



# Town of Hopkinton

## Office of Select Board

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-3170 - [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov)

### SELECT BOARD PUBLIC MEETING MINUTES

Monday, August 8, 2022

Approved

#### CALL TO ORDER:

Chair Dunlap called this meeting of the Select Board to order at 5:31 p.m. on Monday, August 8, 2022. With the meeting being held at Town Hall, Chair Dunlap introduced the members of the Board.

#### Select Board

**Members Present:** Sabrina Dunlap; Ken Traum; Jeffrey Donohoe; and Steven Whitley

**Staff Present:** Cara Johnson, Administrative/Assessing Assistant

**Public Present:** Dijit Taylor, Chair of the Open Space Committee; Bonnie Christie; and Katherine Mitchell

#### POINTS OF PRIDE:

Chair Dunlap shared news of the recent passing of several community members who had been active with multiple boards, committees, and organizations, and, on behalf of the Board, expressed condolences to all the families. She also thanked the Town staff for the support they have given over the past few weeks.

Mr. Traum expressed appreciation for the work of resident, Bob LaPree, who has been cleaning up graffiti in the Contoocook Village area of the town.

#### ADMINISTRATIVE:

The Board reviewed documents for signature, and approved (4-0) the Consent Agenda, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley.

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA AUGUST 8, 2022			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 8/8/2022	8/8/2022	APPROVE	\$53,168.03
APPROVED SINCE PREVIOUS MEETING			
AP CHECKS DATED 8/2/2022			\$32,194.44
PAYROLL MANIFEST 8/1/2022			\$100,242.62
CHECKS: \$8,154.54			
DIRECT DEPOSIT: \$92,088.08			
ABATEMENT REQUEST			
208-003-D14 - D14 DEER RUN - HOEN	8/8/2022	APPROVE	\$151.00
208-003-D14 - D14 DEER RUN - HOEN	8/8/2022	APPROVE	\$204.18

<b>RIGHT TO BURY</b>			
#1191 - OLD HOPKINTON F/78/2 - FOOTE	8/8/2022	APPROVE	
<b>OTHER</b>			
PERSONNEL ACTION FORM - NEW EMPLOYEE F/T - NATHAN RUSH	8/8/2022	APPROVE	
OATH OF OFFICE CERTIFICATE FOR NATHAN RUSH (MR. WHITLEY - 1)	8/8/2022	APPROVE	

**ROLL CALL VOTE:**

Sabrina Dunlap      Yes  
Ken Traum              Yes  
Jeffrey S. Donohoe    Yes  
Steven Whitley        Yes

**MOTION PASSED 4-0.**

The Board reviewed the Public Meeting Minutes of Monday, July 25, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of July 25, 2022.

**ROLL CALL VOTE:**

Sabrina Dunlap      Yes  
Ken Traum              Yes  
Jeffrey S. Donohoe    Yes  
Steven Whitley        Yes

**MOTION PASSED 4-0.**

The Board reviewed the Session I, Nonpublic Meeting Minutes of Monday, July 25, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Session I, Nonpublic Meeting Minutes of July 25, 2022, and noted they are not sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap      Yes  
Ken Traum              Yes  
Jeffrey S. Donohoe    Yes  
Steven Whitley        Yes

**MOTION PASSED 4-0.**

The Board reviewed the Session II, Nonpublic Meeting Minutes of Monday, July 25, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Session II, Nonpublic Meeting Minutes of July 25, 2022, and noted they are sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap      Yes  
Ken Traum              Yes  
Jeffrey S. Donohoe    Yes  
Steven Whitley        Yes

**MOTION PASSED 4-0.**

The Board reviewed the Session III, Nonpublic Meeting Minutes of Monday, July 25, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Session III, Nonpublic Meeting Minutes of July 25, 2022, and noted they are sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey S. Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

**OLD BUSINESS:**

I. Ms. Taylor, Chair of the Open Space Committee, provided an update on the application for aid from the NH Department of Environmental Service (NHDES) for the 36-acre Dustin Road project, noting that the pre-application submitted by the Five Rivers Conservation Trust has been accepted by the NHDES, and the OSC is now seeking approval from the Select Board to submit the required land conservation form to the NHDES. She added that the Trust Fund will cover half of the \$236,000.00 cost. Mr. Whitley asked about the time frame and Ms. Taylor replied that the anticipated grant notification is November, and the next opportunity for funding will be in two years. She highlighted that the due date for form submission is September 8. A brief discussion ensued, and Mr. Whitley made a motion, seconded by Mr. Traum, authorizing either Chair Dunlap or Mr. Cass, Town Administrator, to sign and submit the required form.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey S. Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

Ms. Taylor added that she would like a letter of support and noted she would bring the form to the next meeting. With no further comments or questions, the Board and Ms. Taylor exchanged thanks.

Regarding the Block Grant/Bridge Aid, Mr. Traum noted that while some of the information was unclear and would be clarified with Mr. Cass, the Town has received a second payment from the Governor's Office for Emergency Relief and Recovery (GOFERR) grant.

II. As there has not been an update on the topic of speed limits in a particular area of town since the subject was discussed at the July 25th Select Board meeting, Chair Dunlap said she would contact Police Chief Hennessey regarding attending a future Select Board meeting to present some information.

III. Chair Dunlap shared that Mr. Lipoma and Mr. Donohoe have been researching the green pay-by-bag program, looking at finding the best solution to the problems, and said that Mr. Lipoma will be presenting their findings at a future meeting. A brief conversation ensued, and it was noted that the temporary suspension of the green bag requirement during much of the COVID pandemic had a lingering, negative effect on the program. Mr. Donohoe and Mr. Whitley suggested that speaking with the Webster Select Board regarding participation in the pay-by-bag program might be helpful.

**NEW BUSINESS:**

Regarding the NH Department of Transportation (NHDOT) 10-year plan, the Board noted that the project proposal form is due August 26. Chair Dunlap and Mr. Whitley said they will be in contact with Anna Wells, Director of Economic Development, soon, adding that she will be speaking at the next Select Board meeting.

**TOWN ADMINISTRATOR UPDATES:**

Mr. Traum noted that he is interested in learning more about the Community Power Coalition of New Hampshire and whether the Town should consider joining. He also highlighted that the Select Board's semi-annual meeting with the Hopkinton State Fair Board of Directors is this Friday, the 12<sup>th</sup>, at the Hopkinton State Fair office.

**PUBLIC FORUM:**

Resident Bonnie Christie asked if the NH Department of Environmental Services (NHDES) has started testing the septage lagoons at the Transfer Station yet. She also inquired about the status of an application for an alternate member of the Conservation Commission. Chair Dunlap said she would speak with Mr. Cass about Ms. Christie's questions.

Resident Katherine Mitchell, who owns an apartment building in the Contoocook Village business district, expressed her concern for parking in the area once the new restaurant opens on Cedar Street. She added that she is particularly concerned about overnight parking in winter, when space availability is especially limited. Discussion ensued among Board members and Ms. Mitchell, and Ms. Mitchell asked the Board if they might be able to think about possible options to increase parking or designate parking as tenant-only.

There being no further questions or comments, the Board and residents exchanged thanks.

**OTHER:**

Mr. Whitley shared that there are potential grant opportunities available for affordable housing through the Invest NH program, and noted that he would like either Ms. Wells or Mr. Cass to attend one of the workshops to learn more about the program.

**NONPUBLIC SESSION - RSA 91-A: 3 II (a) Personnel**

Chair Dunlap moved to go into a nonpublic session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board and the Administrative/Assessing Assistant went into nonpublic session, as recorded separately, at 6:20 p.m. The Board returned to public session at 6:31 p.m.

Vote to seal nonpublic minutes:

Chair Dunlap 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
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

**ADJOURNMENT**

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Whitley seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

All members voted in favor and the meeting was declared adjourned at 6:34 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant