



# 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  
Tuesday, February 16, 2021  
Approved March 1, 2021**

## **CALL TO ORDER**

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, February 16, 2021, 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:** Caitlin Rollo, Jean Lightfoot, the Messenger, Steve Lux, Jr., Bob Matteo, Judi C, Robert Dapice, Ron Noyes, Tom Manseau, Andrea Folsom, Norm Goupil, Elizabeth Sides, and 603-491-1522, through video conference.

**DECLARATION OF CHAIR:** Vice Chair Traum 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.***

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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.

**Roll Call for Select Board**

Sabrina Dunlap and I am alone

Ken Traum and I am alone

Steven Whitley and I am alone

Anna Wells 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 wanted to thank everyone for getting their Town Reports in. He also thanked Robin Buchanan for her work on the Town Report, gathering and making sure all reports are in. He also thanked those departments that work through the winter weather, noting Public Works, Police and Fire.

Mr. Traum also wanted to thank the Budget Committee for all their work on this year's budget. He also thanked all those that zoomed into the meeting.

**ADMINISTRATIVE:**

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

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**Town of Hopkinton - Select Board**  
**Consent Agenda**  
**February 16, 2021**

<b>Item</b>	<b>Date</b>	<b>Action</b>	<b>Comment</b>
<b>PAYROLL MANIFESTS</b>			
PPE 2/13/2021	2/16/2021	Approve	\$84,989.24
<b>AP MANIFESTS</b>			
CH # 65729-65759	2/12/2021	Approve	\$31,869.44
CH# 65760-65778	2/16/2021	Approve	\$103,194.19
<b>APPOINTMENTS TO OFFICE</b>			
Robert Dapice as Planning Board Alternate	2/16/2021	Approve	Term until 2023
Ann Miller to Recreation Committee	2/16/2021	Approve	Term until 2022
<b>PAFs</b>			
Hire Robert Pike	2/16/2021	Approve	Interim Building Inspector
Change of Status - Ryan Hughes	2/16/2021	Approve	Fulltime Lt/Paramedic
Hire Parttime - Bonnie Reilly	2/16/2021	Approve	Per Diem Paramedic
<b>PROPERTY TAX EXEMPTION</b>			
Solar Exemption - 250-037-000-Zankel	2/16/2021	Approve	\$10,000.00
<b>PROPERTY TAX ABATEMENT</b>			
225-116-000 - Miller	2/16/2021	Approve	\$1,677.88 - BTLA Settlement 2019
225-116-000 - Miller	2/16/2021	Approve	\$171.02 - BTLA Settlement 2020
<b>BUILDING PERMIT</b>			
218-050-000 235 Tucker Drive	2/16/2021	Approve	Install an aluminum modular wheelchair
<b>PREVIOUSLY APPROVED ELECTRONICALLY</b>			
AP Manifest CH # 65695-65728	2/8/2021		\$39,039.74 Previously approved

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

The Board reviewed the Select Board Meeting Minutes of Monday, February 1, 2021. Mr. Traum made a motion to approve the Select Board Minutes of February 1, 2021. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap Yes  
 Ken Traum Yes  
 Anna Wells Yes  
 Steven Whitley Abstaining

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Jeffrey Donohoe Yes

**MOTION PASSED 4-0-1.**

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, February 1, 2021. Mr. Traum noted the minutes were not sealed. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of February 1, 2021. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0-1.**

**APPOINTMENTS:**

**Caitlin Rollo, RE: Petition Warrant Article:** Ms. Rollo explained that the Petition Warrant Article is a Resolution for Nonpartisan Fair Redistricting. Ms. Rollo gave a brief presentation. She noted that they are looking for a fair and transparent process in redistricting. She gave a brief background of gerrymander and that it does exist in New Hampshire. She noted that the last time redistricting took place, it was not very transparent, holding sessions behind closed doors and it only gave the public 24 hours notice for their comments.

She stated they are requesting a transparent and inclusive process that will take into account the concerns of each town and that there be before and after maps of the redistricting. The Select Board by consensus agreed to support the Petition Warrant Article.

**Steve Lux, Jr., RE: Section House Electricity:** Mr. Lux is looking for the Select Board's approval to move forward with a plan to put electricity to the Section House which is now located behind the Depot Building. He noted that there have been improvements made to the Section House, since it was moved there. He noted the work was done by Fred Nystrom. He also stated that they are currently working on a grant to help replace the shingles on the roof. Mr. Lux stated the Section House is used for maintenance equipment and as a workshop, however, they have to run a generator as there is no electricity in the Section House. They would like to run the wires underground, under the right of way and the tracks to the conduit in the basement of the Depot. Mr. Traum inquired if the use of the building would change. Mr. Lux replied no. Mr. Whitley inquired as to why they wanted underground vs. overhead. Mr. Lux replied that they wanted to avoid the lines and going underground they will not need a new meter or a new account. Mr. Donohoe inquired about the ownership of the land. Mr. Lux stated the Depot is owned by the Contoocook Railway Association and the Section House is on land owned by the Town. Mr. Donohoe also inquired about the Right of Way. Mr. Lux replied that they will be working with a land surveyor and the Public Works Departments and will ensure that the traffic flow will continue. Mr. Lux stated about 12 vehicles use it daily. He also noted that that he will be communicating with them ahead of burying the lines. The Board agreed by consensus to allow the project to move forward to a more formal plan.

Mr. Cass noted that in their packets is an Extension of Ground Lease Agreement with the Contoocook Riverway Association. Mr. Whitley made a motion to approve the Extension Ground Lease Agreement as drafted. Mr. Traum seconded the motion.

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**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**OLD BUSINESS:**

**Town Meeting Warrant Finalization:** After a brief discussion on the best way to proceed, Mr. Donohoe made a motion to vote and approve Articles 3 through Article 10. Chair Dunlap seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Article 11 Resolution for Nonpartisan Fair Redistricting. Mr. Traum made a motion to support Article 11. Mr. Whitley seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Article 12 Adoption of Official Ballot Referendum Form of Meeting. Mr. Whitley made a motion not to support Article 12. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that the Road Bond and refinancing will be completed on Thursday and Friday. He noted that refinancing has saved us approximately \$300,000 in interest.

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Mr. Cass noted that Robert Pike will be the interim building inspector.

Mr. Cass noted the Budget Committee had it's Public Hearing for all the budgets on February 10, 2021.

He noted that Elections will be held on March 9, 2021, Town Meeting will follow at a later date. Chair Dunlap inquired if a location had been selected. Mr. Cass replied he is working on that.

**PUBLIC COMMENT:**

Norm Goupil thanked the Highway Department for getting the roads cleared after the latest storm. He also thanked the Board for not supporting the SB2 Article (Article 12). He thanked Mr. Traum for his budget presentation during the Budget Committee meeting last week.

Robert Dapice wanted the Select Board to know that he has handed in an application for the Planning Board.

**OTHER:**

Mr. Traum inquired if Mr. Cass had heard from St. Methodios yet. Mr. Cass replied no.

Mr. Traum inquired if Mr. Cass had heard from legal counsel regarding the RSA for the elderly exemption. Mr. Cass replied not yet.

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (e) Legal**

Ms. Dunlap moved to go into a non-public session to discuss on-going litigation under the provisions of Nonpublic Session RSA 91-A: 3 II (e). 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 6:17 p.m. The Board returned to public session at 6:20 p.m.

These minutes were not sealed.

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (d) Leasing of Property**

Ms. Dunlap moved to go into a non-public session to discuss the lease of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes

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Anna Wells	Yes
Jeffrey Donohoe	Yes

**MOTION PASSED 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 6:34 p.m.

These minutes were not sealed.

**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. 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 6:34 p.m. The Board returned to public session at 6:37 p.m.

These minutes were not sealed.

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (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 went into nonpublic session, as recorded separately, at 6:37 p.m. The Board returned to public session at 6:50 p.m.

These minutes were not sealed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:51 p.m.