



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
Maple Street School Library – 194 Maple Street
Tuesday, October 10, 2023
Approved**

I. CALL TO ORDER:

After the conclusion of the Joint Meeting with the School Board, Chair Dunlap called this Public Meeting of the Select Board to order at 6:56 p.m. on Tuesday, October 10, 2023, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Steven Whitley (via phone); and Thomas Lipoma

Staff Present: Neal Cass, Town Administrator; Rose Jansen, Library Director; and Cara Johnson, Administrative/Assessing Assistant

A motion was made by Chair Dunlap, seconded by Mr. Traum, to allow Mr. Whitley to join the meeting remotely.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Thomas Lipoma	Yes

MOTION PASSED 3-0.

II. POINTS OF PRIDE:

Mr. Cass highlighted that, with the recent changes in the Town Clerk/Tax Collector Office, Christine Johnson and Town Hall staff worked together to complete some furniture rearrangement, and Dan Couture of the DPW is building some fixtures to better utilize the space. He also noted the great job the DPW staff did with paving the side walkway and some surrounding surfaces at Town Hall recently.

Mr. Traum expressed appreciation to Mr. Cass for organizing and hosting such a nice retirement reception for Carol Harless. He also shared that the Open House at the Fire Department was a well-attended success.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of October 10, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Lipoma:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA OCTOBER 10, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 10/10/2023	10/10/2023	APPROVE	\$1,697,933.01
PAYROLL			
EMPLOYEE PAYROLL	10/10/2023	APPROVE	\$100,694.23
DIRECT DEPOSIT: \$94,965.56			
CHECKS: \$5,728.67			
FUND TRANSFERS			
FROM GENERAL OPERATING FUND TO CONSERVATION FUND - LUCT FUNDS COLLECTED (TWO COPIES)	10/10/2023	APPROVE	\$18,355.00
TAX COLLECTOR'S RECOMMITTAL WARRANTS			
PROPERTY TAXES	10/10/2023	APPROVE	
CURRENT USE TAX	10/10/2023	APPROVE	
SEWER CHARGES	10/10/2023	APPROVE	
INTENT TO CUT - SUPPLEMENTAL			
247/025/000 - OP #23-227-07-T - BROAD COVE RD - MAST YARD STATE FOREST	10/10/2023	APPROVE	
RIGHT TO BURY			
#1213 - OLD HOPKINTON - F/72/1 AND 2 - BRICCETTI	10/10/2023	APPROVE	
OTHER			
2023 MS-1 - SUMMARY INVENTORY OF VALUATION	10/10/2023	APPROVE	
PERSONNEL ACTION FORM - FT NEW HIRE - CERIELLO	10/10/2023	APPROVE	
DMV MUNICIPAL AGENT AUTHORIZATION/APPROVAL APPOINTMENT LETTER - TC/TC - JOHNSON	10/10/2023	APPROVE	
APPOINTMENT TO OFFICE - LIBRARY TRUSTEE - WHEATLEY	10/10/2023	APPROVE	

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, September 25, 2023. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Public Meeting Minutes of Monday, September 25, 2023.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

- C. The Board reviewed the Select Board Nonpublic Meeting Minutes of Monday, September 25, 2023. Mr. Traum made a motion, seconded by Chair Dunlap, to approve the Select Board Nonpublic Meeting Minutes of Monday, September 25, 2023; Mr. Traum noted the minutes are sealed.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

IV. OLD BUSINESS:

Town Clerk/Tax Collector Transition – Vote to Approve Deputy Town Clerk/Tax Collector Appointment – After a brief discussion of the number of applicants, interviews, and start date, Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the appointment of Emily Ceriello as the new Deputy Town Clerk/Tax Collector.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

V. NEW BUSINESS:

- A. 2024 Merit Pay Pool – With Mr. Donohoe unable to attend this meeting, this item will be added to the agenda for and discussed at the next Select Board meeting.
- B. Year-to-Date Financials – 09/30/2023 – Regarding Revenues, Mr. Cass noted the following:
- PILOTs are a matter of timing.
 - Penalties and Interest are running low.
 - Rooms and Meals are a matter of timing.

- Flood Control reimbursement is in and is up.
- Landfill is running behind estimate.
- Interest on Investments is well ahead of estimate.
- Otherwise, Revenues are running where they were expected to be.

In response to Mr. Traum's questions, Mr. Cass noted that there is a figure on the Ambulance Share for Webster line that needs to be placed on the Landfill Reimbursement – Webster line, and that, regarding some Town-owned property sales, he is working with the previous owners.

Regarding Expenses, Mr. Cass noted the following:

- Cemeteries will be reimbursed through Trust Funds.
- Welfare is down; likely due to people moving out of Hopkinton.
- Highway and Streets encumbered funds were used first and have all been expended.
- Debt Service figures are a matter of timing.

VI. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- The new Water/Sewer Superintendent starts in two weeks.
- Work is being done on the Kearsarge Avenue trail connection to Houston Park; two culverts and hardpack work being completed by Hopkinton Forestry.
- The Housing Committee is hosting some public gatherings to encourage discussion about housing issues in our community.
- Testing has been performed at the Horseshoe Tavern, and we are waiting for the results.
- DPW is spot-paving again this year.
- Recent construction and truck presence in Contoocook Village is due to required upgrades in one of the buildings.
- He has been working with some local property owners regarding the current use of their land.

VII. PUBLIC FORUM:

There were no questions or comments for Public Forum.

VIII. OTHER:

A brief discussion ensued regarding how the Hopkinton Library complies with Right to Know; confirmation that the Briar Hill Road work will begin the spring; individual park plans not being part of the Master Plan; and the status of the solar array for the Transfer Station.

IX. NONPUBLIC SESSIONS:

NONPUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

Ms. Dunlap moved to go into a nonpublic session to discuss an issue which could affect the reputation of someone other than a Board member under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Mr. Traum seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:35 p.m. The Board returned to public session at 7:47 p.m.

Vote to seal nonpublic minutes:

Mr. Lipoma moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could render the decision ineffective. Mr. Traum seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

NONPUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

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ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:47 p.m. The Board returned to public session at 7:50 p.m.

Vote to seal nonpublic minutes:

Mr. Lipoma moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could render the decision ineffective. Mr. Traum seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

X. ADJOURNMENT

There being no further business, Ms. Dunlap moved that the meeting be adjourned. Mr. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:50 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant