



# 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, January 4, 2021  
Approved January 19, 2020**

## **CALL TO ORDER**

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, January 4, 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, Robin Buchanan, Administrative Assessing Assistant, and Dan Blanchette, Director of Public Works, through video conference.

**Public Present:** Norm Goupil, George Langwasser, Don Houston, Cathy T, Chris Hodgdon, Jean Lightfoot, June Wallace, Rich Houston (moto e), Virginia Haines, James Fredyma, Janet Krzyzaniak, Bob Lapree, Denis Goddard, Mary Goddard, Louise Carr, Bryon Carr, Sara Persechino, Elizabeth, Jon Bradstreet, Rob Knight, Celeste Hemingson, Dijit Taylor, Molly Hardenberg, Ron Klemarczyk and Julianna, 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.***

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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 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 the Fire and Police Departments as they work 24/7, even during the Christmas holidays and he also highlighted the Highway Department, as they were out making sure the roads were safe during the recent winter storms. Chair Dunlap and Mr. Traum also thanked the Fire, Police and Highway Departments for all their work over the holidays.

Mr. Traum also noted that he had attended the CIP meeting via zoom and complimented the great job they did.

**ADMINISTRATIVE:**

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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. Chair Dunlap seconded the motion.

**Town of Hopkinton - Select Board**

**Consent Agenda**

**January 4, 2021**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL MANIFESTS</b>			
PPE 1/2/2021	1/4/2021	Approve	Checks 34023-34034 \$2,976.71 Direct Deposit-\$86,780.20 TOTAL - \$89,756.91
<b>AP MANIFESTS</b>			
CH # 65465-65470	12/28/2020	Approve	\$4,217.23
CH # 65471-65495	12/30/2020	Approve	\$121,210.62
CH # 65496-65532	1/4/2021	Approve	\$79,662.62 - 2020 Invoices
CH # 65533-65547	1/4/2021	Approve	\$49,640.92 - 2021 Invoices
<b>REQUEST FOR PAYMENT FROM CRFs</b>			
Reimbursement to General Fund from CRFs	1/4/2021	Approve	Fire Dept. Equipment - \$5,196.77 Recreation Facilities - \$369.91 Public Works Vehicle & Equipment - \$409.94
<b>BUILDING PERMITS</b>			
104-042-000 717 Main Street	1/4/2021	Approve	New windows, siding, roof, cabinets, and fixtures
103-013-000 255 Penacook Road	1/4/2021	Approve	Remodel two bathrooms and the kitchen
219-017-001 Maple St.	1/4/2021	Approve	Construct 1509 SF residence with garage and deck
<b>PROPERTY TAX ABATEMENT</b>			
223-025-000	1/4/2021	Approve	Hardship Abatement - \$390.00
<b>SEWER ABATEMENTS</b>			
102-092-000 233 Maple St.	1/4/2021	Approve	\$195.32
104-034-002 702 Smithfield	1/4/2021	Approve	\$180.90

**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, December 21, 2020. Mr. Traum made a motion to approve the Select Board Minutes of December 21, 2020. Mrs. Wells seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, December 21, 2020, Session I. Mr. Traum made a motion to approve the Non Public Select Board Minutes of December 21, 2020, Session II. Mrs. Wells seconded the motion. Mr. Traum noted that these minutes were sealed.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board reviewed the Non-Select Board Meeting Minutes of Monday, December 21, 2020, Session II. Mr. Traum made a motion to approve the Non Public Select Board Minutes of December 21, 2020, Session II. Mrs. Wells seconded the motion. Mr. Traum noting these minutes were not sealed.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

**APPOINTMENTS:**

**CIP Committee, Chris Hodgdon, Don Houston, James Fredyma:** Mr. Hodgdon wanted to recognize and thank the CIP Committee members for all their work. Mr. Hodgdon gave a brief overview and highlighted the changes that they made. He noted that their overall goal was to address the swings within the CIP, so that there would not be years of highs and lows, but consistent levels of money put into the funds. He noted that they have learned not to continually string out large pieces of equipment too far, as the equipment becomes unusable and unrepairable. He noted that they also looked at projects within Recreation, Solid Waste, and the Transfer Station. He further noted that they looked at 2019, but skipped 2020, and looked forward to 2021, 2022, and 2023. He stated they did not use 2020, because it was a very abnormal year due to the COVID pandemic.

Mr. Hodgdon presented the recommended changes to the plan as follows:

- Fire Vehicle and Equipment Replacement CRF
  - Proposed Appropriations
    - 2026 from \$260,000 to \$300,000
    - 2027 from \$260,000 to \$300,000

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- Library Replacement Systems CRF
  - Proposed Appropriations
    - 2022 from \$20,000 to \$10,000
- Police Cruiser and Accessories CRF
  - Proposed Appropriations
    - 2022 from \$29,000 to \$25,000
    - 2023 from \$30,000 to \$32,000
    - 2024 from \$35,000 to \$40,000
- Revaluation CRF
  - Proposed Appropriations
    - 2023 from \$25,000 to \$0
    - 2024 from \$28,000 to \$53,000
- Public Works Vehicle and Equipment CRF
  - Proposed Appropriations
    - 2022 From \$250,000 to \$200,000
    - 2024 from \$265,000 to \$285,000
    - 2025 from \$240,000 to \$270,000
- Road and Bridge CRF
  - Proposed Appropriations
    - Eliminated appropriations in 2022-2026, due to the road bond
  - Proposed Expenditures
    - Eliminated expenditures in 2025 and 2026, due to road bond
- Dam Maintenance CRF
  - Proposed Appropriations
    - Eliminated appropriations in 2021-2023
- Sludge Removal/Sewer Equipment CRF
  - Proposed Expenditures
    - Moved \$50,000 automation from 2023 to 2025
    - Moved \$70,000 Generator replacement from 2023 to 2024
- Transfer Station CRF
  - Proposed Appropriations
    - 2024 from \$141,000 to \$100,000
    - 2025 from \$39,000 to 100,000
    - 2026 from \$39,000 to \$50,000
  - Proposed Expenditures
    - Moved \$100,000 recycling building rebuild from 2024 to 2025
- Recreation Facilities CRF
  - Proposed Appropriations
    - 2021 from \$50,000 to \$20,000
    - 2022 from \$93,000 to \$50,000
    - 2023 from \$82,000 to \$75,000
    - 2026 from \$75,000 to \$100,000
  - Proposed Expenditures
    - George Park Bathrooms \$50,000 removed from 2022 and added to 2023
    - Park Ave Field Irrigation \$50,000 moved from 2021 to 2024
    - Field 2 Irrigation \$20,000 moved from 2023 to 2024

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Discussion ensued, regarding the irrigation at George Park, consequences of not funding some items, however, the Board did not make any changes at this time.

**PUBLIC HEARING: Purchase of land with Conservation Commission Funds  
Dijit Taylor, Rob Knight, Bob LaPree, Jon Bradstreet, Bonnie Christie, and Molly Hardenberg  
all members of either the Open Space Committee or the Conservation Commission.**

Mr. Knight asked Mr. Cass to share the pictures of the proposed Chesley land purchase. Ms. Taylor gave a brief history of how we have come to this point. She noted that it has been a very long process and they currently have one half of the funds through a grant from the State and the other half of the funds will come from the Conservation Commission's fund. She also noted that protecting the Contoocook River is within the Master Plan and keeping with the rural character of the Town. Mrs. Wells inquired if there would be public access and agricultural plans. Ms. Taylor replied that there is a small parking space for up to 4 cars, and a boat access. She also noted that there is a large parking area over the bridge at the Bohanan Farm. As for the agricultural plans, she noted there is a 5 year lease on the property by two immigrant farmers and the Bohanan family mows the field. Mr. Donohoe inquired if the 5 year lease proposal could go forward without Town Meeting approval. Discussion ensued, with regards to land management practices, and possible liability for the Town. It was noted that it was a Memo of Understanding, not a lease. Ms. Christie referred the Board to RSA 36:a, which outlines the powers of the Conservation Commission. It was also noted that the Conservation Commission has purchased land in the past, with conditions for timber rights and hunting limitations.

Chair Dunlap opened the floor for public comment. Mary Goddard, Penacook Road, stated that she is in support of the purchase, noting the need to preserve the waterfront. She inquired if they had any plans to purchase the abutting lot, Map 242 Lot 10 Sub lot 6. Ms. Taylor noted that they have been in communication with the owners, but have no source of funding at this time.

Celeste Hemingson, 702 Smithfield, stated that it is important that the Town continue to acquire and protect the land along the Contoocook River.

There being no further public comment, Chair Dunlap closed the comment section of the Public Hearing at 6:32 pm.

The Board supports the purchase of the land, however, discussion continued with regards to the Memo of Understanding to allow the immigrants to continue to farm and the Bohanans to continue to mow the fields. Mr. Cass offered to get a legal opinion from counsel. The Select Board and the members of the Open Space Committee and Conservation Commission, agreed to meet as soon as possible, after getting the legal opinion, as the Chesley's closing on their other property on January 15, 2021.

Chair Dunlap thanked the Open Space Committee and the Conservation Commission for all their work on this project.

**Houston Barn Discussion: Dan Blanchette, Director of Public Works, +and Don Houston:** Mr. Blanchette stated that he has raised this discussion several times, but currently there is no plan in place. He noted that the roof needs to be fixed and other issues will have to be addressed soon if we are going to keep the building. Our choices are fix it, sell it, or demo it. Mr. Houston gave a brief history of the barn. He noted that Bob Houston suggested that it be demolished. Mr. Houston also noted that the building has historical value, but we would need to put \$80,000 towards the roof, and it also needs

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foundation work noting water runs through the building when it rains. He noted that if we do nothing, we will have to tear it down. He noted it is used for storage and if we tear it down, we will have to find an alternative to store what is there. He also noted that during several months a year, the Public Works Department works out of and stores equipment in the building. Mr. Houston also noted the need for a fire suppression system, as the Library and Slusser Center buildings are located close by the barn. He further noted there have been several studies done over the years, but nothing recent. He suggested we put a committee together to determine how we should move forward.

Louise Carr stated that there is an inscription on one of the beams of the barn that noted the first load of hay into the barn was 1913. She agrees that the cost to repair the building is very concerning. She also noted the need to repair the foundation, as well as the roof. She would like to see a committee formed and come back with recommendations to the Select Board.

Rich Houston would like to see the barn preserved. He noted that maintenance is expensive but not as expensive as new construction. He also noted that if we did not have the barn, we would need another large space to store everything. He stated the roof is leaking and that is the first thing we should fix. He noted the barn is a post and beam structure and to repair the joints and pegs will be expensive. He noted it was historical and there are not many like it left in the State.

Bob Lapree stated that he likes the idea of preserving the building and its history and agrees with Mrs. Carr. He also stated we could do the barn in the same way we re-did the cabins at Kimball Pond. He also noted that we should apply for grants to help defray the costs.

Mr. Traum agreed that a study committee makes sense. He also would like to preserve the barn. He also stated there will be money in the budget for the barn in 2022.

Chair Dunlap inquired about the foundation. Mr. Blanchette stated that water comes in the north end of the building and exits out the south end of the building. He noted the building was still square, and that putting on a new roof would protect the whole building. Discussion ensued with regards to the cost of a new roof. Mr. Blanchette stated he thinks the cost will be less than \$80,000. Mrs. Wells stated that short term we need a roof while a committee is being formed. She noted she has been hearing a desire to save the barn. She inquired if the Town Facilities Maintenance Trust is for a specific need. Mr. Cass replied it is not limited. Mr. Traum inquired how much would be enough. Mr. Blanchette stated that he would need to get estimates. Mr. Traum inquired if the furnace at the Bates Building is an immediate need. Mr. Blanchette stated that he would have to speak to Greg Roberts.

Mr. Cass noted that the barn roof was scheduled to be done several years ago. Mr. Blanchette stated that he will speak to some of the local contractors to see if there is a large tarp that will help us get through this year.

Chair Dunlap inquired if anyone knew someone that would like to be on the committee. Mr. Houston replied that any member needs to have an open mind. Mrs. Carr noted that she has a list of people, with certain skill sets that we need, like architects, engineers, etc. She stated she would be happy to speak with Don Houston and get it rolling. Mrs. Wells agreed that we have lots of talent in this community and we should use that talent. Chair Dunlap stated that if anyone wants to volunteer or knows someone who might be interested to call Town Administrator Neal Cass.

**OLD BUSINESS:**

**i. Comprehensive Right-of-Way:** Mr. Whitley recommended adopting the Comprehensive Right-of-Way. He noted that it makes sense to have this and we can tailor it to fit our town's needs. He stated if the Town moves forward on this; he will be happy to help. Mr. Cass noted that Dan Blanchette, Director of Public Works, will need to review it.

**ii. Town Meeting Discussion**

**Sara Persechino, Town Moderator:** Mrs. Persechino stated that she has been speaking with Neal Cass and Ken Traum with regards to Town Meeting and elections for 2021. She noted that having received more guidance from the State, the Town will be holding the election on Tuesday, March 9, 2021, however, we will be postponing the business portion of Town Meeting until Saturday May 1, 2021. She noted it would be very similar to the last election and Town Meeting. Mr. Traum noted that the School would go first. Chair Dunlap agreed it was better to do the traditional two (2) day voting. She noted that School elections will be on Tuesday, March 9, 2021. She thanked everyone for their work on this issue. Mrs. Persechino reminded everyone that ALL registered voters will be getting a packet in the mail. Mrs. Wells noted that NMHA has scheduled a virtual Town and School Moderator's Workshop on Saturday, February 6, 2021.

**iii. College Hill Road Traffic:** Mr. Cass stated that he has been informed by the Town of Henniker that they have voted to put a local traffic only sign on River Road (which turns into College Hill Road in Hopkinton). Discussion ensued, with regards to putting up the same signs in Hopkinton and then notifying the GPS companies. Mr. Cass noted that Henniker did receive information from NHMA before making their decision, noting it is more of a warning than an ordinance. Mr. Whitley noted that he is in favor of moving forward.

Mrs. Wells made a motion to label College Hill Road as "local traffic only". 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.**

**NEW BUSINESS:**

**TOWN ADMINISTRATOR UPDATES:** Mr. Cass noted that year end is wrapping up. There will be financials ready for the next meeting. He further noted he is now gearing up for Town Meeting and hopes to have the Draft Warrant prepared by the next meeting.

**PUBLIC COMMENT:**

**OTHER:** Discussion ensued, with regards to the definition of net income which is used to determine eligibility on the elderly and disabled exemptions. Mr. Cass noted the replies we received from NHMA and the Department of Revenue. Mr. Cass will reach out for further information.



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

Mr. Traum 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). Ms. Wells 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 8:06 p.m. The Board returned to public session at 8:19 p.m.

Vote to seal nonpublic minutes:

Mr. Donohoe moved to seal the minutes of the just completed nonpublic session, because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. 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.**

**NON-PUBLIC SESSION I-RSA 91-A: 3 III (c) Reputation**

Mr. Traum 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). Ms. Wells 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 8:19 p.m. The Board returned to public session at 8:25 p.m.

These minutes were not sealed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:25 p.m.  
Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant