



# 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  
Hopkinton Town Hall – 330 Main Street  
Monday, January 8, 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 8, 2024, and introduced the members of the Board.

**Select Board**

**Members Present:** Sabrina Dunlap; Ken Traum; and Steven Whitley

**Staff Present:** Neal Cass, Town Administrator; and Cara Johnson, Administrative/Assessing Assistant

**Elected/Appointed**

**Officials Present:** Sara Persechino, Town Moderator; and Christine Johnson, Town Clerk/Tax Collector

**Public Present:** Rita Blanchard; Bonnie Christie; Loren Clement; and Bill Davis

**II. POINTS OF PRIDE:**

Mr. Cass highlighted and expressed appreciation for the money-saving office renovation work by Dan Couture of the DPW’s Building and Grounds Department; all the staff who were out plowing throughout the snowstorm; staff of the Police and Fire Departments, for working through the holidays; and the staff who have moved around with flexibility, helping out in other departments.

Chair Dunlap and Mr. Traum also noted their appreciation for the plowing work of the DPW. Mr. Traum also recognized Recreation Director Paula Simpkins, and Cleve Kapala and Lucia Kittredge for leading the First Day Hike, which had a great turnout, and the Budget Committee, who continue to work on the budget. He also reminded everyone that there is another Public Hearing for Community Power this Thursday evening.

**III. ADMINISTRATIVE:**

- A. The Board reviewed documents for signature, and approved (3-0) the Consent Agenda of January 8, 2024, 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>JANUARY 8, 2024</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
<b>AP MANIFEST DATED</b>	1/8/2024	APPROVE	

<b>PREVIOUSLY APPROVED - NO ACTION NEEDED</b>			
AP MANIFEST DATED 12/18/2023			\$175,221.19
EMPLOYEE PAYROLL DATED 12/18/2023			\$92,534.60
DIRECT DEPOSIT: \$85,805.10			
PAYROLL CHECKS: \$6,729.50			
<b>NH DRA FORM</b>			
2023 MUNICIPAL ASSESSMENT DATA CERTIFICATE	1/8/2024	APPROVE	
<b>ABATEMENT RECOMMENDATION</b>			
250-011-000 - 50 OLD STAGECOACH RD - CORRECTED ASSESSMENT	1/8/2024	APPROVE	\$9,070.80
<b>VETERAN CREDIT APPLICATION</b>			
245-025-000 - 179 PAMELA DR	1/8/2024	APPROVE	\$500.00
<b>YIELD TAXES</b>			
253-002-000 AND 254-003-000 - 23-227-05-T - SOUTH RD	1/8/2024	APPROVE	\$6,715.76
<b>INTENT TO CUT - SUPPLEMENTAL</b>			
210-022-000 - 23-227-11-T (SUPPLEMENTAL) - 2097 AND 2089 MAPLE ST	1/8/2024	APPROVE	
<b>OTHER</b>			
PERSONNEL ACTION FORM - NEW EMPLOYEE - FULL-TIME	1/8/2024	APPROVE	
PERSONNEL ACTION FORM - NEW EMPLOYEE - PART-TIME	1/8/2024	APPROVE	
PERSONNEL ACTION FORM - NEW EMPLOYEE - PART-TIME	1/8/2024	APPROVE	
COMMITTEE MEMBER RESIGNATION ACKNOWLEDGEMENT LETTER	1/8/2024	APPROVE	

**VOTE:** Dunlap, Traum, and Whitley voted in favor of the motion, no votes against;  
**MOTION PASSED 3-0.**

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, December 11, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, December 11, 2023.

**VOTE:** Dunlap, Traum, and Whitley voted in favor of the motion, no votes against;  
**MOTION PASSED 3-0.**

**IV. PUBLIC APPOINTMENT:**

Before proceeding with this appointment, Chair Dunlap noted that the second appointment scheduled for this evening, with representatives of the Recreation Department and Department of Public Works

discussing the update of Spirit Skate Park, would be postponed until the Select Board meeting on January 22, as the representatives were not able to attend this evening.

Sara Persechino and Christine Johnson, regarding Elections and Voting Tabulator – Ms. Persechino noted that she attended a demonstration of ballot tabulators presented last year by the Secretary of State’s Office, and she and Ms. Johnson also participated in a demonstration of the ImageCast tabulator, one of the machines being considered for State approval. Ms. Persechino and Ms. Johnson recommend the ImageCast model, as it has numerous updated features, and is provided and serviced by the same local company that provided and has serviced the tabulator the Town has used for many years. A brief discussion ensued, and it was noted that the quote for this model is about the same as the others, at about \$7,600, which includes training.

Chair Dunlap made a motion, seconded by Mr. Traum, to approve the recommended ballot counting device under the Statute 656:40.

**VOTE:** Dunlap, Traum, and Whitley voted in favor of the motion, no votes against;  
**MOTION PASSED 3-0.**

**V. OLD BUSINESS:**

A. Preparation for Meeting with Webster Select Board – Mr. Cass noted that the Webster Select Board was not able to attend the joint meeting, originally scheduled for this evening, so he will try to reschedule it for January 22 or possibly January 29. He added that the Board has the draft Ordinance, which is getting updated to match the Agreement. A brief discussion ensued, regarding scheduling Public Hearings related to the Agreement and the Fee Schedules, and Chair Dunlap noted that there will be more discussion at a future meeting.

B. 2023 Year-to-Date Financial Review – Mr. Cass noted that the figures provided are updated from the previous meeting, but have not been finalized; however, he anticipates everything will be where it was expected to be.

**VI. NEW BUSINESS:**

2024 Draft Town Meeting Warrant – Referencing the draft of the Warrant, the Board and Mr. Cass reviewed the details of the Articles, noting any small changes to be made. With this being a property revaluation year and an anticipated significant jump in assessed values, Mr. Cass recommended doubling the current amounts of the property tax exemptions to match the likely increase. A very brief discussion of exemption wording ensued, and it was noted that the Warrant is anticipated to be finalized February 12.

**VII. TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted the following:

- A new person was hired for a part-time position at the Transfer Station. There has been a staff shortage and people out, so Buildings and Grounds personnel have been working there to help as much as time allows.
- The roof is being installed on the Houston Barn.

- Interviews started today for the part-time Executive Assistant position.
- The new Wastewater Superintendent starts tomorrow. Thanks to Sam Currier for all his help during the past several months and in transitioning to the new person in this role.
- Margaret Dillon will complete an energy audit this month on Town Hall, the old Fire Station, and the Police Station; NH Saves will pay for this audit.
- The Town inspection by the Labor Department is coming up soon.
- The office renovation work in Town Hall is progressing nicely.

#### **VIII. PUBLIC FORUM:**

After resident Rita Blanchard handed Mr. Cass a petition to add an Article for SB2 to the Town Meeting Warrant, residents Bill Davis and Bonnie Christie and Chair Dunlap and Mr. Traum spoke about various topics related to the Transfer Station, including a mailer sent out by a local trash hauling company, green bags, the history of the Pay-by-Bag program in Hopkinton, and availability of any documents related to research on this subject by Mr. Lipoma.

#### **IX. OTHER:**

There was a brief discussion regarding coverage at the Primary, and in response to a question by Mr. Traum, Mr. Cass noted he would reach out to the Fair Association, regarding scheduling a meeting.

#### **X. NONPUBLIC SESSIONS:**

There were no nonpublic sessions.

#### **XI. ADJOURNMENT**

There being no further business, Chair Dunlap moved that the meeting be adjourned. Mr. Traum seconded the motion. The three members voted in favor and the meeting was declared adjourned at 6:17 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant