



# 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, August 29, 2022  
Approved**

**CALL TO ORDER:**

Chair Dunlap called this meeting of the Select Board to order at 5:31 p.m. on Monday, August 29, 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; and Thomas Lipoma

**Staff Present:** Neal Cass, Town Administrator; T. J. Hennessey, Police Chief; Cara Johnson, Administrative/Assessing Assistant; and Anna Wells, Economic Development Director

**Public Present:** Lynn Clark, Chair of the Cemetery Trustees; Bonnie Christie (via Zoom); and Martin King

**POINTS OF PRIDE:**

Chair Dunlap and Mr. Whitley thanked everyone for their flexibility in meeting tonight, after having to postpone last week's meeting. Mr. Whitley also expressed appreciation to all the community members who helped with the search for his dog, adding that the dog was found, and is safe and well. Chair Dunlap also noted that today was the first day of school for students in the Hopkinton School District.

Mr. Cass shared that the celebration in honor of Leigh Maynard's retirement from the Hopkinton Town Library was a nice event, with great attendance. With summer camp over for the year, he noted what a success it was, and added that Paula Simpkins, Recreation Director, had received praise for the program's excellence while in another region of the state. Mr. Cass also expressed appreciation to all the departments for their work and support.

Mr. Traum noted that the recent celebration of life for the late Janet Krzyzaniak was well-attended; highlighted that the Town's full-time staff has no vacancies; and noted that the Kimball Cabins discussions are going well, and a presentation is in the works.

**ADMINISTRATIVE:**

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

<b>TOWN OF HOPKINTON - SELECT BOARD</b>			
<b>CONSENT AGENDA</b>			
<b>AUGUST 29, 2022</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 8/29/2022	8/29/2022	APPROVE	\$150,618.28
<b>PAYROLL</b>			
EMPLOYEE PAYROLL	8/29/2022	APPROVE	\$88,227.83
DIRECT DEPOSIT: \$84,321.94			
CHECKS: \$3,905.89			
<b>APPROVED SINCE PREVIOUS MEETING</b>			
AP CHECKS APPROVED 8/23/2022			\$51,759.14
AP CHECKS APPROVED 8/16/2022			\$210,526.33
EMPLOYEE PAYROLL APPROVED 8/15/2022			\$100,805.73
DIRECT DEPOSIT: \$93,120.41			
CHECKS: \$7,685.32			
<b>YIELD TAX</b>			
236-057-001 - OP #21-227-13-T - 394 SUGAR HILL RD - MACKNIGHT	8/29/2022	APPROVE	\$8,686.53
210-022-000 - OP #21-227-16-T - 2097/2089 MAPLE ST - US OF AMERICA (DRA FILE ONLY)	8/29/2022	APPROVE	\$1,760.81
<b>ABATEMENTS</b>			
259-030-000 - GEORGE RD - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$20.20
256-019-000 - 434 BROCKWAY RD - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$2,585.81
223-010-000 - 641 PARK AVE - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$1,222.20
221-139-000 - PINE ST - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$111.11
210-025-001 - 1994 MAPLE ST - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$2,264.60
208-044-000 - 130 ROLFE POND RD - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$3,013.08
208-003-C23 - C23 COLONIAL CIR - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$22.22
208-003-A24 - A24 CHIPMUNK WY - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$152.52
208-003-A13 - A13 BEACH WY - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$292.92
208-003-0A9 - A9 BEACH WY - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$243.43
206-015-000 - 1846 CLEMENT HILL RD - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$2,142.38
206-010-000 - CLEMENT HILL RD - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$3.03
203-006-000 - CAMP MERRIMAC RD - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$158.58
102-050-000 - 53 MAPLE ST - TOWN OF HOPKINTON (EXEMPT)	8/29/2022	APPROVE	\$5,598.89
210-015-000 - BAILEY RD - STONYNOOK FARM INC	8/29/2022	APPROVE	\$194.56
218-010-000 - 47 EMERSON HILL RD - STONYNOOK FARM INC	8/29/2022	APPROVE	\$13,885.31
218-012-000 - 72 EMERSON HILL RD - STONYNOOK FARM INC	8/29/2022	APPROVE	\$8,441.94
222-061-014 - KEARSARGE AVE (FAIRGROUNDS) - TOMACCHIO	8/29/2022	APPROVE	\$41.00

<b>INTENT TO CUT</b>			
241-027-000 - GOULD HILL RD - LEADBEATER	8/29/2022	APPROVE	
<b>RIGHT TO BURY</b>			
#1192 - CONTOOCOOK F/273/3 & 4 - BLANCO	8/29/2022	APPROVE	
<b>OTHER</b>			
2022 MS-535 - FINANCIAL REPORT OF THE BUDGET - PERIOD ENDING 12/31/2021	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - EDC - ALEXANDER POOLER	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - TINA HOYT	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - DAVID GILLIGAN	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - GALE KENISON	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - BETH JANSON WASSON	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - LISA PARKER	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - KIM FULLER	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - CHRISTINE JOHNSON	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - DEB NORRIS	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - ALLITA PAINE	8/29/2022	APPROVE	
APPOINTMENT TO OFFICE - INSPECTOR OF ELECTIONS - GEORGE LANGWASSER	8/29/2022	APPROVE	
RESIGNATION ACCEPTANCE LETTER - BRITAIN (CHAIR DUNLAP SIG ONLY)	8/29/2022	APPROVE	

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board reviewed the Public Meeting Minutes of Monday, August 8, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of August 8, 2022.

**ROLL CALL VOTE:**

Sabrina Dunlap      Yes  
 Ken Traum            Yes  
 Steven Whitley      Yes  
 Thomas Lipoma      Abstain; not present at meeting

**MOTION PASSED 3-0.**

The Board reviewed the Nonpublic Meeting Minutes of Monday, August 8, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Nonpublic Meeting Minutes of August 8, 2022, and noted they are sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Abstain; not present at meeting

**MOTION PASSED 3-0.**

The Board reviewed the Public Meeting Minutes of Friday, August 12, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Public Meeting Minutes of August 12, 2022.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Abstain; not present at meeting

**MOTION PASSED 3-0.**

**PUBLIC APPOINTMENTS:**

I. After thanking the Select Board for the opportunity to meet with them, Anna Wells, Economic Development Director, noted that the NH Department of Transportation (NH DOT) 10-year Plan proposal has been submitted to the Central NH Regional Planning Commission, adding that the Board can still make adjustments, if needed. She said the Economic Development Committee was unanimous in their decision to add Fountain Square, at the intersection of State Routes 127 and 103, in Contoocook Village, to the 10-year Plan proposal, pointing out that the intersection can be unsafe and confusing, and there need to be safety measures added. Results of the Master Plan revision survey showed this intersection as third most concerning to residents. She noted that Hart's Corner, at the intersection of State Routes 202/9 and 127, which is already in the 10-year Plan, ranked first in the survey, but the safety issues there have been addressed and the remediation plan, which is fully funded, is in the works. The second highest resident concern, according to the survey results, is the Pine Street, Kearsarge Avenue, and State Route 103 intersection adjacent to the Hopkinton Fire Station. Ms. Wells noted that the EDC feels the safety problems at this intersection, as well the intersections of State Routes 103 and 202/9 and South Road in Hopkinton Village, which was another resident concern on the survey, can be resolved for a lower cost than those that meet the 10-year Plan criteria. The final area of concern on the survey is the Exit 4 interchange, which is already on the Central NH Regional Planning Commission's transportation improvement plan. A brief discussion ensued among the Board members and Mr. Cass, regarding whether areas of concern could be combined, but the consensus was that this may result in Fountain Square not receiving the attention it needs.

Ms. Wells also shared some highlights of other EDC-related matters and projects. She noted that the Abenaki Trails group would like to install a bas-relief plaque in Riverway Park, and intends to meet with the Select Board about the project in the near future.

She shared that the NH Department of Environmental Services (NH DES) granted the EDC the shoreland permit for the driveway paving at Riverway Park, but the project has been put on hold, as there is no granite curbing available for the curbing that is to be installed around the perimeter of the parking lot. Since granite curbing is anticipated to be obtainable in 2023, Ms. Wells noted that the paving and curbing project will be postponed until spring or summer. Possible alternatives to granite curbing were discussed, but research indicated that none of the alternatives can withstand plowing as

granite can. The Board agreed that delaying work until the paving project can be completed with granite curbing makes sense. Mr. Traum asked about the funds for this project and Mr. Cass pointed out that the Board will need to vote to encumber the funds before the end of this year.

Regarding RSA 79-E, Community Revitalization Tax Relief Incentive Zone, Ms. Wells pointed out that, although the language of the RSA includes Hopkinton Village and Contoocook Village, in the information and application packet for this temporary property tax relief program, which is available on the EDC page of the Town website or from Ms. Wells, the map of Hopkinton Village was inadvertently omitted. A brief discussion of the RSA took place, which included noting that it was adopted at Town Meeting in 2009 and pertained to both villages. Chair Dunlap made a motion, seconded by Mr. Traum, to adopt the map of Hopkinton Village as part of the RSA 79-E package.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

Ms. Wells also noted that the State pre-approved Revolving Loan Funds for upgrades at the Town's wastewater treatment facility on Public Works Road and the pump station in Contoocook Village, which would mean 10% of the project cost would be covered by these funds. The Town has also received pre-approval for an American Rescue Plan Act (ARPA) grant, in the originally requested amount of \$135,000.00, for a solar array to power the wastewater treatment facility; however, due to cost increases and the under-design of the system, the cost of the array would be closer to \$315,000.00. Given the vast difference in these amounts, her contact at the State recommended to Ms. Wells that, when the full application is available, the amount for which the Town should apply is the higher of the two figures. If this full amount is not approved for the ARPA grant, Ms. Wells pointed out that any remainder should be covered by the State Revolving Loan Funds. If full coverage for the solar array is approved, it could result in the operation of the wastewater treatment facility at no cost to the Town.

Ms. Wells shared that there is a portion of the Invest NH Housing Fund aimed at assisting municipalities with auditing and adjusting land use regulations to encourage housing creation, and noted that for this first phase of the three phases of the program, the deadline for grant applications is in January. With no further discussion, Ms. Wells and the Board exchanged thanks.

II. Police Chief Hennessey began by noting that he had been researching options for encouraging drivers to obey speed limits, highlighting that the LED speed readouts, positioned below the speed limit signs, may be the most effective, and, although expensive, are likely the least expensive of the available options. He pointed out that, while many drivers pulled over for speeding have said they weren't paying attention to traditional speed limit signs, the flashing LED speed signs are difficult to miss. He added that these flashing signs, in combination with good enforcement, would likely be the best choice, and it was noted that there would be research into the cost of a few brands. Chair Dunlap noted that at the July 25 Select Board meeting, Martin King, a Penacook Road resident, reported that the speed limit on Indian Ridge Road, which forms a junction with Penacook Road, was posted as 25 MPH in one direction and 30 MPH in the other direction, and asked Chief Hennessey if this signage discrepancy had been corrected. Chief Hennessey noted that he believes it has been corrected, but would confirm this. Returning to the subject of flashing LED speed signs, Mr. Lipoma asked Chief

Hennessey where these signs might be posted. Chief Hennessey pointed out that approximately four to six signs, located on the main routes into Contoocook Village and Hopkinton Village, would likely be an effective number of signs and good locations, if this option is pursued. Discussion ensued, regarding the possibility of flashing speed signs that are moveable, and it was pointed out that a combination of the stationary and moveable signs may be best. Chair Dunlap added that, while traveling in another state, she observed more traditional speed limit signs that included a smaller sign underneath with posted range of fines for speeding. This idea was discussed briefly, but it was noted that over time, there is less impact from permanent signs than from signs that flash a driver's speed at any given time. Mr. Lipoma suggested the idea of trying one flashing LED sign, and if it proved effective, there might be consideration of a warrant article or budgeting for more signs, and Mr. Cass added that there may be grants available for such signage. More discussion followed, with Chief Hennessey, the Board, and Mr. Cass agreeing that there needs to be signage in school zones. With no further discussion, Chief Hennessey and the Board exchanged thanks.

Martin King, of Penacook Road, who had spoken during the Public Forum section of the July 25 Select Board meeting, again requested a 5 MPH reduction to the posted speed limit on the section of Penacook Road that lies between Main Street and the junction with Indian Ridge Road. He expressed his concern for resident safety, noting that drivers seem to routinely exceed the posted 30 MPH. After a brief discussion of the whether lowering the speed limit to 25 MPH on this section of Penacook Road would make any difference, Chief Hennessey noted that, although lowering the speed limit likely wouldn't impact drivers' speeds, it might result in an increase in ticketing drivers. After noting when the Speed Limit Ordinance was last amended, the Board recommended a Public Hearing for review of the ordinance be scheduled for September 26.

III. Lynn Clark, Chair of the Cemetery Trustees, began by highlighting that Joe Tristaino, Cemetery Sexton, has been doing a lot of work on patching the rot on the shed at the Contoocook Village Cemetery, but the Trustees have decided it is time to make a request from the Cemetery Maintenance Capital Reserve Fund. Mr. Tristaino researched several options and companies, and found that Pinnacle Landscape Services will be able to repair the shed for a little more than \$8,000.00. Ms. Clark noted that as of December, 2021, the fund balance was approximately \$14,600.00, so even if the repair work goes over the estimate, there will ample funds available. Mr. Cass explained that originally, each cemetery had its own fund, for land purchase and cemetery maintenance, but the separate funds were all combined into one. After Ms. Clark noted that Mr. Tristaino would be able to complete some of the other necessary maintenance, such as painting, so extra funding would not be necessary, Mr. Traum made a motion, seconded by Mr. Whitley, to approve the request of funds from the Cemetery Maintenance Capital Reserve Fund.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

**OLD BUSINESS:**

Regarding the Tyler Bridge repair work, Mr. Cass noted that the decking was in worse shape than anticipated and it would cost approximately an additional \$95,000.00 to repair, but added that this amount is still available in the bond funding, and the Town is receiving about \$160,000.00 in bridge

aid. Mr. Cass also noted that this work should not extend the bridge closure time. Mr. Traum and Mr. Cass briefly discussed some of the details of bridge funding, and they agreed on the importance of utilizing as much of the funding that had specific stipulations as possible, before other funding sources.

**NEW BUSINESS:**

Mr. Cass noted that, with the State Primary Election on September 13, Sara Persechino, Town Moderator, needs to confirm availability of the Select Board members. The Board members discussed details of Election Day with Mr. Cass, who added that he will be setting up the gym on Monday. Chair Dunlap noted that she would confirm with Ms. Persechino and Mr. Cass said he would check with Jeff Donohoe, who was not present at this Select Board meeting, to confirm his availability on Election Day.

**TOWN ADMINISTRATOR UPDATES:**

With budget season underway, Mr. Cass shared that all the department heads have the financial software installed and are able to enter their own budget information and run expense and other reports. He noted that the Capital Improvement Program (CIP) requests have gone out and added that the one-ton cabin chassis has gone up to \$78,000.00, from \$48,000.00. Mr. Cass said the Houston Barn project is moving forward, the contract is in place with Milestone Engineering & Construction, they have found an engineer, and the plan for temporary storage of the contents of the barn has been worked out with department heads. With Townie Night at the Hopkinton Fair this Thursday from 5:00 to 7:00 p.m., the Board briefly discussed who would be available to work at the gate. Mr. Cass noted that the NH Department of Environmental Services (NH DES) and Nobis have collected samples from the septage lagoons at the Transfer Station, to test for PFAS, and a grant from the NH DES will cover the cost of the testing. Mr. Cass shared that he sent the Board the list of potentially tax deeded properties, to add to those already deeded, so preparation for the sale is approaching, and noted that other topics he will address soon include follow-up on the solar array at the gravel pit and Community Power.

**PUBLIC FORUM:**

Resident Bonnie Christie, via Zoom, noted that, if any money is available for the dog park, it would be nice to have more shade and secured-to-the-ground seating available. She added that there should be some fill added to the area under the gate, as small dogs can escape. Regarding the Hopkinton-Webster Refuse Disposal Committee, Ms. Christie asked if there has been any progress on finding members from Webster. Mr. Cass said he had spoken with Webster's Town Administrator some time ago, so would follow up with him soon. There being no additional comments or questions, the Board and Ms. Christie exchanged thanks.

**OTHER:**

Mr. Whitley asked Mr. Cass what the best process is, if there are additional items to be included in the CIP for the Economic Development Committee. Mr. Cass replied that he should submit items to Anna Wells, Economic Development Director, by September 12.

**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. Traum seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

The Board, the Police Chief, and the Town Administrator went into nonpublic session, as recorded separately, at 6:48 p.m. The Board returned to public session at 7:03 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
Steven Whitley	Yes
Thomas Lipoma	Yes

**MOTION PASSED 4-0.**

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
Steven Whitley	Yes
Thomas Lipoma	Yes

**MOTION PASSED 4-0.**

The Board, Greg Kerr, Chuck Gregory, Jen Goldblatt, and the Town Administrator went into nonpublic session, as recorded separately, at 7:06 p.m. The Board returned to public session at 8:01 p.m.

These minutes were not sealed.

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

Ms. Dunlap moved to go into a non-public session to discuss the sale 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
Steven Whitley	Yes
Thomas Lipoma	Yes



**MOTION PASSED 4-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:01 p.m. The Board returned to public session at 8:13 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (e) Legal

Ms. Dunlap moved to go into a non-public session to discuss negotiation of pending claims 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
Steven Whitley	Yes
Thomas Lipoma	Yes

**MOTION PASSED 4-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:13 p.m. The Board returned to public session at 8:17 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. Lipoma seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 4-0.**

**ADJOURNMENT**

There being no further business, Ms. Dunlap moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:17 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant