



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
Tuesday, January 18, 2022
Approved**

CALL TO ORDER:

Chair Sabrina Dunlap called this meeting of the Select Board to order at 5:33 p.m. on Tuesday, January 18, 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, Anna Wells, Jeffrey Donohoe, and Steven Whitley

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

Public Present: Stewart Lyman and Dale Warner, Commander, representing the American Legion Post #81; KJ Cleland, Executive Agency Manager, NH Lottery Commission; Thomas Hennessey, Police Chief; Jody Reynolds, representing the SnoMads Snowmobile Club, via Zoom

POINTS OF PRIDE:

Noting that there had been another lingering storm on a holiday, Mr. Cass thanked the Police, Fire, and Highway Departments for all their work throughout the day on Monday.

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 - SELECT BOARD CONSENT AGENDA JANUARY 18, 2022			
<u>ITEM</u>	<u>DATE</u>	<u>ACTION</u>	<u>COMMENT</u>
AP MANIFEST			
AP MANIFEST DATED 1/18/2022 CH #s 70099 - 70129	1/18/2022	APPROVE	\$87,477.34
PAYROLL			
EMPLOYEE PAYROLL	1/18/2022	APPROVE	\$79,198.51
FUND TRANSFER			
FROM SEWER FUND TO GEN OP FUND ACCT	1/18/2022	APPROVE	\$32,490.36
FROM MULT ACCTS & HUM SERV - ENERGY TO GEN OP FUND ACCT	1/18/2022	APPROVE	\$2,356.34
FROM CAP RES FUND ACCTS TO GEN OP FUND ACCT	1/18/2022	APPROVE	\$2,530.74

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FROM REC REVOLV FUND TO GEN OP FUND	1/18/2022	APPROVE	\$6,156.94
FROM 2 TIF DIST FUND ACCTS TO GEN OP FUND ACCT	1/18/2022	APPROVE	\$481.25
APPOINTMENT TO OFFICE			
LINDA DUCLOS (SEN REC COUNCIL ALTERNATE)	1/18/2022	APPROVE	
DALE ROBERTS (SEN REC COUNCIL ALTERNATE)	1/18/2022	APPROVE	
BETSEY HOLDER (SEN REC COUNCIL ALTERNATE)	1/18/2022	APPROVE	
JOYCE BENNETT (REC COMMITTEE MEMBER)	1/18/2022	APPROVE	
REQUEST FOR PAYMENT			
FROM MULT EXP TRUST FUND ACCTS (FOR 12/1 - 12/31/2021 INV)	1/18/2022	APPROVE	\$16,780.00
YIELD TAX			
242-012-001 PENACOOK RD OP #21-227-18-T	1/18/2022	APPROVE	\$242.58
INTENT TO CUT			
261-003-000 PATCH HILL RD OP #21-227-23-T	1/18/2022	APPROVE	
258-011-000/258-012-111 HOPKINTON RD OP #21-227-24-T	1/18/2022	APPROVE	
OTHER			
PERSONNEL ACTION FORM RYAN LANG (TEMP/PT)	1/18/2022	APPROVE	

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 Monday, January 3, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of January 3, 2022.

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

The Board reviewed the Nonpublic Meeting Minutes of Monday, January 3, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of January 3, 2022, and noted they were not sealed.

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 Friday, January 14, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of January 14, 2022.

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

The Board reviewed the Nonpublic Meeting Minutes of Friday, January 14, 2022, Session I. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of January 14, 2022, Session I, and noted they were sealed.

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

The Board reviewed the Nonpublic Meeting Minutes of Friday, January 14, 2022, Session II. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of January 14, 2022, Session II, and noted they were sealed.

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

PUBLIC APPOINTMENTS:

I. Representing the local Post of the American Legion, Mr. Lyman began by pointing out that he and Mr. Warner were requesting a Warrant item for Town Meeting in March, so the community would have the opportunity to decide if Keno should be allowed in Hopkinton. He continued by giving a brief overview of the over one-hundred-year history of the American Legion in Contoocook, highlighting some of the community outreach and fundraising they provide, such as scholarships and flag placement in the cemeteries for Memorial Day, and added that the hope is that money raised by Keno would help provide more funding for community outreach, in addition to helping with operating costs. Ms. Cleland, from the NH Lottery Commission, provided some background on the legalities associated with bringing Keno to a community, noting that if it is approved for the American Legion Hall in Contoocook, it will be available for any Hopkinton bar/restaurant business in which the bar area is separate from the dining area. In response to a question from Ms. Wells, regarding whether State money raised by Keno would be used in Hopkinton schools, Ms. Cleland pointed out that the State money goes to a statewide education trust fund. In response to Chair Dunlap's question of the origin of the Keno proposal, Commander Warner shared that it came about during the Post's response when COVID hit. Members worked on renovating the Legion Hall and patio area with donations from multiple businesses, with the goal of bringing in new members, with new ideas, and Keno was among the ideas for raising funds for more community outreach. Regarding towns in the region that have and have not approved Keno for their communities, Ms. Cleland noted that Hillsborough and Pembroke offer Keno, but the proposal has failed multiple times in Concord and Portsmouth. Mr. Donohoe made a motion, seconded by Mr. Traum, to add the Article pertaining to Keno to the Tuesday ballot.

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

There being no further questions or comments, the Board, Mr. Lyman, Mr. Warner, and Ms. Cleland exchanged thanks.

II. Public Hearing – Snowmobile Use of a Portion of Pine Street. Mr. Reynolds (via Zoom), representing the SnoMads Snowmobile Club, provided a quick synopsis of the club's petition to the Town for rerouting the snowmobile trail across public land in the Bound Tree Road area; he noted that it required approval from the NH DES (Department of Environmental Services), due to the presence of wetlands, but approval was denied because the property is in a protected zone. Moving forward with the second option, Mr. Reynolds detailed the revised plan, which would run from the intersection of

Pine Street and Bound Tree Road and travel along Pine Street to the point at which the trail crosses Pine Street and goes onto the existing rail bed to just before Storms Fitness. He pointed out that there would be signage to make sure the snowmobilers stay in the designated area and added that this would be a one-year route, as the club would be working on a new plan to submit to DES. Mr. Cass noted that he had spoken with Dan Blanchette, Director of Public Works, about the proposed route, and Mr. Blanchette said there was room for the proposed route and he did not see any issues with it. There being no further questions or comments, Chair Dunlap closed the Public Hearing. Mr. Traum made a motion, seconded by Mr. Whitley, to grant authority requested, limited to one year.

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

III. After thanking the Board for the opportunity to meet again, Chief Hennessey highlighted that he wanted to clarify some details about a discussion at a previous Select Board meeting and provide an update on the search for new officers. Regarding clarification of the topic of a possible proposal of offering take-home cruisers for officers, Chief Hennessey noted that if this proposal were approved, all officers would receive a cruiser, but only officers residing in Hopkinton would be allowed to take them home, and those officers with take-home cruisers would not be allowed to drive their cruisers during off-duty time. He added that, based on the cost of a cruiser currently on order, each fully-equipped new cruiser would cost about \$40,000.00, and the purchase of new cruisers would be staggered over a period of years. Moving on to the update on the search for officer applicants, Chief Hennessey noted that the ad is posted on several sites, but only one application has been submitted, and he added that none of the previous applicants have responded to recent contact. Seeking input on how to recruit and retain officers, discussion ensued among the Board members and Chief Hennessey, with questions about the possibility of seeking temporary shift coverage from State or other town Police Departments, but Chief Hennessey pointed out that these were not feasible options. With competition from private employers, who are able to offer higher starting wages, Chief Hennessey suggested the idea of offering a sign-on bonus, which prompted a discussion of possible scenarios of how a bonus might be disbursed, such as half being paid at the hiring date, half being paid after a year, or one quarter being paid at hiring date, three quarters being paid after a year. With no further comments or questions, the Board and Chief Hennessey exchanged thanks.

OLD BUSINESS:

Regarding the 2021 Year-to-Date Financials, Mr. Cass highlighted that the Town came in under the amount budgeted, and Mr. Traum pointed out that the Budget Committee was pleased to see revenues were \$80,000.00 more than estimated when the budget was developed.

Moving on to the septage lagoon situation at the Transfer Station, Mr. Cass noted that he, Jolene Cochrane, the Transfer Station Superintendent, Dan Blanchette, the Director of Public Works, and engineers from Nobis Group had met with representatives of the NH Department of Environmental Services (DES) to discuss the existing circumstances of the lagoons. The DES and the DES Dam Bureau pointed out that the system of lagoon management is not acceptable, and the consensus from Town representatives is that it appears the cost of bringing the system into compliance is well beyond consideration, and the recommendation is that the Select Board authorize the shutdown of the lagoon system, effective January 31 of this year. Mr. Whitley inquired about the revenue loss of closing the lagoon and Mr. Cass pointed out that at around \$20,000.00, it is far less than the cost of bringing the system into compliance. The Town will work with Nobis Group engineers to develop a plan for the lagoons, and added that the area is well monitored and there is an abundance of federal money

available for wastewater projects, so it is likely testing will be covered by grants from the DES. If the Town were to upgrade its wastewater treatment system to allow sludge, the upgrade would likely be covered by DES grants, as well. Mr. Whitley made a motion, seconded by Mr. Traum, to close the septage facility, effective January 31.

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

NEW BUSINESS:

Referencing the draft of the Warrant for Town Meeting 2022 that was being presented, Mr. Cass pointed out that the Kenosha Article discussed at tonight’s meeting would need to be added, but he went on to review the Articles on the Warrant, noting a few changes to be made before finalization. Mr. Cass and the Board engaged in a discussion of details of the Houston Barn Stabilization Bond, and Mr. Cass said he would be speaking with the NH DRA (Department of Revenue Administration) regarding details and clarification of the use of ARPA (the American Rescue Plan Act) funds, particularly with regard to the verbiage of the proposed bond. With thirteen Articles on the current draft of the Warrant, including one submitted by petition, Mr. Cass pointed out that the that the Planning Board will be adding numerous amendments, and the cutoff for submission is February 1.

Regarding the Pay-by-Bag Ordinance, Mr. Cass said that he had met with Kirk and Jesse Morrill, the owners of the business that was formerly Dockham Trucking, and due to the mix of commercial trash and residential trash—which is contained in green Pay-by-Bag bags—Mr. and Mrs. Morrill have proposed that the Ordinance be changed so that all the trash commercial haulers pick up is considered commercial trash (and residential customers could use any standard trash bags), and commercial hauling companies would pay the commercial tipping fee, rather than having to separate out the green residential bags. The Board members and Mr. Cass engaged in a discussion of the details of this proposed change to the Ordinance, and Mr. Cass noted that, due to the timing of scheduled meetings of committees that would be concerned with such a change, as well as the approaching deadline for submissions to the Town Warrant, he would have another conversation with Mr. and Mrs. Morrill.

There being no Town Administrator Updates, Public Forum participants, or discussions for Other, Chair Dunlap concluded the public portion of the meeting.

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
Anna Wells	Yes
Jeffrey Donohoe	Yes
Steven Whitley	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
Anna Wells	Yes
Jeffrey Donohoe	Yes
Steven Whitley	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
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 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
Anna Wells	Yes
Jeffrey Donohoe	Yes
Steven Whitley	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