



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 28, 2022
Approved**

CALL TO ORDER:

Chair Dunlap called this meeting of the Select Board to order at 5:32 p.m. on Monday, March 28, 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; Steven Whitley; Jeffrey Donohoe; and Thomas Lipoma

Staff Present: Neal Cass, Town Administrator; Cara Johnson, Administrative/Assessing Assistant; Chief Thomas Hennessey, Sergeant Brian O'Connor, and Hopkinton Police Force and Staff; and Anna Wells, Economic Development Director

Public Present: Family and friends of Sergeant Brian O'Connor; Brian Cressy; and Dave White

POINTS OF PRIDE:

Mr. Cass noted that Tom Geer retired last Friday, after more than ten years of service with the Hopkinton Department of Public Works. He added that the DPW hosted a nice retirement lunch, with excellent food, in honor of Mr. Geer. With so many personnel, family, and friends of the Hopkinton Police Department present, Mr. Cass pointed out that it was an opportune time to express the ongoing appreciation of the all the work and extra hours put in by the members of the Police Force.

Mr. Traum added his thanks, as well, to the Police Department and all emergency personnel who serve the Town. He also thanked everyone involved with the annual School Board meeting, noting what a great job they did.

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			
MARCH 28, 2022			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST	-	-	-
AP MANIFEST DATED - 3/28/2022 - CH #S 70408 - 70449	3/28/2022	APPROVE	\$1,704,843.75

PAYROLL			
EMPLOYEE PAYROLL	3/28/2022	APPROVE	\$84,681.01
CHECKS: \$3,487.70			
DIRECT DEPOSIT: \$81,193.31			
APPROVED SINCE LAST MEETING			
A/P MANIFEST DATED 3/21/2022	3/28/2022	APPROVE	\$62,413.41
REPORT OF APPROPRIATIONS ACTUALLY VOTED			
DRA FORM 2022 MS-232	3/28/2022	APPROVE	
CREATION OF EXPENDABLE TRUST FUND			
PAYROLL LIABILITY EXPENDABLE TRUST FUND - PER WARRANT ART #8	3/28/2022	APPROVE	
EQUALIZATION ASSESSMENT DATA			
2021 EQUALIZATION ASSESSMENT DATA CERTIFICATE	3/28/2022	APPROVE	
INTENT TO CUT			
211-020-000 - OP #22-227-01-T - RYAN HALL (FOFI LLC)	3/28/2022	APPROVE	
APPOINTMENT AS POLICE SERGEANT			
BRIAN T O'CONNOR - APPOINTMENT TO POLICE SERGEANT (TWO CERTS)	3/28/2022	APPROVE	
APPOINTMENTS TO OFFICE			
CHRIS BOUDETTE - ROAD COMMITTEE MEMBER	3/28/2022	APPROVE	
BONNIE CHRISTIE - H-W REFUSE DISPOSAL COMMITTEE MEMBER	3/28/2022	APPROVE	
KRISTEN CUMMINGS - ZONING BOARD OF ADJUSTMENT MEMBER	3/28/2022	APPROVE	
DAVID FELLER - CIP COMMITTEE MEMBER	3/28/2022	APPROVE	
ANDREA FOLSOM - ECONOMIC DEVELOPMENT COMMITTEE MEMBER	3/28/2022	APPROVE	
JAMES FREDYMA - CIP COMMITTEE MEMBER	3/28/2022	APPROVE	
RONALD KLEMARCZYK - CONSERVATION COMMISSION MEMBER	3/28/2022	APPROVE	
ROBERT KNIGHT - CONSERVATION COMMISSION MEMBER	3/28/2022	APPROVE	
DAN RINDEN - ZONING BOARD OF ADJUSTMENT MEMBER	3/28/2022	APPROVE	
GREG SAGRIS - PLANNING BOARD MEMBER	3/28/2022	APPROVE	
ABIGAIL STONE - WASTE REDUCTION COMMITTEE MEMBER	3/28/2022	APPROVE	
DIJIT TAYLOR - OPEN SPACE MEMBER	3/28/2022	APPROVE	
JEFF YALE - ROAD COMMITTEE MEMBER	3/28/2022	APPROVE	
OTHER			
PERSONNEL ACTION FORM - CHANGE IN EMPL STATUS - BRIAN O'CONNOR	3/28/2022	APPROVE	
LETTER TO MR. BLACKFORD - LAND GIFT W/ PROCEEDS TO CONSERV COMM	3/28/2022	APPROVE	

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

The Board reviewed the Public Meeting Minutes of Monday, March 14, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of March 14, 2022.

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

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

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

The Board reviewed the Nonpublic Meeting Minutes of Monday, March 14, 2022, Session II. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of March 14, 2022, Session II, and noted that they were not sealed.

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

The Board reviewed the Public Meeting Minutes of Friday, March 25, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of March 25, 2022.

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

The Board reviewed the Nonpublic Meeting Minutes of Friday, March 25, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of March 25, 2022, and noted that they were sealed.

VOTE: Dunlap, Traum, Donohoe, and Whitley voting in favor of the motion, no votes against (Lipoma abstained); **MOTION PASSED 4-0.**

PUBLIC APPOINTMENTS:

I. After thanking everyone for attending, Police Chief Hennessey highlighted some of the reasons for Corporal O'Connor's promotion to Sergeant. He pointed out that Sergeant O'Connor serves as the firearms instructor, field training officer, evidence supervisor, project coordinator for grants, and that he goes above and beyond in his work, having served with the Department for twelve years. Chief Hennessey added that Sergeant O'Connor has his Bachelor degree from Bridgewater State College and thanked him for all he does for the Department. Chair Dunlap and Sergeant O'Connor completed the Oath of Office and swearing in, Sergeant O'Connor was congratulated, and the Board, Sergeant O'Connor, and Chief Hennessey exchanged thanks.

II. Noting that she was going to present some ideas for improvements to Riverway Park in Contoocook, the location of the Town gazebo, Ms. Wells, Economic Development Director, thanked the people with whom she has been working on cultivating these ideas: Brian Cressy; Dave White; landscape planner, Eric Buck; and Steven Whitley, the Chair of the Economic Development Committee. She noted that, with parking at a premium, particularly while events are being held in Contoocook, approval is being sought for a few projects in the parking lot of the park: the removal of the island, a small expansion and increase in parking spaces, and resurfacing and striping the lot. She added that the park's location ties the area together and draws people to the region, and noted that the park is also a proposed location for a section of the Concord to Lake Sunapee Rail Trail. There are existing portions of a trail, but the plan is to clean out and complete the trail, making it suitable for walking and biking, and eventually, as funds and momentum build, widen the trail, give it a harder surface, and make it a multi-use trail, completing the union with the Warner and Concord portions of the Rail Trail.

Mr. Whitley asked Ms. Wells to share some of the background details of the ideas being presented, and Ms. Wells shared that late last summer, Mr. Cressy contacted several people who would be interested in this proposed project and a group of Town personnel, community organization representatives, local business owners, area homeowners, and recreation enthusiasts gathered, providing input. Chair Dunlap asked about the timeline for the project, and Ms. Wells noted that because there are multiple pieces of the whole project, many could be completed independently, adding that the parking area upgrades are the logical first step. She shared that she had an encouraging, informal conversation with Dan Blanchette, Director of the Hopkinton Department of Public Works, regarding the parking lot portion of the project, and Mr. Blanchette said he would request a quote on the paving from the company with which the Town has a contract. Mr. Blanchette estimated the cost to be in the \$20 to \$30 thousand range, and Ms. Wells pointed out that she would be looking into grants and other sources, which she detailed later in her appointment, for funding the entire project, including the parking lot portion, which would include not only the addition of a few more spaces, but clear delineation of all spaces, so the area is used more efficiently.

Mr. Traum asked if anyone had spoken with the owner of the land adjacent to the proposed Rail Trail project, adding how important it is to be in contact, particularly if the owner is opposed to the project. Mr. White, a Hopkinton resident who is on the Board of the Concord to Lake Sunapee Rail Trail, noted that, while there have not been official conversations with the owner, he has spoken with some of the owner's family members, who indicated that the owner is generally receptive to this type of project. While there are no timelines at this point, it is likely there will be conversations with the owner this summer. Mr. White added that many portions of the original railbed have been cut by I-89 or covered by Route 103, so the course of the Rail Trail will be flexible.

Mr. Traum inquired about the feasibility of work on the trail being completed by Boy Scouts and Ms Wells expressed that it would be a great project for a scout group. Before wrapping up the discussion, Mr. Lipoma asked if the sewer system pumphouse would be impacted by expansion of the parking lot. Ms. Wells replied that she had spoken with Sam Currier, the Water/Sewer Superintendent, regarding this subject, and Mr. Currier had indicated that, after clearing overgrown shrubs and some general cleaning and clearing around the pumphouse, a fence around the pumphouse would be ideal. With no further questions or comments, Ms. Wells and the Board exchanged thanks.

OLD BUSINESS:

Regarding the sale of the donated Blackford property, Mr. Cass shared that everything seems to be in place, the information to put out for bids has been put together, and they are just waiting on the final deed. Mr. Donohoe pointed out that the cash only and no contingencies clause had not been included, so Mr. Cass made this addition to the bid information. Mr. Donohoe, Mr. Whitley, and Mr. Traum discussed details of the bid notice and acceptance, and Mr. Cass said he would consult with officials to confirm precise wording.

Moving to Appointments to Office, Mr. Cass pointed out that numerous appointments had already been made and that he was waiting to hear back from a few people. Chair Dunlap thanked Mr. Cass for all the outreach to people.

Mr. Cass noted that he has been working on tax deeding, a new surveyor has been located for the Horseshoe Tavern property, and regarding the Transfer Station lagoons, the reports have been submitted to the Department of Environmental Service (the DES), and there will be a site visit next week.

NEW BUSINESS:

Mr. Cass pointed out that an application for a Barn Easement has been submitted to the Board, a Select Board tour of the barn has been scheduled, and he then gave a brief explanation of the process.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass shared that last week, the Town Administrators' lunch was held, adding that it is good that the lunches seem to be returning to the regular schedule. He also noted that the Town received an equipment grant, and the paperwork has been completed for a ventilator and heart monitor. The price of paving is up quite a bit, Mr. Cass said, and Mr. Blanchette, Director of the Hopkinton Public Works Department, will be putting together some information to present to the Board, probably at the next meeting. Mr. Cass added that he has been working on the merit increases, as well as health insurance, and noted that we are well covered in the budget. He said he will still go through all the options, but noted that everything is fine with the budget as it is.

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. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board, Darrin Brown, Gary Graziano, and the Town Administrator went into nonpublic session, as recorded separately, at 6:15 p.m. The Board returned to public session at 6:50 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. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board was in recess for 10 minutes

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. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

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 7:30 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. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:30 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant