



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
Tuesday, May 26, 2020
Approved June 8, 2020**

CALL TO ORDER

Vice Chair Ken called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, May 26, 2020, via Zoom. Vice Chair Traum introduced the members of the Board.

Members Present: Ken Traum, Steven Whitley, Anna Wells and Jeffrey Donohoe (arriving at 5:30 p.m.), and Sabrina Dunlap (arriving at 5:50 p.m.) through video conference.

Staff Present: Neal Cass, Town Administrator, and Robin Buchanan, Administrative Assessing Assistant, through video conference.

Public Present: Jean Lightfoot, Carol Harless, Joan Mirantz, Denis Goddard, through video conference.

DECLARATION OF CHAIR: Vice Chair Traum 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.

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.

Ken Traum and I am alone
Anna Wells and I am alone
Steven Whitley 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 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 noted the passing of Ed Kerr. Mr. Kerr was a member of the Recreation Committee and the Kimball Cabin Committee.

Mr. Cass wanted to thank all of the volunteers who put up flags on the veteran's graves at our cemeteries. He noted it is usually the Boy Scouts and Ron Dapice and he believes that they were involved.

Mr. Cass also wanted to thank Jean Lightfoot, Supervisor of the Checklist. He noted that Ms. Lightfoot has consistently stayed up-to-date with the constant changes with regards to Elections.

Vice Chair Traum agreed with Mr. Cass's comment and also thanked Ms. Lightfoot for her diligence.

Vice Chair Traum also thanked Mr. Cass for the great job he does with the flag program that the Rotary runs. He noted that it is the Rotary's biggest fundraiser.

Mr. Whitley stated that it was great to drive through town and see all the flags out in front of everyone's home, whether it be from the Rotary program or by the homeowner.

ADMINISTRATIVE

The Board reviewed documents for signature and approved (4-0) the Consent Agenda, taking the following action on a motion made by Mrs. Wells, and seconded by Mr. Whitley.

**Town of Hopkinton - Select Board
Consent Agenda
May 26, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
PAYROLL			
PPE 5/23/2020	5/26/2020	Approve	\$76,284.56
PPE 5/23/2020 - First Responder Stipend	5/26/2020	Approve	\$4,414.04
ACCOUNTS PAYABLE			
AP Manifest CH#s 64189-64211	5/21/2020	Approve	\$17,547.27
AP Manifest CH#s 64212-64228	5/26/2020	Approve	\$80,177.16
BUILDING PERMITS			
248-002-002 1052 Briar Hill Rd	5/26/2020	Approve	12.54KW PV Solar Roof Array
250-011-000 50 Old Stagecoach Rd	5/26/2020	Approve	160SF Second Story Addition
106-001-000 111 Main St.	5/26/2020	Approve	Renovate existing and add additions
241-004-000 8 Watchtower Rd	5/26/2020	Approve	Above Ground Pool
LAND USE CHANGE TAX BILL			
240-012-000 Hopkinton Rd - 1.77 acres	5/26/2020	Approve	\$366.00
216-016-000&017-000 Dolly Rd 2.96 acres	5/26/2020	Approve	\$2,990.00
216-027-003 Moran Rd 4.559 acres	5/26/2020	Approve	\$866.21
259-001-001 Crowell Rd 1.62 acres	5/26/2020	Approve	\$5,220.00
OTHER			
Property Tax Warrant - 1st Billing	5/26/2020	Approve	\$11,517,412 - Due July 1, 2020

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

Mr. Donohoe made a motion, seconded by Mrs. Wells, to authorize Jeff Donohoe to sign paperwork for the Board relative to this meeting.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

Select Board Meeting May 18, 2020

The Board reviewed the Select Board Meeting Minutes of Monday, May 18, 2020. Mrs. Wells made a motion, seconded by Mr. Donohoe, to approve the Public Meeting Minutes of Monday, May 18, 2020.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, May 18, 2020, Session I. Mrs. Wells made a motion, seconded by Mr. Donohoe, to approve the Non-Public Meeting Minutes of Monday, May 18, 2020, Session I.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, May 18, 2020, Session II. Mrs. Wells made a motion, seconded by Mr. Donohoe, to approve the Non-Public Meeting Minutes of Monday, May 18, 2020, Session II.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board reviewed the Non-Public Meeting Minutes of Monday, May 18, 2020, Session III. Mrs. Wells made a motion, seconded by Mr. Donohoe, to approve the Non-Public Meeting Minutes of Monday, May 18, 2020, Session III.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

APPOINTMENTS:

COVID-19 RESPONSE UPDATE:

Mr. Cass stated that he is finishing up the grant requests, which are due soon. He thanked all the Department Heads for getting the information in quickly and efficiently.

Mr. Cass noted that there needs to be a discussion with regards to Summer Camp. He noted that we no longer have a Summer Camp Director, as last year's Director needed a firm commitment for camp, and we were unable to do that.

Mr. Cass also asked the Board to have a discussion on the staff returning to work, as the current stay at home order expires June 1, 2020.

Mr. Traum inquired if Mr. Cass had any recommendations regarding summer camp. Mr. Cass noted that sign up for camp is low. He noted that all weekly trips have been cancelled. He also noted that if the pond were to be opened, the whole camp could not go at the same time, due to social distancing. Paula Simpkins, Recreation Director, is recommending closing the camp for the summer. She did, however, suggest that she could facilitate contact between camp counselors and families that signed-up for camp that maybe in need of childcare. Mr. Cass noted that it would be modeled similarly to Hopkinton Helps

Mr. Traum inquired what other towns are doing. Mr. Cass replied some are opening swimming areas with swim at your own risk signs, others are restricting the amount of people. He noted that he will bring some options forward at the next meeting.

Mr. Whitley noted that the Governor and the Task Force are working on guidelines for opening summer camps, with many restrictions. He also inquired whether the plan that Mrs. Simpkins has for camp staff, would it be as volunteers and not as camp counselors. Mr. Donohoe agreed, noting that it would be a liability to the Town. Mr. Cass stated the goal is to put them in touch with each other, not a camp or town program.

Discussion ensued, with regards to opening the pond. It was noted that State Parks are opening with guidelines and most towns will follow those guidelines.

Mrs. Wells inquired if there were any plans from the Governor's Office regarding schools. Mr. Whitley stated he has not heard anything about schools.

Discussion returned to summer camp and whether to open it, noting restrictions and how to keep the kids busy with no trips or no swimming at the pond. Vice Chair Traum inquired if we would need permission from the school to use Harold Martin School.

By consensus of the Board, they agreed not to open summer camp. Ms. Dunlap joined the meeting at 5:50 pm and agreed that summer camp should not open, for this season, due to the risks involved.

Discussion ensued, with regards to when the staff can return to working full time at the Town Hall. Mr. Whitley and Mr. Donohoe agree that June 1, 2020 is too soon. It was noted that the Governor's stay at home order is until June 1, 2020. Mr. Cass will work on guidelines for reopening, present them to the staff for their remarks and then bring it to the Board on June 8, 2020. The Board agreed to revisit the issue on June 8, 2020.

Mr. Traum inquired if Mr. Cass had heard from the Hopkinton Fair. Mr. Cass noted that he has a meeting scheduled with them at the end of the week and he will know more after the meeting.

Select Board Meeting May 18, 2020

Mr. Traum inquired if Elm Brook Park had opened for the summer. Mr. Cass stated he does not know. Mr. Donohoe noted that he drove by there this weekend and noted it was closed to the public.

Mr. Traum inquired about the community gardens. Mr. Cass stated he spoke with Bethann McCarthy, but he has not heard back from her. He will call her again.

Mr. Traum noted that the Consent Agenda has a stipend for full time police officers. He inquired about the Fire Department. Mr. Cass stated the Fire Department has decided to take it as one lump sum at the end. He noted that it helps with cash flow and is easier to track for grants.

Mr. Traum stated someone called him about opening up the tennis courts. The caller noted that kids were playing basketball. Ms. Dunlap stated that she saw kids at the skate park, but also noted that the police were there as well, informing those gathered that they would have to leave, as the skate park is closed. She stated if we open up one thing, we need to open it all up. She stated it was disappointing that people continue to gather and waste the police department's time to enforce.

Mr. Traum noted that the unemployment rate for Hopkinton is up to 13.1%.

OLD BUSINESS:

NEW BUSINESS:

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that the George Park area has now been completed, except for paving. He noted that crushed glass was used as the base. The Town's portion came in at around \$10,000, which is under budget. He also noted that the school's portion, which included the drainage, also came under budget at around \$20,000.00. He also noted that the survey shows more land available for the softball field than was originally thought. Mr. Cass will send the Board a copy of the survey.

Mr. Cass noted that the Fire Department would like to do their yearly testing of their air packs. It was noted that the cost would be around \$3,000. He also noted that the deposit for the demo fire truck is due soon and that would be about \$75,000. Discussion ensued. Mr. Cass will speak with Fire Chief Yale to contact the company to get something in writing from them.

Mr. Traum stated that he and Mr. Cass have been looking over the budget to see if anything can be cut. He is concerned because the school budget did not pass and he would like to get the town budget to reflect a flat tax rate, noting that we may have to decrease what goes into the reserve accounts. Discussion ensued, with regards to looking at it not as a tax rate budget, but as a spending budget. Ms. Dunlap stated she understands Mr. Traum's perspective, however, getting the budget to where it is now was a painful process and she wants everyone to be realistic about what they can actually cut.

PUBLIC FORUM:

Denis Goddard stated that he is glad that the Board is taking the advice of experts, when it comes to COVID-19, however, he feels that local leaders should use common sense and be mindful of how the virus is transmitted and that if you get it; it will have a significant impact on your life.

Mr. Traum thanked Mr. Goddard for his comments.

OTHER:

Mr. Whitley stated that in regard to last week's discussion regarding the ARM grant, he spoke with Rich Houston, one of the landowners. He stated that Mr. Houston has some legitimate concerns about the project. Mr. Whitley stated he does not believe we have the time to get the application in on time. He stated that we need to get everyone in the room together, landowners, Conservation Commission and Bonnie Christie, to discuss the project and have all questions answered. He noted that perhaps we can try for the grant next year, but he noted, if the landowners are not on board, we cannot go forward. The Board agreed.

Mr. Traum inquired if there was an update on refinancing. Mr. Cass replied no.

NON-PUBLIC SESSION:

NON-PUBLIC SESSION I-RSA 91-A: 3 III (c) Reputation

Mr. Whitley 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. Dunlap seconded the motion.

VOTE: Select Board Members Dunlap, Traum, Whitley, Wells, and Donohoe voted in favor, and the Vice Chair declared the motion to have carried unanimously (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 6:41 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION I-RSA 91-A: 3 III (c) Reputation

Mr. Whitley 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. Dunlap seconded the motion.

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

The Board, and the Town Administrator went into nonpublic session, as recorded separately, at 6:41 p.m. The Board returned to public session at 6:44 p.m.

These minutes were not sealed.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:45 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant