



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, November 16, 2020
Draft**

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:32 p.m. on Monday, November 9, 2020, 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, Carol Harless, Town Clerk/Tax Collector, Dan Blanchette, Director of Public Works, Steve Pecora, Police Chief, and Jeff Yale, Fire Chief, through video conference.

Public Present: Candie Garvin, KP, suzkagrad, Norm Goupil, Julie Voisin, Bob Matteo, Greg Sagrais, Sue Strickford, Devon Chaffee, Gary, Judi C, Andrea Folsom, Elizabeth, Erin Vanden Borre, Ted Wells, Brian, Lisa Wangness, Dulcie, Dan, Chris Lawless, Alyssa McKeon, Bonnie Christie, Ron Noyes, Meghan Noyes, Rebecca Whitley, Marc, Paul Hebert, Lauren Warner, Sarah Mattson Dustin, Anne Chehade. Bob LaPree, Christine Schadler, Dave Hemenway, and Dee Blake, Webster Select Board and Dana Hadley, Webster Town Administrator, 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.

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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 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
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 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.

ADMINISTRATIVE

Chair Dunlap noted we will be holding the Budget Workshop Session first and the mask ordinance will not be discussed until at least 7:30 pm.

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

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Discussion ensued regarding an abatement, which was taken off the Consent Agenda at this time. Mr. Whitley seconded the motion, noting the removal of the abatement from the Consent Agenda.

**Town of Hopkinton - Select Board
Consent Agenda
November 16, 2020**

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
AP MANIFESTS			
CH 65168-65209	11/16/2020	Approve	\$55,987.60
BUILDING PERMITS			
105-002-000 54 South Road	11/16/2020	Approve	Remove Garage and Build new garage and mud room
258-001-000 1300 Hopkinton Road	11/16/2020	Approve	Interior renovations
258-051-000 68 Apple Tree Lane	11/16/2020	Approve	Remove interior wall and convert 3 season to 4 season porch
PROPERTY TAX ABATMENT			
208-003-D22	11/16/2020	Approve	\$210.00 - Camper Removed
PAFs			
Hire Richard Maltais	11/16/2020	Approve	Fulltime FF/AEMT
OTHER			
NHMBB Updated Application	11/16/2020	Approve	For Road Bond and Refinancing
Highway Safety Grant	11/16/2020	Approve	Highway Enforcement

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, November 9, 2020. Mr. Traum made a motion with the added the language “consistent with the projection at Town Meeting” on page 11 Under Other Business, 3rd paragraph, seconded by Mr. Whitley to approve the Minutes of November 9, 2020.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

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The Board reviewed the Non Public Select Board Meeting Minutes of Monday, November 9, 2020.

Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Non Public Meeting Minutes of November 9, 2020. Mr. Traum noted that these minutes were not sealed.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

BUDGET PRESENTATIONS:

Carol Harless, Town Clerk/Tax Collector: Ms. Harless stated that nothing has changed except for the following increases to the NH Retirement, Computer Software, and Mortgage Searches. She noted that under Professional Services, she is requesting \$6,000. She noted that this line item was taken out for 2020 and it is for vital records preservation. Ms. Harless also noted areas of decreases:

Conferences & Training are down due to COVID, Office Supplies and Postage lines are down due to there being only one (1) election in 2021. She noted an increase in Furniture line as she anticipates purchasing new office chairs.

Elections: Ms. Harless noted that we will have only one (1) election in 2021, instead of the four (4) that we had in 2020.

Mr. Whitley stated that Ms. Harless did a great job at the election on Tuesday, November 3, 2020.

Mr. Whitley inquired if the \$6,000 in Professional Services would take care of everything. Ms. Harless replied no, this is to help us catch up. Mr. Whitley asked if the old records are bound together. Ms. Harless replied yes and are in plastic sleeves in order to keep them from deteriorating.

Mr. Traum thanked Ms. Harless and her team for their work at the election. Mr. Traum inquired about the Mortgage Searches line. Ms. Harless stated that the person who is hired to do that has increased her rate. Mr. Traum inquired if there was an increase in the charge to the customer. Ms. Harless replied yes.

Ms. Wells noted that on Election Day, November 3, 2020, it was difficult to feed the ballots into the machine. She inquired if there were an upgrade she could get and what are the steps to do that. Ms. Harless replied that is at the initiative of the Secretary of State's Office.

Mr. Donohoe inquired about a computerized checklist. Mr. Cass noted that it was Jean Lightfoot that had mentioned that. Mr. Cass also noted that it is a pilot program, and he would check into it. He also thanked Ms. Harless for a well-run election.

Mr. Whitley inquired about speaking with the Secretary of State's Office about a new machine. Mr. Cass noted that a different machine would not improve the issue, as it would be the same type of machine.

Steve Pecora, Police Department: Chief Pecora stated he kept the overtime line at the same level, that it had been reduced to last year. He noted that it covers 12 hours of overtime per week. He stated

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that the driver in this year's budget is the New Hampshire Retirement, which will be an increase of 10.44% from 2020. He noted that the remaining line items requested remain the same as last year.

Discussion ensued, with regard to Part-time Officer Wages. Chief Pecora noted that in the time that he has been with the Department, they have not added a full time position, noting that keeping the Part-time Officer Wages has helped to keep full time costs down. He noted that if he added a position the cost would be more, due to adding insurance and retirement.

Mr. Traum thanked the Chief and the Department for all they do to keep the Town safe. He inquired about the Police Grant that was approved in the Consent Agenda. Chief Pecora stated the grant is for traffic enforcement and added patrols.

Discussion ensued, regarding the training line as the request is for the same amount as last year, but so far the account is underspent. Chief Pecora noted that due to COVID many trainings were cancelled, but they still need to have the training and is looking into outside training resources.

Discussion ensued, with regards to PPE. Chief Pecora noted that it was very difficult to get an adequate supply back in March. He noted they did continue to work their normal schedules at the time, they not have PPE. He noted that guidelines and best safety practices were constantly changing. He stated that donations of PPE came from residents and McLane. He noted that the Police Department did an excellent job working through that period. He also noted that they now have enough PPE.

Discussion ensued, with regards to the Overtime line, which Chief Pecora remind the Board that it was significantly cut last year. He noted this line is used to cover costs associated with investigations. He also noted that the Department of Justice no longer reimburses for witness fees. Discussion ensued, with regards to increasing the line item. The Board agreed to flag this for later discussion.

Animal Control: Chief Pecora noted that this is offset by the Ella Tarr Trust, which he stated we are very fortunate to have.

Chair Dunlap asked Chief Pecora if he would like to be part of the discussion about the mask ordinance. Chief Pecora stated that yes, he would join that discussion.

Emergency Management: Chief Pecora noted this line is a place holder for incoming grants and its expenses.

Jeff Yale, Ambulance: Fire Chief Yale stated that there are not a lot of changes to the Ambulance Budget. He noted that the Fire Department had a similar situation with obtaining PPE as the Police Department. He noted at times, they were disinfecting and reusing PPE.

Discussion ensued, with regards to Warner's portion of responsibility for the Ambulance. Fire Chief Yale stated we bill the patient, as well as the patient's insurance and Warner pays a percentage of the Ambulance budget.

Discussion ensued, with regards to part-time wages and the Select Board asked if Chief Yale was comfortable with the amount. Chief Yale replied yes. He noted the Fire Department, like the Police Department works, 24-7, 365 days a year. He noted that he keeps a per diem list of qualified people

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and when a full time position becomes available, he often hires from that list. He noted that training has been limited due to COVID. He also noted the increase in NH Retirement.

Fire Chief Yale noted Mutual Aid Dispatch is cost shared between communities and increases are largely due to the revaluation of homes.

Fire Chief Yale stated there is an increase in the Equipment/Gear Replacement line because of an increase in the cost of gear and we have to purchase three (3) sets in 2021. Fire Chief Yale also noted that he is requesting \$1,000 in the Public Relations line, noting that it was cut last year. He also noted that under Building Systems, there is an increase due to the town wide fire extinguisher contract.

Discussion ensued, with regard to the disbanding of the Rescue Squad. Mr. Traum inquired if they were going to donate any equipment to the Town. Fire Chief Yale stated he does not believe so as one of his vendors told him that the Rescue Squad was donating the equipment to another fire department. Discussion ensued, with regard to purchasing equipment. Fire Chief Yale noted he is working on a new one now.

Chair Dunlap inquired how the Fire Department's PPE supply is now. Fire Chief Yale responded it is good now. He also noted that every department received an electro-static sprayer that they use to spray the inside of the ambulance and it kills 99.9% of germs.

Transfer Station, Dan Blanchette: Christine Schadler, Dave Hemenway, Dee Blake members of the Webster Select Board and Dana Hadley, Webster Town Administrator joined the Board for a discussion on the Transfer Station Budget for 2021.

Dan Blanchette, Director of Public Works, stated that he has increased the total budget of the Transfer Station by 7.56%. He noted that the Alarm System line has increased due to the remodeling of the Transfer Station office and it is also for monitoring the alarm and testing. He noted increases in the Trash Transport & Disposal Fees due to a new contract. He noted that Waste Management has had a substantial increase for the new contract, so he is checking with other vendors. He stated that the Demolition Tipping Fees have also increased. He noted they have several loads that need to be taken away, which he believes is a result of COVID confinement and people are cleaning out their homes, barns, etc. Mr. Blanchette added that the Equipment Rental line has also increased. He stated this is for an excavator for the lagoons, screen for composting and electronic disposal. He also noted that moving forward, no tires will be allowed in the hopper.

Mr. Blanchette noted there is still a lot of work to be done at the Transfer Station, noting that he will be working on the loading ramp, as it is starting to separate from the base. Ms. Schadler, Webster Select Board member, asked if residents that use the Transfer Station pay for the tire fees. Mr. Blanchette stated yes, and those fees go to the General Fund. Mr. Blanchette stated that residents are allowed to bring up to 400 lbs. a week and after they reach that limit, the fees kick in.

Dave Hemenway inquired about recycling and if there were any issues. Mr. Blanchette replied that NRRA (Northeast Resource Recycling Association) find us the buyers for recycling. He noted that the amount of recycling declines yearly. He stated they will continue to recycle, as long as it is cost effective.

Mr. Blanchette stated that he has several CIP Projects noting that he has dropped the purchase of a horizontal bailer, however the building is falling apart and needs repair. Discussion ensued, with

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regard to moving projects around. Mr. Blanchette stated that the CIP plan works great until you start moving things around, then it seems to cause issues and ends up costing us more.

Mr. Blanchette noted that if any member of either Board would like a tour of the Transfer Station, then they should contact Jolene Cochrane and she would be happy to set up a time.

Bonnie Christie inquired about an overall policy discussion, regarding the Transfer Station. She also inquired about composting.

Discussion ensued, regarding Pay-By-Bag. Mr. Cass noted that the 2020 numbers had not been transferred yet.

Both Hopkinton & Warner Select Boards thanked Mr. Blanchette for his time.

Public Works Administration: Mr. Blanchette reported increases in the Uniform line. He added that they will stay with the Uniform company until June and then they will switch back to a clothing stipend effective July 1, 2021.

Mr. Blanchette stated that there has been some restructuring within the Department, as last year it was impossible to find someone to help with the sidewalk shoveling during the winter. He noted that employees will be cleaning the building themselves.

Discussion ensued, with regard to hiring a full time person vs. a part time person.

Streets & Highways: Mr. Blanchette noted that the Shimming and Paving line has an increase as noted that in 2016 the Select Board agreed to adjust it to a 5% increase annually with intention of similar increases per year moving forward. Mr. Blanchette also noted an increase in the Tree Service line. He stated that the emerald ash borer, an insect which destroys ash trees, is in New Hampshire and we have at least 120 ash trees that need to be removed and the Highway Department does not have the equipment to remove some of those trees. He noted an increase in the Culverts/Catch Basin line. He stated there is steel and concrete in the culverts and the steel has to be removed. He also noted that the catch basins have rot due to salt use. He further noted an increase in the Guardrails line, noting it was taken out of last year's budget.

With regard to gravel, Mr. Blanchette stated that the supply is low now and he is working on that. He stated that with regards to sand, he was obtaining that from a pit in Warner. However, he has been contacted by John Herrick, who is in Hopkinton. Mr. Blanchette noted that it is .50 more a yard, however, it is in Hopkinton and in the end will cost us less.

Mrs. Wells inquired if we could take down all the ash trees for the amount budgeted. Mr. Blanchette replied no, he has to spread the removal of the trees out. His plan is to take the worse ones down first.

Community Well: Mr. Blanchette noted an increase in wages because there was not enough time allotted to do the work. He stated it has been increased from three (3) hours a week to four (4). Discussion ensued, with regard to the Service Contract. Mr. Traum noted that the service did not save us any money. Mr. Blanchette noted that the service was not good.

Sewer: Mr. Blanchette stated that Overtime wages was increased to cover weekends, testing of the plant and any breaks that may occur that require overtime. With regard to the Professional Services

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line, Mr. Blanchette stated that the plant is old and with a lack of maintenance over many years, has left things in bad shape. He noted that in the near future we will need a new generator for the plant, as parts are getting harder to find for the existing generator.

Mr. Blanchette stated that the Testing line is up. He noted the testing is done, so that we are compliant with the Discharge Permit. He noted that they monitor wells around the lagoon and there are different tests performed depending upon the year.

Mr. Blanchette noted that Travels and Meals is down, as well as Conferences.

Discussion ensued, with regard to sludge removal. Mr. Traum stated that the users should be the ones to bear the costs of removal. He inquired if the Sewer Committee had met and created a new rate structure. Mr. Blanchette stated that he has not been asked to attend a Sewer Committee meeting. Mr. Whitley stated we should check with the Sewer Committee. Mr. Cass noted that he does not think they have been meeting since COVID began.

Buildings and Grounds: Mr. Blanchette stated that the Buildings and Grounds budget remains the same as last year.

The Board thanked Mr. Blanchette for his time.

Landfill: Mr. Cass stated that the engineering fees have increased. This is for the monitoring of the landfill. There are different tests each year and the costs vary from year to year.

Discussion ensued, with regard to Hazardous Waste Day. Mr. Traum inquired if Hopkinton residents take advantage of that service in Henniker. Mr. Cass replied yes. Mr. Traum inquired about the fee. Mr. Cass stated it is a flat fee.

Chair Dunlap called for a short break, before we continue with the last few budgets and then we will go to the mask ordinance. The break was from 7:51 pm to 7:55 pm.

Government Buildings: Mr. Cass stated that this is a new budget to track spending in all the buildings. This year's accounting will provide us with a more accurate picture of spending. Discussion ensued, with regard to the telephone expense at the Bates Building. Mr. Traum inquired if they need internet and phone service there. Mr. Cass replied yes for the Supervisors of the Checklist as the voter checklist system is on-line. Mr. Traum inquired if there was a more cost effective way. Mr. Cass stated he will look into it.

Street Lighting: Mr. Cass noted a small increase in the amount, noting a 2.63% increase.

Revenues: Mr. Cass noted that Revenues were difficult to do for 2021. He noted that Motor Vehicles was up slightly. With regard to Other Licenses, Permits and Fees-State he noted a decrease in the State offsetting revenues. He stated the Room and Meals tax and Highway Block Grant will both be less than last year. He noted that the Flood Control will remain the same. With regard to Planning Board fees and Zoning Board fees, he stated those are up. He noted that they expect to receive more interest earned from the checking account.

Mr. Traum inquired about the Sale of Property. Mr. Cass stated that we should have some properties that will come up in the deeding process.

OTHER BUSINESS:

Mask Ordinance: Chair Dunlap gave a brief overview of the Mask Ordinance, noting that it would be all businesses that are open to the public, noting that there would be medical exceptions. She noted that the Board had previously discussed a Mask Ordinance, but the numbers, at the time did not warrant it. She noted things have skyrocketed and the State has stopped contact tracking. She stated we know that wearing a mask is the best way to minimize the spread. Chair Dunlap stated that we are the only state in New England that does not have a state-wide mandate. She noted that enforcement would be the most complicated part to the ordinance. Chair Dunlap stated she wanted it to be more about education than warnings and fines. She stated the goal is to do what is best for the community in an easy and practical way, to help stop the spread.

Discussion ensued, with regard to enforcement, manpower, checking the language of the ordinance on enforcement, the impact on the police department and the health officer, if we have an ordinance.

Chair Dunlap opened the floor for Public Comment.

Paul Hebert stated he is concerned about the increasing numbers, but you cannot compare us to Concord. He stated that people are fine on their own. He noted a public education campaign would be the best path to take.

Greg Sagris stated that as a business owner in Contoocook, he feels an ordinance is hard to enforce and he does not want to put a 16 year old employee in the position of having to police the customers.

Rebecca Whitley thanked the Board for bringing this forward, and she believes it shows leadership on their part when leadership from the state is lacking. She stated she is very concerned about the possibility that schools could close again.

Norm Goupil thanked everyone for their budget presentations and thanked the Board for having this discussion. He stated that the community needs education. He noted that it is frustrating that people ignore or deny the virus. He is concerned about what happens after Thanksgiving and thinks cases will go higher.

Through the chatroom, Chris Lawless inquired what RSA gives the Town authorization for an ordinance. Chair Dunlap replied RSA 147:1.

Elizabeth Cyr stated that the majority of the town believes in wearing masks. She stated we need to put the responsibility of wearing masks on the people.

Ron Noyes stated that he wears a mask when in public. He stated business owners are in a tough spot, they want and need the business, and most have signs on their doors already.

Bob Matteo stated that 90% to 95% of people wear masks in the north east. He stated he is not convinced they work, but he wears one out of respect for others. He stated he sees cars without of state plates but notes most are wearing masks.

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Meghan Noyes stated it is everyone's personal responsibility to wear a mask. She stated that if you don't like the rules of the business, then don't go to that business. It should be a choice.

Chair Dunlap stated one person's actions are not just affecting them, they are affecting everyone around them.

Catherine Ledoux Matteo stated there are children and adults that cannot tolerate masks. We need to be careful as it may look selfish to some people when in fact, it is for health reasons. She is also concerned for the business owners.

Marc Fournier stated he appreciates the Board's work. He noted that he is the owner of the Colonial Village. He wonders why business owners were not approached about this earlier. He stated that he does not have the authority to question why someone is not wearing a mask. He has signs up, employees are wearing masks and asks what else can business owners do. He stated an ordinance will not make people wear masks if they don't want to, it is unenforceable. I am here to help support this community and will be happy to answer any questions that you might have.

Mrs. Wells inquired if Mr. Fournier required his employees to wear masks. Mr. Fournier replied yes. Mrs. Wells stated she is in favor of masks and she hopes that he continues to enforce masks for his employees. Mr. Fournier stated we have all been at this for months now and everyone is exhausted. He stated it is hard to wear a mask for an 8 to 12 hour shift, his employees are doing their best to provide a service to the community. Mrs. Wells stated that we have redefined what an essential employee is.

The Board thanked everyone for their comments.

Lengthy discussion ensued, among Board members as to the language of the ordinance. Addition, deletions, and changes were made to the original draft.

Mr. Whitley made a motion to take the amended ordinance to a Public Hearing on Monday, November 30, 2020 at 6:30 pm. Mrs. Wells 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.

ADJOURNMENT

There being no further business, Mr. Donohoe made a motion to adjourn, seconded by Mr. Traum. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant