



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, April 13, 2020
Approved April 20, 2020**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:32 p.m. on Mon., April 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: Denis Goddard 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's 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
Jeffrey Donohoe and I am alone
Anna Wells and I am alone
Steven Whitley 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 can't 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 we have over 50 volunteers for Hopkinton Helps. He further stated that Hopkinton Helps is currently helping with 10 families. He further noted that Dimitri's continues to support our residents by working closely with the food pantry and providing soup for the elderly and shut-in residents.

Mr. Cass also noted that the Town Hall has some medical equipment available for residents' use. He further noted that we received a note of thanks from a resident that used this service. He further noted that when one is done with the equipment, it is returned to the Town Hall, and staff will wipe down the equipment for the next person to use.

Mr. Traum stated that Dave Fellers, along with Jeff Donohoe and Gayle Kimball, who provided the space and Frank Grano, who provided transportation, helped to deliver five (5) pallets of pita bread to Hopkinton and surrounding communities. Mr. Donohoe noted that he

received a call from Mr. Fellers about 2:00 p.m. on Easter Sunday and by Monday morning things were moving forward. It was noted that all are members of the Rotary Club.

Mrs. Wells thanked the teachers and staff at Maple Street School and Hopkinton Middle/High School. She also noted that on Tuesday, April 14, 2020, the bus drivers will be delivering school materials to the students on their bus routes. Thank you also to the bus drivers.

Chair Dunlap wanted to thank all of the Town's staff for keeping things operating during this unusual time.

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 Chair Dunlap. Discussion ensued, with regards to the hiring of summer camp staff. Mr. Traum inquired if we were committed to paying summer staff if camp does not open. Mr. Cass replied if we do not start to hire summer staff, and then camp is allowed to go forward, we will not have any staff. Mr. Cass stated he would speak to Paula Simpkins, Recreation Director, about those concerns. The two items re: summer camp staff were removed from the Consent Agenda.

Mr. Traum amended his motion, noting the removal of two items for hiring summer camp staff. Mr. Whitely seconded the amended motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Town of Hopkinton - Select Board

Consent Agenda

April 13, 2020

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
ACCOUNTS PAYABLE			
CH 63998-64031	4/13/2020	Approve	\$48,511.71
PAYROLL			
PPE 4/11/2020	4/13/2020	Approve	CH 33861-33875 - \$3,864.08 Direct Deposit - \$74,128.06 TOTAL = \$77,992.14
ABATEMENTS			

266-035-000 - Abatement	4/13/2020	Approve	\$1,893.00
Intent to Cut			
253-033-000 & 253-033-000	4/13/2020	Approve	New Road
APPOINTMENT TO OFFICE			
Chris Hodgdon- CIP Committee	4/13/2020	Approve	Reappointment - 3 year term
Jonathan Bradstreet- Conservation Commission	4/13/2020	Approve	Moved from Alternate-3 year term
Jim Fredyma- EDC	4/13/2020	Approve	Reappointment - 3 year term
Ronald Klemarczyk-Open Space Committee	4/13/2020	Approve	Reappointment - 3 year term
Robert LaPree-Open Space Committee	4/13/2020	Approve	Reappointment - 3 year term
Celeste Hemingson-Planning Board	4/13/2020	Approve	Reappointment - 3 year term
Jonathan Eck-ZBA	4/13/2020	Approve	Reappointment - 3 year term
Bonnie Christie-Waste Reduction Committee	4/13/2020	Approve	Reappointment - 3 year term

The Board reviewed the Select Board Meeting Minutes of Monday, April 6, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Monday April 6, 2020. Mr. Traum stated that he was not listed as being vice chair under committee assignments and he would like that added in. Chair Dunlap stated that with regards to the “Back from the Brink” e-mail, that it states she did not read the complete article; however, she did read the complete article and would like the Minutes to reflect that.

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 Monday, April 6, 2020, Session I. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Non-Public Meeting Minutes of Monday April 6, 2020, Session I.

Discussion ensued, with regards to unsealing these minutes. The Board decided to vote on the minutes and discuss unsealing them after.

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 Monday, April 6, 2020, Session II. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Non-Public Meeting Minutes of Monday April 6, 2020, Session II.

ROLL CALL VOTE:

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

MOTION PASSED 5-0

COVAID-19 RESPONSE UPDATE:

Mr. Cass noted that his update is a shorter list. He stated that the Town Clerk/Tax Collector's Office is operating, although they continue to be closed to the public. He noted that there are signs up at the Transfer Station reminding people of social distancing. He also stated that he continues to participate in the daily noon updates, however, those calls are also getting shorter.

Mr. Cass noted that the Staff via Zoom, met this afternoon for updates. Staff continues to work from home and with some staff occasionally coming into the office to do things that cannot be done remotely.

Chair Dunlap noted that she received an e-mail with regards to Senator Sheehan holding a town hall discussion for municipalities. Mr. Cass stated he will attend via zoom.

Mrs. Wells inquired if we need to change anything due to the Governor's announcement that COVID 19 will be considered a disability and will allow anyone to vote via absentee ballot. Mr. Cass stated no laws have changed. He further noted that we are awaiting a decision from the Governor with regards to closing schools for the rest of the year.

Mr. Traum inquired if schools are closed, will we be able to have Town Meeting in May. Mr. Cass noted that we will have to wait for guidance on that.

Mr. Traum inquired about the possibility of having Community Gardens. Mr. Cass stated he will get in touch with the residents that originally started the program and see if there is any interest in renewing it.

Mr. Cass noted that he received an e-mail from DES asking if the Town has any "shovel ready" projects. Mr. Cass further stated this is for information only at this point, but at sometime in the future, funds may become available for "shovel ready" projects. He noted that we have three projects, which he will submit to DES.

Discussion ensued, with regards to any notification from the State as who the residents are that have tested positive. Mr. Cass replied that because of HIPPA, they cannot disclose the information to the Town, however, Police and Fire are given that information to keep them safe, as they often have to enter homes and need to be prepared if the virus is present in that home. Mr. Cass stated we are provided with information, if it presents a public safety/health issue to the Town; similar, to the notice that we received a few years ago, when a restaurant server was diagnosed with hepatitis.

APPOINTMENTS: There were no appointments.

OLD BUSINESS:

Update on Committee Appointments: Mr. Cass noted that there were eight appointments made this evening through the Consent Agenda. Mr. Cass noted that he is currently working on the list of incumbents, to see if they would like to serve again. He noted that he has an application from Bonnie Christie requesting to be placed on three committees. He further noted that she was appointed tonight to be on the Waste Reduction Committee. She is also applying for the Conservation Commission and the Refuse Disposal Committee. He stated that he has spoken with her and she has informed him that she has time to be on all three committees. Mr. Whitley inquired if the committee positions were posted on-line. Mr. Cass replied he will post them after he has spoken with all the incumbents. Mr. Whitley suggested we hold Ms. Christie's application to see if we receive any more applications from others.

Mr. Traum inquired if any of the committees were meeting via Zoom. Mr. Cass replied the Planning Board is meeting on Tuesday, April 14, 2020 and the Cemetery Committee will be meeting on Friday, April 17, 2020.

Chair Dunlap noted that she has done some research on the "Back from the Brink" e-mail. She noted that she has been on the website and noted that several towns in the area have put this on their Warrant, so that New England is well represented. She noted that Warner has adopted this, and it is basically a denounce of nuclear war. She noted that we may want to consider it for Town Meeting next year. Mr. Traum inquired about it this year. Mr. Whitley noted that it was too late for the 2019 Town Meeting, as all deadlines have passed. Chair Dunlap stated she will contact Lucy Karl and let her know.

Mr. Whitley inquired if Mr. Cass had heard anything further, with regards to the land swap with the State. Mr. Cass replied no.

NEW BUSINESS:

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that the Cameron land purchase is moving forward. He noted that the \$50,000.00 donation has been received.

Mr. Cass noted that we purchase our heating fuel, along with the School, and through the bidding process, we are contracting again for the 2020-2021 season, with HR Clough, at a cost of \$1.599 per gallon. The Board noted a "Thank you" to Michelle Clark, for all her work for this price.

PUBLIC FORUM:

Denis Goddard was the only public attending and he had no comments.

NON-PUBLIC SESSION I-RSA 91-A: 3 III (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. Donohoe seconded the motion.

VOTE: Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe 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 6:17 p.m. The Board returned to public session at 6:19 p.m.

These minutes were not sealed.

Mr. Whitley moved to unseal the nonpublic meeting minutes of April 6, 2020 – Session I that were previously sealed because it has been determined that the minutes do not affect the reputation of a person other than a Board member. Ms. Wells seconded the motion.

VOTE: Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

NON-PUBLIC SESSION I-RSA 91-A: 3 III (l) Review of Legal Advice

Ms. Dunlap moved to go into a non-public session to review legal advice provided by Town Counsel under the provisions of Nonpublic Session RSA 91-A: 3 II (l). Mr. Donohoe seconded the motion.

VOTE: Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe 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 6:20 p.m. The Board returned to public session at 6:25 p.m.

These minutes were not sealed.

ADJOURNMENT

Mr. Donohoe moved to adjourn the meeting seconded by Ms. Wells.

Select Board Meeting April 13, 2020

VOTE: Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant