



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, September 13, 2021
Approved September 27, 2021**

CALL TO ORDER

Chair Sabrina Dunlap called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, September 13, 2021, being held in-person at the Town Hall. Chair Dunlap introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap, Ken Traum, Anna Wells, Jeffrey S. Donohoe, and Steven Whitley.

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

Public Present: No in-person public, Martin King and Marion Paxton via zoom.

POINTS OF PRIDE:

Mr. Cass noted that the Planning Department is very busy right now. He noted that the Building Inspector and the Planning Director were in the process of going through a stack of building permits that recently came in for renovations, new homes, etc. He also noted that the Planning Board has heard twenty-four (24) cases to date. He also stated that last year they heard only four (4) cases.

Chair Dunlap thanked Norm Goupil for all his help manning the table at “Townie Night” during the Hopkinton State Fair. Chair Dunlap also noted that we had the Vaccine Van come to Hopkinton on Monday, September 6, 2021, and she wanted to thank DHHS and the nurses that helped with this event. She noted that although they were there for five (5) hours and only five (5) people came, it was deemed successful, because it was not zero.

Chair Dunlap also wanted to thank Donna Dunlop, Library Director, for the tour of the Hopkinton Library, on Tuesday, September 7, 2021.

Chair Dunlap also wanted to thank Rotary for putting up all the flags for Labor Day, September 6, 2021, and leaving them up until after Saturday, September 11, 2021.

Chair Dunlap also wanted to send out condolences to the family that recently lost two children in a car accident on Interstate 89 on Friday, September 10, 2021, and to the community of Bow.

Mr. Traum sent condolences to the McCabe and Congoran families, and noted the passing of two (2) people that had contributed to the Town. Mr. Traum also noted that Janet Krzyzaniak has stepped down from the Budget Committee due to health concerns. He noted that she has been a tremendous asset to the Town in many capacities.

Mrs. Wells also wanted to thank the Rotary for putting up the flags.

Mr. Whitley wanted to say thank you to the Fire and Police Departments in honor of 9/11. He also thanked the Rotary for keeping the flags up until after 9/11.

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 and seconded by Mr. Whitley.

Town of Hopkinton
Consent Agenda

13-Sep-21

PAYROLL MANIFEST

cks 34204-34208= \$2047.86 & direct deposit= \$83,382.91	\$ 83,382.91
Hopkinton Fair Police cks 34167-34188 \$30,302.54 & dir dep= \$936.88	\$ 38,239.42
Hopkinton Fair Fire cks 34189-34203=\$6,025.18 & dir dep = \$11,383.90	\$ 19,409.08

ACCOUNT PAYABLE

cks 66831-66862	\$ 124,832.53
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PERSONNEL ACTION FORMS

PROPERTY TAX CREDIT/EXEMPTIONS

Map 221 Lot 76 Solar	\$ 10,000.00
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INTENT TO CUT

Yield Tax

ABATEMENTS

Town of Hopkinton	\$ 38.00
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APPOINTMENT PAPERS

CURRENT USE

MS 535 Financial Report of the Budget

MS-1

RIGHT TO BURY

1171 Stephen & Donna Micucci
1172 Darrell Surwell
1173 John W. Kennedy

FOREST REIMBURSEMENT

The Board reviewed the Public Meeting Minutes of Monday, August 30, 2021. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Public Meeting Minutes of August 30, 2021. Chair Dunlap had one clarification with regards to the speed limit discussion.

VOTE: Dunlap, Traum, Wells, Donohoe, and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non-Public Meeting Minutes of Monday, August 30, 2021, Session I. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Non-Public Meeting Minutes of August 30, 2021, Session I.

VOTE: Dunlap, Traum, Wells, Donohoe, and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non-Public Meeting Minutes of Monday, August 30, 2021, Session II. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Non-Public Meeting Minutes of August 30, 2021, Session II.

VOTE: Dunlap, Traum, Wells, Donohoe, and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Non-Public Meeting Minutes of Monday, August 30, 2021, Session III. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Non-Public Meeting Minutes of August 30, 2021, Session III.

VOTE: Dunlap, Traum, Wells, Donohoe, and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Public Meeting Minutes of Wednesday, September 1, 2021. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Public Meeting Minutes of September 1, 2021.

VOTE: Dunlap, Traum, Wells, Donohoe, and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Public Meeting Minutes of Tuesday, September 7, 2021. Mr. Traum made a motion, seconded by Mrs. Wells to approve the Public Meeting Minutes of September 7, 2021.

VOTE: Dunlap, Traum, Wells, Donohoe, and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

PUBLIC APPOINTMENTS:

OLD BUSINESS:

Appointments to Office: Mr. Cass stated that in the Board's packet there is a list of committee openings. He noted the Capital Improvement Committee is actively looking for members. Discussion ensued, with regards to the ZBA, noting that when the Board meets for a decision, most applicants would like a full board. It was noted that the alternates have been participating and that Dan Rinden, Chair for the ZBA, is in the national guard and is currently out of the country. Discussion ensued, with possible options and having more alternates. Mr. Cass noted that the ZBA has been meeting more often than in previous years.

NEW BUSINESS:

2022 Holiday Schedule: Mr. Cass noted the schedule was in the Board's packet and he needed a motion. Mr. Traum made a motion, seconded by Mr. Whitley to approve the 2022 Holiday Schedule as presented.

VOTE: Dunlap, Traum, Wells, Donohoe, and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 5-0.**

2022 Select Board Meeting Schedule: Mr. Cass noted it is the same schedule as last year, the Board meets every two weeks, and once a week in November, during the budget sessions. Mr. Cass stated this schedule can be changed if needed.

2022 Merit Pool Calculation: Mr. Cass presented the Board with the calculations for the Merit Pool for 2022. He noted that last year, it was a 1.5% across the board. Mr. Whitley inquired what the Budget Committee's take was on the merit pool. Mr. Traum replied there is no guidance yet.

Budget Committee Update: Mr. Traum stated that Janet Krzyzaniak was stepping down due to health reasons and Deb Norris has volunteered to replace her. He noted that Mrs. Norris will be able to step into the position as she has been on the Budget Committee previously. He stated that he presented the Budget Committee with the financials through August. He noted there was a discussion about the town valuation, noting last year the Budget Committee used a one half of a percent increase in the town valuation and the school used zero. Mr. Traum also noted that the Budget Committee has concerns with regards to the unpaid PILOT by St. Methodios.

Mr. Whitley asked Mr. Cass to gather all the information from the Merit Pool over the last five (5) years, so the Board can see what has happened over that time period.

TAP Grant Update: Mrs. Wells stated that we did not receive the TAP (Transportation Alternative Program) grant. She noted that thirteen (13) projects were chosen, and we came in at #17. She noted that Central NH Regional Planning stated that some of the chosen projects may drop out for various reasons, so we could possibly move up. However, it was recommended that

Select Board Meeting September 13, 2021

someone from the Town attend a NH Department of Transportation LPA (local project administrator) training. Mrs. Wells stated that she and Mr. Cass will be attending a training in November.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass stated that as part of the 10 year plan for highway funds, additional funds that the State has were distributed and the money was added into the Route 202 intersection. He noted what was added was closer to the actual cost of the project. Mr. Cass noted that there are currently a number of enforcement issues and making sure that people have the appropriate permits. Mr. Cass noted that he has been covering the Human Services position, since Marilyn Bresaw's retirement.

Mr. Cass noted that the MS-1 was in their folder to sign.

PUBLIC FORUM:

Martin King, 82 Penacook Road, via zoom, stated that he wanted to thank the Board for their service to the town. He wanted to revisit the speed limit on Penacook Road, which was discussed at the last meeting. He noted that someone was tasked with speaking to the Police Chief regarding lowering the speed limit to 24 mph and he would like to know who that was and the results of that meeting. He also noted that he has requested the mobile speed limit sign be placed on Penacook Road. He inquired if he would be notified when and where it would be placed, adding that he is okay with it being placed on his property. Mr. Cass stated that he will be meeting with the Police Chief, now that the Hopkinton State Fair is over.

OTHER:

Mr. Traum inquired if Mr. Cass had made any inquiries with regards to health insurance. Mr. Cass replied no that will be part of the budget process.

Mr. Traum inquired about the status of the Rescue Squad building. Mr. Cass stated that a letter has been sent.

With regards to Kimball Cabins, Mr. Traum inquired if the Board had any comments or suggestions as to what should be done with the parking area or the entry road. He noted that Lee Wilder had sent him an e-mail with a list of things that the committee would like to see done. Mr. Traum noted that every spring the Highway Department comes and grades the entry way, but it is not long before the potholes show up again. Mr. Traum requested that Dan Blanchette, Director of Public Works, go look and see what he thinks needs to be done to the area.

Mr. Whitley gave an update on the Webster-Hopkinton solar project. He stated that Olivewood contacted Senator Becky Whitley to update her on the project and Mr. Whitley also had the opportunity to listen to the update. Olivewood is hoping to get their application to SEC by October of 2022.

Mr. Donohoe inquired about the Horseshoe Tavern subdivision. Mr. Cass replied that he has contacted a few surveyors, but no one has come out to look at it yet. Mrs. Wells inquired about the Bates Building survey. Mr. Cass stated he is hoping to get the Horseshoe Tavern survey done first.

Discussion ensued, with regards to ARPA (American Rescue Plan Act) and how the money can be spent.

NON-PUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Mr. Traum moved to go into a non-public session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Ms. 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.

The Board, Police Chief Stephen Pecora, and the Town Administrator went into nonpublic session, as recorded separately, at 6:15 p.m. The Board returned to public session at 6:30 p.m.

The minutes were not sealed.

NON-PUBLIC SESSION -RSA 91-A: 3 II (b) Hiring

Mr. Traum moved to go into a non-public session to discuss an issue involving hiring a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Ms. Dunlap seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:30 p.m. The Board returned to public session at 6:40 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION -RSA 91-A: 3 II (b) Hiring

Mr. Traum moved to go into a non-public session to discuss an issue involving hiring a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Ms. Dunlap seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:40 p.m. The Board returned to public session at 6:55 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Ms. Wells seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

NON-PUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Mr. Traum moved to go into a non-public session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Ms. 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.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:55 p.m. The Board returned to public session at 7:45 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:45 p.m.

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Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant