permit has expired, that the windows are not boarded up and will inquire as to what their plans are for the future of the building.

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that the revaluation hearings are on-going and seem to be going well.

Mr. Cass informed the Board that the new website will be going live in mid-October.

Mr. Cass noted there is a temporary generator near the gazebo, parts have been ordered to fix the generator for the sewer system

Mr. Whitley inquired about Granite Apollo. Mr. Cass replied that he has a call into them.

Mr. Traum inquired about Mr. Cass's meeting with the architect. Mr. Cass stated they have met once and will be meeting again soon.

Mr. Traum inquired about a meeting with the Fair Board now that the Hopkinton Fair is over. Mr. Cass stated he has had no contact with the Fair.

**PUBLIC FORUM:**

**OTHER:**

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (b) Hiring**

Mr. Traum 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. Whitley seconded the motion.

**VOTE:** Select Board Members O'Brien, Traum, Dunlap, Whitley, and Wells 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 7:40 p.m. The Board returned to public session at 7:46 p.m.

The minutes were not sealed.

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (e) Legal**

Mr. Traum moved to go into a non-public session to discuss on-going litigation under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Mr. Whitley seconded the motion.

**VOTE:** Select Board Members O'Brien, Traum, Dunlap, Whitley, and Wells 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 7:46 p.m. The Board returned to public session at 7:49 p.m.

The minutes were not sealed.

**ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Robin Buchanan