



# 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, June 21, 2021  
Approved July 7, 2021**

## **CALL TO ORDER**

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, June 21, 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 Anna Wells, Jeffrey Donohoe in person, and Steven Whitley, via phone.

**Staff Present:** Neal Cass, Town Administrator, Carol Harless, Town Clerk/Tax Collector and Robin Buchanan, Administrative Assessing Assistant.

**Public Present:** Louise Carr, Andrea Folsom, Jim Fredyma in person and Jean Lightfoot and Norm Goupil through video conference.

Chair Dunlap made a motion to allow Mr. Whitley to participate in the meeting by phone. Mrs. Wells seconded the motion.

**VOTE:** Dunlap, Traum, Wells and Donohoe voting in favor of the motion; Whitley abstaining, MOTION PASSED: 4-0-1.

Chair Dunlap commented on the recent School Board meeting noting that the meeting was closed, because public comment was getting out of hand. She noted we are one town and one community. She noted that there were ugly and inappropriate comments on social media, and that it is not acceptable. She further noted that all boards, school, and town, are made up of volunteers and they do their best for the town. We need to treat each other with respect even when we disagree. Chair Dunlap thanked Steve Chamberlin for all the years he has spent with the schools and helping the town. She noted that he certainly will be missed. Mr. Traum agreed with Chair Dunlap comments, noting that Mr. Chamberlin will indeed be missed.

## **POINTS OF PRIDE:**

Mr. Cass thanked Paula Simpkins, Recreation Director, noting that all the summer staff has been hired. He also thanked Deb Gallant for doing all the paperwork quickly.

Mr. Cass further noted that the Police Department recently received two (2) letters, one thanking Officer Jeffrey Danforth for his help, compassion and understanding during a recent incident and also a letter from the same person thanking Lieutenant Shepherd for his compassion and understanding as well, noting he was exactly what the person needed at that time.

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**ADMINISTRATIVE:**

Mr. Cass noted that the Dog Warrant is not on the Consent Agenda, but would like the Board to approve it as an addition. The Board reviewed documents for signature, including the Dog Warrant and approved (5-0) the consent Agenda, taking the following action on a motion made by Mr. Traum and seconded by Mrs. Wells. Mr. Cass noted it should be a roll call vote as Mr. Whitley is not present in person.

**Town of Hopkinton - Select Board  
Consent Agenda  
June 21, 2021**

<b>Item</b>	<b>Date</b>	<b>Action</b>	<b>Comment</b>
<b>PAYROLL MANIFESTS</b>			
PPE 6/19/2021	6/21/2021	Approve	Checks: \$2,742.09 Direct Deposit: \$76,488.15 Total-\$79,230.24
<b>AP MANIFEST</b>			
CH # 66386-66436	6/21/2021	Approve	\$286,693.89
<b>2020 PROPERTY TAX ABATEMENT</b>			
105-051-000 377 Main Street	6/21/2021	DENY	
106-043-000 10 Checkerberry Lane	6/21/2021	Approve	\$28,600.00
257-012-000 67 Farrington Corner Road	6/21/2021	Approve	\$6,800.00
235-025-000 161 Bassett Mill Rod	6/21/2021	Approve	\$22,900.00
222-054-000 594 Kearsarge Avenue	6/21/2021	Approve	\$12,700.00
215-010-000 1002 Hatfield Road	6/21/2021	Approve	\$62,700.00
<b>INTENT TO CUT</b>			
221-075-001 Boundtree Road	6/21/2021	Approve	Chuck Rose Logger
221-075-000 & 221-075-002 Boundtree Road	6/21/2021	Approve	Chuck Rose Logger
221-024-000 Pine Street	6/21/2021	Approve	Adam Mock Logger
<b>APPLICATION FOR CURRENT USE</b>			
210-006-000 359 Kast Hill Road	6/21/2021	DENY	Does not meet criteria
<b>PAFs</b>			
Owen O'Brien	6/21/2021	Approve	Hire as lifeguard
Parker Martel	6/21/2021	Approve	DPW seasonal employee
<b>OTHER</b>			
PA-28 DRA Notification Form	6/21/2021	Approve	Will not be using PA-28 in 2022
2021 Unregistered Dog Warrant	6/21/2021	Approve	
<b>BUILDING PERMITS APPROVED SINCE LAST MEETING</b>			
105-016-000 40 Gage Hill Road	6/15/2021		12X23 deck
239-020-000 37 Gould Hill Road	6/15/2021		19.38KW Roof-mount solar
237-001-000 810 Putney Hill Road	6/15/2021		8X70 Farmer's Porch & 8X10 deck
266-059-000 405 Stickney Hill Road	6/15/2021		Renovations-vaulting

**ROLL CALL VOTE:**

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

The Board reviewed the Public Meeting Minutes of Monday, June 7, 2021. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Public Meeting Minutes of June 7, 2021.

**ROLL CALL VOTE:**

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

The Board reviewed the Public Meeting Minutes of Monday, June 14, 2021. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Public Meeting Minutes of June 14, 2021.

**ROLL CALL VOTE:**

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

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, June 7, 2021, Session I. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of June 7, 2021, Session I. Mr. Traum noted that the minutes are sealed. Mr. Wells seconded the motion.

**ROLL CALL VOTE:**

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

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, June 7, 2021, Session II. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of June 7, 2021, Session II. Mr. Traum noted that the minutes are sealed. Mrs. Wells seconded the motion.

**ROLL CALL VOTE:**

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

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Steven Whitley        Yes

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, June 7, 2021, Session III. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of June 7, 2021, Session III. Mr. Traum noted that the minutes sealed. Mrs. Wells seconded the motion.

**ROLL CALL VOTE:**

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

**PUBLIC APPOINTMENTS:**

**OLD BUSINESS:**

**Building Protocols:** Mr. Cass noted that the numbers are down and that the CDC’s recommendation is now that all unvaccinated people should wear masks inside. He suggested that we post that and the staff understands that it is on the honor system. He stated he has spoken with the staff at the Town Hall to make sure people were comfortable with the changes. It was noted this would be for the Town Hall and the Slusser Center. Discussion ensued, regarding the library. Mr. Cass noted that library is under the control of the Library Trustees.

Mr. Donohoe made a motion to change the mask ordinance to reflect those visitors who are unvaccinated wear masks at the Town Hall and Slusser Center. Chair Dunlap seconded the motion.

**ROLL CALL VOTE:**

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

Mr. Cass noted that all the plexiglass will stay in place.

**Alcohol Policy:** Mr. Cass noted that he made the revisions to the Alcohol Policy per the Board’s last discussion. He noted that it covers organizations and not individuals, meaning it will not cover a toast at the Slusser Center. Discussion ensued, with about organizations, profit and non-profits as well as individual applicants. Mr. Cass noted that the Department Heads have seen the policy and most of the questions were from the Recreation Department and were about the process. Mrs. Wells inquired if it was possible to show a timeline of the process, so anyone applying would know how long it takes, noting you have to go to training in order to get the permit through the State. Mr. Cass responded that can be done. Discussion ensued, with regards to clean up after the event. It should be noted on the application who the responsible party is for running the event as well as the name of the person submitting the application. Mr. Traum stated that should be clearly stated in the guidelines. Mr. Traum inquired if alcohol is served at the town concerts will there be any costs to the Town. Mr. Cass responded only if extra police are required and the organization would be responsible for that. Louise

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Carr noted several areas of concern and possible liability to the town, including the area allowed to consume alcohol, events that would be “Bring Your Own”, and a deposit when serving alcohol. Discussion ensued on all of these subjects.

Discussion ensued with regards to the Application for a One-Day License to Serve and Offer Alcohol for Consumption on Town Property, concerning VII Other Permits and Infrastructure, including what constitutes infrastructure. The board agreed to schedule a public hearing for public input on Tuesday, July 6, 2021 at 6:00 pm.

**NEW BUSINESS:**

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that the Community Power meeting will be held as a webinar on Monday, June 28, 2021, at 2:00 pm.

Mr. Cass noted that he will be taking the rest of the week off, and will return to the office on Monday, June 28, 2021.

**PUBLIC COMMENT:**

**OTHER:**

Mr. Traum inquired as to the June financials. Mr. Cass noted they should be ready for the next meeting.

Mr. Traum inquired if Mr. Cass has had the opportunity to look into health insurance rates. Mr. Cass replied no.

Mr. Traum inquired if the Hopkinton State Fair would have a townie night this year. Mr. Cass stated the Select Board and the Hopkinton State Fair Board will be meeting soon.

**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. Dunlap 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, Andrea Folsom, Jim Fredyma, and the Town Administrator went into nonpublic session, as recorded separately, at 6:22 p.m. The Board returned to public session at 6:39 p.m.

**Vote to seal nonpublic minutes:**

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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. Ms. Dunlap 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.**

**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. Dunlap 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 6:39 p.m. The Board returned to public session at 6:56 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. Ms. Wells 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.**

**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. Dunlap seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes

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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 6:56 p.m. The Board returned to public session at 7:25 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. Traum 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.**

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

Mr. Traum moved to go into a non-public session for a discussion of a pending legal case under the provisions of Nonpublic Session RSA 91-A: 3 II (e). Ms. Dunlap 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 7:25 p.m. The Board returned to public session at 7:27 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 make the decision ineffective. Mr. Traum 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.**

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (b) Hiring**

Mr. Traum moved to go into a non-public session to discuss an issue involving hiring a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Ms. Dunlap 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 7:27 p.m. The Board returned to public session at 7:32 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. Traum 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 7:32 p.m.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant