



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 27, 2020
Approved May 4, 2020**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:33 p.m. on Mon., April 27, 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: Jean Lightfoot, Janet Krzyzaniak, Denis Goddard, Norm Goupil, Joyce Bosse 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.

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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 informed the Board that several residents have requested blue bags in order to do roadside clean up. He noted that approximately 200 bags were distributed to residents.

Mr. Cass noted that Dimitri's continues to help with items needed for the Food Pantry, and he continues to serve meals to seniors and shut-ins. Thank you, Dimitri, for all your support. Mr. Cass also noted Kathy Butcher, who is a nurse on the front lines, is also volunteering every Wednesday at Food Pantry.

Mr. Traum thanked the residents of Hopkinton for abiding by the social distancing rules.

Chair Dunlap wanted to thank Becky Whitley and Bonnie Christie for organizing the roadside cleanup on Earth Day.

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.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Yes

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Steven Whitley	Yes
Anna Wells	Yes
Jeffrey Donohoe	Yes

MOTION PASSED 5-0.

Chair Dunlap made a motion to authorize Jeff Donohoe to sign all paperwork for the Board relative to the April 27, 2020 Select Board Meeting. 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.

The Board reviewed the Select Board Meeting Minutes of Monday, April 20, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Monday April 20, 2020.

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 20, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Non-Public Meeting Minutes of Monday April 20, 2020.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes

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Steven Whitley Yes

Anna Wells Yes

Jeffrey Donohoe Yes

MOTION PASSED 5-0.

COVAID-19 RESPONSE UPDATE:

Mr. Cass stated there was a staff meeting this afternoon. He noted that staff is maintaining and continuing to work remotely and at the office. He reported that Police Chief Steve Pecora stated there has been an increase in domestic calls.

Mr. Cass noted that on Friday, April 24, 2020 he participated in a web-ex for FEMA training and he will be submitting an Intent to Apply for a grant.

Tennis Courts: With regards to a request to open the tennis courts, Mr. Traum stated that the courts are open in Concord. Discussion ensued, with regards to the issues that could arise from opening the tennis courts but not the skate park. Mr. Traum inquired if the fields were open. Mr. Cass replied yes they are. Mrs. Wells shared a concern that the virus could be spread via the balls. The Board would like to open the courts, however, they decided to keep them closed on the side of caution and will review the matter at the next meeting after the Governor makes a determination as to when the State might start to reopen.

Town Meeting: Mr. Cass noted that the School District is planning to have drive through voting based on Bow's example. Mr. Cass noted that it is Bruce Ellsworth's call for Town Meeting as he is the moderator. He further noted that we are not in the same position as the school, as they have contracts that need to be voted on. Mr. Cass stated we could postpone Town Meeting until June. He noted that this would give us time and the experience of the school meeting. He noted that it is his recommendation to postpone Town Meeting until June, as we do not have the same urgent need as the school.

Mr. Traum agreed with Mr. Cass. Mr. Traum would like to invite Bruce Ellsworth to the next meeting.

Discussion ensued, with regards to how Bow handled amendments to the articles, how to debate and make amendments, distribution of possible mail-in ballots, how to verify residents for ballots and other logistical issues. Mr. Cass noted it would require a two to three week process and then time to process the ballots that are returned.

Mr. Donohoe noted that the process is ripe for legal challenges. Discussion ensued, with regards to the Municipal Association's proposal of using a default budget if towns cannot hold Town Meeting. Mr. Cass noted that Jeffrey is considering using a sports complex for their meeting and that Moultonborough is considering an outside venue. The Board agreed to wait until the Governor makes the decision on whether to reopen on May 4th or if he is going to extend it.

OLD BUSINESS:

Review of Applications for Appointments: Mr. Cass noted that copies of the applications were in the Board's packet. Mr. Traum inquired if there was an age requirement for committees, as a student has applied for an appointment to a committee. Mr. Cass replied no, it is the Select Board's choice. The Board agreed that a student would be a great idea to have on one of the committees. The Board agreed to have Mr. Cass move forward with the appointment papers.

Mr. Traum noted that the outer lining areas of the Transfer Station are accumulating trash and debris. He inquired if volunteers could go clean up that area. Mr. Cass stated that he would contact the Transfer Station and pass the information onto the staff. He is not sure he wants volunteers all over the Transfer Station.

Mr. Traum also noted that NH Unemployment shows that Hopkinton's rate of unemployment is around 10%, in line with surrounding communities.

PUBLIC FORUM:

Joyce Bosse noted the Board is doing a great job.

Jean Lightfoot, Supervisor of the Checklist, noted that she has an update from the last meeting. She stated that Secretary of State, Bill Gardner, announced the formation of a six person advisory committee that will advise the Department of State on the use of the \$3.2 million in federal CARES Act money. She urged the Select Board to place mild pressure on the committee to distribute the funds to the town and cities for the upcoming elections, noting a primary in September and the General Election in November. Ms. Lightfoot is concerned with the lack of town clerks and or local people on the committee. She noted there is only one former town clerk on the committee. Mr. Cass noted that the Municipal Association has been pushing for that representation. Mr. Whitley noted that the Town Clerk's Association would also be one to contact to apply this pressure, as they are a strong force.

NEW BUSINESS:

None

TOWN ADMINISTRATOR UPDATES:

None

OTHER:

APPOINTMENTS:

Fire Chief Jeff Yale, Non Public RSA 91-A:3 (c) Reputation:

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

Mr. Traum 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. 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, Fire Chief, and the Town Administrator went into nonpublic session, as recorded separately, at 6:20 p.m. The Board returned to public session at 6:30 p.m.

Vote to seal nonpublic minutes:

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Mr. Traum 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. 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).

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. 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, Fire Chief, and the Town Administrator went into nonpublic session, as recorded separately, at 6:30 p.m. The Board returned to public session at 7:18 p.m.

Vote to seal nonpublic minutes:

Mr. Traum 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. 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).

ADJOURNMENT

There being no further business, the meeting adjourned at 7:18 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant

