



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 23, 2023
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, January 23, 2023, and introduced the members of the Board.

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, Chair of the Waste Reduction Committee; Steve Eckberg; Norm Goupil; Meredith Hatfield; Dave Lambert; Tricia Lambert; Elaine Loft (via Zoom); Elizabeth Sides (via Zoom); and Mark Zankel (via Zoom)

II. POINTS OF PRIDE:

Mr. Cass highlighted that, with closing out last year and beginning the new year, as well as this marking the first full year with the new finance software, Kelly Henley, Financial Director, has managed all the changes. He noted that Karen Robertson, Planning Director, has been working hard on completing the Zoning Amendments in advance of tomorrow night's final Public Hearing. He added that Cara Johnson, Administrative/Assessing Assistant, has been working on reports that have been submitted for the Annual Town Report, and he, Chair Dunlap, and Mr. Traum noted appreciation for the staff of the Public Works, Police, and Fire Departments, working long hours, often with little sleep, through the numerous storms.

Chair Dunlap thanked and congratulated the students, teachers, parents, and everyone involved in the recent musical production at the high school, and added that it was a great show.

Mr. Traum thanked Paul Simpkins, Recreation Director, and Lisa Metzger, for their work in bringing the pickleball program to the Hopkinton Recreation Department. He also noted special points of pride for Hopkinton, as there were numerous nominations of outstanding people for the Rotary Club Citizen of the Year.

III. ADMINISTRATIVE:

The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of January 23, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley.

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
JANUARY 23, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST (2022 INVOICE PAYMENTS) DATED 1/23/2023	1/23/2023	APPROVE	\$3,484.01
AP MANIFEST (2023 INVOICE PAYMENTS) DATED 1/23/2023	1/23/2023	APPROVE	\$7,014.43
SOLAR EXEMPTION			
240-023-000 - 107 GOULD HILL RD - BASED ON PAYMENT TO SOLAR INSTALL CO - HASSELL	1/23/2023	APPROVE	\$10,000.00
ELDERLY TAX DEFERRAL			
102-025-000 - 68 CARRIAGE LN - MCEVOY	1/23/2023	APPROVE	\$1,497.30
YIELD TAX			
231-001-000 - 136 OLD HOLMES RD - OP #22-227-05-T - MEADOWSEND SAWMILL	1/23/2023	APPROVE	\$5,942.98
OTHER			
CNHRPC - HAZARD MITIGATION PLAN UPDATE 2023	1/23/2023	APPROVE	
CAI TECHNOLOGIES - TAX MAP MAINTENANCE CONTRACT	1/23/2023	APPROVE	
CAI TECHNOLOGIES - PLANNING MAP MAINTENANCE CONTRACT	1/23/2023	APPROVE	

VOTE: Dunlap, Traum, Donohoe, Whitley, and Lipoma voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Select Board Public Meeting Minutes of Monday, January 9, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, January 9, 2023.

VOTE: Dunlap, Traum, Donohoe, Whitley, and Lipoma voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

The Board reviewed the Select Board Nonpublic Meeting Minutes of Monday, January 9, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Meeting Minutes of Monday, January 9, 2023, and Mr. Traum noted they are not sealed.

VOTE: Dunlap, Traum, Donohoe, Whitley, and Lipoma voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

IV. PUBLIC APPOINTMENTS:
There were no public appointments.

V. OLD BUSINESS:

- A. 2022 Financial Update – Mr. Cass noted that essentially all expenses have been entered and the revenues are nearly complete; there have been no changes since the last update, and the year ended well. When Mr. Traum asked about the Fund Balance, Mr. Cass said that revenues and expenses are in good shape, and estimates that there will be approximately \$760 thousand.
- B. Town Meeting Information – Mr. Cass reviewed the key dates related to Town Meeting, noting the following:
- February 7: Petition Warrant Article deadline
 - February 8: Budget Hearing
 - February 13: Warrant to be signed by Select Board
 - February 13: Bond Hearing
 - February 27: Keno Hearing

He added that for the Discontinuation of Dump Road article, the Town is the only abutter, which simplifies the notification process. Regarding the Graves Road Conversion to Trail article, Mr. Cass said the abutting property owners would be notified.

VI. NEW BUSINESS:

- A. InvestNH Grant – Regarding this housing grant, there was a brief discussion about moving forward with the grant application and the management of future applications. Mr. Whitley noted that the Economic Development Committee (the EDC) and the Planning Board have been discussing the details for the charge of the new committee to be formed for studying the housing needs, and the goal is to bring the charge to the Select Board meeting in late February. Mr. Donohoe made a motion, seconded by Mr. Lipoma, authorizing Mr. Cass, Town Administrator, to sign and submit all InvestNH Grant applications on behalf of the Select Board.

VOTE: Dunlap, Traum, Donohoe, Whitley, and Lipoma voted in favor of the motion, no votes against; **MOTION PASSED 5-0.**

- B. 2023 Town Meeting – Draft Warrant:
1. Lagoon Bond discussion among Board members and Mr. Cass:
 - Bond did not receive unanimous support from Budget Committee, as they did not have enough information
 - With approval from the NH Department of Environmental Services (DES), recommendation is to postpone bond until next year; more time to get information and apply for grants or low-interest loans
 - Select Board unanimously agreed to postpone this bond until next year, striking Article 4 from the 2023 Warrant
 2. Road Bond discussion among Board members and Mr. Cass:
 - Bond did not receive unanimous support from Budget Committee, primarily due to concern over necessity of \$2 million bond to rebuild part of a road, as many people struggle financially; also wanted more information on previous projects
 - Mr. Cass provided 10-year paving/shimming/gravel road maintenance worksheet to Board for reference

- Briar Hill Road flagged as the road in need of the most attention, and maintenance is ineffective at this point
 - Bond would cover rebuilding approximately half of the road, starting at Penacook Road intersection
 - There is a backlog of roads in need of work; these roads will continue to deteriorate if not addressed, and eventual work will be considerably more expensive
 - Mr. Cass noted he would work with Dan Blanchette, Director of Public Works, to get a list of the top five priority roads
 - Mr. Lipoma will present more information to the Budget Committee
3. Pay-by-Bag Discussion among Board members, with comments from multiple residents:
- Chair Dunlap noted that Bonnie Christie, Chair of the Waste Reduction Committee, provided a draft with proposed improvements to the Pay-by-Bag program; the draft was presented on-screen for review
 - Suggested improvements included better signage; more efficient issuance of Transfer Station resident decals; better system for informing residents; and checking IDs to confirm residency
 - Board agreed to strike Article 10 from the 2023 Warrant, but will keep Article 11, regarding authorizing the Select Board to set the Pay-by-Bag bag prices

C. Hazard Mitigation – Mr. Cass explained that every five years, the Town must update its Hazard Mitigation Plan, and added the following:

- A representative from the Central NH Regional Planning Commission assisted with the application for a Department of Homeland Security grant
- Town's 25% share of cost (75% covered by grant) will be covered by time spent on the update; time will be tracked for this purpose
- Committee will be formed; primarily comprised of staff, but residents are encouraged to be involved

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- The new Minute Taker for Budget Committee meetings started last week, and the meeting was 5 ½ hours long
- Employee evaluations take place this time of year
- Year-end financial figures are nearly complete; department heads did a great job with their budgets
- For the Annual Town Report, written reports were due a few weeks ago and financial reports are due February 10
- The required internet upgrade and upgrade-compatible Chromebook purchase for use at Select Board meetings was recently completed

VIII. PUBLIC FORUM:

There were no comments or questions.

IX. OTHER:

There were no comments or questions.

X. NON-PUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

Mr. Whitley 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 7:14 p.m. The Board returned to public session at 7:15 p.m.

XI. ADJOURNMENT

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Whitley seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:15 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant