



Town of Hopkinton, NH

Office of Select Board • 330 Main Street • Hopkinton, NH 03229-2627
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**SELECT BOARD
PUBLIC MEETING AGENDA
MONDAY, SEPTEMBER 19, 2016 – 5:30 PM
HOPKINTON TOWN HALL**

- I. POINTS OF PRIDE**
- II. CALL TO ORDER**
 - i. Pledge of Allegiance
- III. ADMINISTRATIVE**
 - i. Approval of Consent Agenda *Action Required (02)*
 - ii. Approval of the Public Meeting Minutes September 6, 2016 *Action Required (03)*
 - iii. Approval of the Nonpublic Meeting Minutes September 6, 2016-Session I *Action Required (04)*
 - iv. Approval of the Nonpublic Meeting Minutes September 6, 2016-Session II *Action Required(05)*
- IV. APPOINTMENTS**
 - i. 5:30 Mary Duquette RE: Paving Gravel Portion of Stickney Hill Road **(06)**
- V. OLD BUSINESS**
 - i. Rowell Bridge Public Hearing Date **(07)**
- VI. NEW BUSINESS**
 - i. Investment Policy Update **(08)**
 - ii. New Cemetery Road Name Change Request **(09)**
 - iii. Senior Recreation Council Policy Update **(10)**
 - iv. Police Detail Pay **(11)**
- VII. TOWN ADMINISTRATOR UPDATES**
- VIII. PUBLIC FORUM**
- IX. OTHER**
- X. NONPUBLIC SESSION**
 - i. RSA 91-A:3 II (a) – Fire Department Personnel
- XI. ADJOURNMENT**

The Select Board may enter into Non Public Session, if so voted, under the Terms and Conditions of RSA 91-A:3 II a-e
All items on this agenda are subject to change without notice.



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SELECT BOARD PUBLIC MEETING MINUTES TUESDAY, SEPTEMBER 6, 2016

I. CALL TO ORDER

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Tuesday, September 6, 2016, in the large meeting room in the Town Hall. Mr. O'Brien introduced the members of the Board. Mrs. Strickford led those assembled in the Pledge of Allegiance.

Members Present: Jim O'Brien-Chair, Ken Traum-Vice Chair, Sue B. Strickford, Steve Lux, Jr., and Bob Gerseny

Staff Present: Paula Simpkins (Recreation Director), Greg Roberts (Superintendent of Buildings & Grounds), Dan Blanchette (Director of Public Works), and Neal Cass, Town Administrator

II. POINTS OF PRIDE

Mr. Cass shared with the Board an email from a Spring Street resident thanking the highway crew for helping her maneuver the construction on Kearsarge Avenue. Mr. O'Brien noted all the work that was put in by the police and fire departments for the Hopkinton State Fair.

III. ADMINISTRATIVE

Consent Agenda

Board members reviewed documents for signature and approved unanimously (5-0) the Consent Agenda taking the following action on motion made by Mr. Traum and seconded by Mr. Lux:

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
BUILDING PERMITS			
LeClair Builders - New Residence	9/6/2016	Approve	237-040-002 - Sugar Hill Road
Robert Graham - New Residence	9/6/2016	Approve	233-011-001 - Old Holmes Road
Walter Fredette Jr. - New Residence	9/6/2016	Approve	266-011-000 - Stickney Hill Road
Paul Bliss - Shed	9/6/2016	Approve	256-025-001 - 158 Brockway Road
Richard Brandt - Shed	9/6/2016	Approve	102-072-000 - 53 School Street
Laurie Pappas - Porch	9/6/2016	Approve	212-004-004 - 89 White Tail Run
Ernest Bewerdorf - Shed	9/6/2016	Approve	236-053-000 - 601 Sugar Hill road
Lester Cressy - Addition	9/6/2016	Approve	222-069-000 - 341 Park Avenue
Timothy Lesko - Sheds	9/6/2016	Approve	248-002-000 - 1030 Briar Hill Road
Woodbury Roberts - Renovations	9/6/2016	Approve	249-008-000 - 812 Briar Hill Road
Michael Goclowski - Home Occupation	9/6/2016	Approve	251-005-000 - 7 New Cemetery Road
Ashley Corporation - Renovations	9/6/2016	Approve	102-081-000 - 999 Maple Street
Richard Gourlay - Auction Tent 30x80	9/6/2016	Approve	258-001-000 - 1300 Hopkinton Road

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
TRANSFER OF FUNDS			
Recreation Revolving to General Fund	9/6/2016	Approve	\$20,232.28 - August Reimbursement
Sr. Center Rental to General Fund	9/6/2016	Approve	\$200.00 - August Reimbursement
Road/Bridge Rehab CRF to General Fund	9/6/2016	Approve	\$176,589.67 - August Reimbursement
Sewer Fund to General Fund	9/6/2016	Approve	\$7,038.69 - August Reimbursement
Donation Accounts to General Fund	9/6/2016	Approve	\$2,193.84 - Total August Reimbursement 322.00-Kimball Cabins 1,643.34 - Spirit Skate Park 228.50 - Hop. FD Auxiliary
Road/Bridge Rehab CRF to General Fund	9/6/2016	Approve	\$4,555.00 - September 1-6
ACCOUNTS PAYABLE			
Accounts Payable checks 56324-56345	8/29/2016	Approve	\$1,262,950.44
Account Payable check 56346-56396	9/6/2016	Approve	\$110,269.17
PAYROLL			
Payroll Manifest - Regular Payroll	9/6/2016	Approve	Ch: 31847-31870 - \$10,260.81 Direct Deposit- \$57,686.77 Total = \$67,947.58
Payroll Manifest - Fire - HSF	9/6/2016	Approve	Ch: 31903-31915 - \$6,964.22 Direct Deposit - \$ 6,171.91 Total = \$13,136.13
Payroll Manifest - Police - HSF	9/6/2016	Approve	Ch: 31871-31902 - \$28,043.85 Direct Deposit - \$ 3,919.56 Total = \$31,963.41
OTHER			
NHMA Voting Delegate Authorization	9/6/2016	Approved	Bob Gerseny as representative
Forbearance Agreement	9/6/2016	Approved	223-010-000
Deed Waiver	9/6/2016	Approved	223-010-000
Right to Bury - LOT: GN-2, Plots 3&4	9/6/2016	Approved	Thomas & Roxanne Benzel

Approval of Minutes:

The Board reviewed the Select Board Meeting Minutes of Monday, August 22, 2016. Mr. Traum made a motion, seconded by Mr. Lux, to approve the Public Meeting Minutes of August 22, 2016. There being no discussion, Chair O'Brien called for a vote.

VOTE: O'Brien, Traum, Lux and Gerseny voting in favor of the motion; no votes against; Strickford abstained. MOTION APPROVED 4-0-1.

Mr. Traum made a motion, seconded by Mr. Mr. Gerseny, to approve the Nonpublic Meeting Minutes of August 22, 2016-Session I. There being no discussion, Chair O'Brien called for a vote.

VOTE: O'Brien, Traum, and Gerseny voting in favor of the motion; no votes against; Strickford and Lux abstained. MOTION APPROVED 3-0-2.

Mr. Traum made a motion, seconded by Mr. Mr. Gerseny, to approve the Nonpublic Meeting Minutes of August 22, 2016-Session II. There being no discussion, Chair O'Brien called for a vote.

VOTE: O'Brien, Traum, and Gerseny voting in favor of the motion; no votes against; Strickford and Lux abstained. MOTION APPROVED 3-0-2.

III. APPOINTMENTS

Paula Simpkins- Recreation Director, Greg Roberts-Superintendent of Buildings & Grounds, and Dan Blanchette-Director of Public Works, met with the Board to provide an update on the fields. See the attached presentation. After discussion the Board agreed that there should be an overall plan for George's Park. The fields will be looked at more closely during the CIP and budget process.

Senior Recreation Council Proposal

The Board reviewed the proposal from the Senior Recreation Council to install a ceiling fan and change out two sashes on the middle windows in the living room at the Slusser Center at a cost of approximately \$2,300. The funds would come from the recently established Slusser Senior Center Donation Fund.

Mr. Gerseny made a motion, seconded by Mr. Traum to approve the proposal from the Senior Recreation Council and authorize the expenditure of up to \$2,300.00 from the Slusser Senior Center Donation Fund for a ceiling fan and two replacement windows in the living room. There being no discussion, Chair O'Brien called for the vote.

VOTE: O'Brien, Traum, Strickford, Lux and Gerseny voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

Tax Deeding

Town Clerk/Tax Collector Chuck Gangel met with the Board concerning the six properties that are up for tax deeding. He recommended that additional notices be sent to the property owners because the last official notices were sent in May. After discussion that Board said that five of the properties should be deeded right away and that the mortgage holders for the Burns property should be contacted again and official notice sent.

Mr. Lux made a motion, seconded by Mr. Gerseny to accept the deeds for the following properties: Map/Lot: 245-068-000, 208-003-D25, 208-003-0A5, 208-003-0D9, and 209-003-0A9. There being no discussion, Chair O'Brien called for the vote.

VOTE: O'Brien, Traum, Strickford, Lux and Gerseny voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

NONPUBLIC SESSION

Nonpublic Session – RSA 91-A II (a) – Personnel

Mr. Traum moved to go into a non-public session regarding a personnel issue under Nonpublic Session RSA 91-A: 3 II (a). Mr. Gerseny seconded the motion.

VOTE: O'Brien, Traum, Strickford, Lux, and Gerseny voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5-0).

The Board, the Town Clerk/Tax Collector, and the Town Administrator went into nonpublic session, as recorded separately, at 7:35 p.m. The Board returned to public session at 7:45 p.m.

These minutes were not sealed.

Signing of Road Bond/Note

The Board reviewed the documents from Granite Bank for the road work note.

Mr. Gerseny moved that the Hopkinton Select Board authorize Chair Jim O'Brien to execute on behalf of the Town, all documents associated with the loan from Granite Bank for road work, as authorized by the 2016 Annual Town Meeting. Mr. Lux seconded the motion.

VOTE: O'Brien, Traum, Strickford, Lux, and Gerseny voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

Election Coverage

The Board reviewed the new statute concerning Select Board coverage at elections, and reviewed their schedules for the day.

Investment Policy Update

This item was tabled pending additional information.

2016 Financials through August, 2016

The Board reviewed the financial information through August 31, 2016. Mr. Cass noted that the summary sheet now separates out income for the ambulance, planning/building, and copy fees to give a better understanding of where the income is coming from. There are no major changes in the numbers from previous reports.

Henniker Perambulation

The Board designated Mr. Lux to work with the Town of Henniker on perambulation of the lines. Mr. Cass will provide Henniker with contact information.

Other items

Mr. Gerseny suggested that letters be sent to potential Hopkinton Fair Board members letting them know they will be hearing from the Fair.

Mr. Lux questioned the mowing around the stone bridge near the fire station.

Mr. Lux asked about cameras at the Rowell Bridge and whether it should be posted for passenger cars.

Mr. Lux asked about the sign for the Contoocook Fire Station. Chief Murray is working on this.

NONPUBLIC SESSION

Nonpublic Session – RSA 91-A II (c) – Reputation

Mr. Lux moved to go into a non-public session regarding an issue that could adversely affect someone other than a member of the Board under Nonpublic Session RSA 91-A: 3 II (c). Mrs. Strickford seconded the motion.

VOTE: O'Brien, Traum, Strickford, Lux, and Gerseny voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:15 p.m. The Board returned to public session at 8:20 p.m.

These minutes were not sealed.

ADJOURNMENT

There being no further business, motion by Mrs. Strickford, seconded by Mr. Lux to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 6:50 p.m.

Respectfully submitted,
Neal A. Cass, Town Administrator

TOWN OF HOPKINTON ATHLETIC FIELDS

2016

- CURRENT ATHLETIC FIELDS**

Multipurpose Fields
7 (sometimes 8)

Baseball Fields
4

Softball Fields
2
- Multipurpose Fields:
 - Park Avenue-1
 - George's Park-2
 - Houston-3 (sometimes 4)
 - Maple Street-1
 - Baseball Fields
 - Park Avenue-1
 - George's Park-2
 - Houston-1
 - Softball Fields
 - George's Park-1
 - Maple Street- 1

- CURRENT FIELD USERS**

Spring: 42 teams

Summer : 17 teams
6 camps
5 tournaments

Fall: 32 teams
2 tournaments

NOTE: DOES NOT INCLUDE SPECIAL USES, FAUNTAIN GAMES, SPECIAL OLYMPIC ACTIVITIES, GYM CLASSES, AND SPECIAL REQUESTS
- Total 2016 Users:
 - Spring:
 - 12 LAX Teams
 - 4 Soccer Teams
 - 16 Baseball Teams
 - 7 Softball Teams
 - 3 Track Teams
 - Summer:
 - 3 Soccer Teams
 - 1 LAX Team (requested)
 - 6 Sports Camps
 - 5 Weekend Softball Tournaments
 - 4 Sunday Rec Dept. Softball Teams
 - 8 (4 days/week) Men's Softball Teams
 - 1 Monday Church Softball Team
 - Fall:
 - 4 Field Hockey Teams
 - 25 Soccer Teams
 - 1 Football Team
 - 2 XC Teams
 - 2 Softball Tournaments

- WHO ARE THE FIELD USERS?**

Spring
Summer
Fall
- Spring:
 - HS LAX
 - LAX Club
 - HS Track & Field
 - MS Track & Field
 - Rec Track & Field
 - V Baseball/Softball
 - JV Baseball/Softball
 - MS Baseball/Softball
 - HYSA Baseball/Softball
 - HS Soccer (goalkeeper)
 - Soccer Club
 - Contoocook School

- WHO ARE THE FIELD USERS?**

Spring
Summer
Fall
- Summer:
 - Soccer Club
 - HS Girls LAX (requested)
 - Rec Department
 - British Soccer Camp
 - Rec Soccer Camp
 - Women's Softball
 - LAX Camp
 - HS Soccer
 - Softball Tournaments
 - Men's Softball
 - Church League Softball

- WHO ARE THE FIELD USERS?**

Spring
Summer
Fall
- Fall:
 - Varsity Field Hockey
 - JV Field Hockey
 - MS Field Hockey
 - Rec Field Hockey (2)
 - Varsity Soccer
 - JV Soccer
 - MS Soccer
 - HYSA Soccer
 - Soccer Club Soccer
 - Storming Hawks Soccer
 - Football
 - HS Cross Country
 - MS Cross Country

REC DEPT.
FIELD
SCHEDULING
CHALLENGES

- Field 1 is often wet and is unusable for teams
- Football games on field 4 tie up both fields 3 and 4 on game days for 4 hours (rain dates as well)
- Park Ave and Maple Street can only accommodate younger teams who have smaller field sizes
- The number of teams keeps increasing each year & sports are being played in the "off season" and into the summer
 - Spring Soccer Club games
 - LAX Club
 - LAX JV team
 - Summer teams

B&G
FIELD
MAINTENANCE
CHALLENGES

- More teams mean more wear on fields
- Unable to rotate a field out for maintenance and summer recovery time is being impacted as well
- Small window for field recovery time

B&G
RECENT
FIELD
IMPROVEMENTS

- Expanded parking at Fields 3 & 4
- Removed trees at Park Ave. to potentially expand field sizes
- Expanded parking at Park Avenue
- Removed trees at Houston Park to potentially expand field sizes
- Paved a long jump and improved the track surface and jump pit

CURRENT FIELD
ISSUES TO
ADDRESS

Houston Park

- Houston
 - Traffic pattern and speeding
 - Football ties up 2 fields on game days
 - More practice multi-purpose fields
 - More multipurpose game fields
 - Field 1 and coaches field need drainage issues addressed
 - Fields 1 & 2 need irrigation systems
 - Walking Trail incomplete
 - Dog area needed



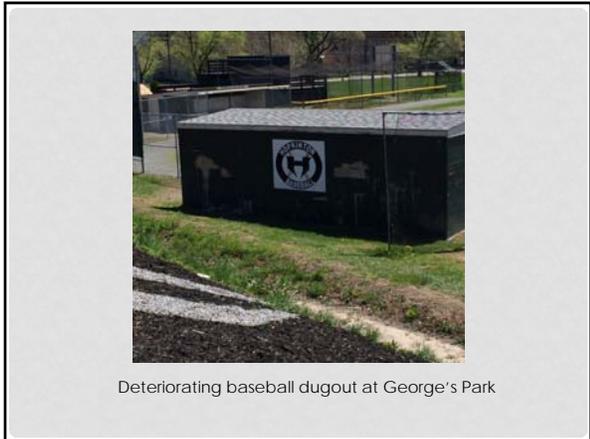
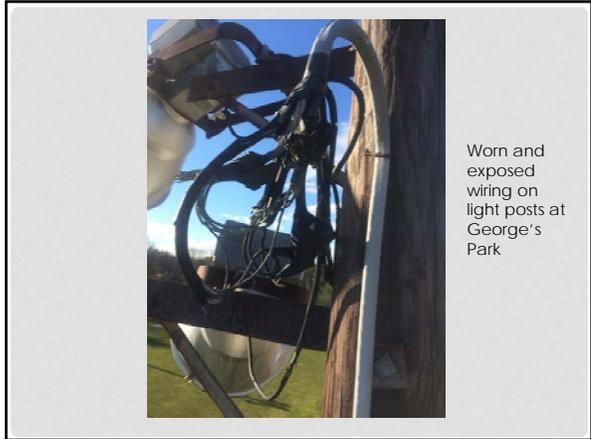
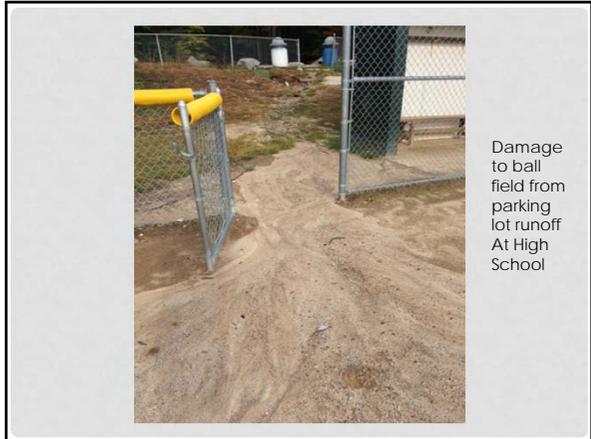
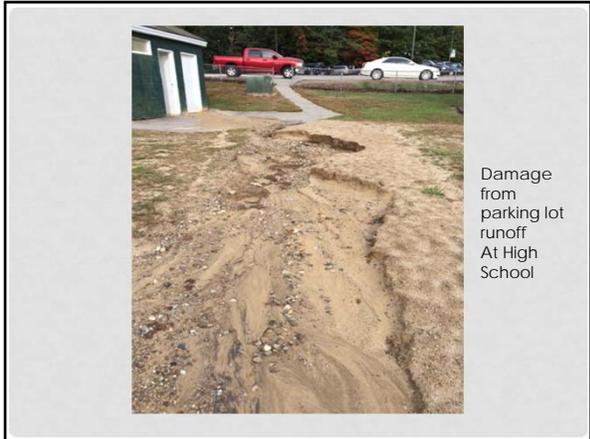
Lacrosse goal area field 3
Early May

CURRENT FIELD
ISSUES TO
ADDRESS

George's Park

*note that most issues cannot be addressed until HS parking lot drainage issue is resolved

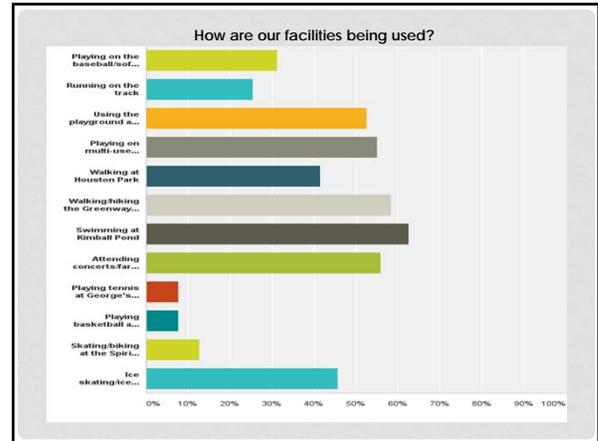
- George's Park
 - Track size insufficient/ no paved full size track
 - Bathroom outdated
 - Dugout needs replaced
 - Tennis court and basketball maintenance issues
 - Enclose skate park
 - Baseball/softball field repairs
 - Parking lot runoff/drainage repairs
 - Light fixture replacements
 - Soccer field gets heavily worn in the fall



CURRENT FIELD ISSUES TO ADDRESS

Park Ave

- Park Avenue
 - Install irrigation
 - Fix drainage
 - Expand field size with loam and seed



PUBLIC COMMENTS ON HOW WE CAN IMPROVE OUR FACILITIES

Listed are survey results that had repetitive comments

- Extend the season of Kimball Pond
- Improve the track area and tennis courts
- Canoes for rent at Kimball Lake
- Grills and bathrooms at Kimball Lake
- Fix drainage on Houston 1 and Coaches Field
- More ice skating
- Keep the Skate Park going
- Maintain what we have
- Sledding hill

PLAN MOVING FORWARD

Safety issues first

Repair what we currently have

Offer more opportunities

- Focus on what is a safety issue
 - Traffic patterns at Houston
 - Baseball dugout
 - Skate Park
- Repair Work
 - Lights at Kimball Lake
 - Baseball and softball field repairs at GP
- Focus on improving current areas to make them more enjoyable for users
 - Sledding hill
 - Mifflin removal
 - Shade at Houston
 - Bathrooms at GP
- Finding or expanding additional multipurpose field space
 - Park Ave irrigation, loam and seed
 - Field 4 loam and seed
 - Moving tennis and basketball
- Work with volunteers
 - Dog Park
 - Dugouts
 - Skate Park
 - Tennis improvements
 - Lights at GP
- Add more recreational opportunities

CONCLUSION

- More field space-high user demand for fields causing field shortage and field rotation maintenance issues
- Staffing- can only maintain; improvements minimal
- George's Park- needs a plan to move forward so repairs and improvements can be made
- Funding- some areas require continual maintenance



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Nonpublic Session Minutes Select Board

Date: September 6, 2016 – Session I

Members Present: Jim O'Brien, Chair
Ken Traum, Vice Chair
Sue B. Strickford
Steve Lux, Jr.
Bob Gerseny

Staff Present: Chuck Gangel (Town Clerk/Tax Collector), Neal Cass (Town Administrator)

Motion to enter Nonpublic Session made by Mr. Traum seconded by Mr. Gerseny.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll Call vote to enter nonpublic session:	Jim O'Brien	Yes
	Ken Traum	Yes
	Sue B. Strickford	Yes
	Steve Lux, Jr.	Yes
	Bob Gerseny	Yes

Entered nonpublic session at 7:35 p.m.

Description of matters discussed and final decisions made:

Mr. Gangel informed the Board that Kathryn Keith has resigned as the Deputy Town Clerk/ Tax Collector effective at the end of September. The position will be advertised as soon as possible. There was decision on the hiring process and all were clear on the process.

These minutes were not sealed.

Motion to leave nonpublic session and return to public session by Mr. Gerseny, seconded by Mr. Traum.

Motion: PASSED

Public session reconvened at 7:45 p.m.

These minutes recorded by: Neal A. Cass, Town Administrator



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Nonpublic Session Minutes Select Board

Date: September 6, 2016 – Session II

Members Present: Jim O'Brien, Chair
Ken Traum, Vice Chair
Sue B. Strickford
Steve Lux, Jr
Bob Gerseny

Staff Present: Neal Cass, Town Administrator

Motion to enter Nonpublic Session made by Mr. Lux, seconded by Mrs. Strickford.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll Call vote to enter nonpublic session:	Jim O'Brien	Yes
	Ken Traum	Yes
	Sue Strickford	Yes
	Steve Lux, Jr.	Yes
	Bob Gerseny	Yes

Entered nonpublic session at 8:15 p.m.

Description of matters discussed and final decisions made:

Mr. Lux shared that he thought personnel issues at the Fire Department are being addressed by the Interim Chief and progress is being made.

These minutes were not sealed.

Motion to leave nonpublic session and return to public session by Mr. Traum, seconded by Mr. Lux.

Motion: PASSED

Public session reconvened at 8:20 p.m.

These minutes recorded by: Neal A. Cass, Town Administrator

INVESTMENT POLICY FOR THE TOWN OF HOPKINTON



POLICY NUMBER: 22

**Originally Adopted by the Select Board
February 16, 2002**

**~~AMENDMENTS: Version 002 — 10-04-2010~~
~~Re-adopted with no changes 12-16-2013~~
~~Version 003 — 12-29-2014~~**

**~~Version 003-a — Re-adopted with no changes 11-09-2015~~ Version 004
09/19/2016**

Town of Hopkinton - Investment Policy

I. PREFACE

The investment policy establishes a framework for the safe and prudent investment of public funds. It also provides guidance and direction for elected officials and staff in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets in the custody of the Town of Hopkinton, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include the following:

- *General Fund*
- *Special Revenue Funds*
- *Capital Project Funds*
- *Enterprise Funds*
- *Agency Funds*
- *Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by-law.*

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

III. OBJECTIVES

1. To ensure the preservation of capital and the protection of investment principal;
2. To maintain sufficient liquidity to meet operating requirements;
3. To satisfy all legal requirements;
4. To attain market-average rate of return on investments taking into account risk and legal constraints and cash flow considerations.
5. Assets will only be invested in obligations of the United States Government, public deposit investment pool established pursuant to RSA 383:22, deposits in solvent banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws of the State of New Hampshire or in banks recognized by the State Treasurer.

IV. DELEGATION OF AUTHORITY

1. In accordance with chapter 41:29 of the Revised Statutes Annotated (RSA) of the State of New Hampshire, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Select Board, *except in the instance of capital reserve funds, when the responsibility for conducting investment transactions*

reside with the Trustees of the Trust Funds, with the approval of the Select Board, in accordance with RSA 35:9.

2. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

V. PRUDENCE

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Select Board any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.

Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

VI. INTERNAL CONTROLS

1. Indemnification: In accordance with RSA 41:6 (Surety Bond Required)

"Town Treasurers...Shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

- (a) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
- (b) Fraudulent or dishonest acts committed by the covered officers."

2. A system of written internal controls, with regard to investments, shall be established and maintained by the Select Board, or its designee, and shall be reviewed annually by Town's independent auditors.

The internal controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by employees and officers of the Town.

VII. INVESTMENT INSTRUMENTS

In accordance with RSA 41:29, funds of the Town of Hopkinton may be invested in:

- a) United States Treasury securities maturing in less than one year; or
- b) Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or
- c) Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or
- d) Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or
- e) New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
- f) Short-term obligations of United States Government agencies; or
- g) ~~Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills~~Secure public obligations as described in NH RSA 383-B:3-301 e as appropriate and acceptable for the the collateralization of public funds, and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.
- h) The town will not invest in foreign securities

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows.

VIII. SAFEKEEPING AND COLLATERALIZATION

Securities, except securities held as collateral, shall be purchased using the Delivery versus Payment procedure. Unless prevailing practices or economic circumstances dictate otherwise, ownership of collateralized securities shall be protected through third-party custodial safekeeping.

Safekeeping procedures shall be reviewed annually by the Town's independent auditors.

IX. REPORTING

The Treasurer shall submit semi-annually to the Town Administrator an investment report that summarizes recent market conditions, economic development and anticipated investment conditions. The report shall summarize the investment strategies employed and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall highlight the prior six-month's activity and return make comparisons to the budget expectations.

The annual report shall include 12-months of cash and investment activities and shall suggest policies and improvements that might be made in the investment program.

X. PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program relative to the stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XI. ACCOUNTING

All cash bank balances will be reconciled monthly by the Treasurer and reported to the Finance Director on a monthly basis. General ledger entries will be posted to the general ledger system at said time in order to accurately reflect the town's cash position.

XII. DIVERSIFICATION

It is the policy of the Town to diversify its investment portfolio. Investment of assets held in the common fund and any other investments shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically by the Treasurer, and reviewed by the Select Board. Deposits placed in the NH Public Deposit Investment Pool (NHPDIP) shall by definition meet this requirement.

XIII. OTHER

The Town recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary loss of liquidity. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the specific user.

This policy shall be reviewed at least annually by the Select Board, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

The Select Board reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

TITLE XXXV
BANKS AND BANKING; LOAN
ASSOCIATIONS; CREDIT UNIONS

CHAPTER 383-B
DEPOSITORY BANK ACT

Article 3
Banking Business

Section 383-B:3-301

383-B:3-301 Banking Business. – (a) A depository bank is authorized to solicit, receive, or accept deposits; to make loans; to engage in a trust business in the same manner as a trust company is permitted under RSA 383-C; and, in connection all of the foregoing, to provide services, offer products, and engage in closely related activities. If an authorized activity or closely related activity requires a depository bank to file an application with or give notice to federal regulators, then the depository bank shall file concurrently a copy of the application or notice with the commissioner.

(b) The minimum capital of a depository bank shall comply with the requirements of the Federal Deposit Insurance Corporation. The depository bank shall maintain deposit insurance in accordance with the regulations of the Federal Deposit Insurance Corporation and comply with the reserve requirements of the Federal Reserve System. A depository bank may borrow funds in connection with the conduct of its banking business; provided, however, each borrowing shall be approved by vote of the board of directors and duly recorded in its records, and any debt security of the depository bank shall be signed by at least 2 officers designated in the vote or its bylaws for that purpose. For the purpose of securing a loan or loans, a depository bank may pledge real estate mortgages, notes, stocks, or other securities.

(c) A depository bank may directly or indirectly engage in any activity permitted for a national bank or federal savings bank or their subsidiaries under federal laws, and otherwise organize, invest in or loan funds to, any entity formed to engage in any activity that is financial in nature or incidental to the financial activity authorized under the Gramm-Leach-Bliley Act, as amended from time to time, and any activity that is complementary to a financial activity that is authorized by federal regulatory authorities under the Gramm-Leach-Bliley Act.

(d) Any activity authorized under subsection (a) or (c) which is treated as insurance under the laws of this state shall be subject to regulation by the insurance commissioner. A depository bank seeking to engage in any insurance activity shall give prior written notice to the insurance commissioner and shall comply with all insurance laws of the state. The provisions of this subsection shall not be construed to prevent a depository bank or subsidiary from conducting insurance activities, provided it does so in compliance with RSA 406-C. An affiliate of a depository bank shall be bound by RSA 406-C with respect to sales of insurance in this state that

NHRSA Section 383-B:3-301

are recommended or sponsored by the depository bank or sold on the premises of the depository bank.

(e)(1) A depository bank is authorized to pledge assets to the United States, any instrumentality of the United States, this state or any state entity of this state when the pledge is necessary or desirable to secure its deposits at the depository bank. In lieu of such collateralization, a depository bank is authorized to secure such public deposits by surety bonds and to pledge securities to the surety in connection therewith. Any such deposit of public funds in any depository bank may be evidenced by an agreement in such form and upon such terms and conditions as may be agreed upon by the depositing public authority and the bank. The bank commissioner may, by rule, limit the aggregate amount of securities which may be pledged by such a depository bank consistent with safe and sound banking practices, based upon the adequacy of the surplus of the bank and other criteria deemed material by the commissioner.

(2) The bank commissioner shall, by rules adopted under RSA 541-A, define and classify by risk the nature of securities appropriate for collateral.

(f) A depository bank may become a member of the Federal Reserve System and purchase stock in a Federal Reserve Bank under Federal Reserve Act, as amended from time to time, and it shall be subject to the provisions relative to bank reserves, in substitution for the requirements of this chapter, as long as it continues as a member of the Federal Reserve System.

(g) A depository bank may engage in a trust business as defined in RSA 383-C. The depository bank shall establish a trust department and shall segregate all assets held in a fiduciary capacity from its banking assets, except that the depository bank may deposit temporarily in its deposit accounts any money so held in a fiduciary capacity awaiting distribution or investment and may also deposit in its deposit accounts as an investment for any one trust an amount insurable and insured by the Federal Deposit Insurance Corporation. The deposits shall be in the name of the trust or in the name of the depository bank as trustee of the trust. Unless required by the order of a court with proper jurisdiction, no depository bank authorized to act as trustee or executor in this state shall be required to give bond to secure performance of the depository bank's duties as trustee or executor. A depository bank may establish one or more trust offices in the same manner as is permitted to a trust company under RSA 383-C.

(h) A depository bank may acquire and hold real estate for its own use, in whole or in part. A depository bank may hold and lease real estate acquired in payment of a preexisting debt owed to the bank by foreclosure of mortgage or otherwise.

(i) A depository bank may hold in escrow any written instrument, money, evidence of title to real or personal property, or any other thing of value which may come into its possession in the course of providing services as a depository bank.

(j) A depository bank may sell, transfer, assign, purchase, and repurchase loans authorized by this chapter and may act as servicing agent for the collection and application of payments due on account of loans owned by others and may employ others to act as servicing agents for the collection and application of payments due on account of loans owned by it.

(k) Deposits of cash may be made only in a bank authorized to accept deposits or the Federal Home Loan Bank of Boston by depository banks which are members of the Federal Home Loan Bank of Boston, provided the deposits are insured by the Federal Deposit Insurance Corporation or repayment is assured by other security provided by the bank in which the cash is deposited.

(l) All certificates for shares of stock, certificates of interest, uncertificated shares, or registered bonds owned by a depository bank shall be registered in the name of the bank or the

NHRSA Section 383-B:3-301

name of a nominee without mention of the bank's name, provided that (i) the records of the bank clearly show its ownership of the securities and the name and address of the nominee in whose name the same are held, (ii) the nominee shall not have possession of, or uncontrolled access to, the securities, and (iii) every nominee shall be properly bonded in a commercially reasonable amount.

(m) In order to increase income from investment securities, a depository bank may loan any stocks, bonds or other securities in which the bank has invested under this chapter to brokerage firms which are members of an exchange, provided that:

(1) The loan shall be executed through a correspondent bank having assets of not less than \$500,000,000.

(2) At the inception of the loan at least 100 percent of the market value of the securities lent shall be secured by cash, debt obligations of the United States, or debt obligations for which the full faith and credit of the United States is pledged for the payment of the principal and interest thereof;

(3) At all times during the term of the loan the collateral securing the loan shall be equal in value to not less than 95 percent of the market value of the securities loaned by the depository bank;

(4) The market value of the securities loaned by a depository bank under the authority of this section shall not, at any one time, exceed 10 percent of the aggregate market value of all stocks, bonds, or other securities then held by the bank as investments under this chapter; and

(5) No loan shall be made to any brokerage firm that is then listed for and under special surveillance by an exchange in the belief that the brokerage firm is in or is approaching financial difficulty, and that is, at the time, the subject of any pending notice given by any exchange to the Securities Investor Protection Corporation and the Securities and Exchange Commission under the Securities Investor Protection Act of 1970 15 U.S.C. section 78e(a)(1).

(6) The brokerage firm receiving the loan under this section shall be registered, and every agent soliciting the loan shall be licensed, with the bureau of securities regulation of the secretary of state.

(n) Subject to the regulation by the commissioner and compliance with federal and state laws, a depository bank may buy or sell securities for officers, employees, or customers.

(o) A depository bank may purchase assets from and assume the liabilities of, or sell assets and transfer liabilities to, banks, credit unions, federal credit unions, and foreign credit unions if it files a notice with the commissioner under RSA 383-A:6-602 and is permitted to do so by the commissioner under RSA 383-A:6-604, subject to other federal or state regulatory approvals.

(p) A depository bank shall retain any power that it held prior to the enactment of this chapter under any federal or state authority.

Source. 2015, 272:16, eff. Oct. 1, 2015.

Mike Goclowski



7 New Cemetery Road
Hopkinton, NH 03229
603-496-0689
Mike@FlavorEssence.com

9/6/2016

Subject: --Street Name Change--

Good morning Neal,

Thank you for your instructions and last week. I would like to take the steps necessary to change my street name from New Cemetery Road to ~~Memory~~ Lane. As far as I know, there is nothing similar to that name in Hopkinton or Contocook. (My "back-up" ideas are Garden Lane, Floral Lane, Herbal Lane and Tranquil Lane).

*Greenleaf LANE
(one word)*

As you know, there are no abutting (living neighbors) on my road, and there are a number of more positive reasons for this renaming application, I guess some of them are pretty obvious. I would greatly appreciate a simpler, friendlier and more "happier" name (and one that everyone can spell correctly).

Greenleaf

If ~~Memory~~ Lane is not possible or wanted by the town, for any reason, I would be interested in almost any other that the town officials prefer or might suggest.

Please submit this through the necessary channels, and please let me know if I need to submit any additional information.

Warm regards,

Mike Goclowski

7 New Cemetery Road (...hopefully, 7 Memory Lane)





TOWN OF HOPKINTON, NEW HAMPSHIRE

RULES & REGULATIONS – STREET NAMING AND NUMBERING

ORDINANCE NO: 05-01

Authority: Acting upon the authority granted by New Hampshire RSA 231:133 and RSA 231:133-a and any other applicable chapters of the Revised Statutes annotated of New Hampshire.

Purpose: The standards set forth in this ordinance are made for the purpose of promoting the public health, safety and general welfare of the residents by establishing a procedure for administration and enforcement of a uniform street naming and addressing system within the Town of Hopkinton.

Objective:

1. To provide a means for expedient emergency response by fire, police, rescue, and other emergency services.
2. To establish a property location that will serve as mail delivery address and as an E-911 locator.
3. To assist in the proper delivery of utility and other services.
4. To provide property owners and the Town with a convenient, accurate and systematic means of identifying property.

Administration: This Ordinance shall be administered by the Board of Selectmen or its designee.

Assignment of Street Names: Every street serving a structure, public or private, shall have a name which will be designated by the Selectmen.

No name for a street shall be selected which it is already in use or which is confusingly similar to any other name regardless of the use of a suffix such as street, lane, avenue, etc.

Each street shall have only one name along its entire length and the continuation of an existing street shall have the same name.

Assignment of Street Numbers: The assignment of street numbers begins with each street’s starting point as designated by the Board of Selectmen. Numbering is then done by measuring the amount of feet from the street’s starting point to the driveway of the addressable structure or in some cases to the front door of the structure, depending upon whether the structure is visible from the street. All numbers for the left hand side will be odd and numbers for the right will be even.

Residential multi-family structures and multi-commercial structures will be assigned one number corresponding to the primary entrance location with individual units being numbered according to a logical pattern.

It shall be understood that by applying for a building permit to erect a primary structure, the property owner voluntarily consents to the assignment of a street number. Therefore, no public hearing shall be required in accordance with RSA 231:133-a.

Furthermore, certificate of occupancy permit shall not be issued until the property owner/builder displays the street address number as follows:

- ❖ If the residence to be constructed can be clearly seen from the roadway the house number shall be affixed to the front of the home with 2-1/2 inch numbers of contrasting color to the building.
- ❖ If the residence cannot be seen from the roadway the numbers shall be affixed to the mailbox, on both sides, and of contrasting color, or
- ❖ If no mailbox is available, the numbers shall be affixed to a post located at the end of the driveway with 2-1/2 inch numbers affixed on both sides.

Penalty: The owner of any structure who fails to procure and affix the street numbers assigned by the Board or who displays unauthorized numbers shall be subject to a fine of not more than ten dollars (\$10.00) for each day of non-compliance. Fines shall begin to accrue upon the issuance of a written Notice of Violation to the owner and end at such time as the violation ceases.

Appeals: Any person aggrieved by this Ordinance shall have the right to file a written petition within twenty (20) days of receipt of number assignment. Petitions shall be filed with the Board of Selectmen and a hearing shall be held within thirty (30) days of the receipt of such petition. In the case where a notice of violation has been issued and the Selectmen do not uphold the notice, any fines paid shall be returned to the petitioner. The decision of the Selectmen shall be final.

Effective Date:

These rules and regulations shall become effective on the _____ day of _____, _____.

IN WITNESS WHEREOF, the undersigned members of the Board of Selectmen of the Town of Hopkinton have hereunder set their hands this _____ day of _____, _____.

Town of Hopkinton, NH
Board of Selectmen

Donald K. Lane, Chairman

Louise M. Carr, Selectman

Lloyd A. Holmes, Selectman

Clarke L. Kidder, Selectman

Peter M. Russell, Selectman

Date: _____

A true copy, attest:

Sue B. Strickford
Town Clerk

Date: _____

Senior Recreation ~~Committee~~Council

Guiding Principles and Bylaws

Mission Statement:

The Senior Recreation ~~Committee~~Council will provide the senior community of Hopkinton with activities that promote meeting together to pursue mutual interests, arrange to offer health and educational services and provide opportunities to participate in social and recreational activities that will enhance their dignity, support their independence and encourage their continued involvement in and with the community. The Senior Recreation ~~Committee~~Council shall encourage public and private support and financial sponsorship of senior recreational programs; to support private organizations involved in providing senior recreation activities; and to coordinate the use of recreation facilities and provide opportunities for all senior citizens.

Membership

The Senior Recreation ~~Committee~~Council will have no more than seven (7) members of 50 years of age or older. The members of the Senior Recreation Committee are recommended by the Recreation Director ~~and Committee~~ and appointed by the ~~Board of Selectmen~~Select Board and serve for a term of three (3) years. There is a limit of four consecutive terms one can serve. The Recreation Director for the Town will serve ex officio. A member ~~may who wishes to~~ resign from the ~~Committee~~Council ~~should by~~ informing the ~~Board of Selectmen~~Select Board in writing of his or her decision to leave the ~~Committee~~Council.

Membership Responsibilities/Expectations

- a. Understand and evaluate program services, activities and goals
- b. Develop, review and support short-and long-term goals
- c. Advocate for programming within the community
- d. Attend meetings regularly and participate in as many program activities as practical
- e. Identify potential ~~board~~council members
- f. Assist with fundraising and sponsorship of programs and activities
- g. Ensure that legal requirements and policies are met.

Meetings

Regular meetings of the Senior Recreation ~~Committee~~Council will be held monthly. Special meetings can be called by a majority vote of the membership of the Committee but 48 hours advance notice must be given to ~~committee~~Council members either by e-mail messages and/or phone calls prior to conducting a special meeting. All meetings must be in compliance with NH RSA 91-A, the "right to know" law". Notice of all meetings, must provide the time and place of the meeting and be provided to the Town Hall for proper posting at least 24 hours prior to the meeting. Business can be conducted at a meeting if a majority of the ~~Committee~~Council members are present. The ~~Committee~~Council aims to conduct its meetings in an informal manner and participation by citizens of the Town is encouraged. Minutes of the meetings ~~will shall~~ be provided to to the the Town Hall for posting within 5 business days of the meeting~~the Board of Selectmen.~~

Officers

Officers of the Senior Recreation ~~Committee-Council~~ are selected by the membership and will serve for a term of one (1) year. Officers can be re-elected for additional terms with no limit as to the number of terms an individual can serve. An officer can be removed by the membership by a 2/3 vote of the entire membership. The affected individual has the right to appeal such a decision to the ~~Board of Selectmen~~Select Board.

Council Chairman

The Council Chairman shall ~~preside chair~~at each meeting, set the agenda and ~~assure~~ ensure that the ~~Committee-Council~~ members are allowed an equal chance to participate. He/~~or~~ she will be responsible for ensuring that all decisions of the ~~Committee-Council~~ are implemented. The Chair will communicate frequently with any sub-committee and will attend sub-committee meetings as requested. The Chair will consult with the Recreation Director on matters that concern the ~~Committee-Council~~. The Chairman of the ~~Committee-Council~~ will represent the ~~Committee-Council~~ at meetings of the ~~Board of Selectmen~~Select Board and other public meetings.

Council Co-Chairman

The Co-chair will perform all duties of the Chair in his/~~or~~her absence as well as other activities at the discretion of the Chair.

Secretary

The Secretary has responsibility for the minutes of all meetings of the Senior Recreation ~~Committee-Council~~, including their distribution to the ~~Committee-Council~~ membership and compliance with State Statute and Town Policy~~the Board of Selectmen~~.

Standing Committees

The Senior Recreation ~~Committee-Council~~ at times may establish standing committees in specific areas to guide or mold a new idea. In order to establish a new committee, it will be voted on by the membership by a 2/3 vote of the entire membership.

Amendments and Changes to the Bylaws

The Senior Recreation ~~Committee-Council~~ may vote to recommend to the Select Board, changes to alter, amend, suspend or repeal these Bylaws at any regular or special meeting called for that purpose. ~~Action on the bylaws requires an agreement of 5 members minimum and approval by the Board of Selectmen.~~

Approved by the ~~Board of Selectmen~~Select Board on 4/3/2008
Amended by Select Board Vote on

Senior Recreation Council **Guiding Principles and Bylaws**

Mission Statement:

The Senior Recreation Council will provide the senior community of Hopkinton with activities that promote meeting together to pursue mutual interests, arrange to offer health and educational services and provide opportunities to participate in social and recreational activities that will enhance their dignity, support their independence and encourage their continued involvement in and with the community. The Senior Recreation Council shall encourage public and private support and financial sponsorship of senior recreational programs; to support private organizations involved in providing senior recreation activities; and to coordinate the use of recreation facilities and provide opportunities for all senior citizens.

Membership

The Senior Recreation Council will have no more than seven (7) members of 50 years of age or older. The members of the Senior Recreation Committee are recommended by the Recreation Director and appointed by the Select Board and serve for a term of three (3) years. There is a limit of four consecutive terms one can serve. The Recreation Director for the Town will serve ex officio. A member who wishes to resign from the Council should inform the Select Board in writing of his or her decision to leave the Council.

Membership Responsibilities/Expectations

- a. Understand and evaluate program services, activities and goals
- b. Develop, review and support short-and long-term goals
- c. Advocate for programming within the community
- d. Attend meetings regularly and participate in as many program activities as practical
- e. Identify potential council members
- f. Assist with fundraising and sponsorship of programs and activities
- g. Ensure that legal requirements and policies are met.

Meetings

Regular meetings of the Senior Recreation Council will be held monthly Special meetings can be called by a majority vote of the membership of the Committee but 48 hours advance notice must be given to Council members either by e-mail messages and/or phone calls prior to conducting a special meeting. All meetings must be in compliance with NH RSA 91-A, the "right to know" law". Notice of all meetings, must provide the time and place of the meeting and be provided to the Town Hall for proper posting at least 24 hours prior to the meeting. Business can be conducted at a meeting if a majority of the Council members are present. The Council aims to conduct its meetings in an informal manner and participation by citizens of the Town is encouraged. Minutes of the meetings shall be provided to the Town Hall for posting within 5 business days of the meeting.

Officers

Officers of the Senior Recreation Council are selected by the membership and will serve for a term of one (1) year. Officers can be re-elected for additional terms with no limit as to the number of terms an individual can serve. An officer can be removed by the membership by a 2/3 vote of the entire membership. The affected individual has the right to appeal such a decision to the Select Board.

Council Chair

The Council Chair shall chair each meeting, set the agenda and ensure that the Council members are allowed an equal chance to participate. He/ she will be responsible for ensuring that all decisions of the Council are implemented. The Chair will communicate frequently with any sub-committee and will attend sub-committee meetings as requested. The Chair will consult with the Recreation Director on matters that concern the Council. The Chair of the Council will represent the Council at meetings of the Select Board and other public meetings.

Council Co-Chair

The Co-chair will perform all duties of the Chair in his/her absence as well as other activities at the discretion of the Chair.

Secretary

The Secretary has responsibility for the minutes of all meetings of the Senior Recreation Council, including their distribution to the Council membership and compliance with State Statute and Town Policy.

Standing Committees

The Senior Recreation Council at times may establish standing committees in specific areas to guide or mold a new idea. In order to establish a new committee, it will be voted on by the membership by a 2/3 vote of the entire membership.

Amendments and Changes to the Bylaws

The Senior Recreation Council may vote to recommend to the Select Board, changes to these Bylaws at any regular or special meeting called for that purpose.

Approved by the Select Board on 4/3/2008

Amended by Select Board Vote on _____



TOWN OF HOPKINTON
POLICE DEPARTMENT
1696 Hopkinton Road
PO Box 499
Hopkinton, New Hampshire 03229-0499
Telephone (603) 746-5151 Fax (603) 746-4166

Stephen S. Pecora
Chief of Police

September 14, 2016

Hopkinton Board of Selectmen
330 Main Street
Hopkinton, NH 03229

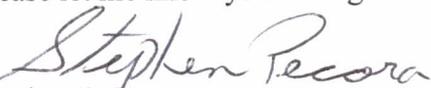
RE: Outside details – Rate of pay

Over the past ten years the rate of pay for officers working outside details has been \$33.00/hour. The rate was established in August 2006 after a seven year period in which the rate had been set at \$25.00/hour. There is an administrative fee of 25% added to the billing that was initially set in August of 2006 at 20% then increased over time to address changes in retirement and insurance costs while the rate of pay to the officer remained the same. To be in compliance with NH Department of Labor guidelines as well as section 3.6 of the Hopkinton Personnel policy we need to adjust this fee.

What I am finding, is that area agencies are charging a separate fee to cover the officers overtime rate, plus an administrative fee to the town. When a cruiser is used however, there is an additional fee of \$10/hour.

In neighboring agencies the current hourly detail rate for an officer ranges from \$38.00/hour to \$45.00/hour. It is my recommendation that we increase the detail rate to \$42.00/hour effective January 2017 which will address discrepancies in pay as well as anticipated increases in the retirement system next July.

Please let me know your thoughts on this issue as soon as possible.


Stephen S. Pecora
Chief of Police



Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists

September 2, 2016

Town of Hopkinton
Attn: Board of Selectmen
330 Main Street
Hopkinton, NH 03229

**Re: Regional Notification
Eversource CT&M Facility
Proposed Telecommunications Tower
13 Legends Drive, Hooksett, NH
Map 25 Lot 80**

Dear Municipality:

On behalf of our Client, Eversource Energy, please consider this letter notification that an application for a telecommunications tower is pending with the Town of Hooksett, NH.

The proposed 120' telecommunications tower will be constructed at Eversource's Transmission Construction Test and Maintenance (CT&M) Facility, located at 13 Legends Drive, and is needed to provide wireless communications to isolation electrical switches in the greater Hooksett area. A single antenna and an outdoor cabinet with radio and networking equipment will be installed on the structure with power sourced from the existing electrical infrastructure.

We anticipate the following meetings at which you would have the opportunity to comment;

9/12/16 – Hooksett Planning Board, 6:00pm
9/13/16 – Hooksett Zoning Board of Adjustment, 6:30pm
10/11/16 – Hooksett Zoning Board of Adjustment, 6:30pm
10/17/16 – Hooksett Planning Board, 6:00pm

Meetings are held at the Hooksett Municipal building (room 105), 35 Main street, Hooksett, NH.

Should there be any questions or concerns in regards to this notification or the project in general please do not hesitate to contact the undersigned at 472-4488 or ngolon@tfmoran.com.

Sincerely,
TFMoran, Inc.

A handwritten signature in black ink, appearing to read 'Nicholas Golon'.

Nicholas Golon, P.E.
Senior Project Manager

48 Constitution Drive
Bedford, NH 03110
Phone (603) 472-4488
Fax (603) 472-9747
www.tfmoran.com