



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, February 1, 2021
Approved February 16, 2021**

CALL TO ORDER

Vice Chair Ken Traum called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, February 1, 2021, via Zoom. Vice Chair Traum introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap (arriving at 5:33 pm), 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: Janet Krzyzaniak, Norm Goupil, Sam Greene, Asst. Director Municipal and Property Division DRA, Bonnie Christie and Florence Dapice 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 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.

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 just wanted to remind people that the Highway, Police and Fire Department will all be working through the night this evening. He thanks those departments for all they do for the town.

Mr. Traum wanted to thank the Budget Committee for all the work that they are doing.

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. Mr. Whitley seconded the motion.

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Town of Hopkinton - Select Board
Consent Agenda
February 1, 2021

Item	Date	Action	Comment
PAYROLL MANIFESTS			
PPE 1/30/2021	2/1/2021	Approve	Checks - \$3,030.41 Direct Deposit: \$86,615.37 Total - \$86,645.78
AP MANIFESTS			
ACH Manifest	2/1/2021	Approve	\$1,304,185.00 School Payment
CH 65635-65649	1/25/2021	Approve	\$18,688.92
CH 65650-65667	1/25/2021	Approve	\$43,973.50
CH 65668-65694	2/1/2021	Approve	\$108,992.06
PAFs			
Resignation - John Pianka	2/1/2021	Approve	Building Inspector effective 5/26/2021
Change of Status - Christopher Gow	2/1/2021	Approve	From FT FF/AEMT to PT - Effective 1/25/2021
LAND USE CHANGE TAX BILL			
216-027-004 Moran Road	2/1/2021	Approve	Paid LUCT in 2008 but never released - Release only
LAND USE CHANGE TAX WARRANT			
259-025-001 Hayes	2/1/2021	Approve	\$8,570.00
259-025-000 Allard	2/1/2021	Approve	\$1,406.00
216-027-001 Cahill	2/1/2021	Approve	\$8,500.00
258-019-001 Mungle	2/1/2021	Approve	\$9,140.00
CURRENT USE APPLICATION			
253-029-000, 253-031-000, 254-011-000	2/1/2021	Approve	Meadowsend Sawmill Inc. - Change in categories
236-036-000, 253-002-005, 253-002-006, 253-002,254-003-000	2/1/2021	Approve	Meadowsend Sawmill Inc. - Change in categories
214-002-001, 214-002-002, 214-002-003, 214-003-000, 214-005-000, 214-006-000, 231-001-000, 231-005-000, 232-002-000, 232-004-000, 232-005-000, 232-006-000, 232-012-000, 232-013-000, 232-014-000, 232-015-000, 233-006-000, 235-001-000, 235-002-000, 235-028-000, 235-029-000	2/1/2021	Approve	Meadowsend Sawmill Inc. - Change in categories
233-001-000	2/1/2021	Approve	Meadowsend Sawmill Inc. - Change in categories
208-099-004	2/1/2021	Approve	Gamsby/Crane 2.16 acres added
OTHER			
Planning Map Maintenance Contract 2021	2/1/2021	Approve	With CAI for \$550.00
Tax Map Maintenance Contract 2021	2/1/2021	Approve	With CAI for \$3,400.00
Property Tax Interest Waiver -	2/1/2021	Approve	Total=\$303.41 Kiosk/Email issue extension

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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.

The Board reviewed the Select Board Meeting Minutes of Tuesday, January 19, 2021. Mr. Traum made a motion to approve the Select Board Minutes of January 4, 2021. Mrs. Wells seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Non Public Select Board Meeting Minutes of Tuesday, January 19, 2021, Session I. Chair Dunlap noted the minutes were sealed. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of January 19, 2021. Mr. Whitley seconded the motion

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Non-Select Board Meeting Minutes of Tuesday, January 19, 2021, Session II. Mr. Traum made a motion to approve the Non Public Select Board Minutes of January 4, 2021, Session II. Chair Dunlap seconded the motion. Chair Dunlap noted these minutes were not sealed.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Select Board Meeting Minutes of Monday, January 8, 2021. Mr. Traum made a motion to approve the Select Board Minutes of January 8, 2021. Chair Dunlap seconded the motion.

APPOINTMENTS:

Sam Greene, Asst. Director Municipal & Property Division, DRA: Mr. Greene was in to discuss the Elderly Exemption. Discussion ensued as to the meaning of net income in the statute, as some Board members believe gross income should be used. Mr. Greene noted that gross income is not mentioned within the statute, only net income. Mr. Greene stated that he will speak with Linda Kennedy, at the DRA and Verna Sharpe, who teaches the classes on Exemptions and Credits with regards to the definition of net income.

OLD BUSINESS:

Budget Finalization: Mr. Traum noted that the Budget Committee has had two (2) very productive meetings. He noted that the Budget Committee's Public Hearing on all budgets will be February 10, 2021. He also stated that the Budget Committee voted unanimously to support the expense items in the budget. He stated an item that was brought up for discussion was the estimate for the town valuation. He noted the town is using 1% and the school is using 0%. The Budget Committee recommended that town and the school to use the same percentage. The Budget Committee recommended using ½%. Discussion ensued with regards to which percentage to use. By consensus of the Board, they agreed to ½%.

Town Warrant Finalization: Mr. Cass noted that we have received a second Petition Warrant Article, which he sent to the Board on Monday afternoon. Mr. Cass noted that Official Ballot Voting will take place on Tuesday, March 9, 2021 beginning at 7:00 am at the Middle/High School Gymnasium. He further noted that the Business Session will be drive through voting following HB 1129. The schedule is as follows: Monday, April 26, 2021 at 6:00 pm for the first virtual Business Session with introduction and explanation of Warrant Articles and public comment. Tuesday-Thursday, April 27-29, 2021 for public comment and suggested article amendments submitted to the Select Board by 5:00 pm on Thursday April 29, 2021. Mr. Cass stated that on Thursday, April 29, 2021 at 6:00 pm will be the second virtual Business Session where Select Board will review comments and amendments and determine the final article to be on the ballot. Mr. Cass noted that Saturday, May 1, 2021, will be drive through voting for all registered voters. He stated the location has not yet been determined. Mr. Cass stated that he would like to look into using Elm Brook Park instead of the High School for drive through voting. Mr. Donohoe also suggested looking at the Transfer Station.

Chair Dunlap inquired as to how many signatures are needed for a Petition Warrant. Mr. Cass replied twenty-five (25) registered voters. He further state that Carol Harless, Town Clerk/Tax Collector checks the signatures to make sure they are registered voters.

Mr. Whitley left the meeting at 6:22 pm.

Review of 79E Covenants: The Board reviewed the amendment to be included in the Covenants. Mrs. Wells requested the addition "applicable to the property." Chair Dunlap made a motion to accept the amendment as amended. Mrs. Wells seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

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NEW BUSINESS:

Year End Financial Review: Mr. Cass stated that we ended up where we anticipated we would be. Mr. Traum inquired about the shimming line in the Public Works budget. Mr. Cass stated it is underbudget because of the lateness of Town Meeting. Mr. Traum inquired if St. Methodist had paid their PILOT. Mr. Cass replied no.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass informed the Board that Deb Gallant is out of the office, but he had completed payroll and accounts payable for the week.

Mr. Cass informed the Board that the Recreation Department has started ceramic and exercise classes on Zoom, and they are going well.

PUBLIC COMMENT:

Norm Goupil stated that he has been into the Town Hall on a few occasions and he wanted the Board to know the staff is very supportive and friendly and adhering to social distancing. He wanted to thank the Public Works Department for keeping the roads clear and he thanked Mr. Traum for his budget presentation.

OTHER:

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.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

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 6:43 p.m.

The minutes were not sealed.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:43 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant