



# 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, December 19, 2022  
Approved**

**I. CALL TO ORDER:**

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, December 19, 2022, and introduced the members of the Board.

**Select Board**

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

**Staff Present:** Neal Cass, Town Administrator; Jeff Yale, Fire Chief; Trevor Anderson, Fire Lieutenant; Don Delude, Fire Lieutenant; Ryan Hughes, Fire Captain; members of the Fire Department staff; and Cara Johnson, Administrative/Assessing Assistant

**Public Present:** Family and friends of the Fire Department staff being sworn in; Norm Goupil; and Bonnie Christie (via Zoom)

**II. POINTS OF PRIDE:**

Mr. Cass highlighted the great success of this year’s Operation Holidays, thanking Alicia Presti, Human Services Director, and all those who contributed and donated to the program. He noted appreciation for those who work on the holidays—such as many of the personnel in the Fire, Police, and Highway Departments—while many people have holidays off from work. Mr. Cass also shared a thank you to Police Officer Molnar and Lieutenant Shepherd, from Mary Leadbeater, for their time and care after the recent passing of her brother, Erick Leadbeater.

Mr. Traum noted that Mr. Leadbeater had been an especially active member of the Hopkinton community, making numerous contributions through the years. Mr. Traum and Chair Dunlap also conveyed their gratitude to the DPW and public safety personnel who were out working during last week’s snowstorm.

**III. ADMINISTRATIVE:**

The Board reviewed documents for signature, and approved (3-0) the Consent Agenda of December 19, 2022, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley.

<b>TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA DECEMBER 19, 2022</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 12/19/2022	12/19/2022	APPROVE	\$148,511.15

<b>PAYROLL</b>			
EMPLOYEE PAYROLL	12/19/2022	APPROVE	\$96,329.10
DIRECT DEPOSIT: \$83,708.85			
CHECKS: \$12,620.25			
<b>FUND TRANSFER</b>			
FROM GEN FUND ACCT TO TWO TIF DISTRICT ACCTS - FOR MS-1 RETAINAGE VAL X TAX RATE	12/19/2022	APPROVE	\$129,199.00
<b>ENCUMBRANCES OF FUNDS</b>			
CROSS COUNTRY APPRAISAL - FOR ONGOING CYCLICAL REVALUATION	12/19/2022	APPROVE	\$8,000.00
GMI ASPHALT - FOR RESURFACING OF VARIOUS ROADS (ADDL HWY BLOCK GRANT)	12/19/2022	APPROVE	\$162,449.84
GMI ASPHALT - FOR RESURFACING OF VARIOUS ROADS	12/19/2022	APPROVE	\$144,385.75
GMI ASPHALT - FOR RESURFACING RIVERWAY PARK PARKING LOT	12/19/2022	APPROVE	\$35,614.25
<b>ABATEMENT</b>			
999-004-000 - TOWNWIDE - PART OF SETTLEMENT AGREEMENT - PSNH	12/19/2022	APPROVE	\$59,001.85
<b>RIGHT TO BURY</b>			
#1197 - OLD HOPKINTON - MEMORIAL GARDEN	12/19/2022	APPROVE	
<b>POSITION APPOINTMENTS AND CORRESPONDING PERSONNEL ACTION FORMS</b>			
FIRE LIEUTENANT - ANDERSON	12/19/2022	APPROVE	
FIRE LIEUTENANT - DELUDE	12/19/2022	APPROVE	
FIRE CAPTAIN - HUGHES	12/19/2022	APPROVE	
<b>OTHER</b>			
PERSONNEL ACTION FORM - FIRE DEPT CALL/PER DIEM - BARON	12/19/2022	APPROVE	
APPOINTMENT TO OFFICE - PLANNING BOARD ALTERNATE - BOUCHARD	12/19/2022	APPROVE	

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

The Board reviewed the Select Board Public Meeting Minutes of Monday, December 5, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, December 5, 2022.

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

**IV. PUBLIC APPOINTMENTS:**

- A. Swearing in of three officers of the Fire Department – Chief Jeff Yale welcomed and thanked everyone for their support, noting how special it is to promote from within the department. Each of the following members of the Fire Department was sworn in to his new position by Chair Dunlap and had new badge pinned on by spouse:

- Lieutenant Don Delude
- Lieutenant Trevor Anderson
- Captain Ryan Hughes

The Select Board and Mr. Cass thanked and congratulated all three and Chair Dunlap thanked everyone in attendance for all their support.

- B. Public Hearing: Acceptance of Unanticipated Revenue – Mr. Cass provided a brief review of the aid received and the Board took the following action:

Mr. Traum made a motion, seconded by Mr. Whitley, to accept \$162,449.84 in additional Block Grant aid for paving in 2023.

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

Mr. Traum made a motion, seconded by Mr. Whitley, to accept \$179,069.69 in additional Bridge Grant aid for work on the Tyler Bridge.

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

Mr. Traum made a motion, seconded by Mr. Whitley, to accept \$49,500.00 from the First Responders Equipment Grant for firefighting equipment.

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

#### **V. OLD BUSINESS:**

Mr. Traum provided an update from the Budget Committee, noting that at the most recent meeting, everything went smoothly. He added that there was some discussion regarding the road and lagoon bonds, but everyone was supportive overall, and noted that the next meeting of the Budget Committee will be Wednesday, January 11, 2023.

#### **VI. NEW BUSINESS:**

There was no discussion of any new business.

#### **VII. TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted the following:

- Wrapping up year-end financials and everything looks good
- Finalizing the details of the sales of land-locked properties
- Working with former owners of other tax-deeded properties
- Working with the DES and surveyor on the Horseshoe Tavern

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

Regarding the budget, Bonnie Christie, via Zoom, noted that she believes the Transfer Station is underfunded, as costs are up. She added that she thinks there needs to be a five- to ten-year plan in

place, and there should be additional staff hired to address such a plan. She also noted that she would like more focus on the Webster side of the Hopkinton-Webster Refuse Disposal Committee.

Norm Goupil thanked the Select Board and Mr. Cass for all their work for the Town, and regarding their work on the budget and clear presentation of information, he thanked Mr. Traum and Mr. Cass.

**IX. OTHER:**

Mr. Traum noted that the Energy Committee meets this Wednesday, December 21. Mr. Cass and Chair Dunlap noted that in early 2023, they will look into finding new members for the Safety Committee.

**X. ADJOURNMENT:**

There being no further business, Mr. Traum moved that the meeting be adjourned. Mr. Whitley seconded the motion. All members voted in favor and the meeting was declared adjourned at 6:07 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant