



# 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, January 19, 2021  
Approved February 1, 2021**

## **CALL TO ORDER**

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, January 19, 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:** Amy Manzelli, Cheryl Miller, Norm Goupil, Thomas Hildreth, Philip Hastings, Janet Krzyzaniak, Alice Coda, Melissa Trafton, Louise Carr, April Dunn, Beth Boeapple, Byron Carr, Elizabeth Sides, Gelson Correa, Ken Moulton, Michael Klass, Ted Wells, Stephen Trafton, Kevin Flynn, and Susan Zankel, 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](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.

**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 later. 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.

**NON-PUBLIC SESSION I-RSA 91-A: 3 III (I) Legal Advice**

Mr. Traum moved to go into a non-public session for consideration of legal advice provided by Town Counsel under the provisions of Nonpublic Session RSA 91-A: 3 II (I). Mr. Whitley 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 5:35 p.m. The Board returned to public session at 6:34 p.m.

Vote to seal nonpublic minutes:

Ms. Dunlap moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information likely would make the decision ineffective. 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.**

**NEW BUSINESS:**

**Gould Hill Road Building Permit:** Chair Dunlap stated that the Select Board has denied the request for a building permit for Map 240 Lot 49 for lack of frontage.

Mr. Whitley made a motion, seconded by Mr. Donohoe to deny the building permit for Gould Hill Road, Map 240 Lot 49, because it does not satisfy the requirements for frontage under the Town of Hopkinton Ordinance and does not fall under the requirements of RSA 647:41, I(b)(2), street on a subdivision plat.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**APPOINTMENTS:**

**Louise Carr re: Houston Barn:** Mrs. Carr stated that she has submitted a list of people for committee members to Mr. Cass. She noted that she compiled the list as to what benefit each person could bring to the group without expending money. She stated if the list is good with the Board, she would contact the people on her list again and arrange a meeting at the barn for a walk through. Discussion ensued, as to a timeframe with regards to a report and the amount of money that will be available in the Capital Improvement Plan. She stated there is not enough time to report anything at the Town Meeting this year, which is Saturday, May 1, 2021. She noted that she is applying for a grant from the NH Preservation Alliance, which is the first step to other and larger grants. She also noted the need for private donations and fund raising. Mr. Donohoe stated that it sounds like a decision to keep the barn has already been made. Mrs. Carr replied no, we are having an updated study done and that will take about three (3) months. Mrs. Carr stated that while they are waiting for the update to be completed, the committee will investigate costs to have the barn dismantled and removed. The committee will also be looking at alternative storage space for everything that is currently in the barn. Then the committee will compare the costs of both options. Mrs. Wells agreed that those are great first steps in knowing what we are dealing with. Mr. Traum agreed and asked Mrs. Carr to provide quarterly updates moving forward. Mrs. Carr stated that she would give the information to Neal Cass and he can provide the information to the Board.

Mr. Traum made a motion, seconded by Mr. Whitley to approve the Barn Assessment Grant Application to the NH Preservation Alliance.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Mrs. Carr thanked the Board and noted that she will try and arrange a meeting at the barn for Saturday, January 30, 2021 for all the committee members.

**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.

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL MANIFESTS</b>	-	-	-
PPE 01/16/2021	1/19/2021	Approve	Checks-\$2,456.00 Direct Deposits - \$78,827.30 TOTAL-\$81,283.30
<b>AP MANIFESTS</b>			
ACH Manifest - Hopkinton School District	1/19/2021	Approve	\$1,304,185.00 - January
CH # 65548-65559	1/11/2021	Approve	\$91,200.44
CH# 65560-65579	1/11/2021	Approve	\$29,322.22
CH# 65580-65605	1/13/2021	Approve	\$153,651.06
CH # 65606-65634	1/19/2021	Approve	\$25,919.80
<b>TRANSFER OF FUNDS</b>			
From Exit 6 TIF Fund to General Fund	1/19/2021	Approve	\$1,333.75 December 2020
From Sewer Fund to General Fund	1/19/2021	Approve	\$23,336.42 December 2020
From Donation Funds to General Fund	1/19/2021	Approve	\$4,436.85 - Human Service Donation \$150.00 Hopkinton Fire Auxilliary \$8,989.00 Slusser Center Donations \$1,1143.04 Human Services Energy Fund
From Public Safety Revolving to General Fund	1/19/2021	Approve	\$200.00 - December 2020
From Recreation Revolving to General Fund	1/19/2021	Approve	\$655.30 - December 2020
<b>BUILDING PERMITS</b>			
208-066-000 74 Ridge Lane	1/19/2021	Approve	Construct new bathroom
<b>LAND USE CHANGE TAX BILL</b>			
258-019-001 Currier Road	1/19/2021	Approve	8.433 acres removed - \$9,140.00
216-027-001 Thain Road	1/19/2021	Approve	5.007 acres removed - \$8,500.00

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259-025-000 329 Currier Road	1/19/2021	Approve	7.4 acres removed - \$1,406.00
259-025-001 Currier Road	1/19/2021	Approve	5.36 acres removed - \$8,570.00
<b>PROPERTY TAX ABATEMENT</b>			
225-028-000	1/19/2021	Approve	2019 Abatement - Settlement \$534.69
225-028-000	1/19/2021	Approve	2020 Abatement-Settlement \$316.90
208-033-G15	1/19/2021	Approve	Camper Removed - \$278.70
<b>REFUND OF OVERPAYMENTS</b>			
257-012-288 Refund	1/19/2021	Approve	\$3.03
<b>OTHER</b>			
2020 Equalization Municipal Assessment Data Certificate	1/19/2021	Approve	2020 Equalization

**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, January 4, 2021. Mr. Traum made a motion to approve the Select Board Minutes of January 4, 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-Public Select Board Meeting Minutes of Monday, January 4, 2021, Session I. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of January 4, 2021, Session II. Chair Dunlap seconded the motion. Discussion ensued with regards to whether the minutes should remain sealed. The Board agreed to keep the minutes sealed for now.

**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 Monday, January 4, 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. Mr. Traum 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.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Chair Dunlap noted at this time that the Board has denied the application for the Gould Hill Road property earlier in the meeting in case any attendees were listening for that item.

**OLD BUSINESS:**

**Bond/Budget Update:** Mr. Cass noted that the information for the bond is in their packets. He stated the overall interest rate will be .76. He also noted that by refinancing the Road Bond and Fire Station bond, we will be saving almost \$300,000.00. Mr. Cass also noted that we will have to increase our payment for 2021 by \$57,144. Discussion ensued, with regards to using Fund Balance and the Board agreed by consensus.

Discussion ensued, with regards to the CIP recommendations regarding the Dam maintenance and Recreation Facilities. The Board agreed by consensus to make note changes to the CIP recommendations.

**Review of 79-E Information/Application:** Mr. Cass stated there were a few minor tweaks made by Matt Monahan of Central NH Regional Planning Commission. He further noted it was amended to include the Hopkinton Village Precinct. Mr. Cass noted that the Hopkinton Village Precinct was not specifically mentioned, only Contoocook Village was mentioned. It now includes both precincts. Mr. Cass stated that he will ask for a map of the precinct lines.

**NEW BUSINESS:**

**Gould Hill Road Building Permit:** Chair Dunlap again stated that this item was discussed at the beginning of the meeting and the Board voted to deny the building permit.

**Town Meeting Warrant:** Mr. Cass asked if there were any changes, additions, or deletions to the draft Town Meeting Warrant. He noted Article 8 Authorization to Sell Surplus Land. Mr. Cass noted this is a small triangle piece at the corner of Currier Road and Beech Hill Road and is identified on the Tax Map as Map 259 Lot 024-000. He noted that Beech Hill School had approached him about purchasing this piece of land.

Mr. Cass also noted that there is one (1) Petition Warrant Article about nonpartisan fair redistricting.

Mr. Whitley noted that the filing period to sign up for Town and School Elected positions will begin on January 20, 2021 until January 29, 2021. He noted that he will be signing up for the Select Board position.

**Pine Street Dilapidated Building:** Mr. Cass stated a fire occurred in the building and it is no longer habitable. He stated that they had contact with the owners in August, however, since then nothing. He stated it is a health hazard, there is no fencing around the property and the back side of the house is completely destroyed, all doors and windows are gone. He would like to begin the process to go to court, but needs the Board's approval. Mr. Whitley stated we should give them thirty (30) days to remove it as the fire occurred a year ago. Mr. Donohoe inquired if there was a lien on the property. Mr. Cass noted that he will have to check. By consensus of the Board, Mr. Cass will begin the court process.

**Employee Evaluation:** Mr. Cass noted that Department Heads are currently working on employee evaluations and this one is for him. He suggested the Board do his at the next meeting in non-public session.

**TOWN ADMINISTRATOR UPDATES:** Mr. Cass stated that the Recreation Department has begun classes on Zoom.

Mr. Cass stated we purchase fuel oil with the School and currently that price is \$1.969 per gallon. Mr. Cass noted that we budgeted for \$2.00 per gallon.

Mr. Cass noted that sewer rates are being worked on.

Mr. Cass stated that the purchase of the Chesley property has closed.

Mr. Cass noted that Sam Greene, from the Department of Revenue, Municipal and Property Division will be in to discuss the Elderly Exemption and net income.

#### **PUBLIC COMMENT:**

**OTHER:** Mrs. Wells stated that she hopefully will be working with Central NH Regional Planning Commission and the Economic Development Committee on an application to the State for a Transportation Alternative Program, which promotes safety of pedestrian and non-motorized infrastructure projects. She noted that she has spoken to Dan Blanchette, Director of Public Works, and members of the Concord Lake Sunapee Rail Trail. She noted the initial ideas is the creation of sidewalks and improvements in Contoocook Village. She noted the one project that would fit the program is connecting the existing new sidewalk on Penacook Road down to Hopkinton Road into the



village and then addressing some of the safety and maintenance issues going up Maple Street. She stated the minimum total project costs \$400,000.00 and requires a 20% match from the Town. She noted that if we work with the Concord Lake Sunapee Rail Trail, we could privately fundraise the money. She noted there has not been a lot of interest about this next round of tax funding and so we have a good chance of being accepted. Mrs. Wells stated the first step would be a letter of intent, which is due on Friday, February 5, 2021. She stated that it is non-binding, and we need to provide an estimate of the cost and what the intention of the project is. She also noted that if the letter of intent is approved, the next step would be identifying some funding.

**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. Whitley 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 7:41 p.m. The Board returned to public session at 7:54 p.m.

These minutes were not sealed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:54 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant