



# Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-3170 – [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov)

**SELECT BOARD  
PUBLIC MEETING MINUTES  
Monday, August 3, 2020  
Approved August 17, 2020**

## **CALL TO ORDER**

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, August 3, 2020, via Zoom. Chair Dunlap introduced the members of the Board.

**Members Present:** Sabrina Dunlap, Ken Traum, Steven Whitley (arriving at 5:35 pm), 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:** Ruth Chevion, Carol Hooper, n18jsz, Lynda Kimball, Patricia Palson, Richard Leshner, Sue Strickford, Jerry Zoller, Jean Lightfoot, Suzie Sauer, Janet Krzyzaniak, and Bryon Carr .

**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](http://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](mailto: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.

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.

**SWEARING IN FOR SELECT BOARD:**

Vice Chair Ken Traum swore in Sabrina Dunlap as an elected member of the Select Board.

Chair Dunlap swore in Jeffrey S. Donohoe as an elected member of the Select Board.

**POINTS OF PRIDE:**

Mr. Cass would like to highlight employee Scott Moran who has been busy scrapping and painting the lower half of the Town Hall and has installed the new drop box, which is located next to the Library drop box at the Town Hall.

Chair Dunlap wanted to thank everyone who helped out with Town Meeting and voting on Saturday, July 25, 2020. She noted that Mr. Cass had worked long hours during the week to ensure that everything was ready to go. She also noted Bruce Ellsworth, Moderator, Town Clerk/Tax Collector Carol Harless, the Supervisors of the Checklist, the Ballot Clerks and all the volunteers who did an awesome job. Chair Dunlap also thanked the voters for coming out and participating in the drive-through voting.

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Mr. Cass also noted Jean Lightfoot, Supervisor of the Checklist and Dulcie Lipoma who helped with all the preplanning for the event, noting the logistics were not easy.

The rest of the Board agreed that everyone involved did a great job and they were pleased with the voter turnout.

**ADMINISTRATIVE**

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

**Town of Hopkinton - Select Board  
Consent Agenda  
August 3, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL MANIFEST</b>	-	-	-
<b>ACCOUNTS PAYABLE</b>			
AP Manifest CH # 64560-64591	7/27/2020	Approve	\$315,194.37
<b>TRANSFERS</b>			
From Sewer Fund to General Fund	7/30/2020	Approve	July 2020 - \$13,051.68
From General Fund to Capital Reserve Funds	8/3/2020	8/3/2020	\$676,500 as voted by Town Meeting
From General Fund to Expendable Trust Funds	8/3/2020	8/3/2020	\$71,500 as voted by Town Meeting
<b>BUILDING PERMITS</b>			
236-053-000 601 Sugar Hill Road	8/3/2020	Approve	Construct 11x16 canopy on existing shed
237-040-001 111 Sugar Hill Road	8/3/2020	Approve	Install 10.88KW Solar Array
219-017-002 Maple Street	8/3/2020	Approve	Single Family Home with attached garage
242-007-000 1569 Briar Hill Road	8/3/2020	Approve	Renovate kitchen and dining room
208-088-000 1074 Pine Street	8/3/2020	Approve	Two story addition dn two story garage
221-088-000 116 Pine Street	8/3/2020	Approve	Renovate Garage
102-029-000 88 Cedar Street	8/3/2020	Approve	Construct addition connecting barn and adding a porch
<b>ABATEMENT</b>			
<b>RIGHT TO BURY</b>			

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<b>PROPERTY TAX CREDIT/EXEMPTIONS</b>			
202-003-000	8/3/2020	Approve	Elderly Exemption
024-019-000	8/3/2020	Approve	Elderly Exemption
245-075-000	8/3/2020	Approve	Elderly Exemption
237-003-000	8/3/2020	Approve	Elderly Exemption
<b>LAND USE CHANGE TAX ASSESSMENT</b>			
<b>OTHER</b>			
Notification of Fair Districting Resolution	8/3/2020	Approve	Governor Chris Sununu
Notification of Fair Districting Resolution	8/3/2020	Approve	Representative Luneau
Notification of Fair Districting Resolution	8/3/2020	Approve	Representative Myler
Notification of Fair Districting Resolution	8/3/2020	Approve	Representative Wallner
Notification of Fair Districting Resolution	8/3/2020	Approve	Senator Feltes
Letter of Commitment-Hazardous Waste Day	8/3/2020	Approve	Jointly with Town of Henniker
NH DRA MS-535	8/3/2020	Approve	Financial Report of the Budget YE 12/31/2019
NH DRA MS-232	8/3/2020	Approve	Report of Appropriations Actually Voted
PAF- Samuel Atkins	6/27/2020	Approve	Hire a FT Firefighter/Paramedic
Appointment to Office-ZBA Alternate	8/3/2020	Approve	Kristen Cummings - 3 years
Engagement Letter-Bond Counsel	7/31/2020	Approve	Renelle L'Huillier-Devine-Millimet

**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, July 13, 2020. Mr. Traum made a motion seconded by Mrs. Wells to approve the Minutes of July 13, 2020. Mrs. Wells stated that on

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page 4 last paragraph in the Abenaki Trail discussion, she heard the word map, not mask as written. Robin will listen to the video and make the correction if necessary.

**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, July 13, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Public Meeting Minutes of Monday July 13, 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 Thursday, July 16, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Non Public Meeting Minutes of Thursday, July 16, 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 Select Board Meeting Minutes of Thursday, July 23, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Thursday, July 23, 2020. Mrs. Wells noted that there was a typo on Article 12.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**APPOINTMENTS:**

**Jerry Zoller, NHDOT Bridge Painting:** Mr. Zoller was in to present the schedule and procedure for painting one (1) bridge in Concord and three (3) in Hopkinton. He noted that bridge painting is done in “bundles”, which usually includes three (3) to four (4) bridges. The bridges that will be painted are the bridge at Exit 2 in Concord, the bridge north bound and south bound at Exit 4 in Hopkinton, the bridge over Jewett Road in Hopkinton and the bridge over South Road in Hopkinton. Mr. Zoller explained that it will be necessary to close the south bound lane at Exit 4, during the nighttime hours of 8:00 pm to 6:00 am. Mr. Zoller also explained how the necessary trucks and equipment are placed in the road to allow traffic to continue to flow.

Mr. Zoller stated that there is an agreement to regulate the traffic flow that will need to be signed by the Board. Mr. Traum inquired about a public notice about the closures and times. Mr. Zoller stated that is handled by the Bureau of Construction, noting there will be public announcements and message boards along the road. Mr. Donohoe inquired about coordination with the Hopkinton Police Department. Mr. Cass noted that with past projects, the communication has been excellent.

Mr. Zoller asked that the agreement be signed as soon as possible, as he needs it to be returned to him by the end of August. The Board thanked him for his time.

**OLD BUSINESS:**

**Town Meeting Review and follow up:** Mr. Cass noted that we have received several quotes for the bond. He noted that those will be ready for review at the next meeting. Mr. Cass stated that Robin has updated all the information on the exemptions in the database and on the website. With regards to the Land Use Change Tax, Mr. Cass stated, it began effective April 1, 2020, those amounts are being recalculated from 35% to 50%. Mr. Cass stated that the culvert work will begin tomorrow, August 4, 2020 on Briar Hill. Mr. Traum inquired about the interest rates for the bond. Mr. Cass stated the banks are around 2.2 and the bond bank is about .47%, but it will all be ready for the next meeting. Mrs. Wells inquired how we are able to do the culvert work before we get the bond money. Mr. Cass noted that the culverts were already purchased. Mrs. Wells inquired about the bidding process for the rest of the culverts. Mr. Cass stated that any further culvert work beyond Briar Hill will be going out for bid.

**NEW BUSINESS:**

**Select Board Meeting Schedule:** Mr. Cass inquired if the Board would like to return to their regular schedule of meeting every two (2) weeks. The Board agreed to go back to every two weeks until the start of Budgets or if an emergency requires it.

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass stated that he has begun to meet with Sara Persechino, the new Town Moderator, Jean Lightfoot, Supervisor of the Checklist and Carol Harless, Town Clerk/Tax Collector, with regards to the primary to be held in September. He also noted he takes part in a meeting with Secretary of State's Office weekly.

Mr. Cass noted that the survey on George Park is now complete and that will be presented to the Select Board at the next meeting.

Mr. Cass stated that the Library will be having a modified opening in September, but plans are still tentative. Mr. Cass noted that the Community Room remains closed.

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Mr. Cass also noted that Paula Simpkins, Recreation Director, will be having drive -through Senior lunches available on Wednesdays, beginning in August. Mr. Donohoe asked Mr. Cass to have Paula reach out to Dimitri's as he has been providing seniors with lunches on Wednesdays to fill the void, while the Senior Center is closed. Mr. Cass stated he will make sure she has coordinates things with Dimitri.

Mr. Cass noted that the road off Kearsarge Avenue to the school is being paved as well as the Police Department parking lot soon.

Mr. Cass informed the Board that he will be taking some vacation days during the next two weeks.

**PUBLIC FORUM:**

Ruth Chevion thanked the Board for all the time and effort they put into Town Meeting and voting, noting it was handled very well. She stated that an organization is forming with regards to continuing and building on what she started at the Bates Building, the House of Art. She stated the group would like to discuss the possibility of continuing to rent the Bates Building. She noted that the group is new and is still forming. She also noted that the rent has been paid for August and September.

**OTHER:**

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

Ms. Wells 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. Whitley seconded the motion.

**ROLL CALL VOTE:**

Dunlap	Yes
Traum	Yes
Whitley	Yes
Wells	Yes
Donohoe	Yes

**MOTION CARRIES (5-0)**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:37 p.m. The Board returned to public session at 6:52 p.m.

These minutes were not sealed.

**ADJOURNMENT**

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant