



# 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 24, 2021  
Approved June 7, 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 24, 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:** Meredith Hatfield and Lousie Carr, 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.***

If anyone has a problem, call (603) 746-8242 or email: [townadmin@hopkinton-nh.gov](mailto:townadmin@hopkinton-nh.gov).

Select Board Meeting May 24, 2021

**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 stated he wanted to share information that he received from Police Chief Steve Pecora regarding receiving a letter about a call that Corporal Brian O'Connor responded to quickly and saved the life of a suicide victim, who had attempted to hang himself. Corporal O'Connor's quick response in locating the victim and his life saving efforts were essential in saving a life.

Mr. Traum noted that a ceremony will take place on Memorial Day, Monday, May 31, 2021 thanks to the efforts of Rob Dapice. Mr. Cass noted that more information will be available on the Hopkinton town website.

**ADMINISTRATIVE:**

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

**Town of Hopkinton - Select Board  
Consent Agenda  
May 24, 2021**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>PAYROLL MANIFESTS</b>			
PPE 05-22-2021 CH# 34105-34112	5/24/2021	Approve	Checks=\$3,506.26 Direct Deposit=\$76,064.77 Total-\$79,571.03
<b>AP MANIFEST</b>			
AP Manifest Checks #66241-66275	5/24/2021	Approve	\$333,431.97
<b>INTENT TO CUT WOOD/TIMBER</b>			
258-075-000 Jewett Road	5/24/2021	Approve	Lemire & Sons Logger
227-039-000 Maple Street	5/24/2021	Approve	Robert E. Lee Logger
<b>PROPERTY TAX ABATEMENT</b>			
101-025-000 28 Riverside Drive	5/24/2021	Approve	BTLA Settlement 2019- \$9,022.28, 2020- -\$6948.00 TOTAL- \$2,074.28
<b>PERSONNEL ACTION FORM (PAF)</b>			
Sydney Stockwell	5/24/2021	Approve	Rehire-New position-Pond Director
Emily Young	5/24/2021	Approve	Rehire- fill-in status Lifeguard
Jackson Smith	5/24/2021	Approve	Rehire-Lifeguard
Acacia Mailloux	5/24/2021	Approve	New Hire-PT Camp Counselor
<b>BUILDING PERMIT</b>			
258-007-000 52 Crowell Rd	5/24/2021	Approve	Foundation renovation
225-073-000 206 Park Avenue	5/24/2021	Approve	Foundation renovation & install support columns
245-008-000 745 E. Penacook Road	5/24/2021	Approve	Finish second floor
223-052-000 30 Evergreen Lane	5/24/2021	Approve	Remove 1984 Manufactured Home
225-012-007 407 River Grant Drive	5/24/2021	Approve	Construct a 3-season Porch on existing 12'X12' Deck
212-007-001 70 Turnberry Lane	5/24/2021	Approve	Construct a detached 24X24 garage
104-049-000 91 Penacook Road	5/24/2021	Approve	Install 10X10 pre-built shed
223-005-000 716 Kearsarge Avenue	5/24/2021	Approve	Replace Existing Sign with 4 SF free-standing sign
223-002-002 Granite Valley	5/24/2021	Approve	Construct a single residence home
225-052-000 185 Amesbury Road	5/24/2021	Approve	Install 10'X16' Accessory Shed
232-011-000 860 Sugar Hill road	5/24/2021	DENY	Season Farm Stand requires Special Exception
218-044-000 51 Tucker Drive	5/24/2021	DENY	Does not meet minimum setback
<b>OTHER ITEMS</b>			
Temporary Special Event Sign Permit	5/10/2021	Approve	Contocook United Methodist Church -Rummage Sale

AP MANIFEST APPROVED SINCE LAST MEETING			
CH # 66204-66240	5/17/2021	Approved	\$64,010.95

**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 Public Hearing Minutes of Thursday, May 6, 2021. Mr. Traum made a motion to approve the Public Hearing Minutes of May 6, 2021. Mrs. Wells 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 Select Board Meeting Minutes of Monday, May 10, 2021. Mr. Traum made a motion to approve the Select Board Minutes of May 10, 2021. 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.**

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, May 10, 2021, Session I. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of May 10, 2021, Session I. Mr. Traum noted that they are not sealed. 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.**

Select Board Meeting May 24, 2021

The Board reviewed the Non Public Select Board Meeting Minutes of Monday, May 10, 2021, Session II. Mr. Traum made a motion to approve the Non-Public Select Board Minutes of May 10, 2021, Session II. Mr. Traum noted that the minutes were not sealed. 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.**

**APPOINTMENTS:**

Mr. Cass noted that St. Methodios called to reschedule, due to some of their Board members were unable to attend tonight's meeting. Mr. Cass further noted that they have rescheduled for Monday, June 7, 2021.

**OLD BUSINESS:**

**Alcohol Policy:** Mr. Cass presented a rough draft and an application with regards to changes to the Alcohol Policy. He is looking for the Board's input and will be distributing the draft to Department Heads for their input as well. After any edits or changes are made, the Board will have to schedule a Public Hearing. Mrs. Wells stated that it looks great and thanked Mr. Cass for his work. Mrs. Wells did state that in one area of the permit form it describes a fee for a one day event. She stated an event could be a concert series, so she wanted to make sure the wording was clear. Chair Dunlap and Mr. Traum agreed.

**In-person Meetings:** Mr. Cass stated that he has checked the Slusser Center, noting that the internet connection at the Center is excellent and the dining room should be large enough for social distancing. Discussion ensued, with regards to continuing to use Zoom as long as the option is available. Mr. Traum stated that the Budget Committee hopes to begin in-person meetings and inquired if the space would accommodate the Budget Committee. Mr. Cass noted the Committee and 5 – 10 members of the public. Mr. Whitley noted that previous to COVID we could have met using Zoom, however, we would have needed a quorum to be present at the location of the meeting. He further noted that the Board members that are physically present at the meeting location would have to waive the physical requirement and vote to allow the remote person(s) to participate. Mr. Whitley inquired if masks would be needed. Mr. Cass replied yes, that is the policy in all of our buildings until July 1, 2021.

Chair Dunlap made a motion to resume meeting in-person beginning Monday, June 7, 2021 and using Zoom as well. 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.**

**NEW BUSINESS:**

**Mask Ordinance Review:** Mr. Donohoe inquired as to why we still have a mask ordinance. He noted larger cities, Boston, New York, Washington DC have all lifted theirs and have low infection rates. Mr. Traum noted that the school has a mask policy and dropping the town's ordinance would be confusing. Chair Dunlap noted that the state epidemiologist had not changed his recommendations on indoor mask wearing and still recommended it.

Discussions ensued, with regards to the policy and keeping it with most Board members stating the numbers are getting better, but we are not there yet. Mrs. Wells stated that there are many people, including young children, that cannot be vaccinated yet, and still others that refuse to be vaccinated. No changes were made at this time; however, the Board will continue to discuss it.

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that tax bills have been mailed out. He also stated that he is working to find a surveyor for the Horseshoe Tavern.

Mr. Cass noted that Matt Monahan, Central NH Regional Planning Commission, has submitted the infrastructure project applications to Senator Sheehan's office. Mr. Cass thanked Mr. Monahan for all his work on this project.

Mr. Cass informed that Board that Carol Harless, Town Clerk/Tax Collector, will be on vacation next week. He noted that Cara Johnson will be working alone, and the Town Clerk/Tax Collector's office will be closed on Tuesday, Wednesday, and Thursday, June 1, 2, and 3 during the hours of 10:00 a.m. to 1:00 p.m.

**PUBLIC FORUM:**

Meredith Hatfield, Apple Tree Lane, stated she has spoken to Mr. Cass about the materials that were discussed at the meeting tonight and she inquired if the documents related to each meeting could be posted on the website, so that residents would have a better understanding about the discussions that occur. Mr. Cass noted that we can do that.

**OTHER:**

Mr. Traum noted that in past years, the Board had visited each department to see how things were going. He stated he would like to do that again, as he does not think the newest members have had that opportunity or have the department heads come in to Board meetings on a rotating basis. Mr. Cass noted that those visits were separate from regular meetings and he could set those up again.

**NON-PUBLIC SESSION II-RSA 91-A: 3 (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). Ms. Dunlap seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes

Select Board Meeting May 24, 2021

Anna Wells Yes

Jeffrey Donohoe Yes

**MOTION PASSED 5-0.**

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 6:03 p.m. The Board returned to public session at 6:35 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 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 (e). Ms. Dunlap 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 6:35 p.m. The Board returned to public session at 6:37 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). Ms. Dunlap seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap Yes

Ken Traum Yes

Anna Wells Yes

Jeffrey Donohoe Yes

Steven Whitley Yes

Select Board Meeting May 24, 2021

**MOTION PASSED 5-0.**

The Board went into nonpublic session, as recorded separately, at 6:37 p.m. The Board returned to public session at 6:42p.m.

The minutes were not sealed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:42 p.m.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant