



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
Tuesday, July 6, 2021
Approved July 19, 2021**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, July 6, 2021, being held in-person at the Town Hall and via Zoom. Chair Dunlap introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap, Ken Traum, Jeffrey Donohoe and Steven Whitley (arriving at 5:43 pm) in person, and Anna Wells (joining at 5:39 pm), via phone.

Staff Present: Neal Cass, Town Administrator, Paula Simpkins, Recreation Director and Robin Buchanan, Administrative Assessing Assistant.

Public Present: Louise Carr, Dave White in person, Norm Goupil, Ian Tewksbury, Tom Lipoma, Molly Richter and Flo Dapice, through video conference.

POINTS OF PRIDE:

Mr. Cass recognized Karen Robertson, noting that building permits have increased, and with the transition of Mrs. Robertson, along with Bob Pike, Building Inspector, approving building permits is going well.

Mr. Cass also noted that taxes were due on Thursday, July 1, 2021, and we had a steady stream of residents coming into the Town Hall to pay their taxes.

Mr. Traum noted that the Historical Society had a reading of Frederick Douglass's speech "What to the American Slave is the Fourth of July" at the Hopkinton Town Hall on Saturday, July 3, 2021. He noted several people from town read from Douglass's speech including our local senator, Senator Becky Whitley, her husband Select Board member Steven Whitley and their son, Jackson. He also thanked Mr. Cass for coming in on Saturday and setting up everything for the speech, as it was originally scheduled to be read outside.

ADMINISTRATIVE:

The Board reviewed documents for signature, and approved (3-0) the consent Agenda, taking the following action on a motion made by Mr. Traum and seconded by Mr. Donohoe

Town of Hopkinton
Consent Agenda

6-Jul-21

PAYROLL MANIFEST

Select Board Meeting July 6, 2021

CH # 34123 - 34127

\$86,467.36

Direct Deposit: \$ 83,547.07;

Check: \$2920.70

ACCOUNT PAYABLE

CH # 66489-66505

\$988,359.98

CH # 66489-66506

88,085.64

TRANSFER OF FUNDS General Funds

to Recreational Facilities

\$20,000.00

to Police Vehicles & Equipment

\$28,000.00

to Fire Dept Vehicles & Equip

\$200,000.00

Public Works Vehicles & Equip

\$220,000.00

Ambulance & Equipment

\$75,000.00

Police & Fire Radio/Equipment

\$13,000.00

Transfer Station Equipment & Fac

\$45,000.00

Library Replacement Building Sys

\$10,000.00

Revaluation of Property

\$22,000.00

Road/Bridge Rehabilitation

\$38,000.00

Sewer System Equipment/Sludge

\$35,000.00

\$706,000.00

TRANSFER OF FUNDS WARRANT ART

Recreational Fac Maintenance Fund

\$5,500.00

Town Fac Building Maintenance Fund

\$60,000.00

Library Building Maintenance Fund

\$7,000.00

\$72,500.00

TRANSFER OF FUNDS-SEWER FUND 200

Account # 7011520 to #7011504

\$14,939.02

TRANSER OF FUNDS-SPECIAL REV

Kimball Cabins

\$152.75

Human Services Donations

\$4,930.00

Hop FD Auxiliary

\$1,183.62

Human Services Energy

\$1,611.51

\$7,877.88

TRANSFER OF FUNDS-SPECIAL REV

Slusser Center Rental Expense

\$997.99

**REQUEST FOR PAYMENT CAPITAL
RESERVES**

Police Vehicles/Equip Capital Reserve Fund

\$12,170.55

Police/Fire Radio Equipment Capital

Reserve

\$4,530.85

Recreation Facilities Capital Reserve

\$6,090.87

Select Board Meeting July 6, 2021 PW/HWY Vehicles-Spreader Capital Reserve	\$126,471.00	
		\$149,263.37

Request for Payment Expendable Trust

Recreation Facilities Trust Fund	\$1,266.00
----------------------------------	------------

Transfer of Funds

Acct # 3200139743 to #07011504	\$751.20
--------------------------------	----------

Transfer of Funds

Acct #9750 to #1504	\$1,399.00
---------------------	------------

Transfer of Funds

Acct #803 to #070115004	\$7,943.28
-------------------------	------------

Transfer of Funds

Acct #806-4652-001-00 to #07011504	\$1,265.00
------------------------------------	------------

INTENT TO CUT

William Gay Kearsarge Ave

CURRENT USE ABATEMENT

Map 242-012-001 per Select Board	\$360.00
----------------------------------	----------

PROPERTY EXEMPTIONS/CREDITS

Elderly Exemption 216-011-000	\$145,000.00
Elderly Exemption 225-105-000	\$170,000.00
Blind Exemption 245-062-000	\$30,000.00

The Board reviewed the Public Meeting Minutes of Monday, June 26, 2021. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Public Meeting Minutes of June 26, 2021.

VOTE: Dunlap, Traum and Donohoe voting in favor of the motion.
no votes against, MOTION PASSED: 3-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, June 26, 2021, Session I. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Non-Public Meeting Minutes of June 26, 2021, Session I. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum and Donohoe voting in favor of the motion.
no votes against, MOTION PASSED: 3-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, June 26, 2021, Session II. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Non-Public Meeting Minutes of June 26, 2021, Session II. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum and Donohoe voting in favor of the motion.
no votes against, MOTION PASSED: 3-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, June 26, 2021, Session III. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Non-Public Meeting Minutes of June 26, 2021, Session III. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum and Donohoe voting in favor of the motion.
no votes against, MOTION PASSED: 3-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, June 26, 2021, Session IV. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Non-Public Meeting Minutes of June 26, 2021, Session IV. Mr. Traum noted the minutes were sealed.

VOTE: Dunlap, Traum and Donohoe voting in favor of the motion.
no votes against, MOTION PASSED: 3-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, June 26, 2021, Session V. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Non-Public Meeting Minutes of June 26, 2021, Session V. Mr. Traum noted the minutes were not sealed.

VOTE: Dunlap, Traum and Donohoe voting in favor of the motion.
no votes against, MOTION PASSED: 3-0

NEW BUSINESS:

Fair Parking: Mr. Cass stated we are holding a drawing to see which groups will be parking cars for the Hopkinton State Fair, which will run from Thursday, September 2, 2021, until Monday, September 6, 2021. Mr. Cass noted we were starting with Saturday, September 3, 2021, as that is the most popular day. The Select Board members that were in person, drew the following groups:

Saturday, September 4	Hopkinton High Girls Basketball
Sunday, September 5	Hopkinton High Girls Soccer
Monday, September 6	Red Hawks Football
Friday, September 3	Hopkinton High Boys Basketball
Thursday, September 2	HYSA

Refuse Disposal Update: Mr. Cass noted that the Hopkinton-Webster Refuse Disposal Committee put a new draft of the ordinances together. He stated this is for the Select Board's review and then if they want to move ahead with it, there is usually a joint public hearing with both the Hopkinton and Webster Select Boards.

Mr. Donohoe made a motion to allow Anna Wells to participate in the meeting via phone. Chair Dunlap seconded the motion and noted that a roll call vote was required.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeff Donohoe	Yes

Chair Dunlap suggested setting up a meeting, not a public hearing yet, with the Webster Select Board and the Refuse Disposal Committee. Discussion ensued, with regards to the amount of tipping fees and if the fees should be on a separate schedule and not part of the ordinance so that they can be updated on a regular basis without having to change the ordinance. Mr. Cass will work on setting up a meeting.

Community Power: Mr. Traum noted that he asked Mr. Cass to add this to the agenda. He also noted a recent article in Town and City with regards to Community Power and the City of Keene, NH. He further stated that Community Power, also known as municipal electricity aggregation, which can bring many benefits to its users including lower electric rates, cleaner energy, and price stability. It was noted that a webinar was held on June 28, 2021. He noted that Public Service or Unutil would continue to be the distribution company maintaining the polls, wires, metering and billing, however, they would no longer be the default provider for those who have not migrated to a competitive applicant through Standard Power and Good Energy will become the provider for those customers. He noted that Standard Power and Good Energy have offered to work with a committee of Hopkinton residents, at no cost, to develop a community power program. Mr. Traum thinks that it is worthwhile to form a committee to look into Community Power.

Mr. Traum made a motion to have Mr. Cass put together a notice to see if we have any interested citizens in serving on a committee to look into Community Power in Hopkinton. Mr. Donohoe seconded the motion.

ROLL CALL VOTE:

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

TOWN ADMINISTRATOR UPDATES:

Mr. Cass reminded the Board that they will be meeting with the Hopkinton State Fair Board on Wednesday, July 7, 2021, at 8:30 am at the Fair Office. He also noted that Tuesday, July 13, 2021, will begin the tour of departments by the Select Board members. He stated that he hopes to start meeting with the new school superintendent, Mike Flynn, soon.

OTHER:

Mr. Traum inquired about financial reports. Mr. Cass noted that they will have a six (6) month report. Mr. Traum noted that there is a Budget Committee meeting on Wednesday, July 14, 2021, and he inquired if he could get the reports before the meeting. Mr. Cass replied yes.

Discussion ensued with regards to the Rescue Squad building, which the Board will discuss with the Fire Chief when they conduct their department tours.

Mr. Whitley inquired if we were moving ahead with subdividing Horseshoe Tavern and the Bates Building. Mr. Cass replied we are working on it.

PUBLIC FORUM:

PUBLIC HEARING: ALCOHOL ORDINANCE

At 6:00 pm, Chair Dunlap opened the Public Hearing on the proposed updated Alcohol Ordinance. Chair Dunlap inquired if there were any comments or questions from the Board. Mr. Donohoe inquired if all the Department Heads had reviewed the ordinance. Mr. Cass replied yes.

Chair Dunlap opened the floor for public comment. Louise Carr, Recreation Committee, stated that the Committee's concern was alcohol (hard liquor) vs. beer and wine. She noted that it is hard to monitor consumption and alcohol effects people differently. The Committee also wanted to have a flow list done of what needs to be done to obtain licenses, per state and town, and what the timeline is like. It is a lengthy process, and that process should be clearly spelled out. Mr. Donohoe inquired how long it would take if there were no issues with a permit. Mr. Cass stated 2-4 weeks for town approval pending state approval. Mr. Cass noted that he intends to do a checklist, so that no steps are missed. Mrs. Carr inquired if the \$50.00 fee would go into a specific fund, like a maintenance fund to maintain areas where these events might take place. She noted that currently some of the areas do not have regular maintenance. Mr. Cass noting it would go into the general fund.

Paula Simpkins, Recreation Director, stated that she is concerned about the Rental Application. She stated that the Recreation Department handles reservations for Kimball Cabins and Slusser Center, noting that they take a deposit and also charge a rental fee. However, she schedules time for the use of the gazebo, but there is no specific application for the gazebo, she still has them fill out a rental application, so that she can keep track of events, however, there is no fee involved in using the outside space, including the gazebo and outside of the Kimball Cabins. Mr. Donohoe noted that there is no way to reserve the outside space, so events may cross over each other. Mrs. Simpkins replied yes, but I do advise them that other people or events may occur there. Discussion ensued, with regard to charging a rental fee and security deposit for the outside space. Mrs. Simpkins stated she believes that is the route they need to go down. She stated that if someone wants to use the outside space for an event, that is serving alcohol, they should go through the same application process as someone renting inside space and serving alcohol. Discussion ensued, about rental applications and the Board agreed to go over the application at their next meeting and if Mrs. Simpkins has any suggestions or recommendations to let the Board know. Mr. Whitley inquired if she has had events where people were not responsible and left a mess. She noted that she usually hears from the grounds crew about the fields.

David White, representing the Farmers Market. Mr. White inquired if a change in the time allowing for alcohol could be changed from 10:00 am start to a 9:00 am start, which is when the Farmers Market start time is. He noted there are no alcohol vendors at this time, but they may have some tastings in the future. Discussion ensued, with regards to the responsible party to get the licenses.

There being no further comments from the public, Chair Dunlap closed public comments.

Discussion ensued, regarding alcohol vs. beer and wine. Mrs. Wells inquired about cider, noting events at the orchards in the fall. Mr. Whitley did not believe we should limit it to just beer and wine. It was noted that the first concert is scheduled for August 12, 2021.

Mr. Whitley inquired about the Open Container Ordinance. He noted there is a section Consumption on Private Property, and he does not recall what the intent of the section was for. He noted that it was on Page 2, Paragraph 3.3. Mr. Donohoe stated he believed the intent was so that I could not go to your front yard and start drinking without your permission. Mr. Cass stated the police use this ordinance as a means of enforcement.

Discussion ensued, with regards to any requirements for portable toilets.

Mr. Whitley made a motion to adopt the updated and revised ordinance on Consumption on Town Property and application and Alcoholic Beverage - Open Container Ordinance per our discussions here today. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

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). Mr. Whitley seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:28 p.m. The Board returned to public session at 6:47 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 affect adversely the reputation of any person other than a member of this board. Mr. Donohoe seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:47 p.m.

Respectfully submitted,

Select Board Meeting July 6, 2021
Robin Buchanan
Administrative Assessing Assistant