



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, December 7, 2020
Approved December 21, 2020**

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, December 7, via Zoom. Chair Dunlap introduced the members of the Board.

Select 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: Candie Garvin, Janet Krzyzaniak, Florence Dapice, 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 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.

Roll Call for Select Board

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.

POINTS OF PRIDE: Mr. Cass highlighted Karen Robertson, Planning and Zoning Director, with regards to the work she has been doing with regards to zoning amendments and definitions. He noted that she has put in a lot of time and gave a great presentation.

Mr. Cass noted that the Chamber of Commerce did an excellent job with the lights and decorations in Contoocook Village in preparation for Lighting the Village, which was on Friday, December 4, 2020.

Mr. Donohoe echoed Mr. Cass remarks with regards to Karen Robertson's work. Mr. Donohoe noted that she works extremely hard and he applauded her. Mrs. Wells also echoed Mr. Cass's and Mr. Donohoe's remarks.

Mrs. Wells also thanked Meredith and BJ Lee. Mr. Whitley noted that he and his family were out on Friday, December 4, 2020 and it was a great event.

Mr. Traum thanked Mr. Cass for all his work on the budget presentation.

Select Board Meeting December 7, 2020

Mrs. Wells also wanted to recognize the teachers, parents and students noting that they had to transition from school to remote learning, some with only twelve (12) hours notice.

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. Chair Dunlap seconded the motion.

**Town of Hopkinton - Select Board
Consent Agenda
December 7, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
PAYROLL MANIFESTS			
PPE 12/5/2020	12/7/2020	Approve	Checks - \$5,133.19 Direct Deposit - \$90,595.49 Total - \$95,728.68
AP MANIFESTS			
CH# 65287-65350	12/4/2020	Approve	\$2,039,586.56 (includes Counte-\$2,003,056.00)
CH# 65351-65369	12/7/2020	Approve	\$70,678.48
TRANSFER OF FUNDS			
Sewer Fund to Operating Fund	12/7/2020	Approve	\$16,881.93 November Reimbursement
Donation Funds to Operating Fund	12/7/2020	Approve	\$533.66 - Kimball Cabins \$1,402.52 - Human Services \$375.00 - Slusser Center Donation \$1,253.18 - Human Services-Energy Fund TOTAL \$3,564.36
Slusser Center Rental Expense to Operating Fund	12/7/2020	Approve	\$40.00
Public Safety Revolving Fund to Operating Fund	12/7/2020	Approve	\$1,329.00
Recreation Revolving Fund to Operating Fund	12/7/2020	Approve	\$5,035.95 - September to November
From Capital Reserve Funds to Operating Fund Request to Trustees of Trust Funds	12/7/2020	Approve	\$11,630.36 - Transfer Station CRF \$82,823.94 - Fire Vehicle/Equipment CRF \$5,435.00 - Town Hall Renovation CRF \$18,328.75 - Recreation Facility CRF
From Expendable Trust Funds to Operating Fund Request of Trustees of Trust Funds	12/7/2020	Approve	\$218.19 - Town Facilities Maintenance Trust Fund
PROPERTY TAX ABATMENT			
222-034-000 219 Kearsarge Avenue	12/7/2020	Approve	\$198.00 - Pool Removed - Missed pickup
208-098-001 Pine Street	12/7/2020	Approve	\$250.00 - Subdivision-didn't receive full Veteran's Credit
PROPERTY TAX OVERPAYMENT - REFUNDS DUE			

Select Board Meeting December 7, 2020

Refunds for tax overpayments	12/7/2020	Approve	Total = \$23,182.00
PROPERTY TAX CREDIT - NO REFUNDS DUE			
7 Property Owners	12/7/2020	Approve	Total = \$4,354
PROPERTY TAX EXEMPTIONS			
238-069-000 232 South Road	12/7/2020	Approve	\$10,000 Solar Exemption
INTENT TO CUT			
234-041-000 Burrage Road	12/7/2020	Approve	10 MBF Pine 2 MBF Oak
CURRENT USE APPLICATION			
239-001-000 Dolly Road	12/7/2020	Approve	Changing Current Use Classification
Map 260 Lots 001-000, 023-000, 023-001	12/7/2020	Approve	Tree Farm Certification
OTHER			
Waste Management Contract Extension	12/7/2020	Approve	5 year extension

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, November 30, 2020. Mr. Traum made a motion to approve the Select Board Minutes of November 30, 2020. Mr. Donohoe 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 Non-Public Select Board Meeting Minutes of Monday, November 30, 2020, Session I. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of November 30, 2020, Session I. Mr. Donohoe seconded the motion. Mr. Traum noted the Minutes were not sealed.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Select Board Meeting December 7, 2020

The Board reviewed the Non-Public Select Board Meeting Minutes of Monday, November 30, 2020, Session II. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of November 30, 2020, Session II. Mrs. Wells seconded the motion. Mr. Traum noted the Minutes were not sealed.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

APPOINTMENT:

OLD BUSINESS:

i. Bates Building Rental: Discussion ensued, with regards to the process that needs to be in place with regards to leasing the Bates Building long term. It was noted that Town Meeting approval was necessary for a long term lease. Discussion ensued with regards to a rent proposal. Mr. Whitley noted that he would like the Board to retain flexibility and also noted the negative public purpose. Mrs. Wells noted that the subdivision should happen before we move forward. Mr. Cass noted that the funds for the subdivision would come out of Select Board expense. Mr. Cass noted that he will add the long term lease to the Warrant for Town Meeting. Mr. Donohoe inquired if we should limit the lease to the Bates Building or extend it to other town property, noting the military at times will do a lease up to fifty five (55) years, depending on their need for the building. Mr. Cass stated that leasing beyond one (1) year would require Town Meeting approval. The Board by consensus agreed to a long term lease on the Warrant for Town Meeting, however, one that does not tie them to any entity. The Board also agreed to continue to discuss the process. The Board further agreed that they do not need to see 2 Villages Art, until after the Town Meeting vote.

NEW BUSINESS:

i. Comprehensive ROW Policy: Mr. Cass noted that the Board had inquired about draft regulations to manage private access to the municipality's public rights-of-way. Mr. Cass would like the Board to review it, and then discuss it at the next meeting. Discussion ensued, with regards to what the agreement allows and does not allow. Mrs. Wells inquired if it applied to all rights of way. Mr. Whitley stated Class VI and Class VII roads. It was noted that the adoption of this would require Town Meeting approval. Mr. Cass noted that the areas that are highlighted require decision making.

ii: YTD Financials: Mr. Cass noted that there are no surprises. Mr. Traum inquired if St. Methodios had paid their PILOT yet. Mr. Cass replied no.

TOWN ADMINISTRATOR UPDATES: Mr. Cass stated that the Senior Recreation Council has been receiving donations and they are going to replace the flooring in the kitchen and dining area of the Slusser Center.

Mr. Cass stated all the preparation work is done for the Budget Committee meeting on Wednesday, December 9, 2020. Mr. Traum thanked Mr. Cass for working on the slide show. Mr. Traum noted that

Select Board Meeting December 7, 2020

the slide show will have a slide showing the impact of the vote from last year to raise the Elderly Exemption amounts. He noted it had a 2% impact on the tax rate.

Mr. Cass noted that they have received guidelines from NHMA with regards to Town Meeting, using the same statutes as last year. He noted there would be two (2) zoom sessions with a comment period in between the two sessions. He also noted that we can provide a sample ballot, but everyone must use an official ballot to vote, and that it will require two ballots—one for election of officers and zoning amendments, the other will be the Warrant Articles. Mr. Donohoe noted that doing that will cause the line of cars to back up considerably. There will be no in-person voting on March 9, 2020, that will be combined with the drive through voting. Discussions ensued, with regards to polling locations available, hours of polling, process for getting information to every voter, not just every household. It was noted that scheduling could become overwhelming.

PUBLIC COMMENT: Candie Garvin stated that she agreed with Mr. Donohoe with regards to getting it all done at once, not that she did not agree with the some of the guidelines. The Board thanked her for her comments.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:32 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant