



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, May 10, 2021
Approved May 24, 2021**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, May 10, 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, Dan Blanchette, Director of Public Works, Sam Currier, Water/Sewer Superintendent, Paula Simpkins, Recreation Director, and Robin Buchanan, Administrative Assessing Assistant, through video conference.

Public Present: Alyssa McKeon, Catharine Matteo, Tonko Cauley, Norm Goupil, Matt Monohan, Jean Lightfoot, Florence Dapice, and Tim Blagden, 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 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

Anna Wells and I am alone

Jeffrey Donohoe and I am alone

Steven Whitley 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 wanted to thank everyone that helped with Town Meeting. He also noted that the people from the Lafayette Trail were at the Town Hall on Wednesday, May 5, 2021 for the dedication of the Lafayette marker. He also noted that Scott Moran and Greg Roberts put the marker in place, and they also scraped and repainted the old marker that was there, in front of St. Andrew's Church.

Chair Dunlap also thanked all those that helped with Town Meeting. She noted that everything ran smoothly. Chair Dunlap also thanked Ken Traum for his budget presentation. She stated that she had heard that the presentation of the budget is done well and is easy to understand.

Mr. Traum thanked Mr. Cass for all his work at Town Meeting, as well as all the volunteers who helped.

ADMINISTRATIVE:

Election of Board Chair and Vice Chair: Mr. Traum nominated Sabrina Dunlap to continue as chair, seconded by Mrs. Wells.

ROLL CALL VOTE:

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

Chair Dunlap nominated Ken Traum to continue as vice-chair, seconded by Mr. Whitley.

ROLL CALL VOTE:

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

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, and Mr. Donohoe seconded the motion.

**Town of Hopkinton - Select Board
 Consent Agenda
 May 10, 2021**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
PAYROLL MANIFESTS	-	-	-
PPE 5/8/2021 CH#	5/10/2021	Approve	Checks- \$3,517.04 Direct Deposit-\$77,105.88 Total-\$80,622.92
AP MANIFEST			
CH# 66172-66203	5/10/2021	Approve	\$54,332.95
TIMBER TAX LEVY/WARRANT			
243-041-000 - Bohanan	5/10/2021	Approve	\$63.46
PROPERTY TAX EXEMPTION			
258-021-000 659 Currier Road	5/10/2021	Approve	Solar Exemption
PERSONNEL ACTION FORM (PAF)			
Cailey Stockwell	5/10/2021	Approve	Rehire Lifeguard & WSI
Ethan Molnar	5/10/2021	Approve	Rehire-Lifeguard
Brynna Meeker	5/10/2021	Approve	New Hire-Camp Counselor
Cynthia Brown	5/10/2021	Approve	Hire - PT Budget Committee Minute Tak

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BUILDING PERMIT			
101-080-000 874 Main Street	5/10/2021	Approve	Change space from commercial to residential
102-042-000 86 Maple Street	5/10/2021	DENY	Expansion of nonconforming residence by more than 50%
OTHER ITEMS			
MS-232	5/10/2021	Approve	DRA Report of Appropriations Actually Voted
Property Tax Levy Warrant	5/10/2021	Approve	\$11,637,951.00
AP MANIFEST APPROVED SINCE LAST MEETING			
CH# 66138-66169	5/3/2021	Approved	\$109,503.82

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, April 12, 2021. Mr. Traum made a motion to approve the Select Board Minutes of April 12, 2021 with a correction to the first Roll Call Vote on page 8, should read 5-0 motion passed. 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, April 12, 2021, Session I. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of April 12, 2021, Session I. Mr. Whitley 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, April 12, 2021, Session II. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of April 12, 2021, Session II. Mr. Donohoe seconded the motion.

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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 April 12, 2021, Session III. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of April 12, 2021, Session III. 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:

Tonko Cauley: re: Eagle Scout Project: Mr. Cauley stated he would like to discuss an Eagle Scout Project, creating a trail at Houston Fields. He stated that he has met with Nea; Cass, Ron Klemarczyk and Greg Roberts, regarding the project. He stated that Mr. Klemarczyk will help with clearing any trees, as Mr. Cauley will be clearing the brush and piling it up for Mr. Roberts to discard. He stated the trail will be elevated, so that it will not be wet. He noted that there is a wet area at the beginning of the trail, however, he stated that Mr. Klemarczyk agreed to a boardwalk in that area. Mr. Cauley stated that Mr. Klemarczyk also suggested clearing the stream of tree limbs and brush, so that it would flow better. Mrs. Wells inquired as to the length of the trail. Mr. Cauley replied it was just under a mile. Mr. Cass added that Building and Grounds had considered this idea several years ago and this is a great opportunity to get it completed. It was the census of the Board that this project move forward.

OLD BUSINESS:

Town Meeting Follow-up

1. Rental of the Bates Building: Discussion ensued with regards to how to proceed with the Bates Building. Mr. Donohoe reminded the Board that they had discussed advertising for other users. Mr. Whitley stated that he is happy with what 2 Villages Art has done with the building and in general the community. He does, however, agree that we should see if other users are available. Discussion ensued, with regards to rent and what building improvements would be needed in the future. Mr. Traum noted that there needs to be an agreement on the length of the lease. Mrs. Wells stated that she is comfortable with moving forward with 2 Villages Art as the tenant. She noted that they have done a great job with the space. She stated that the Board needs to decide a fair price that would also help cover the costs of improvements. She added she supports 2 Villages continuing as tenants.

Mr. Donohoe inquired if 2 Villages had filed for their non-profit status. Alyssa McKeon, 2 Villages Art, thanked the Board for their kind words. She noted that the experiences with the community have been great. She stated that the shows bring people from out of state, and after shopping, they inquire about places in town to eat. Ms. McKeon stated that 2 Villages is now a 5013C, which is a non-profit.

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She noted that they are supported by membership fees and shows. She stated that they have been hanging art at the Town Hall; and working with the Chamber of Commerce. She also noted that they have shows scheduled to 2022. She stated that the Board of Directors is all volunteer and that all money goes to the artist, the rent or advertising. She also noted that that she and Ruth Chevion will be speaking at the Rotary meeting on Wednesday, June 26, 2021.

Chair Dunlap thanked Ms. McKeon for her input.

PUBLIC HEARING:

Sewer Rate Increase: Chair Dunlap noted that the Board has not raised sewer rates since 2017. She stated that the rates were low compared to other places and the increases bring the rates more in line with other town's rates. Mr. Traum agreed and stated that what is covered currently only pays for the operating costs and the capital costs of the system is paid by all residents of Hopkinton. By previous consensus of the Board, they agreed that the users of the sewer system should be paying the bulk of the capital costs. It was noted the new rates would create a surplus of \$33,428 for capital costs. Sam Currier, Water/Sewer Superintendent stated the numbers look more realistic.

At 6:06 pm, Chair Dunlap opened the floor for public comment. There being no comments or questions, Chair Dunlap closed the floor for public comment at 6:07 pm.

Mr. Donohoe made a motion to adopt the Sewer Rates as proposed. Mr. Traum 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.

Chair Dunlap closed the public hearing at 6:08 pm.

OLD BUSINESS (continued)

i. Rental of Bates Building (continued): Mr. Whitley stated that he appreciates all that the 2 Villages does; but he would like to see if other entities are interested. He further stated it is not about the money, it is what is of value to the entire town. Discussion ensued, with regards to what process should be used, request for bid or request for interest. Mr. Donohoe noted that he has some examples and will have an overview prepared for the next meeting. Mr. Donohoe stated that we have to remember that there are restrictions on what we can lease the building out for. Mrs. Wells stated it must be for a use that has public good. She stated we need to figure out a rent offer to 2 Villages, if they are unable to meet that rent, then we should explore other options. She stated they will be a force moving forward and they have been doing good things for the community. Mr. Cass stated that the Board is charged with doing what is in the best interest of the Town. He noted if you go out to bid, you are required to take the lowest qualified bidder. Mr. Cass stated he will contact Town Counsel. Chair Dunlap stated she spoke to the Department of Justice office, that we have the language, and it is up to the Board to interpret it. Alyssa McKeon thanked the Board for the many ways the Board is looking at this issue. Discussion ensued, with regards to a competitive procurement process. Mrs.

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Wells reminded the Board that we are still using the Building for the vault and the Supervisors of the Checklist work and meet there.

Ms. McKeon stated we would like a proposal, instead of 2 Villages throwing darts at a board and hoping they have a hit. Chair Dunlap stated the Board would have to go into non-public to discuss the rent amount.

APPOINTMENTS: (Continued):

Dan Blanchette, Director of Public Works and Matt Monahan, CNHRPC

RE: Infrastructure Projects: Mr. Whitley stated that Matt Monahan’s office received an e-mail from Senator Shaheen’s office requesting infrastructure projects. Mr. Monahan reached out to the EDC Committee looking for possible projects that Hopkinton has to submit. Mr. Whitley stated the committee asked Dan Blanchette for his input, they were looking for shovel or almost shovel ready projects. Discussion ensued, as to what kinds of project Shaheen’s office is looking for. Mr. Monahan stated those that would have the greatest impact on the community. Mr. Blanchette gave a brief summary on each of the projects he is considering, which included Tyler Bridge, Routes 202/103 “T” intersection, covered bridge re-decking, sidewalks on Maple Street, Broad Cove Road culvert replacement and an East Penacook culvert replacement. Discussion ensued, with regards to rebuilding Briar Hill and Gould Hill Roads. Mr. Monahan stated that it is all based on a ranking system, what will have the biggest impact for the community. Discussion ensued, as to which projects would have the most impact. Mr. Monahan stated that he would like the Board to vote authorizing four (4) projects to be explored, submitted and that Mr. Cass has the authority to sign the application. Tim Blagden, of Warner, stated that he is submitting a project for a multi-use trail, noting that Shaheen’s office has an interest in funding trails. Discussion ensued, again, as to which projects to put forward and agreed with the following: Briar Hill Rebuild, Gould Hill Rebuild, Cedar Street-Water and Sewer, Tyler Bridge, and a Multi-use trail along Penacook Rd.

Mr. Whitley made a motion to support pursuing the funding opportunity for the five (5) items as we discussed, Briar Hill Rebuild, Gould Hill Rebuild, Cedar Street-Water and Sewer, Tyler Bridge, and a Multi-use trail along Penacook Road and to authorize Neal Cass to sign on the behalf of the Board to allow submission for the May 21, 2021 deadline. Mrs. Wells seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

OLD BUSINESS (Continued)

2. Land at Corner of Currier and Beech Hill Road: Mr. Cass noted that Town Meeting approved the sale of this land. He noted it is not a building lot and only has value to the Beech Hill School. He noted that they will start negotiations with Beech Hill School.

ii. In-person Meetings: Chair Dunlap stated that she has spoken to Mr. Cass about this issue, and she would like the Board’s thoughts on the subject. Mr. Cass stated that they may be able to meet in the dining room of the Slusser Center. He further noted that the set up and take down work required to be

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done at the Town Hall would be time consuming and he is not sure there is enough space to accommodate a large meeting. Mr. Cass also stated that the school may be available for meetings. Mr. Donohoe inquired if we were required to have space to meet if the meeting is accessible by zoom. Mr. Cass stated if we are meeting in person, we have to allow people in. Discussion ensued, with regards to where to meet, the logistical challenges of meeting in a different place and safety of those attending. Mr. Cass stated he will put a plan together for the Board to review at the next meeting. Mr. Whitley suggested reaching out to NHMA for some guidance. Mr. Traum noted that the Budget Committee will be meeting on Wednesday, May 12, 2021, and they will be discussing this subject as well.

NEW BUSINESS:

2021 Select Board Assignments: The Board assignments are as follows:

Budget Committee	Mr. Traum
Planning Board	Mrs. Wells
EDC Rep	Mr. Whitley
Open Space	Chair Dunlap
Waste Reduction	Mr. Donohoe
Sewer Committee	Mr. Whitley
Road Committee	Mrs. Wells

YTD Financials: Mr. Cass went over the revenues and expenses, noting that things look good. There were no questions.

Alcohol Policy Update: Mr. Cass stated that Mrs. Wells asked that this be brought forward. Mrs. Wells stated that she would like to redraft the policy allowing for a beer truck or garden on site at the Summer Concerts, allowing the sale and consumption of alcohol. Mr. Cass stated that he has examples from other towns, and he will be put something together for the Board to look at. Chair Dunlap inquired if it would be local breweries. Mrs. Wells stated yes, we would invite local brewers to come. She noted that it was done last year at the Riverway Property at the Depot. Mr. Whitley inquired about insurance. Mrs. Wells stated that the vendors will have the proper insurance and licensing. Mr. Cass stated we should also look at other town properties, noting the Kimball Cabin Committee would like to rent out the cabins at some point.

TOWN ADMINISTRATOR UPDATES:

PUBLIC FORUM:

OTHER: Mr. Whitley noted that the operating budget that was approved included an Economic Director, and the EDC has not had a chance to think about it, but it will be coming forward.

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). Ms. 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

MOTION PASSED 5-0.

The Board went into nonpublic session, as recorded separately, at 7:36 p.m. The Board returned to public session at 7:55p.m.

The minutes were not sealed.

NON-PUBLIC SESSION II-RSA 91-A: 3 IV (e) Negotiations

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. 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.

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 7:55 p.m. The Board returned to public session at 8:01 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:01 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant