



# 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  
Thursday, March 3, 2022  
Approved**

**CALL TO ORDER:**

Vice Chair Ken Traum called this meeting of the Select Board to order at 5:32 p.m. on Thursday, March 3, 2022. With the meeting being held at Town Hall, Vice Chair Traum introduced the members of the Board.

**Select Board**

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

**Staff Present:** Neal Cass, Town Administrator; Cara Johnson, Administrative/Assessing Assistant; Carol Harless, Town Clerk/Tax Collector; and Sara Persechino, Town Moderator, via Zoom

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

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

Chair Dunlap requested that, due to her remote connection, Mr. Traum lead the meeting, and Mr. Traum agreed. Mr. Lipoma led those present and via Zoom in the Pledge of Allegiance, and a moment of silence was observed in honor of Ukraine.

**POINTS OF PRIDE:**

Mr. Cass noted that numerous departments are short staffed, so with the crazy weather conditions and preparation for Election Day and Town Meeting, everyone is busy, and likely looking forward to the mid-March. Mr. Traum agreed and expressed special appreciation to Mr. Cass for all his work.

**ADMINISTRATIVE:**

The Board reviewed documents for signature, and approved (5-0) the Consent Agenda, taking the following action on a motion made by Mr. Whitley and seconded by Mr. Donohoe.

<b>TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA MARCH 3, 2022</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>FUND TRANSFER</b>	-	-	-
FROM SEWER FUND ACCT TO GENERAL OP FUND REIMB JAN/FEB EXPEND	3/3/2022	APPROVE	\$29,967.90
-	-	-	-
<b>YIELD TAX</b>			
260-020-000 OP # 21-227-20-T MARY M LEADBEATER 2010 REV TR	3/3/2022	APPROVE	\$204.73
<b>NOTIFICATION OF ABATEMENT</b>			
208-003-C13 C13 SANDY BEACH TRAILER WAS REMOVED	3/3/2022	APPROVE	\$289.42
222-061-005 KEARSARGE AVE BUILDING WAS REMOVED	3/3/2022	APPROVE	\$28.53
222-061-011 KEARSARGE AVE BUILDING WAS REMOVED	3/3/2022	APPROVE	\$13.25
236-057-001 394 SUGAR HILL RD CELL TOWER ASSESS ADJUSTMENT	3/3/2022	APPROVE	\$46.47
<b>APPROVED SINCE LAST MEETING</b>			
AP MANIFEST DATED 2/22/2022			\$39,780.45
AP MANIFEST DATED 2/28/2022			\$1,575,848.68
PAYROLL MANIFEST PPE 2/26/2022			\$81,477.81
CHECKS: \$2,933.53			
DIRECT DEPOSIT: \$78,544.28			

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

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

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

The Board reviewed the Public Meeting Minutes of Friday, February 18, 2022. Mr. Whitley made a motion, seconded by Mr. Donohoe, to approve the Public Meeting Minutes of Friday, February 18, 2022.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

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

**ROLL CALL VOTE:**

Ken Traum	Yes
Thomas Lipoma	Yes
Steven Whitley	Yes

**MOTION PASSED 3-0.**

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

**ROLL CALL VOTE:**

Ken Traum	Yes
Thomas Lipoma	Yes
Steven Whitley	Yes

**MOTION PASSED 3-0.**

The Board reviewed the Nonpublic Meeting Minutes of Friday, February 18, 2022. Mr. Whitley made a motion, seconded by Mr. Lipoma, to approve the Nonpublic Meeting Minutes of Friday, February 18, 2022, and Mr. Traum noted they are sealed.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

**PUBLIC APPOINTMENT:**

Ms. Persechino, Town Moderator, noted that she is pleased that Town Meeting will be back in public again this year. She reminded everyone that voting will take place at the Hopkinton Middle High School on Tuesday, March 8, from 7:00 a.m. to 7:00 p.m., and that Town Meeting will also be held at the Hopkinton Middle High School, beginning at 9:00 a.m., on Saturday, March 12. Highlighting the

success of the elections and Town Meetings of the past two years, as well as how different everything was from what she envisioned when she signed up to run for Town Moderator, Ms. Persechino thanked the members of Select Board, the Town Administrator, the Town Clerk/Tax Collector's Office, and all the Town employees and volunteers involved in coming together to organize and conduct safe and secure elections and Town Meeting sessions. Regarding this year's election and Town Meeting, Ms. Persechino pointed out that, since the law that allowed remote meetings and drive-by voting had sunset, the Town will follow the more traditional voting and meeting format, with distancing guidelines marked on the floor at the election and socially distanced seating at the meeting. While masks will not be required, in an effort to facilitate a more comfortable environment for all, she strongly encourages people to wear them to the election and to Town Meeting and added that there will be separate masked and unmasked seating areas at the meeting. Mr. Traum asked about the process for the business portion of Town Meeting, so after a brief clarification, Ms. Persechino pointed out that it will follow the same process as previous meetings with former Town Moderator, Bruce Ellsworth. After a brief review of details for Election Day, Ms. Persechino and the Board exchanged thanks.

**OLD BUSINESS:**

I. Regarding finalization of Town Meeting presentations and details, Mr. Traum asked Mr. Cass about the script and Mr. Cass explained that the script and the other pertinent information for the meeting will be provided to the Select Board. He added that the meeting will be on Zoom in the webinar version, so those watching will not be able to participate, and it will be recorded for post-meeting viewing.

II. Per the Centers for Disease Control and Prevention (CDC) and Hopkinton School District mask guideline changes, Mr. Cass recommended that the wearing of masks should no longer be required in Town Hall or the Slusser Center. He added that the plexiglass barriers will remain in place and masks will still be available. While some Select Board members expressed concern that lifting the requirement might make some Town employees uncomfortable, Mr. Cass noted that employees with whom he had spoken about the subject had not voiced any objections; additionally, none of the Town employees present at the meeting expressed any discomfort with the proposed change. Mr. Donohoe made a motion, seconded by Mr. Whitley, that the mask requirement for Town Hall and the Slusser Center be removed, effective immediately.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

III. Regarding the Field Use Policy, members of the Select Board and Mr. Cass discussed details of potential damage or vandalism on Town fields, and it was agreed that photo documenting damage, good communication among those using the fields and Town personnel or residents, and the requirement of a security deposit, are keys to continued success with rentals and programs. Mr. Donohoe made a motion, seconded by Mr. Lipoma, that the Field Use Policy, as provided in Select Board packets, be adopted.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

IV. Moving next to the Town Property Rental Application Forms, the Select Board and Mr. Cass agreed the same processes as those for Field Use Policy would apply, and Mr. Donohoe made a motion, seconded by Mr. Lipoma, that the Town Property Rental Application Forms, as provided in the Select Board packets, be adopted.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted that preparation for Town Meeting has been ongoing and added a reminder about the Candidates' Forum, sponsored by the Hopkinton Rotary Club, on Zoom at 6:00 p.m., Sunday evening, with a video of the Forum online after the event. Mr. Traum added that he and Mr. Cass would be presenting a run-through of the Town Warrant script at the Rotary meeting on the 9<sup>th</sup> and Mike Flynn, Superintendent of Hopkinton Schools, and Norm Goupil, School Board Member, will present a run-through of the School District Warrant at the Rotary meeting on the 16<sup>th</sup>; both meetings take place at 7:15 a.m. at the Slusser Center, with a Zoom option also available.

**OTHER:**

Mr. Whitley asked if there has been any update on St. Methodios and Mr. Cass said they have all the information, but he has not heard back from them.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:06 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant