



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, March 14, 2022
Approved**

CALL TO ORDER:

Ms. Dunlap called this meeting of the Select Board to order at 5:32 p.m. on Monday, March 14, 2022. With the meeting being held at Town Hall, Ms. Dunlap introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Steven Whitley; Thomas Lipoma; and Jeffrey Donohoe, via conference call

Staff Present: Neal Cass, Town Administrator, and Cara Johnson, Administrative/Assessing Assistant

Before proceeding, a motion was made by Ms. Dunlap, and seconded by Mr. Whitley, to allow Mr. Donohoe to join the meeting remotely.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

POINTS OF PRIDE:

Mr. Cass thanked all the Town officials, employees, volunteers, and everyone who helped with Town Meeting. He highlighted the work of Lieutenant Ryan Hughes, of the Hopkinton Fire Department, who attended to one of the individuals injured in the early March explosion and fire in Bradford. Mr. Cass also expressed appreciation for all emergency response personnel.

Ms. Dunlap thanked everyone involved with the Town and School Election and Town Meeting, and thanked the voters, as well. She added a note of appreciation to Mr. Traum for all his work on presenting the budget.

In addition to the thanks noted by Mr. Cass and Ms. Dunlap, Mr. Traum thanked all the candidates in the Town and School Election.

ADMINISTRATIVE:

Regarding the election of Select Board Chair, a motion was made by Mr. Traum, and seconded by Mr. Whitley, that Ms. Dunlap continue to serve as Chair.

ROLL CALL VOTE:

Ken Traum	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

With regard to the election of Select Board Vice Chair, a motion was made by Chair Dunlap, and seconded by Mr. Donohoe, that Mr. Traum continue to serve as Vice Chair.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

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 - SELECT BOARD CONSENT AGENDA MARCH 14, 2022			
<u>ITEM</u>	<u>DATE</u>	<u>ACTION</u>	<u>COMMENT</u>
AP MANIFEST	-	-	-
AP MANIFEST DATED - 3/14/2022 - CH #S 70348-70385	3/14/2022	APPROVE	\$34,987.54
-	-	-	-
PAYROLL	-	-	-
EMPLOYEE PAYROLL	3/14/2022	APPROVE	\$86,416.51
CHECKS: \$3,572.60	-	-	-
DIRECT DEPOSIT: \$82,843.91	-	-	-
-	-	-	-
YIELD TAX	-	-	-
261-003-000 - OP # 21-227-23-T - LUCAS & MICHAEL MARTIN	3/14/2022	APPROVE	\$3,079.58
-	-	-	-
VETERAN TAX CREDIT	-	-	-
225-049-000 - JOHN GRAYTON	3/14/2022	APPROVE	\$500.00
259-005-001 - JOSHUA LABELLE	3/14/2022	APPROVE	\$500.00
225-035-000 - JASON LANG	3/14/2022	APPROVE	\$500.00
-	-	-	-

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Public Meeting Minutes of Thursday, March 3, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of March 3, 2022.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

OLD BUSINESS:

In reviewing some details of Town Meeting, Mr. Cass noted that there was a problem with the sound portion of Zoom. There was a brief discussion among Mr. Cass, Mr. Traum, and Mr. Whitley regarding presentation of tax information, and Mr. Traum noted that there may possibly be some changes with budget presentation at future Town Meetings. Regarding the Houston Barn, Mr. Cass said the Houston Barn Committee would be working on Requests for Proposals (RFPs) and Requests for Quotes (RFQs). He noted that the lot donated for the Town to sell is ready to go, that there will be more information to come on the solar farm, and that he will reach out to other towns for samples of Class VI road reclassification information.

NEW BUSINESS:

Regarding 2022 Board assignments for Select Board members, in addition to the Chair and Vice Chair of Select Board (Sabrina Dunlap and Ken Traum, respectively), the following assignments were discussed and decided: Budget Committee, Ken Traum; Planning Board, to be determined, but tentatively, Thomas Lipoma; Economic Development Committee (EDC), Steven Whitley; Open Space Committee, Sabrina Dunlap; Waste Reduction Committee, Jeffrey Donohoe; Road Committee, Steven Whitley; and Sewer Committee has been eliminated.

The 2022 Board, Committee, and Commission appointments were discussed, as well. While some people will continue in appointed roles, there will be contact with others to determine all 2022 appointments. Two confirmed reappointments are Ron Klemarczyk for the Conservation Commission and Dijit Taylor for the Open Space Committee.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass said he was pleased with Town Meeting and will now be able to move on to other projects, such as the Horseshoe Tavern and the sale of the property donated to the Town. He, Mr. Donohoe, and Mr. Whitley discussed some details of the sale, and Mr. Donohoe suggested some guidelines for terms of the sale, such as cash only, no contingencies, limiting the time for offer acceptance, and closing in a short time. Mr. Cass said he would bring paperwork to the next scheduled Select Board meeting.

OTHER:

Mr. Whitley asked if there has been any update on the Horseshoe Tavern property and Mr. Cass said another surveyor will be hired.

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

Mr. Traum moved to go into a non-public 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. Whitley seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board, Mike Sintros, Mark Rouvalis, and the Town Administrator went into nonpublic session, as recorded separately, at 7:00 p.m. The Board returned to public session at 8:00 p.m.

Vote to seal nonpublic minutes:

Ms. 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. Donohoe seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

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

Ms. Dunlap 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). Mr. Donohoe seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:00 p.m. The Board returned to public session at 8:07 p.m.

Vote to seal nonpublic minutes:

Mr. Donohoe 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. Dunlap seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:07 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant