



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, February 14, 2022
Approved**

CALL TO ORDER:

Chair Sabrina Dunlap called this meeting of the Select Board to order at 5:34 p.m. on Monday, February 14, 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, Thomas Lipoma, Steven Whitley, and Jeffrey Donohoe, via conference telephone

Staff Present: Neal Cass, Town Administrator; Cara Johnson, Administrative/Assessing Assistant; and Paula Simpkins, Recreation Director

Public Present: Shannon Greenwood; Katherine Mitchell; Robert Clay; Ryan Hall, representing the Duston Country Club; Executive Board member Stuart Lyman, Commander Dale Warner, and Vice Commander Kathy Trantham, representing the American Legion Post #81; KJ Cleland, Executive Agency Manager, NH Lottery Commission; Norm Goupil; Mike Ciance; Louise Carr, Houston Barn Committee Chair; and Josh Kattef

Before proceeding, a motion was made by Mr. Traum, and seconded by Chair Dunlap, to appoint Thomas Lipoma as a member of the Select Board.

ROLL CALL VOTE:

Ken Traum	Yes
Sabrina Dunlap	Yes
Steven Whitley	Yes

MOTION PASSED 3-0.

Mr. Lipoma was sworn in by Chair Dunlap and welcomed to the Select Board. Chair Dunlap thanked Mr. Lipoma and Mr. Traum for running for the two seats on the Select Board.

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

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

POINTS OF PRIDE:

Mr. Cass noted that Karen Robertson, Planning Director, and TJ Hennessey, Chief of Police, had each been a speaker at the Rotary meetings the past two weeks, and had both done an excellent job and represented the Town well. He also pointed out that the Annual Town Report would be going to press on schedule on the 15th and thanked Ms. Johnson for her work on the Report. Mr. Traum added thanks to Ms. Robertson and Chief Hennessey for doing so well speaking at the Rotary meetings, commended and thanked the Budget Committee for their great work, and recognized Susan Covert, a Hopkinton resident, for the article about her in the *Concord Monitor*. Chair Dunlap also expressed recognition of Ms. Covert and thanked Mr. Traum for his work on the Budget Committee’s Public Hearing on the 9th. Mr. Whitley thanked Mr. Traum, Mr. Goupil, and Mr. Lipoma, as representatives of the Select Board, the School Board, and the Hopkinton Village Precinct, respectively, for their work on the Budget Committee.

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 FEBRUARY 14, 2022			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 2/14/2022 CH #s 70220 - 70238	2/14/2022	APPROVE	\$45,555.21
AP MANIFEST DATED 2/14/2022 CH #s 70239 - 70255	2/14/2022	APPROVE	\$22,937.98
PAYROLL			
EMPLOYEE PAYROLL	2/14/2022	APPROVE	\$82,709.66
YIELD TAX			
231-003-000 OP # 21-227-19-T JONES LIVING TRUST	2/14/2022	APPROVE	\$1,983.13
SOLAR EXEMPTION			
221-066-001 452 BOUND TREE RD SHERMAN FAMILY TRUST	2/14/2022	APPROVE	\$25,000.00
221-129-000 129 SPRING ST MICHAEL & BRIDGET TIERNEY	2/14/2022	APPROVE	\$25,000.00
VETERAN TAX CREDIT			
245-076-000 5 PAMELA DR KESE CHARTIER	2/14/2022	APPROVE	\$500.00
INTENT TO CUT			
260-019-000 739 PATCH RD ANDERS HOGBLOM TRUST	2/14/2022	APPROVE	
PERSONNEL ACTION FORM			
CHRISTINE JOHNSON PERMANENT F/T	2/14/2022	APPROVE	

APPOINTMENT TO OFFICE			
TREVOR ANDERSON DEP FOREST FIRE WARDEN	2/14/2022	APPROVE	
BRYAN FOSTER DEP FOREST FIRE WARDEN	2/14/2022	APPROVE	
THOMAS JONDALL DEP FOREST FIRE WARDEN	2/14/2022	APPROVE	

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board, with the exception of Mr. Lipoma, reviewed the Public Meeting Minutes of Monday, January 31, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of January 31, 2022.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board, with the exception of Mr. Lipoma, reviewed the Session I Nonpublic Meeting Minutes of Monday, January 31, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of January 31, 2022, and noted they are not sealed.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board, with the exception of Mr. Lipoma, reviewed the Session II Nonpublic Meeting Minutes of Monday, January 31, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of January 31, 2022, and noted they are sealed.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board, with the exception of Mr. Lipoma, reviewed the Session III Nonpublic Meeting Minutes of Monday, January 31, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of January 31, 2022, and noted they are not sealed.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

PUBLIC APPOINTMENT:

Ms. Greenwood began by pointing out that, although her counterpart was not present at this meeting, they had both been at a Select Board meeting earlier this year, to present their proposal for changing a portion of Bound Tree Road from Class VI to Class V, at their expense, for the purpose of building a home on their property. She went on to say that, although they had started to pursue a Layout Petition, due to weather conditions and COVID-19, it proved to be an inefficient option, as far as time is concerned, so they would like their proposal presented at Town Meeting. She noted that her research had shown that the Class VI rating had been put in place 30-40 years ago, since, due to it being undeveloped land at the time, it did not need to be a town-maintained road. Mr. Whitley asked for clarification on the length of road to be reclassified, as Ms. Greenwood referred to 250 feet of road, and the Warrant Article specifies 150 feet of road. Mr. Cass pointed out that the length of road to be reclassified is 150 feet beyond the border of the adjacent property. Mr. Traum confirmed with Mr. Cass that Dan Blanchette, Director of Public Works, is supportive of this proposal, and Ms. Greenwood said she had met with all the appropriate Town personnel and said her contractor will be able to meet the requirements of all involved departments.

Mr. Traum made a motion to add the Article pertaining to this proposal to the Warrant, but he withdrew his motion when Ms. Mitchell, of 1677 Bound Tree Road, came forward to voice her objection to this Article being added to the Warrant. Ms. Mitchell highlighted that, at a meeting in 2017, the Conservation Commission stressed the importance of Class VI roads as a recreational asset to the town that should be preserved as such. She continued by stating that, according to the Town's Master Plan, the Town should maintain the policy of prohibiting development of land for which sole access is via a Class VI road, with the exception of conservation uses, and added that Ms. Greenwood's parcel is adjacent to conservation and recreation land. Ms. Mitchell expressed her concern that allowing this road class change will set a precedent for others to follow, and development in areas intended for conservation and recreation use will lead to sporadic development, which goes against the policies laid out by the Master Plan and added that she believes placing this Article on the Warrant would be a mistake, particularly given the typically low turnout of voters.

After discussion ensued between Ms. Greenwood and Ms. Mitchell, regarding Ms. Greenwood's plans for the property, raising a family in the area, and Ms. Mitchell's recollection of the history of a previous owner's development in the area, Chair Dunlap thanked Ms. Mitchell and Ms. Greenwood for their comments. Mr. Traum asked if the Conservation Commission had been notified of this proposed change in road classification and Mr. Cass noted they had not been notified. Mr. Whitley pointed out that the Town's Master Plan is intended for guidance and is not a legally binding document. He went on to say that, although he understands the importance of Class VI roads, the property that is the focus of this Article will not have a large impact in terms of road reclassification. A brief discussion among

Board members took place, regarding placing the Article on the Warrant without any Board recommendation, either for or against, and Mr. Whitley confirmed that, since it does not involve raising or appropriating any funds, no Board recommendation is required. Ms. Greenwood added that she will contact the Conservation Commission to make sure they are aware of the proposed intentions with the property and road reclassification. Mr. Traum made a motion, seconded by Mr. Whitley, that Article 12, to reclassify a portion of Bound Tree Road from Class VI to Class V, be added to the Warrant, without any recommendation, one way or the other, by the Select Board.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass shared that a check was received today for a property that was to be potentially tax deeded to the Town, and mentioned again that the Town Report would be sent to the printer tomorrow. He added that he is in the middle of evaluations, an election planning meeting is scheduled for this Thursday, and Sara Persechino, Town Moderator, will be at the next Select Board meeting. He noted that Ms. Persechino attended the NH Municipal Association (NHMA) moderator training over the weekend; the training went well and confirmed that the Town is on-track with election preparation. Mr. Cass concluded his update by reminding everyone that voting is Tuesday, March 8, from 7:00 a.m. to 7:00 p.m., at Hopkinton Middle High School, and Town Meeting is Saturday, March 12, beginning at 9:00 a.m.

PUBLIC HEARINGS:

I. Regarding Operation of Keno in Town, Chair Dunlap invited anyone interested in speaking to do so. Mr. Hall, the new owner of the Duston Country Club, at 40 Country Club Road, expressed his interest in hosting Keno at the Country Club, noting that he feels Hopkinton residents are going to other towns, such as Hillsborough, to play Keno, and if approved here, he believes Hopkinton residents would stay here to play, to the benefit of the Hopkinton businesses, such as the Country Club, and organizations, such as the Legion Hall.

Mr. Lyman, of the Legion Hall Executive Board, noted he and the other Legion Hall representatives, as well as the NH Lottery Commission representative, were present as a follow up to their previous appointment with the Select Board. Mr. Lyman highlighted that 8% of sales from Keno would go back to the Legion, helping with memorial projects and growing membership; furthermore, Keno would replace Bingo, which the Legion no longer hosts. Vice Commander Trantham added that part of the Legion's giving back to the community is one of their biggest projects, marking the gravestones of veterans. She also noted that they look forward to reviving the scholarship program when they have the funds they believe Keno would help raise. Chair Dunlap noted how helpful it was at the group's previous appointment to have Ms. Cleland from the Lottery Commission present to explain the details and requirements of establishments that host Keno, so Chair Dunlap asked Ms. Cleland to highlight some of this information again. Ms. Cleland noted that any business or organization hosting Keno must have a bar area separate from the dining area, with Keno being set up in the bar area only; the Lottery Commission supplies all the necessary components for the game; the location hosting Keno

receives an 8% commission for every dollar spent on Keno; and the Commission has received reports that patrons typically stay longer and spend more money on food and beverages when they are playing Keno. Mr. Traum asked if a town that approves Keno has any say in which establishments can host the game, and Ms. Cleland replied that the Lottery Commission assesses individual locations and makes all decisions on whether particular businesses or organizations are approved to host. If approved by the Commission, each location pays an annual \$500 fee, which is renewable each year, but may not be renewed if the business or organization is not meeting a certain threshold of sales. In response to Mr. Traum's question of municipal control over Keno approval, Mr. Whitley noted that if Keno is approved in Hopkinton, the Town's zoning regulations and ordinances will still be applicable to businesses and organizations. Mr. Lyman added that Legion bartenders are held to higher standards, due to serving alcohol and the presence of gaming. After a brief discussion of estimated revenues, which typically vary by location, Chair Dunlap and the Legion representatives exchanged thanks, and Chair Dunlap invited public comments.

Mr. Goupil, of 121 Amesbury Road, asked for clarification of the percentage of revenue that would come back to Hopkinton, and Ms. Cleland explained that all revenue goes to the State's Education Trust Fund and the Department of Education disperses all Lottery revenue as it sees fit. Mr. Goupil asked about an increase in traffic in the area of the Legion Hall, if Keno is approved, and Commander Warner said there likely wouldn't be any significant increase in traffic, except possibly a small seasonal increase from summer and vacation visitors.

Mr. Ciance, of 17 Autumn Ridge Road, asked about the components required for Keno and Commander Warner explained the game doesn't require too many pieces, and Ms. Cleland later explained that there is a 2-foot by 2-foot kiosk, one or two monitors for smaller establishments, one 32-inch television and one 42-inch television.

Mr. Traum inquired if Keno would be allowed in a temporary setting, such as the Hopkinton State Fair, and Ms. Cleland replied that although there are seasonal locations for Keno—such as Hampton Beach—she would need to refer to the legislation regarding temporary locations. She noted that the equipment must be protected from the elements and must have the necessary communication capability, so temporary locations seem unlikely, but she would need to confirm that.

Chair Dunlap closed the Public Hearing on the Operation of Keno in Town and thanked everyone.

II. Regarding the Bond Hearing for the Stabilization of Houston Barn, Mr. Traum noted that from far away, the Houston Barn looks okay, but when you are near the barn, you can see some of the problems and significant deterioration. He presented a series of slides highlighting closeups of the areas that would be addressed by the stabilization project—such the roof, foundation, and general structural areas—followed by detailed information on the \$603,117 American Rescue Plan Act (ARPA) funds that would be applied to the barn stabilization and the proposed \$272,000 bond, which is the subject of this Public Hearing, noting that, if approved, the increase will be reflected in the tax rate beginning in 2023. At that point, the impact will be approximately 5%, decreasing slightly each year for a total of ten years. At the conclusion of his slide presentation, Ms. Carr, Chair of the Houston Barn Committee, announced that the Committee will be holding two open houses at the barn—Saturday, March 5, and Wednesday, March 9, from 11:30 a.m. to 1:30 p.m.—so residents will have the opportunity to see the interior of the barn and Committee members will be available to answer questions.

There being no questions, Chair Dunlap thanked Ms. Carr and Mr. Traum, and invited public comments.

Mr. Kattf, of 344 Moran Road, said his reason for attending the meeting was to ask that the full amount of the Barn Rehabilitation project be added to verbiage of this Bond Article on the Warrant. His opinion is that the voters need to see that the amount of the bond is not the total cost of the project. Discussion ensued among the Board and Mr. Kattf, and it was noted that there had been multiple conversations and a Public Hearing regarding use of ARPA funds, and Mr. Donohoe and Chair Dunlap pointed out that this use of one-time funds for a one-time project has been public information all along and will be public information when it presented at Town Meeting. There being no further comment, Mr. Kattf and the Board exchanged thanks.

Mr. Goupil, of 121 Amesbury Road, asked what will happen with the ARPA funds if the Bond does not pass, and Mr. Traum replied that the Board would need to discuss the use of the funds if this were the case.

There being no further questions or comments, Chair Dunlap closed the Public Hearing on the Bond for the Stabilization of the Houston Barn and thanked everyone.

OLD BUSINESS:

Clarifying the question of ARPA funds being used for the Houston Barn if the Houston Barn is listed on the NH Register of Historic Places, Mr. Cass pointed out that use of ARPA funds does not obligate preservation. Based on his experience with historic projects, Mr. Donohoe recommended that the barn stabilization project be completed before the Committee applies to the Register of Historic Places. Ms. Carr, Chair Dunlap, Mr. Lipoma, and Mr. Donohoe discussed details of the Land & Community Heritage Investment Program (LCHIP) grant, the Register of Historic Places, and timelines for each, adding that the plan is that the barn rehabilitation project should be complete by late winter or early spring of 2023, which, from a date perspective, would mean project completion before likely receipt of LCHIP grants funds or placement on the Register. Ms. Carr noted that, if necessary for any reason, a request could be submitted to be removed from the Historic Register or decline LCHIP funds. Chair Dunlap made a motion, seconded by Mr. Whitley, to approve the request to apply to be placed on the New Hampshire Register of Historic Places.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

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

NEW BUSINESS:

Regarding Recreation Facility Use Policy and Applications, Ms. Simpkins, Recreation Director, presented proposed changes to the multiple Recreation Department facility policies and applications, based on input from the Recreation Department, Buildings and Grounds, Mr. Cass, and the Highway Department, as well as representative of some of the groups who use the facilities. Discussion ensued

among the Board and Ms. Simpkins as they reviewed the detailed proposed changes in the documents. There being no questions or comments, the Board and Ms. Simpkins exchanged thanks.

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

Ms. Dunlap 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
Thomas Lipoma	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 7:40 p.m. The Board returned to public session at 8:40 p.m.

Mr. Donohoe left the meeting during the nonpublic session.

Vote to seal nonpublic minutes:

Mr. Whitley 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
Thomas Lipoma	Yes
Steven Whitley	Yes

MOTION PASSED 4-0.

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. Whitley seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:40 p.m. The Board returned to public session at 8:44 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley 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
Thomas Lipoma	Yes
Steven Whitley	Yes

MOTION PASSED 4-0.

The Select Board reviewed the Town Meeting Warrant, finalized it, and determined the speakers for each article at Town Meeting.

Article 4: Borrowing for Houston Barn Stabilization	Ken Traum
Article 5: Operating Budget	Ken Traum
Article 6: Appropriation to Capital Reserve Funds	Ken Traum
Article 7: Appropriation to Expendable Trust Funds	Ken Traum
Article 8: Creation of Payroll Liability Trust Fund	Steven Whitley
Article 9: Designating Lots as Town Forest	Sabrina Dunlap
Article 10: Authorization to Sell Donated Lot	Sabrina Dunlap
Article 11: Authorization to Expend from PbB Fund	Thomas Lipoma
Article 12: Reclassify a Portion of Bound Tree to Class V	Steven Whitley
Article 13: Lease of Town Owned Land for Solar Farm	

Ms. Dunlap moved that the Select Board recommend Article 13. Mr. Traum seconded the motion.

VOTE: Ms. Dunlap called for the vote with Dunlap, Traum, Lipoma, and Whitley voting in favor and no votes against: Motion approved 4-0.

Mr. Donohoe will be asked to speak to this article and if not, Mr. Whitley will.

Article 14: Hand Count Ballots Petition Warrant Article Sabrina Dunlap

The Warrant was signed and is ready for posting.

OTHER BUSINESS

There was discussion as to the status of the Abenaki signs.

Ms. Dunlap said there were recent posts concerning the speed of traffic on College Hill Road.

There will be no meeting on Monday, February 28. Tentatively, a meeting will be held on Thursday, March 3.

Ms. Dunlap and Mr. Whitley are available to be at the polls on March 8. Mr. Traum and Mr. Lipoma are available but will confer with Moderator Sara Persechino as they are both on the ballot.

Select Board Meeting February 14, 2022

ADJOURNMENT

There being no further business, the meeting adjourned at 9:07 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant