



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, September 12, 2022
Approved**

CALL TO ORDER:

Mr. Traum welcomed everyone and called this meeting of the Select Board to order at 5:30 p.m. on Monday, September 12, 2022.

Select Board

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

Staff Present: Neal Cass, Town Administrator; Kelly Henley, Finance Director; and Cara Johnson, Administrative/Assessing Assistant

Public Present: Darryl Peasley, on behalf of the Abenaki Trails Project; Bonnie Christie, Chair of the Waste Reduction Committee and Member of the Conservation Commission; Ginni Haines, Member of the Waste Reduction Committee; Liz Gilmore, Alternate Member of the Waste Reduction Committee; Norm Goupil; Katherine Mitchell; and Martin King

POINTS OF PRIDE:

Mr. Cass thanked everyone involved in the preparation for and staffing at the Hopkinton State Fair, particularly the public safety personnel, noting that everything went very well. He added that there were about 27,000 attendees on Saturday, and with the hot weather, most assistance calls were for heat-related problems. He also thanked Carol Harless, Town Clerk/Tax Collector, Christine Johnson, Deputy Town Clerk/Tax Collector, and everyone involved in the preparation for the election, including the members of the Highway Crew who assisted with moving and setup.

Mr. Traum began by asking everyone in attendance to observe a moment of silence in remembrance of 9/11. Regarding Townie Night at the Hopkinton State Fair, he announced that approximately one quarter of the town's population attended that evening. He and Chair Dunlap thanked Mr. Cass, Debbie Norris, and Norm Goupil, who worked with them at the Fairgrounds gate that evening. Mr. Traum and Mr. Donohoe noted the positive commentary they have received from the public on the Contocook Chamber of Commerce's Thursday night concert series, and thanked those involved in these successful community events.

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. Lipoma.

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
SEPTEMBER 12, 2022			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			

Select Board Meeting – September 12, 2022

AP MANIFEST DATED 9/12/2022	9/12/2022	APPROVE	\$1,699,478.54
PAYROLL			
EMPLOYEE PAYROLL	9/12/2022	APPROVE	\$99,679.71
DIRECT DEPOSIT: \$96,295.22			
CHECKS: \$3,384.49			
FAIR PAYROLL (ALL CHECKS)	9/12/2022	APPROVE	\$65,551.15
ABATEMENTS			
101-010-000 - 2 MAPLE ST - LUGG/FISCHER	9/12/2022	APPROVE	\$195.49
101-070-000 - 24 & 26 PARK AVE - SEEKER	9/12/2022	APPROVE	\$170.00
225-011-003 - 303 RIVER GRANT DR - SHILLING/GEARING	9/12/2022	APPROVE	\$187.69
RIGHT TO BURY			
#1193 - BLACKWATER B/5/1 & 2 - MARTIN	9/12/2022	APPROVE	
OTHER			
2022 MS-1 - SUMMARY INVENTORY OF VALUATION	9/12/2022	APPROVE	
APPOINTMENT TO OFFICE - HUMAN SERV ADVISORY COMM - LUKE SIMON	9/12/2022	APPROVE	

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board reviewed the Public Meeting Minutes of Monday, August 29, 2022. Mr. Lipoma made a motion, seconded by Mr. Traum, to approve the Public Meeting Minutes of August 29, 2022.

ROLL CALL VOTE:

Sabrina Dunlap Yes
 Ken Traum Yes
 Jeffrey S. Donohoe Abstain; not present at meeting
 Thomas Lipoma Yes

MOTION PASSED 3-0.

The Board reviewed the Nonpublic Meeting, Session I, Minutes of Monday, August 29, 2022. Mr. Lipoma made a motion, seconded by Mr. Traum, to approve the Nonpublic Meeting, Session I, Minutes of August 29, 2022, and Mr. Traum noted they are sealed.

ROLL CALL VOTE:

Sabrina Dunlap Yes
 Ken Traum Yes

Jeffrey S. Donohoe Abstain; not present at meeting
Thomas Lipoma Yes

MOTION PASSED 3-0.

The Board reviewed the Nonpublic Meeting, Session II, Minutes of Monday, August 29, 2022. Mr. Lipoma made a motion, seconded by Mr. Traum, to approve the Nonpublic Meeting, Session II, Minutes of August 29, 2022, and Mr. Traum noted they are not sealed.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Yes
Jeffrey S. Donohoe Abstain; not present at meeting
Thomas Lipoma Yes

MOTION PASSED 3-0.

The Board reviewed the Nonpublic Meeting, Session III, Minutes of Monday, August 29, 2022. Mr. Lipoma made a motion, seconded by Mr. Traum, to approve the Nonpublic Meeting, Session III, Minutes of August 29, 2022, and Mr. Traum noted they are not sealed.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Yes
Jeffrey S. Donohoe Abstain; not present at meeting
Thomas Lipoma Yes

MOTION PASSED 3-0.

The Board reviewed the Nonpublic Meeting, Session IV, Minutes of Monday, August 29, 2022. Mr. Lipoma made a motion, seconded by Mr. Traum, to approve the Nonpublic Meeting, Session IV, Minutes of August 29, 2022, and Mr. Traum noted they are sealed.

ROLL CALL VOTE:

Sabrina Dunlap Yes
Ken Traum Yes
Jeffrey S. Donohoe Abstain; not present at meeting
Thomas Lipoma Yes

MOTION PASSED 3-0.

PUBLIC APPOINTMENTS:

I. Regarding the year-to-date financials, Ms. Henley, Finance Director, reported that just under 58% of the total budgeted for the year has been spent, and 22 of the 27 revenue accounts have been reconciled from January through June, with work ongoing in that area. Mr. Traum asked Ms. Henley to provide revenue and expense summary pages to the Budget Committee for their Wednesday evening meeting. Mr. Traum asked about the figures in the Personnel Administrative account for FICA and Medicare, and Mr. Cass noted that he and Ms. Henley would look into it. Mr. Traum confirmed with Ms. Henley that, regarding the Cemetery Professional Services account, there would be reimbursement from the Cemetery Reserves. Regarding Mr. Traum's question about the Insurance account deductible, Mr. Cass confirmed that approximately \$49,000.00 would be showing as grant revenue in the Emergency Management account. It was noted that the Tyler Bridge project is on schedule and there are no other

paving projects scheduled for this calendar year. With no further questions or comments, Ms. Henley, Mr. Cass, and the Board exchanged thanks.

II. Mr. Peasley, representative of the Abenaki Trails Project, began by noting that he had met with Anna Wells, Economic Development Director, to discuss details of the two-foot high by three-foot wide, bas-relief Abenaki plaque proposed for installation at the top of the trail in Riverway Park. He said he has researched types and cuts of stone, and that a tribal member has a quarry on their land, so Todd Olkonen and Matt Persechino, local landscape and stone masonry contractors, will meet with the artist at the quarry on September 15, to determine if there are any stones appropriate for the project. He pointed out that the artist has received a grant for the project and all maintenance will be done by members of the Abenaki tribe. Mr. Peasley also shared that there are three archaeologists involved with the Abenaki Trails Project, and that the countless artifacts discovered have provided evidence of four Abenaki settlements in this area. He expressed gratitude for the support of the Hopkinton Historical Society, and added that there are plans to get the local schools involved in programs to learn about Abenaki history and presence in our region. Mr. Donohoe made a motion, seconded by Mr. Traum, to authorize the Abenaki Trails Project installation of the plaque at the top of the trail in Riverway Park.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

With no further questions or comments, Mr. Peasley and the Board exchanged thanks.

OLD BUSINESS:

I. Regarding the Speed Limit Ordinance, Mr. Cass first noted that when the Ordinance was amended October 2, 2017, it should have read that Bound Tree Road, from Pine Street to Autumn Ridge Road, is 35 MPH, as is Penacook Road, from Gould Hill Road to Four Corners; and that from 281 Penacook Road to Gould Hill Road, Penacook Road is 30 MPH. The proposed change is to lower the speed limit from 281 Penacook Road to the junction of Penacook Road and Main Street Main Street to 25 MPH, which would make it the same as the current 25 MPH on Indian Ridge Road, from its junction with Hopkinton Road to where it becomes Penacook Road. Chair Dunlap added that the Board had received some email from residents concerned about the speed limit on Dustin Road, as well, but it was noted that Mr. Cass did not receive the email in time to add this concern to the discussion this evening. Mr. Cass noted that a Public Hearing on speed limits will be scheduled for Monday, September 26, at 6:00 p.m., at Town Hall, so people will be able to comment about Dustin Road at that time. The Board and Mr. Cass engaged in a brief discussion regarding the possibility of the Department of Public Works (DPW) placing some new speed limit signs in some locations.

II. Mr. Cass announced that everything is set up and ready for the election tomorrow, adding that a couple members of the public were present to observe the ballot machine being tested. He noted that while other COVID protocols are no longer required, the plexiglass is still being used. The Board discussed details of attendance at the election.

III. Regarding the update on the Pay-by-Bag program, Mr. Lipoma shared that he had done extensive research and had prepared a PowerPoint presentation. He said that there may be a subcommittee formed specifically to address possible solutions to the problems of the program. In his presentation, Mr. Lipoma highlighted the history of the program, noting that Hopkinton implemented it in 2010. An overview of the Pay-by-Bag program, including the incentives to participate, was presented, but Mr. Lipoma said that it is difficult to determine the success of the program in Hopkinton, since the net waste statistics include Webster, which does not participate in the Pay-by-Bag program, and other unknowns, such as how many households utilize curbside pickup services, complicate accurate statistics on the program's success. Of the information gathered by Mr. Lipoma, he was able to determine that approximately half of the town's households use curbside pickup services. Based on data from averages, national figures, bag revenue, how many green bags are being used, and the likely average amount of waste in the bags, Mr. Lipoma estimated that approximately 11-12% of the town's households are using the green bags in the Pay-by-Bag program, and the Town is losing about 12 cents in revenue per bag. Mr. Cass added that the cost of bags must be changed at Town Meeting. Mr. Lipoma noted that the focus should be on how to reduce waste and reduce cost, and presented a slide with some ideas for solutions, followed by his suggested next steps, the first being reaching out to the Webster Select Board to recruit Webster members for the Hopkinton-Webster Refuse Disposal Committee. Ms. Gilmore, of the Waste Reduction Committee, asked why we have the green bag program if it is not enforced, and expressed her frustration at the abundance of white bags in the Transfer Station hopper. Discussion ensued among the Board, Mr. Cass, and Ms. Gilmore, and it was decided that the Hopkinton and Webster Select Boards need to meet in person, prior to the start of budget season, to encourage Webster's participation in the Pay-by-Bag program and to find Webster members for the Hopkinton-Webster Refuse Disposal Committee. Ms. Haines, of the Waste Reduction Committee, pointed out that there are no signs pertaining to green bag use at the Transfer Station, not even near the hopper. She recommended signage at the entrance and at the hopper. Mr. Cass said it makes sense for the Waste Reduction Committee to make a proposal for the signage, and that there is money in the Recycling Revolving Fund that could be used for the signs. Ms. Mitchell and Mr. King also noted the lack of enforcement and abundance of non-green bags in the hopper, with Mr. King pointing out that new residents don't have any way of knowing about the green bags unless someone specifically tells them. Chair Dunlap suggested that, in addition to signage, the Waste Reduction Committee could work on an informative list of suggestions that would help raise awareness about the use of green bags. Ms. Christie, Chair of the Waste Reduction Committee, thanked Mr. Lipoma for his work on presenting information about the Pay-by-Bag program, but said it would be helpful for the committee to know his sources, as his information was quite different from hers. She pointed out that the report from the Northeast Resource Recovery Association (NRRA) that was included in the Town Report this year listed the figures from Hopkinton's recycling efforts, which indicated residents are doing well with recycling, and urged the Board to define what the goals are and consider all aspects of environmental impact, with regard to waste reduction. With no additional comments or questions, Chair Dunlap thanked everyone for their contributions to the discussion.

NEW BUSINESS:

I. Mr. Cass shared that the Town is proposing the joint meeting with the School Board be scheduled for Tuesday, October 11, at 5:30 p.m., in the Hopkinton High School auditorium, followed by the Select Board meeting in a separate room. He requested that the Board members think about items for the agenda for that meeting.

II. Regarding the 2022 MS-1, Mr. Cass noted that, although property has been added, with the adjustments, revenue came in \$1.5 million less than predicted with the budget, but that the revenue we have should be fine and the tax rate target is okay.

III. Mr. Cass noted that Jeff Earls, the Assessor, informed him that homes in town have been selling for 40 to 45% above assessed value, so Mr. Earls asked if the Select Board wanted to move the revaluation up to 2023, instead of the scheduled 2024. Mr. Cass said it might be different if there were a greater lag in time, but the revaluation is scheduled for 2024, and it is built into the Capital Improvement Program (CIP) for that year. Discussion ensued between the Board and Mr. Cass and Mr. Traum suggested it would be best to remain on the 5-year revaluation schedule, and keep it in 2024; all Board members agreed with Mr. Traum.

TOWN ADMINISTRATOR UPDATES:

Mr. Cass shared the following updates: the Flood Control payment was received, in the amount of \$193 thousand; the Room and Meals payment is anticipated from the State on December 31; there is still research being done to determine who the oldest Hopkinton resident is, to be honored with the Boston Post Cane; he is working with the abutters of the Town-deeded properties; the Tyler Bridge was not as bad as originally thought, so the cost will be a bit lower than recently reported; the Houston Barn work is moving forward, with the engineer scheduled to come in on October 5, and items in storage in the barn are being moved out for temporary storage in the old Rescue Squad Building; he met with the Kimball Cabins people to discuss the possibility of working with the Timber Framers Guild to have a privately-funded pavilion built; we are ready for the election; all the CIP information is due this week, and the CIP Committee is scheduling their meeting (Mr. Cass noted that the numbers are not good for the regular replacement schedule, due to the huge increase in the cost of everything); and budgets are due in October. Mr. Donohoe asked about the old Rescue Squad Building and he and Mr. Cass had a brief discussion of plans for the building, with Mr. Cass noting that the Buildings and Grounds Department staff have gone through to assess the condition and make repairs as needed.

PUBLIC FORUM:

Ms. Christie, Conservation Commission Member, announced that the Commission has hired Elise Lawson, a wildlife biologist and wetlands scientist, as a consultant, to perform a townwide natural resource inventory. Ms. Lawson will visit ten sites in town through February, and residents may go out in the field with her, if they are interested in learning more. She will be updating the natural resource maps and giving a presentation upon completion of the project. Ms. Christie encouraged residents to contact her or the CC to contribute any information on sightings they feel might be helpful for this project.

OTHER:

Regarding the previously mentioned Timber Framers Guild, Mr. Traum added that they are an international group, completing projects in numerous countries. He noted that, when the privately-funded pavilion project at Kimball Cabins moves forward, it will be an interesting and educational opportunity for the residents to enjoy. Mr. Traum asked about any progress with the Horseshoe Tavern and Mr. Cass noted that he is searching for a new surveyor. Mr. Traum, Chair Dunlap, and Mr. Cass discussed the NH Municipal Association (NHMA) Legislative Policy Conference, which will be held on Friday, September 23, and it was decided that Mr. Traum will be the delegate; Mr. Cass added that he would check into the details. Mr. Traum suggested thought be given to whether there should be a committee formed for electric, community power, the hydro dam, etc.

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.

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. Lipoma seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board, David Foster, and the Town Administrator went into nonpublic session, as recorded separately, at 6:58 p.m. The Board returned to public session at 7:36 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 could affect the reputation of someone other than a Board member. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

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. Lipoma seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:36 p.m. The Board returned to public session at 8:01 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 could affect the reputation of someone other than a Board member. 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, Ms. Dunlap moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All member voted in favor and the meeting was declared adjourned at 8:01 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant