



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 9, 2020
Approved November 16, 2020**

CALL TO ORDER

Chair Dunlap called this regular meeting of the Select Board to order at 5:31 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, Karen Robertson, Planning/Zoning Director, Marilyn Bresaw, Human Services Director, Deb Gallant, Finance Director, Donna Dunlop, Library Director, Paula Simpkins, Recreation Director and Gayle Kimball, Cemetery Trustee through video conference.

Public Present: Cathy & Chip Chesley, Rob Knight, Melissa Jones, Dorothea Jensen, Dijit Taylor, Ron Klemarczyk, Bob LaPree. njs, and The Messenger 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.

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 wanted to thank everyone who participated in the election process, on Tuesday, November 3, 2020, noting Sara Persechino, Moderator, Jean Lightfoot, Supervisor of the Checklist, Carol Harless, Town Clerk/Tax Collector, as well as all the ballot clerks and voters.

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

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Town of Hopkinton - Select Board
Consent Agenda
November 9, 2020

Item	Date	Action	Comment
PAYROLL MANIFEST			
Payroll Manifest - PPE 11/7/2020	11/9/2020	Approve	Checks- \$2,163.47 Direct Deposit - \$72,911.76 TOTAL = \$75,075.23
AP MANIFESTS			
CH# 65068-65085	11/2/2020	Approve	\$91,495.85
CH # 65086-65167	11/9/2020	Approve	\$71,619.89
TRANSFER OF FUNDS			
Sewer Fund to General Fund	11/9/2020	Approve	\$15,020.65 - October Reimbursement
BUILDING PERMITS			
258-073-000 1325 Hopkinton Road	11/9/2020	Approve	Addition of Animal Hospital
212-007-001 70 Turnberry Lane	11/9/2020	Approve	Construct a Detached Garage
209-045-0069 168 West Ridge Circle	11/9/2020	Approve	Construct an inground pool
250-055-000 116 Hutchins Hill Road	11/9/2020	Approve	Renovate Basement
103-005-000 173 Penacook Road	11/9/2020	Approve	9.1KW Roof Mounted Solar Array
205-002-000 165 Wildwood	11/9/2020	Approve	13.175KW Roof Mounted Solar Array
DISPOSITION OF ABATEMENT			
208-003-d22	11/9/2020	Approve	211.00 - Trailer removed at end of season
PROPERTY TAX EXEMPTIONS			
Disabled Exemption	11/9/2020	Approve	245-047-000
TIMBER CUT ON TOWN FOREST			
Intent to Cut 233-002-000 Eugene Foote Rd	11/9/2020	Approve	Chuck Rose Logger
Timber Sale Contract	11/9/2020	Approve	Chuck Rose, Inc.
Forestry Statutory Permit-by-Notification	11/9/2020	Approve	For wetlands
APPLICATION FOR CURRENT USE ASSESSMENT			
Map 253, Lots 018-000, 023-000, 024-000, 025-000	11/9/2020	Approve	51.05 acres
YIELD TAX WARRANT			
221-037-000 Smutok	11/9/2020	Approve	\$317.48
APPOINTMENT TO OFFICE			
Amy Stone as Library Trustee	11/9/2020	Approve	To replace Peter Gagnon - Term expires 2021
PAFs			
Hire as a FT Police Officer	11/6/2020	Approve	Joseph Brian Daniels

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Resignation of Call Firefighter	11/2/2020	Approve	Paul Sankey
OTHER			
Property Tax Warrant	11/9/2020	Approve	\$11,505,950.47 Due December 15, 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 Select Board Meeting Minutes of Monday, October 26, 2020. Mr. Traum made a motion with the addition of his name and Mr. Goupil’s name in regard to a discussion under Annual Meeting Schedules, seconded by Mr. Whitley to approve the Minutes of October 26, 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, October 26, 2020. Mr. Traum made a motion, seconded by Mr. Donohoe to approve the Non Public Meeting Minutes of October 26, 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:

Karen Robertson, Planning and Zoning: Mrs. Robertson stated that her budget has few changes and most of them are out of our control. She noted an increase to the overtime line, which has consistently gone over budget for the last three (3) years. She also noted increases to the computer software line are for contracts and recording fees. She noted that an increase in professional services, stating in 2020 she requested an increase to scan the Planning Board files, but the request was denied. She stated that this year she is asking for half of the original request, so that she can begin to scan the Planning Board files.

Chair Dunlap inquired about the advertising line. Mrs. Robertson responded the building department is very busy, noting it is as busy as it was in 2008. She further noted that the legislature passed a requirement that ZBA Public Notices no longer have to be published in the local newspaper, so costs in

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that area will go down. Mr. Whitley noted an increase in NH Retirement. Mr. Cass noted that there is a substantial increase from NH Retirement beginning July 1, 2021, due to the Retirement System being underfunded. He noted that we have no control over it. Mr. Traum inquired if she was expecting a high level of activity. Mrs. Robertson replied yes, contractors are very busy right now. Discussion ensued, with regards to the Revenue figures. Mrs. Robertson stated that she tends to be on the conservative side when it comes to revenues. Mr. Whitley inquired about the scanning services Mrs. Robertson referred to. Mrs. Robertson stated that it is the same company that scanned our Assessing files. She noted that it is time saving to be able to e-mail a client the entire file, if they have questions about what is in the file, it helps to answer those questions when we are looking at the same thing. Mr. Cass noted that all files are pdfas. The Board thanked Mrs. Robertson for her time. Mrs. Robertson stated that she wanted to thank the Board for their continued support to employees during the COVID shutdown.

Marilyn Bresaw, Human Services: With regards to the Human Services Administration budget, it remains the same except for the increase to NH Retirement. Mr. Traum inquired if there was an increase demand for food pantry services and assistance. Mrs. Bresaw replied yes. With regards to the Welfare Vendor Payment budget, Mrs. Bresaw stated there is a substantial increase. She noted that it is partially due to the fact that there is no affordable housing in Hopkinton. She noted that a number of apartments have been renovated and the rents have increased. She stated the demand is up. She also noted that she has funds in a Donation Fund, a fuel assistance account, and the Reserve Trust Account. Mrs. Bresaw stated that she would be using funds from those accounts, so that she does not go over budget. The Board thanked Mrs. Bresaw for her time.

Deb Gallant, Finance: With regards to the Finance budget, Mrs. Gallant noted the increases in the NH Retirement System and software contracts. She also noted that the cost of the audit has increased, and she also noted that we are not compliant with GASB 75. She noted that she informed the Board of this last year. Mr. Traum inquired if we are required to comply with GASB 75. Mrs. Gallant noted that the auditors will be required to note that we are not compliant with GASB 75 in their report. She also stated that it is very costly, and it would be a discussion for the Select Board. Mr. Cass noted that GASB 75 would affect us if we were to bond ourselves. Mr. Whitley inquired when was the last time that we bonded ourselves and Mr. Cass replied never. Mrs. Wells inquired if there were penalties or consequences to not complying. Mrs. Gallant stated she would check with the auditors.

Mrs. Gallant stated that the Personnel Administration Budget is where the Merit Wage Pool is noted until it is split between the departments. She noted that it is currently set at a 2% increase. She noted that the Health Insurance increase is at 6% and there is no change to the dental insurance. She also noted an increase in Workers Compensation through Primex. Mrs. Gallant stated that there was no change to long term disability or life insurance. Mr. Traum inquired if the health insurance is at the same level of care. Mrs. Gallant replied yes. Mr. Traum inquired if we had a higher deductible through Primex for Workers Compensation would the cost be lower. Mr. Cass stated that it is a risk pool, and he does not believe it is set up that way. Mrs. Gallant stated that she would inquire about it.

With regards to Debt Services, Mrs. Gallant stated that we are refinancing bonds and there will be a reduction for the year. We will be making the January payments for the two (2) bonds before they are refinanced.

Mrs. Gallant stated the budget for the Tax Anticipation Note (TAN) has remained the same at \$2,000. She further noted that she does not expect to have to get a tax anticipation note this year. The Board thanked her for her time.

PUBLIC HEARING: Issuance of Refunding Bonds: Chair Dunlap opened the Public Hearing at 6:15 pm. Mr. Cass stated that we are refinancing two bonds this year and we are required to have a public hearing to gather public comment. Mrs. Gallant noted that the attorney working on the refinancing suggested we adopt the Resolution. Chair Dunlap opened the floor for comments. There was no public input.

Mr. Traum made a motion, seconded by Chair Dunlap to accept the Resolution as written.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Mr. Cass noted that there is a second Resolution that needs to be signed to ratify and correct an error with the previous bonds, which was that it did not contain all the signatures of the Select Board.

Mr. Traum made a motion, seconded by Mr. Whitley to approve the Resolution to Ratify and Correct.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Chair Dunlap closed the Public Hearing at 6:32 pm.

BUDGET PRESENTATIONS (continued):

Melissa Jones & Rob Knight, Conservation Commission: Ms. Jones noted that they are requesting an increase in Conservation costs of \$2,000, an office supply request, which is mostly for trail in the amount of \$200, Professional Dues, which includes dues to NHACC and Five Rivers Conservation Trust and Workshop Seminars for the total amount of \$2,800. Mr. Whitley inquired about costs for land conservation. Mr. Knight replied between \$1,500 to \$2,000 and that covers only one appraisal. Mr. Whitley inquire an average of how many land conservations projects they do in one year. Mr. Knight replied 1 to 2. Mr. Whitley stated that there was a change in the formula last year, so that the Conservation Commission now receives 50% of the land use change tax. He asked if that money has any impact on their requests. Ms. Jones replied no, because we never know what that amount will be, so it is not for operational costs. The Select Board thanked them for their time.

Donna Dunlop, Library: Mrs. Dunlop gave a brief summary of what the Library has been doing during COVID and plans for re-opening the Library. She noted that curbside pickup continues, as well as a limited amount of people coming into the building. She also noted that she is on the search committee for a new school superintendent. With regards to the budget, Mrs. Dunlop stated that it is a

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flat budget, noting savings in electric and fuel consumption, due to energy conservation practices. Mr. Traum thanked the Library staff for all their hard work. He inquired if there was still a high demand for public computers during COVID. Mrs. Dunlop noted that it has been slow, but feels that the current amount of six (6) computers is enough. Mrs. Dunlop noted that she offsets her budget with copy fees and fines. Mr. Traum inquired about the access to the building. Mrs. Dunlop noted that Hoyle and Tanner are working on a plan for accessibility to the building. The Board thanked her for her time.

Paula Simpkins, Recreation: Mrs. Simpkins noted that it has been a very interesting year for the Recreation Department. She noted that currently the Senior Recreation Council and Recreation Committee have been meeting, in hopes of reopening the Center soon. She stated that she has had two (2) trail hikes, one for younger kids and parents and one for ages 8-14. Both were very successful. She noted they are working on making events safe and to follow COVID guidelines. She stated things will be different this year, noting there will be no breakfast with Santa.

With regards to the budget, Mrs. Simpkins has eliminated the Recreation Clerk line. She also has anticipated the school taking over the lining of the fields, thus reducing that line as well as a reduction with regards to paint. She noted the number of port-a-potties and their locations to the Board. She has one that is at Kimball Cabins year round. She noted a handicap port-a-potty is almost twice the expense of a regular one. Mr. Traum inquired if Mrs. Simpkins is continuing to work only part time. Mrs. Simpkins has not increased her hours but stated that she has been working with Hopkinton Cares. Mr. Whitley inquired about the Kimball Pond Staff line. Mrs. Simpkins noted that there was an extra employee to be at the gate this year. She further noted that she increased the rate of pay for returning employees with past reviews warranting an increase. She also noted that weather plays a role in how often staff is at the pond. The Board thanked her for her time.

Gayle Kimball, Cemetery Trustees: Ms. Kimball stated the only increase to the budget is an increase in wages for the Cemetery Sexton position. She noted there has been no increase in this position for some time. She noted that there has been less sales for plots. Mr. Traum noted that the increase in the Sexton line is about 5%. He stated he does not believe that the increase should be more than what the employees are receiving in the Merit Pool. The Board thanked her for her time.

APPOINTMENTS:

Dorothea Jensen re: Lafayette Marker:

Ms. Jensen noted that she is a member of the Board of Directors of The Lafayette Trail, Inc. She stated it is a 501 (c) 3 non-profit organization dedicated to tracking and mapping the route of Major General Lafayette on his 1824-1825 Farewell Tour of the United States. She noted that his route took him through Hopkinton and there is now a small sign in front of St. Andrews Church which was the location of a reception for Lafayette, but the date is incorrect. She noted that Julien Icher, who is President of the Lafayette Trail, has traveled the entire Trail meeting with Governors, Legislators and/or town officials. Ms. Jensen further noted that Mr. Icher has secured funding from the Pomeroy Foundation to create up to a total of 175 markers to be installed in the 24 states (now 25 with the split of West Virginia from Virginia), which Lafayette visited. She further noted that Hopkinton is one of only ten New Hampshire towns being considered for one of the markers. The only cost to the Town would be for installation and maintenance. Chair Dunlap inquired if there was a timeline for the markers to be installed. Ms. Jensen responded that is an unknown at this time. The Board agreed to move forward with the project. Mr. Jensen thanked the Board for their time and support.

BUDGET PRESENTATIONS (continued):

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Neal Cass, Executive/IT/Assessing/Legal/Community Services/Patriotic Purposes/EDC: With regard to the Executive budget, Mr. Cass noted that NH Retirement is up; as well as Membership Dues & Subscriptions. With regards to the IT line, Mr. Cass stated that budget has remained flat, with no increases in the last five years. Mr. Cass noted that the assessing contract is down. Discussion ensued, with regards to the utilities assessment changes. Mr. Cass noted that the Legal budget was in good shape. He noted that Community Services remains the same. He noted that Patriotic Purposes included the band concerts. In regard to the EDC, there is an increase due to the addition of an EDC Director. Mr. Cass noted that the Town and TIFF, District will split the costs. Mr. Cass noted that Debt Service has dropped due to three (3) bonds being retired.

OTHER BUSINESS:

YTD Financials: Mr. Cass noted there are not a lot of changes from the last report, things look good. He also noted that expenses were on track. Mr. Traum inquired if the PILOT had been paid by St. Methodios yet. Mr. Cass stated it is still outstanding.

Discussion ensued, with regards to the solar array at the Fire Station which is owned by Revision. Mr. Traum noting that after seven (7) years, we can purchase the array at fair market value. He has been looking into this. He noted that fair market value would be around \$100,000, noting that money should be put aside in a reserve account starting in 2021.

Mr. Traum noted that with regard to the solar array at the Transfer Station, they will be expanding into Webster, however, Hopkinton will continue to receive the revenue consistent with projections indicated at Town Meeting.

OTHER:

Cathy & Chip Chesley came before the Board to discuss a Land Use Change Tax Abatement.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (d) Acquisition and Sale of Property

Ms. Dunlap 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). Mr. Traum 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, Dijit Taylor, Ron Klemarczyk, Rob Knight, Bob LaPree, and the Town Administrator entered into nonpublic session, as recorded separately, at 8:25 p.m. The Board returned to public session at 8:45 p.m.

These minutes were not sealed.

ADJOURNMENT

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Ms. Wells moved that the meeting be adjourned. Mr. Whitley 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, the meeting adjourned at 8:45 p.m.

Respectfully submitted,

Robin Buchanan, Administrative Assessing Assistant