



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 4, 2020
Approved May 11, 2020**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:31 p.m. on Monday, May 4, 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 and Janet Krzyzaniak 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.

d) Adjourning the meeting if the public is unable to access the meeting.

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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 thanked the Contoocook Carry for their donation of \$2,000.00 to the Fuel Assistance Program. Mr. Cass noted that their annual contribution is greatly appreciated.

Mr. Cass noted that he spoke with Fire Chief Jeff Yale, who acknowledged and thanked the Rotary Club for their donation towards a ventilator for the Fire Department. Mr. Traum stated that the donation enabled the Fire Department to apply for grants with a match that would allow them to purchase a ventilator.

Mr. Traum also thanked Mr. Cass for being the first virtual speaker at the first Rotary Meeting via Zoom, informing people about the Town Hall closures and changes. Mr. Traum noted that James Newsom, School Moderator, will be the next speaker.

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, noting that he had a question with regards to one of the items, and seconded by Mr. Donohoe. Mr. Traum inquired about the Cooperative Agreement. Mr. Cass replied that it is an updated agreement.

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.

The Board reviewed the Select Board Meeting Minutes of Monday, April 27, 2020. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Monday April 27, 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 Select Board Meeting Minutes of Monday, April 27, 2020, Session I. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Non-Public Meeting Minutes of Monday April 27, 2020, Session I.

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 Select Board Meeting Minutes of Monday, April 27, 2020, Session II. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Non-Public Meeting Minutes of Monday April 27, 2020, Session II.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

COVAID-19 RESPONSE UPDATE:

Mr. Cass stated we are now entering Stay at Home 2.0 and trying to figure out where to go from here. He stated that in speaking with staff, many are concerned that people will loosen up on restrictions to earlier and we will endure a second wave. He stated he will be on the legal call tomorrow and hopefully have more information after that. He stated the Board will need to vote to continue to keep the office closed. He also noted with regret, that the staff finds it necessary to cancel the July 4th celebration, noting that Paula Simpkins, Recreation Director is open to ideas as to how we can

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celebrate this day differently. Mr. Cass noted that we are not renting town facilities until June. He also asked the Board to decide, with regards to the porta-potty at the gazebo.

Discussion ensued, with regards to extending the closure date from May 31, 2020, which is a Sunday, to June 1 or June 2, 2020. Mr. Cass stated that he would expect that if the Governor were to open up the State completely, he would give a notice to that, prior to the May 31, 2020 deadline.

Mr. Whitley made a motion, seconded by Mr. Traum to extend the closure of the Town Hall to Monday, June 1, 2020.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Chair Dunlap stated that with regards to July 4th, it is reasonable to recommend cancellation. Mr. Whitley inquired as to what commitments we have to date with regards to the parade. Mr. Cass stated that now would be the time that we would be firming up commitments for the parade and purchasing items, as well as securing the Town Band and advertising. Mr. Traum stated that he is in favor of the recommendation to cancel. Mr. Whitley stated that it stinks, but he agrees that it is the prudent thing to do. Mr. Cass noted that both Police Chief Steve Pecora and Fire Chief Jeff Yale also agree with the recommendation to cancel. Mrs. Wells and Mr. Donohoe also agree that cancelling is the right thing to do. Mrs. Wells also suggested that we could come up with alternative ways to celebrate the day.

Chair Dunlap noted that with regards to a porta-potty being located at the gazebo, she asked the Board for their thoughts. Mr. Cass noted that currently, we have one at the Kimball cabins that is cleaned twice a week. Discussion ensued, with regards to the Farmer's Market, as they are considered essential during this time. Mr. Cass noted that the Farmer's Market will be in to discuss their plans to open sometime this week. The Board decided to wait to hear the Farmer's Market plan before deciding about the porta-potty.

Chair Dunlap noted that the use of green bags will continue to be waived until June 1, 2020. She noted that with the Town Hall closed, residents are having difficulty in finding the green bags. Mr. Whitley stated he has heard frustration with the green bags as well. Discussion ensued, with regards to the Transfer Station selling the bags. Mr. Cass stated that the issue has been looked at numerous times by different committees and they all have come to the same conclusion, it is not a good idea to have the Transfer Station selling the bags.

Town Meeting Update:

Mr. Cass stated that Bruce Ellsworth, Town Moderator wanted to move Town Meeting to June 13, 2020. He will be looking into options for voting and will be observing how the School District conducts their meeting. Discussion ensued, with regards to the e-mail that the School District sent out regarding the upcoming School District Meeting. Mrs. Wells noted that the letter was not clear about voting, but she did refer to an earlier School Board Meeting, which presented the proposed plan and is based on the Bow School Meeting.

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Update on plan for transitioning:

Mr. Cass stated that he currently is looking at ways to get ready to re-open in June, unless the Governor extends the Stay at Home orders. He is looking into plexiglass barriers and spacing people out. Mrs. Wells noted that Carol Harless, Town Clerk/Tax Collector had sent her an e-mail, noting her concerns with reopening her office in the space provided. Ms. Harless expressed that there is not enough space to social distance in her current office and is proposing going back to the Bates Building. Mrs. Wells stated that she responded to Ms. Harless's e-mail by telling her that it would require a full board discussion and that she should get on the agenda. Mr. Donohoe stated she does not want to go on-line for transactions.

Mr. Traum inquired about stipends for First Responders. Mr. Cass noted that he received the e-mail this morning about that, however, he has not had the time to look at the website, noting that he would be doing that tomorrow. Discussion ensued, with regards to if the stipend included part-time First Responders as well as full-time. Mr. Cass noted he will check into it.

APPOINTMENTS:

None

OLD BUSINESS:

Acceptance of DES Grant: Mr. Cass noted that this is a drinking water grant. Mrs. Wells made a motion, seconded by Chair Dunlap, to enter into the grant agreement with DES.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Mrs. Wells noted that the parcel referred to is Map 242 Lot 13, which will have deed restrictions placed on it. She wanted to flag those restrictions, noting that the Rail Bed runs through the property and it could become a connector trail to the Rollins property or to the Mast Yard property, and she wanted to make sure that the trails were not restricted. Mr. Cass noted the restrictions will be added after this portion is done.

Chair Dunlap made a 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.

NEW BUSINESS:

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YTD Expenses Review: Mr. Cass noted areas that seemed to be running higher than they should, with explanations, noting that we should be close to 50% of budget at this time of the year. Mr. Traum inquired about the Slusser Center and Library heating seem to be running high. It was noted that the Slusser Center was at approximately 57%, however, the Library was only at 40%. Mr. Cass will check on the Slusser Center heat.

Mr. Traum noted that the unemployment rate for Hopkinton as of April 18, 2020 stands at 11.38%. Discussion ensued, with regards to available grants, noting there is one for front line responders, a firefighter grant and public assistance grants. Mrs. Wells inquired if there was a grant available for election assistance. Mr. Cass noted that a committee is meeting now for discussion.

TOWN ADMINISTRATOR UPDATES:

None

PUBLIC FORUM:

Jean Lightfoot noted that the committee looking into election assistance is meeting three days a week online with Zoom. They are getting organized, noting that she will be watching closely and will keep the Board up to date. The Board thanked Ms. Lightfoot.

Janet Krzyzaniak stated that she has been hearing an annoying background noise throughout the meeting. Ms. Lightfoot stated she also had loud background noise. Mr. Cass made some adjustments and Mrs. Krzyzaniak responded that it was much better now.

Chair Dunlap was closing the Public Forum when Rita Blanchard came into the meeting requesting to speak. Chair Dunlap opened public forum up again.

Mrs. Blanchard inquired as to when the residents would be hearing an update with regards to the Rescue Squad. Mr. Whitley responded that we have recently received most of the information requested and the Board is currently reviewing it. Mrs. Blanchard inquired how much longer. Mr. Whitley stated we are tying up some loose ends, but with the COVID crisis the Fire Chief has been very busy. Mrs. Blanchard noted that they provided the Town with the information they requested. She further noted we have mutual aid right here in town and we should use it. Chair Dunlap stated that comparing the Rescue Squad and mutual aid are comparing apples to oranges. Mrs. Blanchard asked for clarification of that statement. Chair Dunlap noted that mutual aid is agreements with other towns, who have fully certified EMS and Fire Fighters. The issue with the Rescue Squad is around insurance and training. She further noted the town employees are fully certified. Mrs. Blanchard stated she has inquired through an e-mail, the qualifications for the position of Fire Chief. Mr. Cass stated he does not remember receiving that e-mail, however, he will get that info to her tomorrow. Chair Dunlap noted that liability and insurance is not a simple issue and there will be information coming soon. Mrs. Blanchard thanked the Board for their time.

OTHER:

Mr. Traum asked if Mr. Cass had heard from Granite Apollo. Mr. Cass replied no.

Mr. Traum inquired if Mr. Cass had looked into refinancing options. Mr. Cass replied that they have started the process.

NON-PUBLIC SESSION:

None

ADJOURNMENT:

There being no further business, Mr. Traum made a motion, seconded by Mrs. Wells to adjourn the meeting.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Meeting adjourned at 6:30 pm.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant