



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 23, 2020
Approved 11/30/2020**

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, November 23, 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, through video conference.

Public Present: Michael Caplan, Norm Goupil, Dominic LeBel, Andrew Provencher, Greg Sagris, Ben Chamberlain, Steve Lux, Bonnie Christie, Paul, and Denis Goddard, 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.

Select Board Meeting November 23, 2020

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

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. Mr. Whitley seconded the motion.

**Town of Hopkinton - Select Board
Consent Agenda
November 23, 2020**

Item	Date	Action	Comment
PAYROLL MANIFEST			

Select Board Meeting November 23, 2020

PPE 11/21/2020	11/23/2020	Approve	Check-\$5,097.85, Direct Deposit - \$79,794.66 Total - \$84,892.51
AP MANIFESTS			
CH # 65210-65244	11/23/2020	Approve	\$38,486.80
REQUEST FOR REIMBURSEMENT FROM TRUST FUNDS			
From Merle Dustin Trust Acct to General Fund	11/23/2020	Approve	\$1,670.83 - End of Summer Concert Series
BUILDING PERMITS			
215-020-000 830 Hatfield Road	11/23/2020	Approve	Construct Detached Barn
214-004-000 725 Hatfield Road	11/23/2020	Approve	Construct 3-Sided Shed
218-001-001 121 Peaked Hill Drive	11/23/2020	Approve	Renovate Basement
PROPERTY TAX ABATMENT			
225-009-000 Elderly Abatement not applied	11/23/2020	Approve	\$2,268.99 - First Issue
225-009-000 Elderly Abatement not applied	11/23/2020	Approve	\$2,235.00 - Second Issue
INTENT TO CUT			
Map 232, Lots 001-000 & 012-000	11/23/2020	Approve	Stumpfield Road
OTHER			
2020 Sewer Warrant-Second Billing	11/19/2020	Approve	\$51,465.03

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 16, 2020. Chair Dunlap had one change to the adjournment time to reflect 11:06 pm. Mr. Traum made a motion to approve the Select Board Minutes of November 16, 2020, with the change in time. Chair 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.

POINTS OF PRIDE: Mr. Traum noted that the Hopkinton Rotary Club gifted Fire Chief Yale with a ventilator for use in the ambulances. This gift was made possible a donation. Mr. Traum thanked the Rotary Club for their donation.

APPOINTMENT: Deer Meadow Solar Update:

Dominic LeBel, Michael Caplan, Ben Chamberlain, and Andrew Provencher from Olivewood Energy. Mr. LeBel gave an overview of the project since the original approval from both Webster and Hopkinton at the 2019 Town Meeting. He noted it is a proposed 75 MW-AC solar farm located on and near the Hopkinton/Webster landfill, but not on the landfill cap. He further noted that Olivewood Energy would work closely to with both Towns, to develop a Memorandum of Understanding (MOU), creating binding obligations for the project. He further noted that the permit application would be to the NH Site Evaluation Committee (SEC).

Mr. LeBel gave a site overview of where the solar panels would be located. He also went over the principal design criteria, an overview of the SEC process and a broader development schedule.

Mr. Traum thanked them for their presentation, noting that he and Mr. Whitley have seen the presentation previously. Mr. Traum noted that the lease dollar amount has not changed. He also inquired about a revision. Mr. LeBel noted that a reference was incorrect and so the revision was to correct that reference.

Chair Dunlap thanked Mr. LeBel and his colleagues and thanked Mr. Traum and Mr. Whitley for their work on this project.

MASK ORDINANCE:

Mr. Traum suggested that we table the discussion on the mask ordinance as the Governor has mandated a state-wide mask ordinance. Discussion ensued with regard to reasons why we should move forward with the ordinance and reasons why we do not need to move forward at this time with the ordinance, the expiration date of the Governor’s order, exceptions that are not in our draft and being proactive not reactive. By consensus of the Board, the Public Hearing, scheduled for Monday, November 30, 2020 has been cancelled.

BUDGET DISCUSSION AND WORK:

Budget discussions ensued, with regard to possible changes, fund balance amount, possible revenue changes, George Park Irrigation, Houston Barn roof, merit wage pool, healthcare employee %, Bates Building rent, and a proposed hike increase for sewer users. The Board agreed to make the following changes:

Warrant Articles:	2021 Department	2021 Select Board	\$ Change
Financial Software	\$61,300	\$30,500	-\$30,800
Recreation Facility CRF	\$75,000	\$50,000	-\$25,000
Transfer Station CRF	\$55,000	\$45,000	-\$10,000
Library Building Systems CRF	\$20,000	\$10,000	-\$10,000
Sewer/Equip/Sludge Removal	\$70,000	\$35,000	-\$35,000
Town Facilities Maintenance Trust	\$100,000	\$60,000	-\$40,000
Library Technology Fund	\$5,000	\$0.00	-\$ 5,000

Operating Budget:	2021 Department	2021 Select Board	\$ Change
TC/TC Professional Services	\$6,000	\$3,000	-\$3,000
Finance GASB 75	\$4,000	\$0.00	-\$4,000
Legal	\$20,000	\$15,000	-\$5,000
Personnel-Merit Pool	\$55,480	\$0.00	-\$55,480
Planning Professional Services	\$9,250	\$2,250	-\$7,000
Propane-Slusser	\$1,200	\$600	-\$600
Clean-Slusser	\$12,340	\$10,000	-\$2,340
Cemetery Sexton	\$12,600	\$12,000	-\$600
Police Overtime (increased)	\$10,000	\$15,000	+\$5,000
Fire Dept PT Wages	\$35,000	\$30,000	-\$5,000
Conservation Commission	\$2,800	\$1.00	-\$2,799

The Board also agreed to increase valuation by 1%.

Chair Dunlap thanked Mr. Traum and Mr. Cass for their work on the budget.

PUBLIC COMMENT:

Steve Lux thanked the Board for tonight's meeting. With regard to the proposed Chesley land purchase, Mr. Lux commented that the Board should be sure that the value placed on the land the town is looking to purchase, as a way to make a profit by avoiding the current use penalty. He stated the current owner has had the benefit of current use for many years. He hoped the Hopkinton community does not have to bear the burden of the tax savings.

ADJOURNMENT

There being no further business, Mr. Donohoe made a motion to adjourn, seconded by Mr. Traum. The meeting adjourned at 8:26 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant