



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 June 15, 2020
Approved June 23, 2020**

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:32 p.m. on Monday, June 15, 2020, via Zoom. Chair Dunlap introduced the members of the 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: Janet Krzyzaniak, Laurie Storey-Manseau, Sue Strickford, Jean Lightfoot, Bruce Ellsworth, John Wuellenwebber, Catherine Traum, Jeremy Freitas, Catherine Ledoux Matteo, Elizabeth Poor, Tom Manseau, and the following identified as 603-305-5118, 860-810-5236, and nluwa@aol.com 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 and on the Town of Hopkinton's Facebook page.

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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.

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's 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.

Sabrina Dunlap and I am alone

Ken Traum and I am alone

Anna Wells and I am alone

Steven Whitley 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 stated that the Town Hall is now open to the public with guidelines. He wanted to thank the staff for adapting to all the changes. He also wanted to thank the Police and Fire Departments for all their help with the Hopkinton Middle/High School graduation and the parade. Mr. Cass noted that the seniors enjoyed it very much.

Mr. Traum also wanted to recognize the seniors of 2020. He added that the Hopkinton unemployment rate has dropped to 7%.

Mrs. Wells also stated that the graduation was great to watch in person.

ADMINISTRATIVE

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

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**Town of Hopkinton - Select Board
Consent Agenda
June 15, 2020**

| <u>Item</u> | <u>Date</u> | <u>Action</u> | <u>Comment</u> |
|----------------------------------------|-------------|---------------|---------------------------------------------------|
| ACCOUNTS PAYABLE | | | |
| AP Manifest CH# 64301-64316 | 6/15/2020 | Approve | \$18,018.16 |
| BUILDING PERMITS | | | |
| 206-011-000 1921 Clement Hill Road | 6/15/2020 | Approve | Add second story to garage |
| 105-035-000 1587 Hopkinton Road | 6/15/2020 | Approve | Replace deck and screen a portion of it |
| 257-037-000 154 Farrington Corner Road | 6/15/2020 | Approve | Construct a barn with a shed |
| 257-029-000 36 Buckingham Lane | 6/15/2020 | Approve | Install above-ground pool |
| 235-027-000 241 Bassett Mill Road | 6/15/2020 | Approve | Addition to garage and renovate 2 baths & kitchen |
| 222-096-000 26 Deer Path | 6/15/2020 | Approve | 8x8 Shed |

Mr. Traum made a motion, seconded by Chair Dunlap, to authorize Ken Traum to sign paperwork for the Board relative to this meeting.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Select Board Meeting Minutes of Monday June 8, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Monday June 8, 2020. Correction on first page: change Vice Chair Traum to Chair Dunlap.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, June 8, 2020, Session I. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Non-Public Meeting Minutes of Monday, June 8, 2020, Session I.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

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The Board reviewed the Non-Public Meeting Minutes of Monday, June 8, 2020, Session II. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Non-Public Meeting Minutes of Monday, June 8, 2020, Session II.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

APPOINTMENTS: There were none.

COVID-19 ISSUES:

General Updates: Mr. Cass noted that Hopkinton Helps has about 20 clients now, and volunteers continue to do shopping and run errands for those that cannot do so now.

Town Hall Re-opening Update: Mr. Cass shared a short video showing the new way to enter the Town Hall, planning and zoning is accessed through a separate entrance, those going to the town clerk/tax collector's office or to assessing will now enter through the handicap entrance. Once inside there are signs that clearly mark the areas. Those entering the Town Hall will exit the door that was formerly the entrance. There is hand sanitizer and masks located inside the new entrance. All entering the Town Hall are required to wear masks and to social distance. Staff will wear masks in all common areas and social distance. There has been plexiglass installed at all three windows of the Town Clerk/Tax Collector's Office, and at the Assessing Office. Mr. Whitley inquired if it has been busy and Mr. Cass replied no, but steady.

Recreation Items: Mr. Cass presented an outline from Paula Simpkins, Recreation Director on the following: opening of Kimball Pond, swim lessons, Kimball Cabins to rent kayaks, canoes, oars and life vests, outdoor recreation (Tai Chi, senior meditation, senior strength), tennis, the skate park, playgrounds, concerts, field requests and waivers. Discussion ensued, with regards to the above subjects. With regards to bathrooms, Mr. Cass noted that there would be porta-potties, with signage stating that they are not cleaned after every use. Discussion ensued, with regards to have signed waivers. Mr. Donohoe noted that he intends to have all softball players sign waivers. Discussion ensued, about the inability to sanitize playgrounds.

Mr. Whitley made a motion to approve the recommendations and guidelines of the Recreation Department for the opening of Kimball Pond (June 20 to mid-August), the tennis courts, skate park, playground, rental of kayaks at Kimball Cabins to follow all CDC, NH Department of Health and Human Services Department and the Governor's Reopening Task Force recommendations and that waivers will be required. Mrs. 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.

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Select Board Meetings: Discussion ensued, with regards to having in person meetings. Mr. Whitley stated that the Board, Neal, and Robin would account for seven (7) of the ten (10) people allowed in groups, which would only allow for three people from the public. He noted that it makes more sense to continue the meetings on Zoom. The rest of the Board agreed, although they would like to be in person, the public will have better access if they continue meeting via Zoom. Discussion ensued, with regards to returning to once every two week schedule, however, the Board decided to continue to meet weekly, until after Town Meeting, July 18, 2020.

OLD BUSINESS:

79-E Request: Discussion ensued, with regards to the request on the subjects of public benefit, length of time on the tax relief and length of time on the covenants. The Board agreed that the property meets at least three of the five requirements needed for public benefit. The three requirements that it meets:

1. It enhances the economic vitality of the downtown.
4. It promotes development of municipal centers, providing for efficiency safety, and a greater sense of community, consistent with RSA 9-B.
5. It increases residential housing in urban and town centers.

Discussion ensued, with regards to the length of time for tax relief and the covenants.

Mr. Whitley made a motion to grant the 79-E Community Revitalization Tax Relief request from 56 Maple Street, LLC; as appropriate for public benefits 1, 4, and 5, with tax relief for a period of two years and the length of covenants will be for a period of four years. 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.

Fire Truck: Mr. Cass noted that Fire Chief Jeff Yale informed him that the company would be happy to hold the truck if the Town would pay interest for one month.

NEW BUSINESS:

2020 Proposed Budget Review: Mr. Traum stated that he and Mr. Cass went over the 2020 budget and have proposed some cuts to the budget. It was noted that we will be reimbursed for COVID-19 expenses, that the State expects to fully pay out rooms and meals and flood control money. He also noted that if the \$2.2 million Bond request is approved at Town Meeting, it would affect the budget in 2021. Mr. Traum went over the proposed cuts. Discussion ensued, with regards to granting 100% of the Land Use Change Tax to the Conservation Commission, noting that now would not be the time to do this.

Discussion ensued, regarding Pay By Bag, noting that we appropriate \$120,000 to come out of that fund every year to purchase the green bags, however, we order the bags in bulk, and this year we suspended the use of those bags while the Town Hall was closed. If we still take the \$120,000 out, we may have a shortfall next year, but we will not have to purchase as many bags.

Discussion ensued, with regards to the items cut, noting that some expenses have been paid out and the actual number is noted, and came in less than originally budgeted for. Mr. Cass noted that when we do

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the budgeting in November for the following year, we do not have the actual data. However, we are six months into the year, and he feels confident that the expenses are good numbers.

Discussion ensued, with regards to the Warrant Articles that were originally proposed for 2020. It was noted that there is money to purchase the new fire truck.

Discussion ensued, with regards to the request for a \$2.2 million dollar Road Bond. Mrs. Wells stated that if we do not have the Bond; we run the risk of having one of the culverts fail and then we are in an emergency situation of fixing it or closing the road, like what had to be done with Stickney Hill. Mr. Whitley stated that although he is in favor of the bond, he is worried about next year's budget.

Discussion ensued, with regards to how to present the information to the public, noting that it will depend upon the format that is used for Town Meeting in July. The Board agreed to look over all the information that they have received and continue the discussion at their next meeting.

Mrs. Wells inquired what the impact would be for not funding the dam maintenance. Mr. Cass stated that we are in compliance with the dam, but he will review that for the next meeting.

Discussion continued with regards to the Fire Truck. Chair Dunlap stated that we have enough to pay if the purchase is approved. Mr. Donohoe believes that paying the interest for one month is a reasonable risk to take. Mr. Traum inquired if the interest could be reimbursed from the COVID-19 grants, as that is the reason Town Meeting was delayed. Mr. Cass stated he will check into that. Chair Dunlap stated there was a question in the chat room asking why we needed a new fire truck. Mrs. Wells replied that the current truck is old, the windows no longer work and the manufacturer for the cab and body are both out of business.

Mr. Donohoe made a motion to expend \$3,300 in order to hold the Fire Truck until a vote is taken at Town Meeting. 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.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that the land swap with the State is moving forward.

Mr. Cass stated that the Rail Trail will be placing a kiosk by the trail at the Library.

Mr. Cass stated that TDS is performing a subdivision on Pine Street, and noted that the sidewalk will be actually on TDS property. TDS would like to donate a piece of the rail trail ROW to the town, as part of the subdivision. Mr. Cass noted that they are also subdividing off the Merrimack County Savings Bank lot.

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Mr. Cass stated that Department of Environmental Services, with regards to the Kearsarge culvert were all set at the preconference meeting; however, they are now requiring an upper and lower culvert at an additional cost of \$6,000 to \$7,000.

Mr. Cass noted that all the abatements have been received from the Assessors. The abatements will be processed for approval at the next Select Board meeting.

PUBLIC FORUM:

Laurie Storey-Manseau inquired if a private sale of the fire truck would be worth more than a trade in. Mr. Cass replied that the value is gone after 25 years.

Jeremy Freitas thanked the Board for their public service.

OTHER:

Chair Dunlap inquired if all the correspondence with regards to the Rescue Squad was posted on the website. Mr. Cass replied yes, it is in the News and Announcement section.

NON-PUBLIC SESSION:

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

Mr. Whitley 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. 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.

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 7:28 p.m. The Board returned to public session at 7:51 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley 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 |
| Steven Whitley | Yes |
| Anna Wells | Yes |
| Jeffrey Donohoe | Yes |

MOTION PASSED 5-0.

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ADJOURNMENT

There being no further business, the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant