



# 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, March 15, 2021  
Approved March 31, 2021**

## **CALL TO ORDER**

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, March 15, 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:** The Messenger, Carol Frost, Lindsay Hanson, Norm Goupil, Elizabeth Sides, Brian Cressy, Jody Reynold, Julie Voisin, Janet Krzyzaniak, Florence Dapice, Logan Bergeron, and Ron Klemarczyk, 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.

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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](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 stated that he received a call on Friday with regards to the condition of a road due to mud. Mr. Cass stated that today, he received a call from that same resident thanking him and the road crew for going out and improving the condition of the road.

Mr. Cass also wanted to thank everyone involved in the elections on Tuesday, March 9, 2021. Although not a high turnout, things ran smoothly. Chair Dunlap and Mr. Traum echoed Mr. Cass's thank you to all of those involved in the elections.

**ADMINISTRATIVE:**

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  
March 15, 2021**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL MANIFESTS</b>	-	-	-
PPE 3/13/2021	3/15/2021	Approve	Checks - \$2875.18 Direct Deposit - \$75,096.62 Total \$77,971.80
<b>AP MANIFESTS</b>			
CH# 65896-659360	3/15/2021	Approve	\$67,490.03
<b>TRANSFERS</b>			
From DPW CRF	3/15/2021	Approve	\$727.00
<b>APPOINTMENT TO OFFICE</b>			
James P. O'Rourke, Jr. to Library Trustee	3/15/2021	Approve	To fill Greabe position until Town Meeting
<b>TIMBER TAX LEVY/WARRANT</b>			
212-003-001 - College Hill Road	3/15/2021	Approve	\$265.05
231-001-000 & 231-005-000	3/15/2021	Approve	\$1,206.46
<b>PROPERTY TAX EXEMPTION</b>			
Veteran's Credit 102-063-000	3/15/2021	Approve	\$500.00
<b>PROPERTY TAX ABATEMENT</b>			
105-051-000	3/15/2021	Approve	\$80.79
208-003-A18	3/15/2021	Approve	\$478.48
<b>SEWER FEE ABATEMENT</b>			
102-068-000	3/15/2021	Approve	\$140.00
<b>ELDERLY TAX DEFERRAL</b>			
102-084-000	3/15/2021	Approve	\$4,706.00
102-225-000	3/15/2021	Approve	\$1,824.76
<b>BUILDING PERMIT</b>			
227-044-000 633 Maple Street	3/15/2021	Approve	Renovate bathroom also bike retail shop and signage
225-029-000 250 Amesbury Road	3/15/2021	Approve	Renovate porch
102-090-000 199 Maple Street	3/15/2021	Approve	Bathroom remodel
<b>AP MANIFEST APPROVED SINCE LAST MEETING</b>			
CH# 65854-65895	3/8/2021	Approved	\$100,334.37

**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, March 1, 2021. Mr. Traum made a motion to approve the Select Board Minutes of March 1, 2021. Mr. Donohoe 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, March 1, 2021, Session I. Mr. Traum noted the minutes were sealed. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of March 1, 2021, Session I. Chair Dunlap seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, March 1, 2021, Session II. Mr. Traum noted the minutes were sealed. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of March 1, 2021, Session II. Mr. Donohoe 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, March 1, 2021, Session III. Mr. Traum noted the minutes were not sealed. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of March 1, 2021, Session III. Mr. Donohoe 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.**

**APPOINTMENTS:**

**Brian Cressy, Jody Reynolds and Ron Klemarczyk re: Snowmobile Trail:**

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Mr. Cressy stated that he has purchased a piece of land on the corner of Bound Tree Road and Pine Street, Map 221 Lot 50. Mr. Cressy stated that currently the snowmobile trail runs along Pine Street through Map 221 Lot 50. Mr. Cressy would like to divert the snowmobile trail to the other end of the lot, and he would be agreeable to signing an easement for the Town to access the Town Forest that abuts his property.

Jody Reynolds from “Snow Mads” snowmobile club gave a presentation showing how the trail would be diverted. The trail concurrently runs from Houston Fields under the Route 89 overpass to Pine Street. The plan would be to divert the trail to run parallel to Route 89, crossing the top of Map 221, Lot 50 (near the American Legion) into the town forest (Map 221 Lot 44) and back down to Pine Street. Mr. Reynolds noted there is a small creek that would need to be crossed and so a wooden bridge for snowmobiles would have to be constructed. Mr. Reynolds noted that the trail will be more usable for hiking, walking, x country skiing, as well as snowmobiles. Mrs. Wells inquired if the trail was only used during the winter months. Mr. Reynolds replied the trail is also used by hikers and people on bicycles. Mrs. Wells noted that they will need a permit for crossing the stream. Mr. Reynolds stated he was aware of the needed permits and he will be walking the trail with Ron Klemarczyk and they will handle the permitting process, as well as construct the bridge. Mr. Traum inquired if abutters Storms Fitness and the American Legion, had been informed of the proposed change to the trail. Mr. Cressy noted that he has spoken to someone at the Legion but will speak to them again and to Storms Fitness. Mr. Klemarczyk stated that at one time a trail did exist through the Town Forest and there are skidder trails within the Town Forest. Mrs. Wells inquired if there were restrictions on the deed for the Town Forest. Mr. Klemarczyk replied the only restriction is that it must be a Town Forest.

Mr. Cass informed the Board they did not need to vote on the easement, but would have to vote to authorize Snow Mads to use the trails.

Mr. Traum made a motion to authorize the Select Board to enter into a use agreement, pending review of the final language, for Town Forest, Map 221 Lot 44 for the Snow Mads to use as a snowmobile trail. 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.**

Mr. Klemarczyk noted that he and Mr. Cressy will meet at the site after the snow is gone and he will bring it to the Conservation Commission.

**OLD BUSINESS:**

**Zoning Enforcement:** Chair Dunlap stated that Carol Frost, 241 Pine Street, contacted her with regards to the lighting at Prototek, 205 Pine Street, that is shinning into her house. It was noted that the Town contacted Prototek. Prototek did respond and changed the lights, and the Town thought the problem was solved. Ms. Frost stated that it did not change anything at all. Mrs. Frost noted that the lights should be shinning on Prototek’s building, not her house. Chair Dunlap stated that we should have another conversation with the owners of the property. Mrs. Frost would like some of the Board

Select Board Meeting March 15, 2021

members to come into her house after sunset and see exactly where the lights shine into her home. The Board agreed to work out a time with Ms. Frost. Mr. Cass stated that she would reach out to Prototek.

**Sewer Rates:** Mr. Cass stated there is a sheet in the packet showing current sewer rates and the new proposed sewer rates. Mr. Cass noted this is not the final rates. It was noted that we allow for use of 9,000 gallons before the rate kicks in. Mr. Cass noted that most towns do not allow free gallons. It was noted that most of the users were residential homes and we did not have commercial users. It was noted that not all users of water are users of the sewer system. Mr. Donohoe stated that the goal is to create a fund for removing sludge. He inquired how much that was. Mr. Cass stated \$200,000 every ten (10) years. Mr. Cass noted that compared to other systems, we are small, but costs are high.

**NEW BUSINESS:**

**YTD Financials:** Mr. Cass stated that the YTD Financials were in the packet. He noted that revenues look good noting land use change tax, motor vehicles and cemetery lots. Mr. Cass also noted that expenses are also looking good, but noting that legal and personnel are up. He also noted that welfare vendors and long term debt appear high, but that is related to timing. Mrs. Wells inquired about a \$24.00 amount in Emergency Management. Mr. Cass replied that is a mistake and will we allocate to the correct account.

**Police Detail Rates:** Mr. Cass referred the Board to the Police Detail Rate Review in their packets. The chart showed the current rate and the rates for the Hopkinton State Fair. Mr. Cass recommends that the rate should be the same for details and for the Fair. Mr. Cass noted that recently hired officer (those under 8 years) do not receive NH Retirement for details. The new rate would be \$70.00 per hour for the officer, which includes the administrative fees of \$18.00, and \$15.00 per hour for the cruiser totaling \$85.00 per hour.

Mr. Donohoe made a motion to accept the rate of \$70.00 per hour for an officer, including administrative fee and \$15.00 for the cruiser for details, including the Hopkinton State Fair. 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.**

**OTHER:**

Mr. Cass noted that he has received concerns about how fast people travel on Hopkinton Road. He would like to ask the State to do an engineering study as it is a state road, and the state sets the speed limits. The Board authorized Mr. Cass to send a letter to DOT to request a study.

Mrs. Wells updated the Board on the Transportation Alternative Program. Discussion ensued with regards to the town's ability to commit to funding the match of 20%, noting that Town Meeting approval would be necessary to move forward with the project if we are approved. Mr. Traum inquired if the match would be money or were in-kind services allowed. Mrs. Wells stated money only.

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Mr. Whitley made a motion to send the letter of support as revised to track the language in the application. 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.**

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that he received a call from Dominic at Oliverwood Energy. There will be an updated solar map coming. He also noted that there will be a site walk with a small group of people and then later there will be another site walk with a larger group. Webster has hired an environmental engineer.

Mr. Cass attended a cyber security training by Primex and Homeland Security.

Mr. Cass stated he attended a Health Officer Training and a DOT TAP workshop.

Mr. Cass noted that he did a health inspection for a foster home.

Mr. Cass stated that Senate Bill 99, repeal of the catch up formula for rooms and meals tax. It will be part of the budget discussion. Statues stated town and cities receive 40%, however, the State as it needed money, has continued to cut that.

Mr. Cass noted that we will be receiving stimulus money in the amount of \$570,000. He also stated that we do not know exactly what the money can be used for.

Mr. Cass noted a public hearing via Zoom will be held on Thursday, March 25, 2021 regarding Route 202 & 9 and the Maple Street intersection.

Mr. Cass stated that pay increases are due April 1. He would suggest that we hold off until we receive Town Meeting approval on May 1, 2021 and make them retroactive to April 1. The Board agreed with this approach.

**PUBLIC COMMENT:**

Norm Goupil stated that he would like to thank the Select Board and all the election workers.

**OTHER:**

Mr. Traum inquired if St Methodios had contacted Mr. Cass about their PILOT. Mr. Cass replied no.

**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. Traum seconded the motion.

**ROLL CALL VOTE:**

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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 6:55 p.m. The Board returned to public session at 7:03 p.m.

These minutes were not sealed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:03 p.m.

Robin Buchanan  
Administrative Assessing Assistant