



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 18, 2020
Approved May 26, 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 18, 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.

Public Present: Jean Lightfoot, Sue Strickford, Bonnie Christie, Matt Lundsted, Celeste Hemingson, E. Thrower and H. Miller, 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.

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.

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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 recognized the Fire Department, noting that they received a donation of \$3,200 towards the purchase of an image camera. He noted that the donation was from someone that had to be rescued and was very pleased with the service and treatment he received.

Mr. Traum thanked James Newsom for the great job he did moderating the School District Meeting. Mr. Traum also thanked the residents for coming out to vote, even through they had to wait in long lines. Mr. Traum also noted that after receiving a complaint about loose paper around the area of the Transfer Station, the employees have stepped up and have been cleaning up the area.

Chair Dunlap thanked all the volunteers for their help with the School District Meeting. Mrs. Wells echoed that sentiment as well.

Mr. Donohoe gave a shout out to teachers and parents for all their work to continue to educate their students and children during this time.

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 Mrs. Wells.

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
 Consent Agenda
 May 18, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
ACCOUNTS PAYABLE			
AP CH# 64152-64188	5/18/2020	Approve	\$43,857.99
BUILDING PERMITS			
221-129-000 178 Spring Street	5/18/2020	Approve	10KW roof mounted solar array
104-038-002 302 Smithfield Road	5/18/2020	Approve	Deck and stair renovation
225-011-004 304 River Grant	5/18/2020	Approve	Finish basement
207-005-000 1225 Clement Hill Road	5/18/2020	Approve	Construct detached 140 SF shed
237-024-000 Irish Hill road	5/18/2020	Approve	Demolish barn, garage, and pole building
232-011-000 860 Sugar Hill Road	5/18/2020	Approve	Operate a Wellness Center as a home business - Has PB & ZBA approval.
104-041-000 697 Main Street	5/18/2020	Approve	Deck renovation
218-025-000	5/18/2020	Approve	Deck renovation
OTHER			
Right to Bury - A-25A-3 New Hopkinton	5/18/2020	Approve	Boss

Mrs. Wells made a motion, seconded by Chair Dunlap, 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 11, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Monday, May 11, 2020.

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 Non-Public Meeting Minutes of Monday, May 11, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Non-Public Meeting Minutes of Mon. May 11, 2020.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

APPOINTMENTS:

Bruce Ellsworth, Town Moderator: Mr. Ellsworth is in to discuss whether to confirm the Town Meeting date of June 13, 2020 or to change it and to begin discussion on the process we should undertake. He asked the Select Board what their comfort level was moving forward. Mr. Traum stated that he is concerned that waiting to pass the budget in case it does not pass. He stated we could still go with the June date and do a meeting similar to what the school did. Mr. Ellsworth stated he believes there is value in the ability to discuss the items in person, that it is part of the process. He stated that if we could open up the gym, the cafeteria, the auditorium, and classrooms, if needed to social distance, and use technology to monitor the meeting. He also suggested using an outside venue. Mr. Donohoe liked the zoom approach for getting information out to the public, however, he too missed the back and forth discussion, noting there is no ability to question the amendments. He suggested holding off until August, if possible. Mr. Cass noted that we must vote prior to September 1, 2020 for the tax rate to be set, which is done in October. He noted that we are holding back on most projects. Mr. Traum agreed with moving the date until August, as long as the budget could withstand it. Mr. Cass replied it would not be easy, but we will continue to hold off on bigger projects, including paving. Mr. Whitley agreed that the meeting is better in person, however, he has concerns about holding the meeting inside. He noted outside we would be dependent upon the weather. He noted that what the school did was impressive, and even with its drawbacks, they did an excellent job, noting that he is not sure it is worth the risk to have a conventional meeting. Mrs. Wells agreed, but has concerns about the logistics of doing it outside. Chair Dunlap agreed with pushing it off and asked Mr. Cass if he had heard what other towns are doing. Mr. Cass stated they are having discussions just like this. He noted that Jaffrey pushed back their meeting and are continuing discussions. Mr. Ellsworth suggested that June 13th is premature to hold the meeting and that we should tentatively re-schedule it for July 18, 2020 and he would come back to a Select Board meeting in mid-June to revisit the issue, to see if the meeting needs to be put off until August and to continue discussing the process. Mrs. Wells agreed noting that at some point, we will be forced into doing something. Mr. Ellsworth stated that the Town Meeting would be postponed and tentatively re-scheduled for Saturday, July 18, 2020.

Mr. Traum noted that the Budget Committee will be meeting on Wednesday, May 27, 2020 at the request of the School Board. Mr. Traum thanked Mr. Ellsworth for his time.

Bonnie Christie and Matt Lundsted, ARM Grant Request: Mrs. Christie gave a history of the NH Rivers Management Program, noting what a designated protected river is and what the NH Rivers Management Protection Program is about. Mrs. Christie spoke about how stormwater run off affects rivers and about pollutants from stormwater runoff. Mrs. Christie noted the work done at the Colonial Village, through oversight, has affected the stormwater runoff. She stated that prior to the new

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construction to extend the existing parking lot, the stormwater run off would drain through an existing pipe back down to the river. With the extension of the parking lot to the very edge of the lot, the vegetation is now gone, and the natural buffer no longer exists. She noted there was no evidence of best management practices and no plans to restore screen or shading. She noted concerns about increased stormwater runoff, sediment, water temperature, soil erosion and pollutants.

Matt Lundsted, of Contoocook and the North Branch Rivers Local Advisory Committee, gave a brief background of his career. He noted that there are things that we can do to reduce the impact that the construction has on stormwater runoff. Mr. Cass brought up on screen a plan to improve the area. Mr. Lundsted noted there were three things that we can do:

1. Directly in front of the newly paved area is where we can direct runoff from the parking lot away from an eroded ditch and into a depressed Rain Garden or Bioretention Cell. He noted that a Rain Garden is a depressed landscaped area and it visually resembles a garden. He noted that area is currently raised, and it would have to be corrected.

2. Mr. Lundsted noted the area marked #2, which is a small area behind the newly paved area facing the Houston lot. He noted this area needs to be stabilized and re-vegetate the slope.

3. The last area of concern is directly behind the above area, also facing towards Houston land. This area would be to create a wetland mitigation area. He noted this is the area that the ARM (Aquatic Resource Mitigation) Grant would target.

Mr. Lundsted noted that the ARM Fund collects a payment *in-lieu of* other forms of permittee-responsible mitigation as part of a NHDES and US Army Corps of Engineers (USACE) wetlands permit. Funds are disbursed as competitive grants to projects that will protect, restore, and enhance aquatic resources and wildlife habitats in New Hampshire and sustain the important functions and values lost in the watershed over the long term. He further noted that this is the type of project ARM would fund. He noted there is no match requirement. He stated that the pre-application is due on May 29, 2020, noting that this is a non-binding agreement. He stated the full application would be due in August. It was noted that Bonnie Christie has had contact with both landowners, Mark Fournier, owner of the Colonial Village Plaza and Rich Houston, so they are aware of the intent to file the application. Mrs. Christie stated that they would have to get their permission for the pre-application. Discussion ensued, with regards to who the applicant would be for the pre-application, who would maintain after construction and should the Conservation Commission be involved in the project. Mr. Lundsted and Mrs. Christie will move forward with deeper discussions with the landowners in hopes of having them become the applicants. If not willing to be the applicants, then they will try the Conservation Commission and if not, the Select Board would become the applicant. Mrs. Christie and Mr. Lundsted thanked the Board for their time.

Mrs. Wells made a motion, seconded by Mr. Traum to have Bonnie Christie and Matt Lundsted prepare the pre-application for the ARM funding.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

At 7:05 pm, Mr. Donohoe announced that he was leaving the meeting to attend another one.

COVAID-19 RESPONSE UPDATE:

Mr. Cass noted that he and Deb Gallant both attended a workshop for the grants, but noted that the workshops were not helpful. He noted they are working on the grants that have a June 1, 2020 deadline. He also noted that we have submitted the grant for the First Responders Stipend.

He noted that he is still working on transitioning the office for when we can open to the public again. He noted that he will be attending a workshop given my NHMA and Primex, with regards to opening municipalities, which will be held on June 3.

Mr. Traum inquired if the Town Meeting were outside, would we be reimbursed for the expense of a tent. Mr. Cass replied yes, and we would not need a public hearing to accept the funds.

Mr. Traum inquired if Mr. Cass had heard anything concerning the Hopkinton Fair. Mr. Cass replied no. Mr. Traum inquired about the opening of Elm Brook Park. Mr. Cass stated he has not heard anything about Elm Brook. Mr. Traum inquired if the Library was doing curbside pickup. Mr. Cass stated the Library was doing curbside pickup, but the Trustees stopped that. Currently, they are partnering with Bookends in Warner for a program to get books to residents and then the residents will return the books to the Library.

OLD BUSINESS:

Mr. Cass noted that we have an application for a 79-E Form, and it will require a public hearing, which he will schedule.

Mr. Traum inquired if these were low income residents. Mr. Cass replied no.

NEW BUSINESS:

YTD Revenues: Mr. Cass stated he sees nothing unusual about the revenues, noting that if there are areas where it seems low, it is due to timing issues. He stated they are hoping to receive the State money soon. He further stated he sees no red flag issues.

High School Graduation: Mr. Cass noted that he received a call from Chris Kelly, who is looking into options for graduation, noting that there are 73 graduates this year. He noted that anything they choose to do, would have to be approved by the School Board and the Department of Education. He further noted they would also have to meet with Police Chief Steve Pecora and Fire Chief Jeff Yale.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that the back entrance to the high school is almost complete. He noted this was a joint project between the school and the town. He noted the Town's portion was budgeted for \$15,000 and it looks to be under budget, at a cost of approximately \$10,000.

Mr. Cass noted there has been a drop in the electric rate, from 8% to 6.6%, with a two year contract.

Mr. Cass also noted that we now have a YouTube Channel for meetings.

PUBLIC FORUM:

None

NON-PUBLIC SESSION:

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

Mr. Traum moved to go into a non-public session to discuss on-going litigation under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Ms. Wells seconded the motion.

VOTE: Select Board Members Dunlap, Traum, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:21 p.m. The Board returned to public session at 7:25 p.m.

These minutes were not sealed.

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. Wells seconded the motion.

VOTE: Select Board Members Dunlap, Traum, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4–0).

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 7:50 p.m.

These minutes were not sealed.

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. Wells seconded the motion.

VOTE: Select Board Members Dunlap, Traum, Whitley, and Wells voted in favor, and the Chair declared the motion to have carried unanimously (4–0).

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 7:50 p.m. The Board returned to public session at 7:54 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:55 p.m.

Respectfully submitted,

Select Board Meeting May 18, 2020
Robin Buchanan
Administrative Assessing Assistant