



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
Hopkinton Town Hall – 330 Main Street
Monday, January 22, 2024
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:32 p.m. on Monday, January 22, 2024, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Steven Whitley; Thomas Lipoma (arrived after the Administrative items); and Jeff Donohoe (via phone, for approximately the first hour of the meeting)

Staff Present: Neal Cass, Town Administrator; Anna Wells, Economic Development Director; and Cara Johnson, Administrative/Assessing Assistant

Public Present: Dana Hadley, Webster Town Administrator; David Hemenway, Webster Select Board Chair; Marlo Herrick, Webster Select Board Member; Normandie Blake, Webster Select Board Member; Ian Hart, Economic Development Committee Chair; Bonnie Christie; Scott Clay; Loren Clement (via Zoom); Bill Davis; Amanda Gilman (via Zoom); Bob LaPree; Pat LaPree; and Katherine Mitchell

A motion was made by Chair Dunlap, seconded by Mr. Traum, to allow Mr. Donohoe to join the meeting remotely.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes

MOTION PASSED 3-0.

II. POINTS OF PRIDE:

Mr. Cass thanked all the department heads for doing such a great job with the recent audit performed by the NH Department of Labor; everything went well.

Mr. Traum and Chair Dunlap commended all those involved with the recent production of “Footloose” at the high school, and noted how much they enjoyed the show.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of January 22, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
JANUARY 22, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 1/22/2024 (2023)	1/22/2024	APPROVE	\$103,179.99
AP MANIFEST DATED 1/22/2024 (2024)	1/22/2024	APPROVE	\$32,374.66
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 1/2/2024			\$80,633.09
AP MANIFEST DATED 1/8/2024 (2023)			\$96,803.27
AP MANIFEST DATED 1/8/2024 (2024)			\$816,160.14
AP MANIFEST DATED 1/16/2024 (2023)			\$63,990.53
AP MANIFEST DATED 1/16/2024 (2024)			\$1,808,289.48
EMPLOYEE PAYROLL DATED 1/2/2024			\$93,274.88
DIRECT DEPOSIT: \$87,634.75			
PAYROLL CHECKS: \$5,640.13			
EMPLOYEE PAYROLL DATED 1/16/2024			\$103,356.64
DIRECT DEPOSIT: \$97,012.40			
PAYROLL CHECKS: \$6,344.24			
ABATEMENT RECOMMENDATION			
223-002-002 - 18 GRANITE VALLEY - PRORATED ASSESSMENT/DAMAGED BLDG	1/22/2024	APPROVE	\$3,800.30
DEED AGREEMENT			
105-045-000 - 390 MAIN ST - ACKNOWLEDGEMENT UNDER FORBEARANCE (TWO COPIES)	1/22/2024	APPROVE	
VETERAN CREDIT APPLICATION			
223-002-002 - 18 GRANITE VALLEY	1/22/2024	APPROVE	\$500.00
YIELD TAXES			
210-022-000 - OP #23-227-10-T - MAPLE ST	1/22/2024	APPROVE	\$14.09

256-028-000 - OP #23-227-12-T - BROCKWAY RD	1/22/2024	APPROVE	\$919.77
OTHER			
PERSONNEL ACTION FORM - RESIGNATION	1/22/2024	APPROVE	

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, January 8, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, January 8, 2024.

ROLL CALL VOTE:

Sabrina Dunlap Yes
 Ken Traum Yes
 Steven Whitley Yes
 Jeffrey S. Donohoe Abstain (not present at meeting)

MOTION PASSED 3-0.

IV. PUBLIC APPOINTMENTS:

Prior to the Public Appointment with the Webster Select Board, Mr. Lipoma presented a series of slides with the results of his research into various aspects of the Transfer Station—such as use of the facility, fees, waste volume, and a variety of waste disposal scenarios—emphasizing that he was not making any proposals with this information.

A. Webster Select Board:

1. Refuse Disposal Agreement Warrant Article – Mr. Hemenway noted the addition of verbiage at the end of Number Two, specifying that both towns will have the opportunity to interview and submit input for candidates in key positions, such as the operator. Brief discussion ensued and it was pointed out that since personnel at the Transfer Station are Town of Hopkinton employees, Hopkinton would have the final say on anyone hired.
2. Refuse Disposal Ordinance – Chair Dunlap and Mr. Hemenway briefly noted that after respective Town Meetings, Webster and Hopkinton must each hold a Public Hearing on changes to the Ordinance. Mr. Hemenway added that there were a few minor changes or corrections to be made, but otherwise, everything looked fine.
3. Transfer Station Fees – It was pointed out that fee recommendations were based on the extensive research of resident Andrea Folsom, who works for the NRRA (Northeast Resource Recovery Association) and is a member of the Waste Reduction Committee, but

they are not formal recommendations of either the NRRA or the WRC. Discussion ensued, the following was noted, and fee proposals made:

- Current Tipping Fee is \$93/ton; although members of the Hopkinton Select Board expressed concern that this fee increase would affect only one hauler, a final proposal was that this fee be raised to \$120/ton.
- Concern was expressed over the possible impact changes could have on revenue and the tax rate.
- Final proposal was that pre-sorted construction debris should be increased from \$105/ton to \$120/ton.
- Source separated wood should be increased from \$70/ton to \$90/ton.
- Shingles should be increased from \$85/ton to \$95/ton.
- White goods containing refrigerants should be increased from \$10/item to \$15/item.
- To avoid confusion, tires should be based on size, not vehicle type:
 - Under 17”: \$5/each
 - 17”-20” (typical passenger vehicle size): \$15/each
 - 20”-25”: \$20/each
 - The consensus was that tires larger than 25” should not be accepted, but there might be more discussion of this in the future
- Off-hour Emergencies should remain at \$60/incident, but add the cost of staff time.
- The final proposal was that Transfer Station staff should be consulted regarding the best way to handle fees for electronics.
- Propane tanks should be \$10/tank (up to 10 lb. tank) and \$20/tank (over 10 lb. tank).
- Mattresses should be \$20/each.

Mr. Hemenway suggested resident Transfer Station windshield stickers should cost \$5 each, and it was agreed that made sense.

It was noted that there would more discussion of green bags at a later date. There was also brief discussion regarding glass being ground up for DPW uses.

- B. Ian Hart, regarding Economic Development Committee: Mr. Hart, Chair of the EDC, who was joined by Anna Wells, Economic Development Director, started by thanking the Board for approving the Hart’s Corner TIF District RFEI at the December 11 meeting.

Following up on the proposal for a new TIF District that was discussed at that same meeting, Mr. Hart reiterated that the proposal was regarding an area of about 150 acres, near the Hart’s Corner TIF District, by the gravel pit. He noted:

- Most of this area, currently assessed just under \$3 Million, cannot be developed, but there is potential for: some commercial or mixed-use development, which could have a high rate of return to the Town; recreation; and energy.
- Potential TIF fund uses include: environmental assessment; cleanup; road/intersection improvements; sewer or other utility improvements; public amenities; or property acquisition.

- It would be helpful to the EDC to know if, in the future, they can provide more information or more clearly detailed information to the Board regarding this proposed TIF District or another TIF District proposal.

Some of the Board members present agreed that, while the EDC's presentation at the December 11 meeting was informative, there were other topics that evening that took precedence. It was noted that:

- There are so many challenges with the Hart's Corner TIF District, that the Board would need to know how a new TIF District would be different.
- Some success at the Exit 6 TIF District could be helpful for proposals of any new TIF Districts.

Ms. Wells noted that the comments were helpful, and added that there will likely be another presentation for the proposed new TIF District at a future Select Board meeting. Regarding the Exit 6 TIF District, Ms. Wells highlighted:

- The EDC would like to move forward with groundwater exploration on the west side of 89, to service the area between the two existing TIF Districts, and potentially another TIF District, if approved in the future.
- The EDC has received a multi-phase proposal from Emery and Garrett, a division of GZA, a highly recommended firm, to begin the groundwater exploration process, and the EDC would like to pay for this exploration from the Exit 6 TIF District Fund, which has a current balance around \$500 Thousand. The first two phases total \$47 Thousand, and the subsequent phase costs would be dependent on the findings in the first two phases.

A brief discussion ensued, regarding details, size, and time frame for this proposed project, and Chair Dunlap pointed out that this seemed to be a necessary step in the process of moving forward. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the request for \$47 Thousand for the proposal from GZA from the Exit 6 TIF District Fund.

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

V. OLD BUSINESS:

A. NH Presidential Primary Tomorrow – Mr. Cass noted:

- The Primary is tomorrow from 7:00 a.m. until 7:00 p.m. at the high school.
- The Town Clerk/Tax Collector office will be closed.
- Everything is set up and ready to go.

B. 2024 Town Meeting –

1. Draft Warrant: Mr. Cass briefly reviewed the only change, which was a petition article for SB2, and noted that there are thirteen Warrant Articles, two being voted at Tuesday's election

and the remainder at Town Meeting on Thursday evening. Mr. Traum noted the language change to Article 9, regarding Hopkinton Community Power, which was proposed by the Community Power Committee. He later explained the process associated with Community Power.

2. Public Hearings: Mr. Cass noted the Public Hearings are scheduled:

- February 7: Budget Hearing
- February 26: SB2 (it was also noted that this must be open for an hour at Town Meeting)

C. 2023 Financial Update – Mr. Cass noted that the figures have been updated, and by the next meeting of the Select Board, they should be finalized. He added that the \$36,865 Land Use Change Tax will be transferred shortly, which will change that total.

D. Houston Barn Update – Mr. Cass noted:

- One side of the new roof is complete; the other side is anticipated to be done in about two weeks, weather permitting.
- The cupola looks great.
- Photos are coming soon.

VI. NEW BUSINESS:

There was no New Business.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- Last week's audit with the Department of Labor included walking through each of the Town's buildings. Their report should be available next week, but their suggestions are already being addressed.
- Happy to announce that the new Wastewater Superintendent has started.
- The energy auditor has been assessing buildings to make recommendations.
- Cookies with Cass will be held again in March at the Hopkinton Town Library.
- The Hopkinton Town Counsel will be retiring shortly after our Town Meeting; there will be a team, shared by multiple towns, to replace her.

VIII. PUBLIC FORUM:

The following residents provided their suggestions and opinions or asked questions related to the following subjects:

- Bill Davis: Green bags and recycling
- Loren Clement (via Zoom): Tipping fee and TIF Districts
- Amanda Gilman (via Zoom): Exit 6 TIF District water proposal
- Bob LaPree: Green bags, recycling, and tipping fee

- Scott Clay: Green bags and stores that accept electronics for free recycling
- Katherine Mitchell: Green bags and compliance/tracking bag use at Transfer Station before considering or proposing doing away with green bags
- Bonnie Christie: Appreciation to both Select Boards and those discussing Transfer Station issues, Waste Reduction Committee mission statement, Ordinance definitions, and other Transfer Station-related topics
- Pat LaPree: Clarification of how tipping fees and residential fees are collected

IX. OTHER:

At the request of the Budget Committee, Mr. Traum asked about impact fees, and Mr. Cass noted that, based on his research, he does not recommend pursuing them. There was also a brief discussion about waste oil.

X. NONPUBLIC SESSIONS:

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

Ms. Dunlap moved to go into a nonpublic session to discuss the hiring of a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Mr. Whitley 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 8:51 p.m. The Board returned to public session at 8:59 p.m.

These minutes were not sealed.

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

Mr. Whitley moved to go into a nonpublic 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 and the Town Administrator went into nonpublic session, as recorded separately, at 8:59 p.m. The Board returned to public session at 9:12 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 could harm the reputation of someone other than a member of the Board. Ms. Dunlap seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

XI. ADJOURNMENT

There being no further business, Mr. Whitley moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All members voted in favor and the meeting was declared adjourned at 9:12 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant