



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 9, 2023
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:33 p.m. on Monday, January 9, 2023, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Jeffrey Donohoe, Steven Whitley; and Thomas Lipoma (via Zoom)

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

Public Present: Stuart Lyman, American Legion Financial Officer; Dale Warner, American Legion Commander; Louise Carr; Michael Wilkie; Greg Sagris; Tricia Lambert; Scott Clay; and Katherine Mitchell

Before proceeding, a motion was made by Mr. Traum and seconded by Mr. Donohoe, to allow Mr. Lipoma to join the meeting remotely.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

II. POINTS OF PRIDE:

Mr. Cass noted how many weekend storms there have been in recent weeks, and expressed appreciation for all the staff who have worked through these events. He also commended and thanked all the department heads for their great work managing budgets.

Mr. Traum also noted the exceptional dedication shown by the DPW staff working during the storms, and added thanks to Paula Simpkins, Cleve Kapala, Lucia Kittredge, and the team that organized the First Day Walk. Chair Dunlap added that the Select Board echoes the appreciation expressed by Mr. Cass and Mr. Traum, noting how fortunate the town is to have such an outstanding group working on the roads during all the ice and snow storms.

III. ADMINISTRATIVE:

The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of January 9, 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 9, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 1/9/2023	1/9/2023	APPROVE	\$49,716.92
ABATEMENT			
225-014-001 - 101 RIVER GRANT DR - INCORRECT TOTAL ON PER 2 TAX BILL - GUELI/GREEN TR	1/9/2023	APPROVE	\$3,339.00
VETERAN TAX CREDIT			
242-003-010 - 565 PENACOOK RD - SALA	1/9/2023	APPROVE	\$500.00
104-037-001 - 401 SMITHFIELD RD - STOCKWELL	1/9/2023	APPROVE	\$500.00
245-028-000 - 154 PAMELA DR - WHARTENBY	1/9/2023	APPROVE	\$500.00
245-036-000 - 11 STACEY DR - MORAN	1/9/2023	APPROVE	\$4,000.00
SOLAR EXEMPTION			
248-001-000 - 955 BRIAR HILL RD - BASED ON ASSESSED RATE - WHITE	1/9/2023	APPROVE	\$5,000.00
238-043-000 - 497 PUTNEY HILL RD - BASED ON RECEIPT - CHASE	1/9/2023	APPROVE	\$10,000.00
INTENT TO CUT			
258-064-000/258-068-001 - HOPKINTON RD - OP #22-227-11-T - VICINANZO	1/9/2023	APPROVE	
RIGHT TO BURY			
#1198 - CONTOOCCOOK - F-270-1 - ASTLES	1/9/2023	APPROVE	
OTHER			
PERSONNEL ACTION FORM - NEW HIRE P/T - BUDGET COMM MINUTE TAKER - SADROZINSKE	1/9/2023	APPROVE	
PERSONNEL ACTION FORM - CHANGE IN PAY - COURSER	1/9/2023	APPROVE	
ADVISORY COMMITTEE NOMINATION FORM - CNBRLAC - CHRISTIE	1/9/2023	APPROVE	
APPRECIATION OF SERVICE LETTER - HUMAN SERV ADVIS COMM RESIGNATION - MANUS	1/9/2023	APPROVE	
GRANTS SELECTION COMMITTEE LETTER (CHAIR DUNLAP SIG ONLY)	1/9/2023	APPROVE	
PREVIOUS POSITION APPOINTMENTS (CHAIR DUNLAP, J.S. DONOHOE, AND T. LIPOMA SIGS ONLY)	1/9/2023	APPROVE	

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board reviewed the Select Board Public Meeting Minutes of Monday, December 19, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, December 19, 2022.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

IV. PUBLIC APPOINTMENTS:

A. Economic Development Committee (EDC) Housing Recommendation: After thanking the Board for their time, Anna Wells, Economic Development Director, pointed out that the EDC believes that reasonably priced or affordable housing, in particular, is an important economic development issue, given the need for housing for the employees of local businesses. Ms. Wells noted the following:

- It is estimated that in order to meet the 2025 housing needs of our region, new home production will need to increase by 233% over recent years
- Hopkinton's low vacancy, low inventory, quick sales, and high prices are indicators that the town is no exception to the need for housing
- The EDC recommends a group comprised of residents from outside of the EDC be formed to perform in-depth research and make recommendations related to the housing topic

Discussion ensued regarding whether the group to be formed should be a commission, committee, or subcommittee of another committee or board. Mr. Whitley, who is the Select Board representative on the EDC, noted that the statutory framework requires a Town Meeting vote for the formation of a commission, and the powers of a commission are more specific than necessary for this purpose. He added that if a subcommittee is formed, he recommends that it not fall under the EDC. Greg Sagris, a member of the EDC, agreed with Mr. Whitley, and added that he frequently hears from other business owners and community members concerned about many facets of the housing issue, including quality of life at different stages, from moving to town to being able to stay in town. Mike Wilkie, Chair of the Planning Board, recommended a committee, not a commission, emphasizing that he believes this issue will require a huge commitment of time and resources, and there should be input from representatives of multiple boards and committees. Louise Carr, EDC member, also supports the formation of a committee, and noted that she believes it is important that people from multiple backgrounds are sought for this group, recommending that thought is put into the kinds of positions that should be a part of this group, then thinking of specific people to fill these roles. Karen Robertson, Planning Director, pointed out that the recent figure that qualifies as affordable housing in Hopkinton is \$317 thousand, which may not be affordable to people in many professions. She added that she believes this group should be comprised of residents from numerous backgrounds, not only of residents currently serving on committees or boards.

After the Board briefly discussed the next steps, Ms. Wells noted that the EDC and the Planning Board have meetings this and next week, and they may be able to have

recommendations by the next Select Board meeting. Mr. Traum suggested Ms. Wells also contact the Conservation Commission for input, and she agreed.

B. American Legion Keno Warrant Article Request: Stuart Lyman and Dale Warner, representing Hopkinton’s American Legion Post #81, noted that this year, rather than having Keno on the Tuesday ballot, they hope to have a representative of the NH Lottery Commission speak about Keno at Town Meeting. They added the following:

- Requested a public hearing date between 2/16/2023 and 3/3/2023, in order to have the Keno warrant article included at Town Meeting; public hearing tentatively scheduled for Monday, 2/27/2023
- In addition to presentation, would like Keno on a paper ballot at Town Meeting
- Legislature has expanded the Keno program, so more businesses can provide access to the game
- Particularly targeting campground visitors, so they do not go to other towns to play Keno

V. OLD BUSINESS:

Regarding the 2022 financial update, Mr. Cass referred to an on-screen spreadsheet and noted that:

- Since the last of the 2022 payroll periods was last week, all payroll has been entered and there are just a few remaining 2022 invoices
- There are encumbrances that will come out—\$180 thousand for shimming and paving and \$8 thousand for assessing professional services—but there will be about \$150 thousand surplus remaining when all is complete
- Thanks to Alicia Presti, Human Services Director, for her work in utilizing state and federal funds for fuel assistance and other services; this resulted in a \$28 thousand surplus (part of the \$150 thousand)
- Revenues are nearly complete and are looking good, as they have all year

VI. NEW BUSINESS:

Referencing the draft of the Warrant for this year’s Town Meeting, the Board and Mr. Cass reviewed the Articles and the details of the some of the presentations. Discussion ensued regarding some of the verbiage and order of the two articles related to the Pay-by-Bag bags and program, and Chair Dunlap noted that she asked the Chair of the Waste Reduction Committee to provide some options for improving the program. Resident Tricia Lambert asked about the original purpose of the Pay-by-Bag program and what the status is. Chair Dunlap referred her to Mr. Lipoma’s presentation on the program at a Select Board meeting a few months ago, and Mr. Donohoe pointed out that the purpose was to encourage a higher level of recycling. He also noted that, while the pandemic had a negative impact on recycling, there has been a good rebound in recycling in the past 18 months. Review of the remaining Articles continued, and a brief discussion ensued regarding the lease of the Town-owned dam; Mr. Cass noted that he would consult with Town Counsel.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- Information has been received from South Road abutters, so the Public Hearing can be scheduled; notices will go out via certified mail

- Will have recommendations on the Horseshoe Tavern lot at the next meeting; lot is probably not big enough to subdivide, so looking into other options
- Finalizing the details of the sales of the five land-locked properties; two people are buying back their properties
- Switched to a different cell phone service provider
- A minute taker for the Budget Committee has been hired

VIII. PUBLIC FORUM:

Resident Scott Clay asked about the speed limit on Bound Tree Road, noting that he thought at a recent meeting, the decision was made to change the limit to 25 MPH from Autumn Ridge Road down, but it is now posted 25 MPH as you turn onto Bound Tree Road from Pine Street. After a brief discussion, Mr. Cass noted that he would look into it.

IX. OTHER:

Mr. Traum noted that he has received complaints about the new location of the outside mail drop box at the Post Office, and a brief discussion ensued, with all in agreement that the previous location was more convenient.

X. NON-PUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Mr. Whitley 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
Jeffrey Donohoe	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 5-0.

The Board went into nonpublic session, as recorded separately, at 7:14 p.m. The Board returned to public session at 7:15 p.m.

These minutes were not sealed.

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