



# 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  
Wednesday, March 31, 2021  
Approved April 12, 2021**

## **CALL TO ORDER**

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Wednesday, March 31, 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:** Sara Persechino, Greg Sagris, Jean Lightfoot, Josephine Franta, Emily Knowlton, Elizabeth Sides, Julie Voisin, and Florence Dapice, 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.

***c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.***

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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 thanked the Police Department, Public Works Department, and the Fire Department for all the work they put into the School Elections. He also wanted to note that those departments were also responding to down trees and limbs during the recent storm.

Chair Dunlap thanked the Board for agreeing to move the Monday, March 29, 2021 meeting to Wednesday, March 31, 2021, due to loss of power. She also noted that the school meeting ran very smoothly. She thanked Jeff Donohoe, Jean Lightfoot, and James Newscom for all their work. Mrs. Wells agreed that the meeting went smoothly, thanking Dulcie and Tom Lipoma.

Mr. Traum wanted to recognize Paula Simpkins and Marilyn Bresaw for continuing to do drive through Senior Lunch on Wednesdays.

**ADMINISTRATIVE:**

Mr. Cass noted that Karen Robertson brought a building permit forward for 633 Maple Street for a conversion to a real estate office and a sign. Mr. Cass stated it meets all the requirements, Mrs. Robertson was waiting for the size of the sign. The Board agreed to add it to the Consent Agenda.

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

**Town of Hopkinton - Select Board  
Consent Agenda  
March 31, 2021**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL MANIFESTS</b>			
PPE 3/27/2021	3/31/2021	Approve	Checks - \$2,860.51 Direct Deposit - \$73,668.34 Total - \$76,528.85
<b>TRANSFERS</b>			
From Police Vehicle CRF to General Fund	3/31/2021	Approve	\$23,776.00
Town Facilities Maint. Trust to General Fund	3/31/2021	Approve	\$11,948.00
From Sewer Fund to General Fund	3/31/2021	Approve	\$32,584.97
From Donation Funds to General Fund	3/31/2021	Approve	Human Service Donation-\$1,962.15 HFD Auxiliary-\$160.37 Slusser Center Donation-\$8,989.00 Human Service Energy-\$4,481.28
Recreation Revolving to General Fund	3/31/2021	Approve	\$6,468.73
Public Safety Revolving to General Fund	3/31/2021	Approve	\$780.26
Exit 6 TIF Fund to General Fund	3/31/2021	Approve	\$2,109.87
<b>TIMBER TAX LEVY/WARRANT</b>			
26-021-000 -Beech Hill Road	3/31/2021	Approve	\$0.00 - No Cut
<b>PROPERTY TAX EXEMPTION</b>			
257-037-000 - Brown	3/31/2021	Approve	Solar Energy System - \$10,000
<b>RESIDENCE IN A COMMERCIAL ZONE ASSESSMENT</b>			
227-041-000 - Roberts	3/31/2021	Approve	Exit 6 M-1 District
227-043-000 - Flenniken	3/31/2021	Approve	Exit 6 M-1 District
227-006-000 - Bailey	3/31/2021	Approve	Exit 6 M-1 District
<b>BUILDING PERMIT</b>			
250-064-000 110 Rollins Road	3/31/2021	Approve	Convert accessory structure to Accessory Dwelling Unit
215-011-000 978 Hatfield Road	3/31/2021	Approve	Raze portion of garage and construct new garage
221-0138-000 167 Kearsarge Avenue	3/31/2021	Approve	Erect a 20 x 32 above-ground pool
216-021-000 Thain Road	3/31/2021	Approve	Single Family Home
241-055-000 1242 Briar Hill Road	3/31/2021		Flagpole and shed
227-044-000 633 Maple Street			Change use to business office (real estate) and install associated sign
<b>AP MANIFEST APPROVED SINCE LAST MEETING</b>			
CH 65931-65966	3/22/2021	Approved	Manifest approved electronically

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CH # 65967-65995	3/29/2021	Approve	\$174,437.62
ACH Transfer-Hopkinton School District	4/1/2021	Approve	April Payment - \$1,304,185.00

**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 15, 2021. Chair Dunlap had a correction on page 6, it should be “Mr. Cass stated he will reach out to Prototex”. Mr. Traum made a motion to approve the Select Board Minutes of March 15, 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 15, 2021. Mr. Traum noted the minutes were sealed. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of March 15, 2021. Mr. Donohoe 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.**

**APPOINTMENTS:**

**Sara Persechino, Moderator re: Town Meeting Business Session:**

Mrs. Persechino wanted to thank everyone for their help during the school and town elections. She stated that there was a low turnout of 419 voters, but she attributed that to no competitive races. She noted that about a quarter of the voters sent in absentee ballots.

Mrs. Persechino wanted to discuss the timeline for the business session of Town Meeting, which will be held on Saturday, May 1, 2021 for drive through voting, from 8:30 am to 2:00 pm. It was noted that Monday, April 12, 2021 there will be a Public Hearing on SB2.

## Select Board Meeting March 31, 2021

Mrs. Persechino stated that she has spoken with both Carol Harless, Town Clerk/Tax Collector and Jean Lightfoot, Supervisor of the Checklist and they agreed that they would like to keep the voting at the high school, noting how efficient the school ran its voting. She noted that the traffic flow was great. Chair Dunlap agreed that the wait time was kept to a bare minimum. Mr. Cass added that Police Chief Pecora stated to him that it went very well.

Mr. Cass went over the timeline for the virtual meetings. The first meeting will be Monday, April 26, 2021 beginning at 6:00 pm. This meeting will be an introduction and explanation of Warrant Articles and public comment. Tuesday through Thursday, April 27-29, 2021 will be public comment and suggested article amendments which are to be submitted to the Select Board by 5:00 pm on Thursday, April 29, 2021. The next virtual meeting will be held on Thursday, April 29, 2021 during which the Select Board will review the comments and finalize the Warrant Articles for the ballot. The sample ballot will be on the website by Friday, April 30, 2021 and drive through voting will take place on Saturday, May 2, 2021 from 8:30 am to 2:00 pm.

Mr. Donohoe inquired if it would be a single page ballot. Mr. Cass replied yes, double sided, single page. Discussion ensued, with regards to what was done for the previous Town Meeting which was also done by virtual sessions in 2020.

### **OLD BUSINESS:**

**Town Meeting Business Session, Assignment of Articles:** The Board reviewed all the Warrant Articles and decided who would speak to each article as follows:

Article 3: Operating Budget - Mr. Traum

Article 4: Appropriation to Capital Reserve Funds – Mr. Traum

Article 5: Appropriation to Expendable Trust Funds – Mr. Traum

Article 6: Financial Software Update – Mr. Traum

Article 7: Authorization to Rent the Bates Building - Chair Dunlap

Article 8: Authorization to Sell Land at Corner of Currier and Beech Hill Roads – Mr. Donohoe

Article 9: Authorization to Expend from Pay-by-Bag Special Revenue – Mrs. Wells

Article 10: Authorization to Expend from Senior Center Rental Special Revenue Fund – Mrs. Wells

Article 11: Resolution for Nonpartisan Fair Redistricting – Petition Warrant Article by petitioner

Article 12: Adoption of Office Ballot Referendum Form of Meeting – Mr. Whitley

### **Slusser Center Opening:**

Mr. Cass stated the as more group leaders are getting vaccinated, the Slusser Center is anticipating opening for classes by Monday, May 3, 2021. He noted that most of the groups will return to “in person” with guidelines and capacity limits. He stated that full lunches will not be resuming at this time. Mr. Donohoe inquired about in-person lunch for those can show proof of vaccination. Mr. Cass stated he is not sure that they can ask for that information, however, he will check into it.

**TAP Update:** Mrs. Wells gave the Board an update on the TAP (Transportation Alternative Program). Mrs. Wells stated that the application had been uploaded to the ftp site. She noted that the focus of the application is Contoocook Village. She noted that this application has the support of 11 boards. She thanked Dan Blanchette, Director of Public Works, and Central NH Regional Planning Commission for all their input and help. The Board thanked Mrs. Wells for all the work she has done on the application.

**NEW BUSINESS:**

**Appointment to Office:** Mr. Cass noted that it is time to look at appointments to committees. Mr. Cass provided the Board with a list of vacancies and those who, if they desire to stay on the committee, be reappointed. After reviewing the list, the Board asked Mr. Cass to contact the current members to see if they want to be reappointed. Mr. Cass stated that after that is done, he will list the open committee positions on the Town's website. Discussion ensued, with regards to the Road Committee and the Sewer Committee and the lack of members and or meetings.

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that he is working on updating the Sewer rates.

Mr. Cass stated that Kevin Davis, Deputy Treasurer, submitted his resignation, effective April 1, 2021, as he is now an auditor for the State. Mr. Cass noted that Joel Moyer, Treasurer will be looking for a replacement.

Mr. Cass noted that there was a meeting regarding the Route 202/127 Intersection, which Henniker also attended.

Mr. Cass stated that Carol Frost and Prototex are working together on the lighting issue.

Mr. Cass noted that he received a septic complaint, however, upon checking he stated that there was no visible sign of failure. He also walked the property with the owners.

**PUBLIC FORUM:**

Florence Dapice inquired about joining the Recreation Committee. It was noted. Mr. Cass will send her a Committee Application.

**OTHER:**

Mr. Cass noted that a notice of a dilapidated building on Highland Ave. Mr. Cass noted a tree fell on the house and the tree has been removed. Mr. Cass will be working with the owners in the fall of 2021 regarding repairs. Mr. Cass noted that the taxes have been paid up to date.

Mr. Cass stated that the dilapidated house on Pine Street, has been boarded up.

Mr. Traum inquired if St. Methodios had contacted Mr. Cass about their PILOT. Mr. Cass replied no, but he will follow up with them.

Mr. Donohoe inquired about tax delinquent properties. Mr. Cass stated that Carol Harless, Town Clerk/Tax Collector has finished the lien and it would be ready to go.

**NON-PUBLIC SESSION II-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. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap            Yes

Select Board Meeting March 31, 2021

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 6:46 p.m. The Board returned to public session at 6:50 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. 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.**

**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). 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 6:50 p.m. The Board returned to public session at 6:57 p.m.

These minutes were not sealed.

**NON-PUBLIC SESSION IV-RSA 91-A: 3 III (a) Personnel**

Mr. Traum moved to go into a non-public session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes

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Anna Wells Yes

Jeffrey Donohoe Yes

**MOTION PASSED 5-0.**

The Board went into nonpublic session, as recorded separately, at 6:57 p.m. The Board returned to public session at 7:05p.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. 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.**

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:06 p.m.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant