



# 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, May 11, 2020  
Approved May 18, 2020**

**CALL TO ORDER**

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, May 11, 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.

Carol Harless, Town Clerk/Tax Collector, Cara Johnson, Assistant Town Clerk/Tax Collector and Deb Norris, Deputy Town Clerk and Jeff Yale, Fire Chief through video conference.

**Public Present:** Jean Lightfoot, Janet Krzyzaniak, Brenda White, David White, Karen Cohen, Norm Goupil, Vic Soucy and Sue Strickford 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'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  
Jeffrey Donohoe and I am alone  
Anna Wells 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 can't 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 acknowledged the staff at the Town Hall. He noted that although the building is closed, most of the staff comes in at least one day a week and continues to work at home answering phone calls and e-mails. He stated that they are keeping things going.

Mr. Donohoe wanted to acknowledge Marilyn Bresaw for the great job she is doing, helping out residents and getting them supplies when needed.

Mrs. Wells thanked Mr. Cass for all that he is doing and noted that she called regarding the town meeting links on the website and Neal got to it right away.

**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. Whitley.

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**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**Town of Hopkinton - Select Board  
 Consent Agenda  
 May 11, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL</b>			
PPE 5/9/2020 - Regular Payroll	5/11/2020	Approve	Direct Deposit- \$77,462.21, Checks \$1,927.00 Total - \$79,389.21
First Responder Stipend - PPE 5/9/2020	5/11/2020	Approve	Direct Deposit & Total - \$2,224.74
<b>ACCOUNTS PAYABLE</b>			
ACH Payment Manifest	5/4/2020	Approve	Hopkinton School District \$680,000.00
ACH Payment Manifest	5/25/2020	Approve	Hopkinton School District \$685,553.00
AP Manifest CH# 64118-64146	5/8/2020	Approve	\$30,847.60
AP Manifest CH# 64147-64151	5/11/2020	Approve	\$2,363.27
<b>BUILDING PERMITS</b>			
208-008-000 Pike Lane	5/8/2020	Approve	Addition of Family Room & Bathroom
221-051-000 169 Bound Tree Road	5/8/2020	Approve	10 x 20 Porch
222-026-000 102 Pinewood Drive	5/8/2020	Approve	Chicken Coop
245-022-000 141 Pamela Drive	5/11/2020	Approve	Raze mobile home and install new one
<b>TIMBER TAX</b>			
Yield Tax Warrant 227-030-001	5/18/2020	Approve	\$3,184.93
<b>OTHER</b>			
Right to Bury - A-13-3 Blackwater	5/8/2020	Approve	Micucci

Chair Dunlap made motion, seconded by Mr. Whitley, to authorize Jeff Donohoe 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, May 4, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Monday, May 4, 2020.

**ROLL CALL VOTE:**

Sabrina Dunlap Yes

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

**MOTION PASSED 5-0.**

**APPOINTMENTS:**

**Carol Harless, Debbie Norris and Cara Johnson, Town Clerk/ Tax Collectors Office:** Ms.

Harless thanked the Board for their time. She stated that the work in the office is overwhelming and because of social distancing all three employees cannot be in the office at the same time and the work is piling up. She noted that elections are coming up and she will need more space to accommodate social distancing. She believes that Bates Building has more space and would like to go back there. She noted that she is not against being in the same building.

Mr. Donohoe noted that Mr. Cass has moved Deb Gallant, Finance Director back to her former office space and has freed up the space for the Town Clerk/Tax Collector's Office. Mr. Cass noted that it is one of the larger offices in the building. Discussion ensued, with regards to Mrs. Bresaw's office also using that entrance, as well as the need for the supplies that the Town Clerk's office uses. Ms. Harless noted that decals are given out in sequential order and therefore, she cannot just move and split the decals between the two offices. Mr. Traum inquired as to how often Mrs. Bresaw is coming in. Mr. Cass noted that she is in the office at least three days a week, but is currently not seeing clients in her office at the Town Hall. Chair Dunlap noted that she does not think the Bates Building has more space. Ms. Harless noted that all the supplies were kept at the counter, so that any clerk could wait on someone. Mrs. Norris agreed that she is relying on Ms. Harless experiences, as she has never worked at the Bates Building, but does feel that social distancing in the current office is not working. Discussion ensued, with regards to reconfiguring the office using both spaces to see if it is adequate to address the social distancing concerns. Mr. Cass stated that Ms. Harless can continue to use both offices until renovations on the Town Hall can be completed. Discussion ensued, regarding the warrant article at Town Meeting for selling the Bates Building. It was noted that Town Meeting will be Saturday, June 13, 2020 and that it does not make sense to move them back there now. Discussion ensued, with regards to having phone calls forwarded, so that they can be answered at home. Ms. Harless replied that they can answer calls at home, but because the state does not allow them to access the motor vehicle program remotely, they could not answer questions or complete the work. Discussion ensued, with regards to on-line transactions. Ms. Harless noted that the amount of work is still the same. If someone pays on-line, we still have to go into our programs and note payment of the transaction. Chair Dunlap inquired if they felt uncomfortable working with two people in the office at the same time. Ms. Harless noted that she can only speak for herself. Mrs. Norris stated that her back is to Carol, however, in order to leave the office, everyone has to walk right behind her. Ms. Harless noted that we need the space, why sell the building. Chair Dunlap noted that we will need to have a more in depth conversation about that, however, we need to find a workable solution with what we have now. She noted that she appreciates and understands their concerns, but we need to have a solution for the short term. Ms. Harless thanked the Board for their time.

**Karen Cohen Farmer's Market:** Ms. Cohen is here to present a plan to open the Farmer's Market on June 6<sup>th</sup> by the gazebo. She noted that all vendors will be wearing masks and masks will be provided for shoppers. There will be hand sanitizer at every vendor table and there will be signs about social distancing. She noted that she gave Mr. Cass an outline of their guidelines. (attached to the minutes). She noted that they will be discouraging people from congregating at the Farmer's Market. Their goal is for people to get their products and leave, no more social gathering. Discussion ensued,

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with regards to how the vendor tables would be set up. Some suggestions were to completely close off the gazebo and place the vendors in a circle around the gazebo with the tables between the vendors and shoppers. Shoppers would verbalize or point to what products they want, vendors wearing gloves would pick the product and either place on the table for the shopper to put in their reusable bag or the vendor would place in plastic bags. Payments can be made by cash, but they are encouraging people to use their credit and debit cards. Other suggestions were to line the tables up in two rows with adequate spacing between them and shoppers only going in one direction. Mr. White noted that they arrive early to set up and they will see which option will best suit their purposes. Mr. White noted that he and his wife, Brenda, attended the Farmers Market in Concord last week. He noted that the city worked with the Concord Farmer's Market and it worked very well. He noted that they will implement much of what Concord is doing. Ms. Cohen also stated that they will wipe the tables down in between shoppers. Mr. White noted that they were doing that in Concord as well. Discussion ensued, with regards to porta-potties. Ms. Cohen stated for safety purposes she would not want porta-potties there. She stated that if we are encouraging people not to congregate there should not be bathrooms there. It was noted that if the kayak and canoe trips begin again, we will need to notify the company. Mr. White suggested that a vendor be placed in the gazebo with another vendor placed facing away from the gazebo at the other entrance, therefore, no one but the vender can be in the gazebo and people will not be able to congregate in there. Mr. White inquired if they could start earlier than June 6<sup>th</sup>, because their winter market season was cut short. Discussion ensued, and the Board agreed to let them open on May 23, 2020. Mr. Cass noted that he will do a health inspection on the day that they open. They thanked the Board for their time.

**COVAID-19 RESPONSE UPDATE:**

Mr. Cass noted that there are currently four separate grants being offered and that there will be a training workshop on these grants on Thursday, May 14, 2020. He also noted that NHMA will be giving a presentation to the Reopening Task Force regarding the re-opening of municipalities. He further noted that the Election Support Committee is currently meeting three days a week.

Discussion ensued, with regards to the tennis courts. It was decided to continue to keep them closed at this time.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that he is working on transitioning the building for when we can re-open.

**OTHER:**

Mrs. Wells asked if Mr. Cass had heard from Granite Apollo. Mr. Cass replied no, however, as town meeting dates gets closer, if he has not heard from them, he will contact them.

**PUBLIC FORUM:**

Janet Krzyzaniak stated that the Board needs to pay attention to what Carol is telling them about current office space being too small. She feels that the Board has dug in their heels and won't

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change their minds, which is unfair to Carol. She hopes that they will consider Carol's request with an open mind. Chair Dunlap responded that they will continue to have conversations about this with open minds. Mr. Traum feels that the conversation is premature, as Ms. Harless needs to look at the two spaces she is being offered and try to reconfigure the office. Chair Dunlap noted that they can't just snap their fingers and go back to Bates Building, noting that the Board will continue to work with the Town Clerk/Tax Collector's Offices in the short term.

**NON-PUBLIC SESSION:**

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.

**VOTE:** Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

The Board, Fire Chief Jeff Yale, and the Town Administrator went into nonpublic session, as recorded separately, at 7:07 p.m. The Board returned to public session at 7:40 p.m.

Vote to seal nonpublic minutes:

Ms. Wells 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.

**VOTE:** Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:40 p.m.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant