



# 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, June 6, 2022  
Approved**

**CALL TO ORDER:**

Mr. Traum called this meeting of the Select Board to order at 5:31 p.m. on Monday, June 6, 2022. With the meeting being held at Town Hall, Mr. Traum introduced the members of the Board, which was followed by the Pledge of Allegiance.

**Select Board**

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

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

**Public Present:** Bonnie Christie; Mary Leadbeater; and Katherine Mitchell

**POINTS OF PRIDE:**

Mr. Cass welcomed Kelly Henley as the Town's new Finance Director, adding how much there is to learn in this role, but noting that she has accomplished a great deal in her five days with us, including AP on her first day and AP and Payroll on her fifth day. He went on to thank Ms. Henley and Paula Simpkins, Recreation Director, for all their work with processing everyone hired as summer staff. Officers Molnar and Stevens, the two newest members of the Police Department, recently participated in the torch ceremony for the NH Special Olympics. Mr. Cass shared an email from Cameron Burgess, who has completed his Eagle Scout project, building two new footbridges in the Hawthorne Town Forest. In his email, Mr. Burgess thanked the multiple people who helped with support, donations, plans, and labor, including the Select Board; Select Board member, Jeff Donohoe; Town Forester, Ron Klemarczyk; and members of Boy Scout Troop #77. Mr. Cass also showed a photo of Robert Rinden's recently completed Eagle Scout project, a new kiosk at Houston Fields, which includes a map with a scannable QR code. Mr. Cass thanked Mr. Burgess and Mr. Rinden, noted how fortunate Hopkinton is to benefit from so many Eagle Scout projects, and added that the plaque of Eagle Scout names is on the wall in Town Hall, with five more names to be added soon.

Mr. Traum expressed his appreciation to the Rotary Club for the flags placed at so many residences around Hopkinton, and gave a special thanks to Mr. Cass and Michelle Clark, the Business Administrator for the Hopkinton School District and the Rotary Club Treasurer, for being the administrators of the Flags Over Hopkinton program.

**ADMINISTRATIVE:**

The Board reviewed documents for signature, and approved (4-0) the Consent Agenda, taking the following action on a motion made by Mr. Donohoe and seconded by Mr. Whitley.

<b>TOWN OF HOPKINTON - SELECT BOARD</b>			
<b>CONSENT AGENDA</b>			
<b>JUNE 6, 2022</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 6/6/2022	6/6/2022	APPROVE	\$41,584.21
<b>PAYROLL</b>			
EMPLOYEE PAYROLL	6/6/2022	APPROVE	\$90,728.03
DIRECT DEPOSIT: \$86,421.41			
CHECKS: \$4,306.62			
<b>TIMBER TAX</b>			
OP #21-227-07-T - 258-075-000 - JEWETT RD - PATENAUDE	6/6/2022	APPROVE	\$3,698.35
OP #21-227-25-T - 260-019-000 - 739 PATCH RD - HOGBLOM	6/6/2022	APPROVE	\$1,328.46
<b>DATA REPORTING SYSTEM USER ACCESS FORM (CHAIR DUNLAP SIG ONLY)</b>			
NH RETIREMENT SYSTEM - NEAL CASS	6/6/2022	APPROVE	
<b>WAIVER OF MUNICIPAL RESPONSIBILITY AND LIABILITY</b>			
204-010-000 - CLASS VI RD BLDG PERMIT - BOUND TREE RD - SENECA/GREENWOOD	6/6/2022	APPROVE	
<b>NO WARRANTY DEED</b>			
224-017-000 - BACK TAXES AND FEES PD - 146 DEER PATH - BOGART	6/6/2022	APPROVE	
<b>RIGHT TO BURY</b>			
#1181 - KOLOJAY - STUMPFIELD CEMETERY - 115-1 & 2	6/6/2022	APPROVE	
<b>OTHER</b>			
PERSONNEL ACTION FORM - NEW HIRE - TEMP SEASONAL - COLE CHANDLER	6/6/2022	APPROVE	
PERSONNEL ACTION FORM - NEW HIRE - TEMP SEASONAL - SHANE SMITH	6/6/2022	APPROVE	
PERSONNEL ACTION FORM - NEW HIRE - TEMP SEASONAL - SUNNIE STEINBACH	6/6/2022	APPROVE	
PERSONNEL ACTION FORM - RE-HIRE - TEMP SEASONAL - SYDNEY STOCKWELL	6/6/2022	APPROVE	
PERSONNEL ACTION FORM - RE-HIRE - TEMP SEASONAL - LIZZY SUMMERLIN	6/6/2022	APPROVE	
PERSONNEL ACTION FORM - NEW HIRE - TEMP SEASONAL - ALIVIA WALSH	6/6/2022	APPROVE	
PERSONNEL ACTION FORM - RE-HIRE - TEMP SEASONAL - JORDAN WHITAKER	6/6/2022	APPROVE	

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

The Board reviewed the Nonpublic Meeting Minutes of Monday, April 25, 2022, and Mr. Traum noted that they are sealed. Mr. Lipoma made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of April 25, 2022.

**VOTE:** Traum, Whitley, and Lipoma voting in favor of the motion, no votes against (Mr. Donohoe abstained, as he was not present for this session); **MOTION PASSED 3-0.**

The Board reviewed the Public Meeting Minutes of Monday, May 23, 2022. Mr. Donohoe made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of May 23, 2022.

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

The Board reviewed the Session I, Nonpublic Meeting Minutes of Monday, May 23, 2022, and Mr. Traum noted that they are not sealed. Mr. Whitley made a motion, seconded by Mr. Lipoma, to approve the Session I, Nonpublic Meeting Minutes of May 23, 2022.

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

The Board reviewed the Session II, Nonpublic Meeting Minutes of Monday, May 23, 2022, and Mr. Traum noted that they are sealed. Mr. Whitley made a motion, seconded by Mr. Donohoe, to approve the Session II, Nonpublic Meeting Minutes of May 23, 2022.

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

The Board reviewed the Session III, Nonpublic Meeting Minutes of Monday, May 23, 2022, and Mr. Traum noted that they are sealed. Mr. Whitley made a motion, seconded by Mr. Donohoe, to approve the Session III, Nonpublic Meeting Minutes of May 23, 2022.

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

### **OLD BUSINESS:**

Regarding the Select Board developing a policy on Class VI roads, Mr. Lipoma noted that it is a complicated subject, but one that needs to be addressed. He presented a PowerPoint that began with a list of Hopkinton's approximately ten and a half miles of Class VI roads. He noted that, in addition to reducing the costs associated with upkeep and maintenance, the primary purpose of Class VI roads is to prevent unplanned, scattered development, yet still have access. Noting the differences among Hopkinton's Class VI roads, Mr. Lipoma showed some photos that reveal the great variation. Mr. Cass added that many of these roads came about after I-89 and the Everett Dam were built, which divided multiple roads and created dead ends.

Mr. Lipoma suggested that, rather than case-by-case consideration, it would be best to move forward with the development of a policy similar to those of other municipalities, providing clear guidelines for any development that may be allowed on a Class VI road. Discussion ensued among Board members, and it was decided that a member of the Planning Board, the Trails Committee, the Open Space

Committee, and the Conservation Commission will comprise a working committee, to make recommendations on which of the Class VI roads should remain Class VI, which should be converted to Class A trails, which should be converted to Class V roads, and which should be discontinued; these recommendations will be reviewed by one member from multiple other departments, committees, and commissions. Mr. Lipoma noted that he will draft a policy and Chair Dunlap added that she will be available to assist, as she has also reviewed the policies of several towns. The Board thanked Mr. Lipoma for his work on the presentation and Chair Dunlap invited public comment.

Mary Leadbeater, of 33 High Pond Road, noted her observations of activities on some of the Town's Class VI roads; highlighted her support for Class A trails, pointing out how scenic most of these roads are; recommended Ron Klemarczyk, Town Forester, for participation on the working committee for road recommendations, as he is so familiar with the roads in town; and added that, rather than new homes on large lots, she is a proponent of more cluster-style development on smaller lots.

Katherine Mitchell, of 1677 Bound Tree Road, asked for clarification on the Class VI road policy and if voters would be able to make a decision on acceptance, as she believes it is important the public have the opportunity for input. Chair Dunlap pointed out that the Select Board would develop and adopt the policy, and, although they may decide to accept public input, it is not required. Ms. Mitchell went on to express her thoughts on a policy that she feels may go against the Town's Master Plan and the general opinion on such development that some residents have voiced for decades. The Board and Ms. Mitchell engaged in discussion and it was pointed out that Class VI roads are not a good way to conserve land; rather, the Town should find the best, long-term route to conserving land.

Bonnie Christie, of 302 Smithfield Road, asked for clarification on how layout petitions differ from building on Class VI roads, and Mr. Lipoma pointed out that the discussion of developing a policy regarding building on Class VI roads pertains to people who want to build on a property that has no frontage on a Class V road; whereas a layout petition is a request to change from Class VI to Class V road and build the road. Mr. Whitley added that with a layout petition, there is a legal test that every applicant must satisfy to change the road, and that there is no way to create a policy for layout petitions, as they are so case specific and structured; building permits are less structured, therefore, requiring a policy. The discussion continued, with Ms. Christie echoing Mr. Leadbeater's note on how scenic so many of the Class VI roads are. She also recommended the Board make a site visit to every Class VI road before any recommendations or decisions are made.

#### **TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted how glad he is to have Kelly Henley join us as the Finance Director, adding that she will be attending the next Select Board meeting, and the plan is that she will attend once a month to provide financial updates. Additionally, Mr. Cass and Ms. Henley are currently working on getting all the department heads moving forward with the finance software, so they will be able to view their reports and submit finance and budget information, which will be especially beneficial as budget season approaches.

Regarding updates on various projects, Milestone Engineering and Construction has submitted a draft of their contract for the Houston Barn work, and comments from Primex are now being reviewed. Bids for the Blackford property are due by 10:00 a.m. on Wednesday, June 8, and the top three bidders will have until noon on Monday, June 13, to submit their best and final offer. E.D. Swett plans to begin work on the Tyler Bridge in late August or early September, and while the bridge will be closed during construction, the good news is, there are enough proceeds from the bond to cover the cost of

this project. The sewage lagoons at the Transfer Station will be tested in July or August, with PFAS testing being covered by DES funds, and the Town has also applied for a Clean Water State Revolving Fund grant or loan. We are still waiting to get on the schedule with the surveyor for the Horseshoe Tavern. Work is being done on the tax deeded properties to assure 90 days' notice prior to the sale is given to all former owners. TDS is willing to sell the Town the railbed property that connects Houston Field with a Town-owned property on Kearsarge Avenue.

Mr. Cass shared that the two sworn police officers are working, with the third new officer moving through the process, and there are also two potential candidates for the DPW positions. The Assistant Town Clerk/Tax Collector position is still vacant, but there hasn't been any notice posted.

With the completion of the Legislative Committee Conferences, Mr. Cass said the Town is slated to receive an additional \$330,000.00, half for road aid and half for bridge aid. He added that we should be able to use the bridge aid for a portion of the Tyler Bridge project. The Legislature also voted a one-year, 7.5% New Hampshire Retirement employer reimbursement for police, fire, and teachers, so that should result in paying about \$27,000.00 less than budgeted. Mr. Traum inquired about State funding for dams, and Mr. Cass said he would look into it.

#### **PUBLIC FORUM:**

Mary Leadbeater commended Sara Hoff and everyone who assisted her, noting what a great job they did with placing flags on the gravesites of veterans buried in Hopkinton's cemeteries. Ms. Leadbeater added that Gayle Kimball, of the Cemetery Trustees, was following up on the placement with Ms. Hoff. Mr. Cass added that there is an Eagle Scout project being started that includes researching the people buried in the cemetery, which will provide a better guide of veteran burial sites for the future.

Katherine Mitchell inquired about the policies in place to assure the Town's finances are kept safe and Mr. Cass explained the policies and multiple safety measures followed by the Town, reassuring Ms. Mitchell that the Town is proactive in following security procedures.

Regarding the Hopkinton-Webster Refuse Disposal Committee, Bonnie Christie shared that all three Webster members of the committee have resigned, so there is currently no working committee. She also inquired about new signage for the recycling area at the Transfer Station, and how to pay for new signs. Discussion followed, with Mr. Traum and Mr. Cass pointing out that Hopkinton is responsible for the operation of the Transfer Station, and money for signage would come from the special revolving revenue fund. Moving to the Waste Reduction Committee, Ms. Christie requested that the Board approve a proclamation to make July "Hopkinton Plastic Pollution Reduction Month," to help raise awareness about plastic pollution and related issues. She went on to provide a history of Plastic-Free July and pointed out that the city of Dover started a similar program a few years ago, so she used the Dover program as an example for Hopkinton. After providing a brief overview of the harm of plastics on the environment and on humans, Ms. Christie commended area schools and faith communities for their efforts to be proactive in learning about and reducing the use of plastic food and beverage containers, and showed several samples of earth-friendly products that are for sale and in use by local businesses. Ms. Christie and the Board exchanged thanks, with the Board noting their support of the idea and some suggestions were made for presenting the topic at the next Board 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).

Ms. Dunlap seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:30 p.m. The Board returned to public session at 7:35 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
Jeffrey Donohoe	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

**MOTION PASSED 5-0.**

NON-PUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Mr. Whitley 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). Ms. Dunlap seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:35 p.m. The Board returned to public session at 7:40 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.

Select Board Meeting June 6, 2022

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:40 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant