



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, October 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, October 23, 2023, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Steven Whitley; and Thomas Lipoma

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

Elected/Appointed Officials and Members of the Public Present:

Sara Persechino, Town Moderator; Christine Johnson, Town Clerk/Tax Collector; James Newsom, Conservation Commission Chair; Ron Klemarczyk, Conservation Commission Vice Chair; Conservation Commission Members/Alternate Members: Jonathan Bradstreet; Bonnie Christie; Rob Knight; Molly Hardenburgh; and Katherine Mitchell; Byron Carr; Louise Carr; Scott Clay; and Norm Goupil

II. POINTS OF PRIDE:

Mr. Cass showed slides of some of the recent changes in Town Hall, including two work stations and a printer table in the Town Clerk/Tax Collector's office; cabinets and a counter in the main hall; and a vintage license plate display outside of the TC/TC office. He thanked everyone who has worked on the design, building, and installation of these additions. He also noted that the Highway crew has been out prepping for winter shimming; the Fire Department's Open House a few weekends ago had a good turnout; and the Housing Committee has completed their community forums, and now has a survey on the Town website and Facebook page.

Chair Dunlap and Mr. Traum noted how nice the changes in Town Hall are, and Mr. Traum also shared that he attended one of the Housing Committee's forums, and highlighted what an informative presentation it was.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of October 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			
OCTOBER 23, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 10/23/2023	10/23/2023	APPROVE	\$179,309.93
PAYROLL			
EMPLOYEE PAYROLL	10/23/2023	APPROVE	\$93,946.65
DIRECT DEPOSIT: \$88,776.17			
CHECKS: \$5,170.48			
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 10/16/2023			\$51,411.98
FUND TRANSFERS			
FROM MCKERCHER ACCT TO GEN OPERATING FUND - ACCT WILL BE CLOSED AFTER TRANSFER	10/23/2023	APPROVE	\$24,524.93
FROM 3 CAP RESERVE FUNDS TO GEN OPERATING FUND - FOR 1/2023 TO 6/2023 EXPEND REIMBURSEMENT	10/23/2023	APPROVE	\$391,892.27
REQUEST FOR REIMBURSEMENT			
FOR PURCHASE OF REPLACEMENT PUMP AT WASTEWATER TREATMENT PLANT - CASS	10/23/2023	APPROVE	\$9,580.02
NOTIFICATION OF ABATEMENT			
101-055-000 - 105 PARK AVE - COOK	10/23/2023	APPROVE	\$264.50
225-073-000 - 206 PARK AVE - HUDON	10/23/2023	APPROVE	\$395.10
VETERAN CREDIT APPLICATION			
251-037-000 - 1394 HOPKINTON RD - GENTILHOMME	10/23/2023	APPROVE	\$4,000.00
ELDERLY EXEMPTION APPLICATION			
245-062-000 - 227 FIRE POND RD - RICHARD	10/23/2023	APPROVE	\$145,000.00
RIGHT TO BURY			
#1214 - OLD HOPKINTON - F/74/1 AND 2 - BRICCETTI (VOID #1213)	10/23/2023	APPROVE	
OTHER			
PERSONNEL ACTION FORM - TEMP/SEASONAL NEW HIRE - JOHNSON	10/23/2023	APPROVE	
LETTER OF RESIGNATION ACCEPTANCE - EDC - DELGADO	10/23/2023	APPROVE	

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

- B. The Board reviewed the Select Board Public Meeting Minutes of Tuesday, October 10, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Tuesday, October 10, 2023.

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

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of Tuesday, October 10, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of Tuesday, October 10, 2023; Mr. Traum noted the minutes are sealed.

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

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Tuesday, October 10, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of Tuesday, October 10, 2023; Mr. Traum noted the minutes are sealed.

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

- E. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of Tuesday, October 10, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session III Meeting Minutes of Tuesday, October 10, 2023; Mr. Traum noted the minutes are sealed.

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

IV. PUBLIC APPOINTMENTS:

- A. Sara Persechino and Christine Johnson, RE: Town Meeting Date – Noting that the Annual School District Meeting will be Saturday, March 9, 2024, discussion ensued among Board members, Mr. Cass, Ms. Persechino, and Ms. Johnson, regarding results of a related survey, meeting schedule requirements, date conflicts, and proposed dates, with Ms. Persechino noting that, regardless of the date or time, there should be childcare available for those who need it.

Chair Dunlap made a motion, seconded by Mr. Traum, that Town Meeting 2024 be held on Thursday, March 21, at 6:00 p.m.

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

- B. **PUBLIC HEARING:** Conservation Land Acquisition – Chair Dunlap made a brief announcement of the subject of this Joint Public Hearing with the Conservation Commission, concerning the Conservation Commission’s use of funds from the Conservation Fund to acquire property on Beech Hill Road, tax map parcel number 259-029-000. There were no comments from members of the Select Board, so Chair Dunlap invited others to comment.

Conservation Commission Member Rob Knight noted:

- This 17-acre parcel is a gift to the Town from Carol Parmenter; the purpose of the gift is to preserve and protect the wildlife habitat.
- Deed restriction does not allow for any construction, development, or timber harvesting.
- The Open Space Committee used their Selection Criteria Checklist to review the property, and ranked it as worthwhile, based on multiple factors, including its location, which abuts the Kimball Farm conserved land, and the scenic and rural character of Beech Hill Road.
- The Conservation Commission has agreed to pay Ms. Parmenter’s legal expenses of \$3,600 for deed preparation.

Conservation Commission Member Ron Klemarczyk added:

- According to wildlife biologists, large and contiguous tracts of land are more important to wildlife habitat than scattered, smaller tracts; acquisition of this parcel helps expand the large conservation area critical for wildlife.
- Although timber harvesting will not be allowed on this parcel, salvage of trees damaged by disease outbreak or storm will be allowed.

Resident Louise Carr commended the Conservation Commission for their Natural Resources Inventory, but expressed concern over the amount of land in Hopkinton that is unavailable for development of any kind. She believes there should be the opportunity for compromise that would allow business or housing development of some land and conservation of some land. Mr. Whitley and Chair Dunlap noted that, while the parcel being discussed would not qualify, Ms. Carr’s points were well taken.

With no further comments or questions, Chair Dunlap closed the Public Hearing.

Chair Dunlap made a motion, seconded by Mr. Traum, that the Town accept the acquisition of the land from tax map and lot 259-029-000.

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

Conservation Commission Member and Chair James Newsom made a motion, seconded by Mr. Knight, to accept the deed from Carol Parmenter, for the land from tax map and lot 259-029-000.

VOTE: Newsom, Klemarczyk, Bradstreet, Christie, Hardenbergh, Knight, and Mitchell voted in favor of the motion, no votes against; **MOTION PASSED 7-0.**

V. OLD BUSINESS:

2024 Merit Pool – After Mr. Cass provided merit pool figures from 2014 through 2023, discussion ensued, and the following was noted:

- Figures discussed this evening are preliminary.
- With the labor shortage, the Town should stay competitive.
- Although Mr. Traum initially recommended a starting figure of 3.2%, he later emphasized that since the suggested figures are preliminary, he would not argue with the 4% starting figure agreed upon by Chair Dunlap and Mr. Whitley; Mr. Lipoma did not make any recommendations or comments.

VI. NEW BUSINESS:

A. Budget Committee Update – Mr. Traum noted:

- The recent meeting went smoothly.
- The committee voted to invite a representative of the NH Municipal Association to come to a meeting to discuss the role of a budget committee in relation to a town's school and select boards.

Mr. Cass added that when there is confirmation of the date the NHMA representative will attend a Budget Committee meeting, the School Board, Select Board, and Precinct Commissioners will be invited to attend.

B. Meeting Streaming Request – Mr. Cass noted that a request was submitted to stream all meetings held at Town Hall. After a brief discussion, Mr. Cass noted that, while streaming is not mandatory:

- On behalf of the Board, he would recommend groups utilize the available equipment for recording and streaming; assistance would be offered.
- For most meetings, the overhead camera and sound would be sufficient.
- This option would not include the opportunity for those viewing to comment or participate.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- Work on the Houston Barn continues; waiting for figures to know if it will be possible to have a metal roof installed, rather than the asphalt shingles.
- Inspection for asbestos was completed at the Horseshoe Tavern; a small amount was found and is being removed.
- He has been working with NHSaves/Eversource, and Margaret Dillon, who is highly recommended, will work on energy audits of Town buildings in January.

- The Rail Trail work, for the RTP Grant, connecting Kearsarge Avenue to Houston Fields, is progressing; the trees are down and work has begun.
- With the Budget Work Session meetings starting in two weeks, there has been a lot of focus on budgets, and he will be meeting with the department heads.
- Joint meeting of Hopkinton and Webster CIP Committees will be scheduled soon.

VIII. PUBLIC FORUM:

There were no comments or questions for Public Forum.

IX. OTHER:

Mr. Lipoma shared that he and Mr. Donohoe plan to spend some time on an upcoming Saturday at the Transfer Station checking for Hopkinton resident windshield stickers. A brief discussion ensued, and it was noted that there are concerns of non-residents using the facility, so this is viewed as an opportunity to gather information and educate the public. Mr. Cass added that Transfer Station Superintendent Jolene Cochrane will be contacted prior to this visit.

Resident Scott Clay asked a question about his observations at the scrap metal area at the Transfer Station, and Mr. Cass emphasized that the only things taken away from the Transfer Station should be items from the designated swap table.

X. NONPUBLIC SESSIONS:

NONPUBLIC SESSION IV-RSA 91-A: 3 II (d) Lease of Town Owned Property

Ms. Dunlap moved to go into a nonpublic session to discuss the sale of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). 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 6:24 p.m. The Board returned to public session at 6:32 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 the divulgence of this information could render the decision ineffective. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

NONPUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

Ms. Dunlap moved to go into a nonpublic 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

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:32 p.m. The Board returned to public session at 6:39 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session as the content could affect the reputation of someone other than a member of the Board. Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

NONPUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

Ms. Dunlap moved to go into a nonpublic 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

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:39 p.m. The Board returned to public session at 6:55 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session as the content could affect the reputation of someone other than a member of the Board. Mr. Traum 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. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 6:55 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant