



# 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, January 3, 2022  
Approved**

**CALL TO ORDER:**

Chair Sabrina Dunlap called this meeting of the Select Board to order at 5:32 p.m. on Monday, January 3, 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, and Steven Whitley; Jeffrey Donohoe, via conference telephone

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

**Public Present:** Members of the Houston Barn Study Committee: Louise Carr, Don Houston, Lee Wilder, and Celina Hurley; Tom Senecal; Shannon Greenwood; and Norm Goupil

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

**VOTE:** Dunlap, Traum, and Whitley voting in favor of the motion, no votes against; **MOTION PASSED 3-0.**

**POINTS OF PRIDE:**

Mr. Cass thanked Ms. Gallant, Finance Director, for all her time and hard work with the new finance software, noting that this was the official activation date. He added thanks to the Police, Fire, and Highway Departments for all their work over the holidays, pointing out that the Highway Department also helped the State by sanding roads. Mr. Traum and Chair Dunlap expressed the same appreciation, with Mr. Traum noting the especially impressive work of the Highway Department he witnessed on Maple Street during the Christmas Day storm.

**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.

<b>Town of Hopkinton - Select Board Consent Agenda January 3, 2022</b>			
<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>Comment</u>
<b>AP MANIFEST</b>			
AP Manifest dated 1/3/2022 ch #s 70000 - 70039	1/3/2022	Approved	\$64,621.76

<b>PAYROLL</b>			
Employee Payroll	1/3/2022	Approved	\$89,657.35
<b>PROPERTY TAX ABATEMENT</b>			
102-025-000 - 68 Carriage Ln. - Elderly Def. - McEvoy Fam. Trust	1/3/2022	Approved	\$1,426.00
<b>OTHER</b>			
Letter of Agreement - CNHRPC Haz. Mitigation Plan Update	1/3/2022	Approved	
Personnel Action Form - New hire - Full-time	1/3/2022	Approved	

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board reviewed the Public Meeting Minutes of Monday, December 20, 2021. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of December 20, 2021.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board reviewed the Nonpublic Minutes of Monday, December 20, 2021. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Session Nonpublic Minutes of December 20, 2021, and noted they were not sealed. Ms. Wells arrived prior to vote.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**PUBLIC APPOINTMENTS:**

**I.** Ms. Carr, Chair of the Houston Barn Study Committee, began by thanking the Board for meeting with the Committee again, and noted that they were there to answer any questions that may have come up after review of the information presented at their previous meeting with the Board. Regarding Mr. Traum’s inquiry about any revised cost estimates, Ms. Carr noted that there had been a significant error in the figure for the stone under the slab and that a second metal roof estimate had been done, coming in \$35,000.00 lower than the first estimate. Ms. Carr provided updated figures for all four proposed plan options, with barn replacement at \$1.727 million; barn replacement on a new site at \$2.286 million; barn stabilization at \$875 thousand; and barn rehabilitation at \$1.753 million, including the lower metal roof estimate. She added that while the Committee recommends the stabilization of the barn at a minimum, the Capital Improvement Plan (CIP) Committee and Budget Committee expressed interest in researching the option of barn rehabilitation, and the Barn Committee is proposing two Warrant Articles be presented to the Town, the first being the \$1.753 million rehabilitation plan and the second being the \$875 thousand stabilization plan. The Board members discussed the possible options for funding the proposed stabilization project and details of presentation at Town Meeting, noting that the Committee’s proposed bond for barn rehabilitation was not something the Board would support at this time. Mr. Traum made a motion, seconded by Mr. Whitley, that the Select Board supports the \$875 thousand barn stabilization plan, with \$600 thousand coming from the American Rescue Plan Act (ARPA) funds and the remainder of the funds coming from a bond.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

There being no further discussion, the Board and the Committee exchanged thanks.

**II.** Regarding their proposed change from a Class VI Road to a Class V Road, adjacent to the property recently purchased by Ms. Greenwood and Mr. Senecal, Ms. Greenwood began by highlighting how pleasant their meetings with several Town department personnel have been, and that they have presented their plans to appropriate staff and are eager to get started on building their home. After clarification that their plan is to pay for the upgrade to their property and the adjoining property, as well, Mr. Whitley pointed out to Ms. Greenwood and Mr. Senecal that the Board would not be able to make any decisions at this time, as they must either present a Layout Petition to the Select Board for consideration or present their proposal at Town Meeting. After a brief discussion regarding the Layout Petition procedure, the Board, Ms. Greenwood, and Mr. Senecal exchanged thanks.

**OLD BUSINESS:**

Regarding the update on the Contoocook Sno-Mads Snowmobile Club request, Mr. Cass noted that the club’s application to the NH Department of Environmental Services (NH DES) had been denied because their proposed trail would have gone through wetlands. He added that a Public Hearing on the request is scheduled to be held at the Select Board meeting on January 18.

Following up on Chief Hennessey's recent appointment to discuss Police Department retention with the Select Board, there was a discussion among Board members and Mr. Cass related to the proposed option of take-home cruisers for officers who are Hopkinton residents and have been with the department a particular length of time. Some of the other proposed options were reviewed and it was agreed that a sign-on bonus may be among the most feasible.

**NEW BUSINESS:**

Regarding year-end financials, Mr. Cass noted that he anticipated receiving an updated report this week, after the migration to the new financial software, but all the department heads had been very cautious, so the figures were about where they were anticipated to be. Mr. Traum asked about the payroll figures and Mr. Cass pointed out that holidays and overtime were included in this payroll period. Mr. Cass also reminded the Board that 2021 invoices will likely trickle in over the next few weeks.

**OTHER:**

Mr. Traum asked if there had been any communication updates from the Town of Webster Select Board or St. Methodios, regarding previously discussed matters, and Mr. Cass noted that he had not had any updates from either group. Mr. Traum added that he had received an email regarding the Warner River Local Advisory Committee, and Mr. Cass said he would contact them regarding the terms of their committee members.

NON-PUBLIC SESSION IV-RSA 91-A: 3 II (d) Acquisition/Sale of Property

Ms. Dunlap moved to go into a non-public session to discuss the acquisition/sale of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Mr. Traum 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, Rob Knight, and the Town Administrator went into nonpublic session, as recorded separately, at 6:53 p.m. The Board returned to public session at 7:11 p.m.

These minutes were not sealed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:12 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant