



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, July 11, 2022
Approved**

CALL TO ORDER:

Chair Dunlap called this meeting of the Select Board to order at 5:32 p.m. on Monday, July 11, 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; Jeffrey Donohoe; Thomas Lipoma; and Steven Whitley via Zoom

Staff Present: Neal Cass, Town Administrator; Kelly Henley, Finance Director; Thomas J. Hennessey, Police Chief; Cara Johnson, Administrative/Assessing Assistant; Ron Klemarczyk, Town Forester and Vice Chair of the Conservation Commission

Public Present: Katherine Mitchell and Scott Clay

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

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

POINTS OF PRIDE:

Mr. Cass started by welcoming Kelly Henley, Finance Director, in advance of this evening's presentation on the year-to-date financials, and added that it is great to have her as part of the staff. He shared that he had received a call from Lucy Gaskill, of the Town Band, who thanked the Buildings and Grounds staff for how nice the gazebo area looked for the first concert. With Kent Barton, Town Mechanic, having recently wrapped up his time as the caretaker of the community well, Mr. Cass thanked Mr. Barton for all the time he put in, keeping the well operating day and night; he also noted that Sam Currier, Water/Sewer Superintendent, will be taking over as the well caretaker. For all their work on and at the successful Fourth of July celebration, Mr. Cass thanked Paula Simpkins, Recreation Director; Louise Carr, Chair of the Recreation Committee; and the Recreation Committee, adding that the Riverway Park was a new setting for the festivities and there has been a lot of positive feedback. Mr. Traum also noted what a nice Fourth of July celebration it was, and that the new location made sense.

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. Donohoe.

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
JULY 11, 2022			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 7/11/2022	7/11/2022	APPROVE	\$147,547.76
APPROVED SINCE PREVIOUS MEETING			
AP ACH DATED 7/5/2022			\$25,885.68
AP CHECKS DATED 7/5/2022			\$135,181.06
PAYROLL MANIFEST 7/5/2022			\$97,058.28
CHECKS: \$7,286.26			
DIRECT DEPOSIT: \$89,772.02			
YIELD TAX			
264-034-000 - 116 CLARKE LN - OP #21-227-02-T - YANZO	7/11/2022	APPROVE	\$139.18
258-040-002 - 113 APPLE TREE LN - OP #21-227-17-T - CARDIN FINANCIAL	7/11/2022	APPROVE	\$11,471.74
INTENT TO CUT			
231-001-000 - 136 OLD HOLMES RD - MEADOWSEND SAWMILL INC	7/11/2022	APPROVE	
RIGHTS TO BURY			
#1185 - BLACKWATER B/3/1-2 - KORBET	7/11/2022	APPROVE	
#1186 - BLACKWATER C/11 & 13/4 & 1 - ELLIS	7/11/2022	APPROVE	
#1187 - CONTOOCOOK F/274/1 - CLARNER	7/11/2022	APPROVE	
OTHER			
POSITION APPOINTMENT - PATROL OFFICER - NATHAN RUSH	7/11/2022	APPROVE	
DEED FOR GEORGE RD PROPERTY - TOWN OF HOPKINTON TO GARLAND/MCCURDY	7/11/2022	APPROVE	
DRA FORM PA-16 - 2022 APP FOR FED/STATE FOREST LAND REIMBURSEMENT	7/11/2022	APPROVE	
DRA ANNUAL LETTER FOR 2023 USE OF FORM PA-28	7/11/2022	APPROVE	
WARRANT FOR UNLICENSED DOGS	7/11/2022	APPROVE	

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Public Meeting Minutes of Monday, June 20, 2022. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Public Meeting Minutes of June 20, 2022.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Nonpublic Meeting Minutes of Monday, June 20, 2022. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Nonpublic Meeting Minutes of June 20, 2022, and noted they are not sealed.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey S. Donohoe	Yes
Steven Whitley	Abstain; was not present for Nonpublic Session
Thomas Lipoma	Yes

MOTION PASSED 4-0.

The Board reviewed the Nonpublic Meeting, Session I, Minutes of Monday, June 6, 2022. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Nonpublic Meeting, Session I, Minutes of June 6, 2022, and noted they are sealed.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Nonpublic Meeting, Session II, Minutes of Monday, June 6, 2022. Mr. Traum made a motion, seconded by Mr. Donohoe, to approve the Nonpublic Meeting, Session II, Minutes of June 6, 2022, and noted they are sealed.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

PUBLIC APPOINTMENTS:

I. Regarding the year-to-date expenditures, Ms. Henley, Finance Director, noted that, at 44%, everything looks good. She asked if anyone had any questions pertaining to the report, and Mr. Traum asked about the merit wage pool. Mr. Cass pointed out that the amount expended is the amount voted on by the Select Board, and also answered Mr. Traum’s question regarding the Transfer Station’s gas and oil account, noting that they recently had their tank filled, so the expenditure is related to the timing, more than a drastic overage. Ms. Henley answered Mr. Traum’s question regarding long-term debt and payments by highlighting that all payments have been made. On the revenue side of year-to-date financials, Ms. Henley noted that they are working on getting the bank reconciliation program up and running, but she and Mr. Cass provided a detailed report of the revenue summary. A brief discussion ensued, noting a few corrections to be made to the report, and Mr. Traum noted that he was pleased to see the figures for motor vehicle registrations. Mr. Cass added that Ms. Henley is working to get daily uploads from the Town Clerk/Tax Collector software, so updates come daily rather than monthly. With no further questions or comments, Ms. Henley, Mr. Cass, and the Select Board exchanged thanks.

II. Mr. Klemarczyk, Town Forester and Vice Chair of the Conservation Commission, began by providing a brief history of a timber sale on a parcel of Town forest that was to benefit the Conservation Commission, but the sale was halted, so the parcel could be part of an exchange for some State-owned land. He went on to say that an abutter to that now Town-owned land has expressed interest in the land, but Mr. Klemarczyk inquired if the possibility exists that there might be a timber harvest on this land, to compensate for what the Conservation Commission lost when the timber harvest was halted for the land swap. The Board asked Mr. Klemarczyk to clarify where this land is located and how much money might be made from a timber harvest. He noted that the land is at the intersection of Routes 202/9 and Maple Street, and that a sale might bring \$10,000.00, at most, to the Conservation Commission. A brief discussion ensued and a motion was made by Mr. Traum and seconded by Chair Dunlap, to allow Mr. Klemarczyk to proceed with the timber harvest and sale on both parcels of Town-owned land, with the stipulation that Mr. Klemarczyk will confirm the boundaries of the second parcel.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Mr. Klemarczyk also noted that he had received a call regarding no trespassing signs that had been placed on the Rail Trail by private property owners, and Mr. Cass responded that some temporary signage would be put in place by the Town, with permanent directive signs to be placed by members from the Board of the Concord to Lake Sunapee Rail Trail. There being no further questions or comments, Mr. Klemarczyk and the Board exchanged thanks.

OLD BUSINESS:

Regarding an update on seven properties that were tax deeded to the Town, and may be considered for auction this year, Mr. Cass showed the tax maps and described each property, noting the location, size, year acquired by the Town, and assessed value. The parcels being discussed were: 102-085-000 (on

Maple Street); 203-006-000 (on Camp Merrimac Road); 207-007-000 (on Clement Hill Road); 209-058-000 (on Clement Hill Road); 210-027-001 (on Kast Hill Road); 225-083-000 (on Bluebird Lane); and 256-027-001 (on Brockway Road). He and the Board discussed the details of each parcel, with the Board making recommendations on contacting abutters, auctioning, contacting the Conservation Commission, or if the Town should consider keeping any of the parcels. Mr. Donohoe asked how many properties tax dedeed in 2021 were also going to be auctioned off this year and Mr. Cass noted that he believes there are eight.

NEW BUSINESS:

I. The Hopkinton State Fair Parking Lottery drawing was held, with each of the Select Board members present pulling one winning number ping pong ball from a large ceramic pot. The winners were as follows, and Mr. Cass added that he would notify the selected winners:

- Saturday: #6 – Hopkinton High School girls soccer team
- Sunday: #2 – Hopkinton High School boys basketball team
- Monday: #1 – American Legion Post #81
- Friday: #3 – Hopkinton High School boys soccer team

II. Regarding updating the Select Board meeting schedule, Mr. Cass proposed the meetings be moved primarily to the second and fourth Monday evenings each month, adding that this schedule would mean fewer meetings being held on Tuesday evenings, due to Monday holidays. Beginning with July, 2022, the schedule to which the Board agreed for the remainder of this year will result in meetings being held the following dates (and continuing this cycle at least through 2023):

- July 11 and 25
- August 8 and 22
- September 12 and 26
- October 11 (Tues.) and 24
- November 7, 14, 21, and 28
- December 5 (if needed) and 19

III. Mr. Cass highlighted that if the Town commits to the Primex CAP (Contribution Assurance Program) for three years, Primex will guarantee the increase will not be more than 10%. He noted that most municipalities utilize Primex for coverage such as workers’ compensation and other insurances, and added that the Town has less liability using a risk pool.

A motion was made by Mr. Traum and seconded by Mr. Donohoe, to hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers’ Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Workers’ Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

ROLL CALL VOTE:

- | | |
|--------------------|-----|
| Sabrina Dunlap | Yes |
| Ken Traum | Yes |
| Jeffrey S. Donohoe | Yes |

Steven Whitley Yes
Thomas Lipoma Yes

MOTION PASSED 5-0.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that there will be an onsite, pre-construction meeting at the Tyler Bridge on Wednesday morning, after which there should be a better idea on the schedule. The Houston Barn contract has come from Milestone Engineering and Construction and has gone to Primex for review, and everyone is essentially in agreement. Mr. Traum noted that a resident had inquired about the possibility of electronic speed signs, Mr. Cass highlighted that he has been working on grants for such signs, and a brief discussion ensued regarding speed limit and similar signage on roads around town.

OTHER:

Mr. Lipoma shared that he had done some research and spoken with Jesse and Kirk Morrill, owners of a Hopkinton-based trash hauling company. At a previous Select Board meeting, Mr. and Mrs. Morrill had requested an exception to the Town's green bag ordinance for their customers, since they pay for the green bags and for the Morrills' service. Mr. Lipoma started to share some of the findings from his research and discussion ensued among the Board members, Mr. Cass, and Katherine Mitchell, a resident, who shared some of the history of the pay-as-you-throw green bags, indicating that the primary goal of the green bag program was to incentivize recycling. Chair Dunlap thanked Ms. Mitchell for the information, and thanked Mr. Lipoma for his research. Since there are questions regarding the efficacy of the pay-as-you-throw program, the Board agreed the Waste Reduction Committee should reevaluate the program. Regarding the request by Mr. and Mrs. Morrill, a motion was made by Chair Dunlap and seconded by Mr. Lipoma, that the Morrills' company, MT Trash, be allowed to dispose of residential trash at the Transfer Station at no cost, if the trash is in Town of Hopkinton green bags, and will pay the set tipping fee, if the trash is not in the designated bags, effective August 1, 2022.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Abstain
Jeffrey S. Donohoe Yes
Steven Whitley Yes, with the understanding that the WRC will take up the green bag issue
Thomas Lipoma Yes

MOTION PASSED 5-0.

With Police Chief Hennessey present and the warrant for unlicensed dogs on the Board's consent agenda this evening, Mr. Cass referenced the conversations he has had with Police Department personnel over the past few years, regarding the option of sending civil forfeiture notices by certified mail, rather than police officers hand delivering the notices to residents, and Mr. Cass asked Chief Hennessey if he had any comments on this option. A brief discussion about the two options ensued among Chief Hennessey, Mr. Cass, and the Board, comparing the hours put in by police officers and the cost of gas with the cost of sending certified letters, which Mr. Cass pointed out would be added to the fees charged to the owners of unregistered dogs. Mr. Cass noted his concern for the potential negative association with the Police Department, based on the number of complaints he has received from residents who have had the officers come to their homes to deliver the notices in person. A

motion was made by Mr. Donohoe and seconded by Mr. Traum, to send the civil forfeiture notices by certified mail, not by having police officers deliver them in person.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

NON-PUBLIC SESSION -RSA 91-A: 3 II (b) Hiring

Ms. Dunlap moved to go into a non-public session to discuss an issue involving hiring a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). 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.

The Board, the Police Chief, and the Town Administrator went into nonpublic session, as recorded separately, at 6:42 p.m. The Board returned to public session at 7:03 p.m.

These minutes were not sealed.

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

Ms. Dunlap moved to go into a non-public session to discuss the leasing 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
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 7:03 p.m. The Board returned to public session at 7:15 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 make the action ineffective. 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 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
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:15 p.m. The Board returned to public session at 7:24 p.m.

ADJOURNMENT

There being no further business, Ms. Dunlap moved that the meeting be adjourned. Mr. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:24 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant