



**SELECT BOARD
PUBLIC MEETING MINUTES
Monday, September 27, 2021
Approved October 12, 2021**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:32 p.m. on Monday, September 27, 2021, being held in-person at the Town Hall. Chair Dunlap introduced the members of the Board.

Select Board

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

Staff Present: Neal Cass, Town Administrator, and Robin Buchanan, Administrative Assessing Assistant, in-person, and Dan Blanchette, Director of Public Works, via Zoom.

Public Present: Norm Goupil, Bonnie Christie, Louise Carr, Lee Wilder, Don Houston, Rich Houston, and Jason LaCombe, in person.

POINTS OF PRIDE:

Mr. Cass read a letter of thanks sent to Firefighters/EMT's Matt Cox, Kevin Culpon and Nate Shatney expressing their gratitude and appreciation, for how they responded to a fatal car accident which occurred recently on Dustin Road, in Hopkinton.

Mr. Whitley noted that he attended the final event at the Bandstand on Sunday, September 26, 2021. He noted it was a good send off.

Mr. Donohoe thanked Dan Blanchette, Director of Public Works for the clean-up work done at Granite Valley and Wildwood. He noted the Highway crew did a great job.

Chair Dunlap thanked Mr. Cass for a tour of the Town Hall, including the offices, upstairs and the basement.

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 Mrs. Wells. Mr. Cass noted an addition to the Consent Agenda.

PAYROLL MANIFEST

cks 34209-34215: \$3,464,55; Direct Dep: \$77,384.19 \$ 80,848.74

ACCOUNT PAYABLE

cks 66900-66933 \$ 1,600,182.20

Transfer of Funds

TIF District Exit 6 to General Fund	\$	948.75
Sewer Fund to General Fund	\$	14,407.60
Sewer Fund to General Fund	\$	17,071.36
Capital Reserve Fund PW/Hwy Vehicles-Spreader	\$	16,445.00
Road Bridge Rehabilitation Capital Reservice to Gen	\$	55,196.25
Public Safety Revolving Fund to General Fund	\$	83,088.01
Sewer Fund to General Fund	\$	14,151.81
Kimball Cabins to General Fund	\$	591.37
Human Services Donations to General Fund	\$	7,965.00
Hop FD Auxiliary to General Fund	\$	651.95
Slusser Center Donations to General Fund	\$	4,400.00
Human Services-Energy to General fund	\$	1,332.09

PERSONNEL ACTION FORMS

Ryan Hughes Fire Dept

Bryan Foster Fire Dept

Cara Johnson Administrative Assessing Asst

PROPERTY TAX CREDIT/EXEMPTIONS

Disabled Exemption Map/Lot 224-053-000

Veteran's Credit Map/Lot 241-055-000

INTENT TO CUT

Tom Lighgow & Donna Daley Penacook Rd 242-012-001

The Board reviewed the Public Meeting Minutes of Monday, September 13, 2021. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Public Meeting Minutes of September 13, 2021.

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

The Board reviewed the Non-Public Meeting Minutes of Monday, September 13, 2021, Session I. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Non-Public Meeting Minutes of September 13, 2021, Session I. Mr. Traum noted these minutes were not sealed.

VOTE: Dunlap, Traum, Wells, Donohoe, and Whitley voting in favor of the motion,

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no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non-Public Meeting Minutes of Monday, September 13, 2021, Session II. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Non-Public Meeting Minutes of September 13, 2021, Session II. Mr. Traum noted these minutes were not sealed.

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

The Board reviewed the Non-Public Meeting Minutes of Monday, September 13, 2021, Session III. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Non-Public Meeting Minutes of September 13, 2021, Session III. Mr. Traum noted these minutes were sealed.

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

The Board reviewed the Non-Public Meeting Minutes of Monday, September 13, 2021, Session IV. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Non-Public Meeting Minutes of September 13, 2021, Session IV. Mr. Traum noted these minutes were sealed.

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

The Board reviewed the Public Meeting Minutes of Tuesday, September 21, 2021. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Public Meeting Minutes of September 21, 2021.

VOTE: Traum, Wells, and Donohoe voting in favor of the motion, no votes against; Dunlap and Whitey abstaining, **MOTION PASSED 3-0-2.**

The Board reviewed the Public Meeting Minutes of Wednesday, September 22, 2021. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Public Meeting Minutes of September 22, 2021.

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

PUBLIC APPOINTMENTS:

Houston Barn Committee, Louise Carr, Lee Wilder, Jason LaCombe and Don Houston.

Mrs. Carr introduced the members of the committee. Mr. LaCombe began his presentation noting that the committee was here to update the Board on their progress and to request funding. He stated that the committee's charge was to prepare a report relative to the future of the Houston Barn and provide that report to the Select Board in time for review and action for the 2022 Town Meeting. Mr. LaCombe noted that the committee has been meeting since January, has done clean up of the storage area, met with the Department of Public Works to outline their space needs, and engaged Old Barn and Home for an estimate of dismantling the barn. Mr. LaCombe stated that the committee applied for and received a \$400.00 grant from the Preservation Alliance. He stated the grant money was used for a performance assessment by Ladd Timber Framing. He stated they are looking at all options, which include removing the barn or replacing the barn. With regards to removing the barn, Mr. LaCombe stated if we chose removal of the barn, do we replace the barn in the same site or replace in a different

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site. If restoring the barn is the option that is chosen, we would have to stabilize the barn, make safety improvements and exterior improvements. Mr. LaCombe further noted that the restoring would have to be done in phases. He stated we need to look at all the options and the costs of those options and make a recommendation to the Select Board. He outlined the steps the committee needs to take and when the committee will be taking those steps from now until March, in order to get the report to the Board for 2022 Town Meeting. He noted the committee needs to acquire the estimates and develop a budget. He stated the timeframe brings the committee back to the Select Board in December with thoughtful recommendations and budgets regarding the barn. He also noted that receiving the grant from the Preservation Alliance puts us in their queue if we decide to pursue restoring the barn. He noted that L-Chip is reworking their grant procedures, so if we are going to submit for a grant next year, we will need to give them a pre-application or notice sometime in January of 2022.

With regards to the request for funds, Mr. LaCombe stated that we need to get estimates, as we have solicited proposals for estimating services. However, we only received one complete and responsive report from a company that Mr. LaCombe feels is the right company, noting that they work regularly with preservation projects.

Mr. Traum asked Dan Blanchette, Director of Public Works, about the roof on the barn. Mr. Blanchette stated that if we are going to restore the barn, the roof needs to be done ASAP, but he does not want to do the roof unless the building is going to be restored. Discussion ensued, with regards to the amount of money in the Facilities Maintenance Fund.

Mr. Traum made a motion to approve the request of the Houston Barn Committee for the request of funds, in the amount of \$7,500 and for such funds to come out of the Facilities Maintenance Fund. Mrs. Wells seconded the motion.

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

OLD BUSINESS:

Refuse Disposal Ordinance: Mr. Cass noted that the Refuse Disposal Ordinance which the Board requested to see, is in their packets. Discussion ensued, with regards to the fee schedule, which is a separate document. It was noted that our fees were lower than Concord. Rich Houston noted that it is lower because we have lower overhead than Concord. Mr. Donohoe inquired about raising the prices of the bags. Mr. Cass replied that a vote at Town Meeting is required for that. Discussion ensued, with regards to the fees and the feasibility of having the fees reviewed on a regular basis, quarterly, semi-annually or annually. Mr. Cass suggested adjusting the fees and monitoring it for a year. It was noted that Jolene Cochrane, Transfer Station Superintendent needs to update the fee schedule, so that it covers our costs and the Board will work with the Webster Select Board on reaching an agreement. Discussion ensued, with regards to possible volunteers at the Transfer Station.

Merit Pool Amount Determination: Mr. Cass noted that 2017, 2018, 2019 and 2020, the Board agreed on 3% merit pools, noting that last year was 1.5%. Discussion ensued, with regards to what the merit pool amount should be for 2022. The Board stated 3.5% is the goal for the merit pool at this time, but they may need to revisit it.

PUBLIC FORUM:

Norm Goupil, 121 Amesbury Road. Mr. Goupil is in regarding an issue with accessing the Hopkinton Fair property for use by the Hopkinton Middle School Cross Country team. He noted that Dan Meserve, Athletic Director, requested the use of the Fairgrounds and was declined and no reason was given. He understands that the property was recently vandalized. Mr. Goupil stated that he knows there is an agreement between the Town and the Hopkinton Fair and read the following from the agreement: "The Fair Association agrees to permit the Hopkinton High Schools for sports teams to use the Fair property for athletic use with the understanding that the Fair Association retains the authority to limit such views in a sound and reasonable discretion." He noted no further comment does not sound like sound and reasonable discretion. The team consists of 11 and 12 year old runners and he does not think that running the area roads is a suitable option. Mr. Goupil stated that he knows that Franklin Pierce College is allowed to use the area, and can use the field under the Franklin Pierce umbrella, however, he does not understand why the Hopkinton Middle School is not allowed to use it when the Town has an agreement to do so. Mr. Donohoe pointed out in the agreement it states that the Fair has the authority to limit activity at the Fairgrounds. Chair Dunlap stated that it seems reasonable for either Mr. Cass or me to contact the Fairgrounds and check the situation out. Mr. Whitley agreed, stating he is in favor of gathering more information.

NEW BUSINESS:

Statistical Update: Mr. Cass noted that Jeff Earls, Cross Country Appraisal, contacted him with regards to conducting a statistical update, however, after discussing with Robin Buchanan, Administrative Assessing Assistant, it was decided it was not necessary at this time.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that Alicia Presti, Human Services Coordinator, has started her position.

Mr. Cass noted that the Finance office has been moved into the office that was formally the Human Services office, which has been moved to the Slusser Center.

Mr. Cass stated that he met with people from St. Andrew's Church as they contacted the Town requesting to move their driveway. He stated it was a good discussion. He noted that Robin is doing some deed research on the three properties involved, the town, the Lipomas and St. Andrews Church.

He noted that the notice for the closure of Tyler Bridge has been posted. He noted that the school and Bohanan Farm have been notified.

He noted that the towns have come to a settlement agreement with Fairpoint.

Mr. Cass stated that the lights at Prototek have met all the lighting requirements.

Mr. Cass stated Mike Norris, Warner River Advisory Council, has offered to come before the Board to give an update. Mr. Cass noted that Mr. Norris term will be expiring soon.

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.

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ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board, Gary Graziano, and the Town Administrator went into nonpublic session, as recorded separately, at 6:55 p.m. The Board returned to public session at 7:29 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. Ms. Wells 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 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 and the Town Administrator went into nonpublic session, as recorded separately, at 7:29 p.m. The Board returned to public session at 7:43 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION -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
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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 7:43 p.m. The Board returned to public session at 7:50 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Ms. Dunlap 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. 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.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:50 p.m. The Board returned to public session at 7:54 p.m.

The minutes were not sealed.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:54 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant