



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, December 5, 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 5, 2022, 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

Public Present: Chris Hodgdon, Capital Improvement Program (CIP) Committee Chair; Don Houston; and Katherine Mitchell

II. POINTS OF PRIDE:

Mr. Cass commended everyone involved with the Recreation Committee’s recent Turkey Trot and Breakfast with Santa, noting that they raised about \$2,700 for some of the programs and services provided by the Human Services Department. He added that there have been nice comments about Starry Starry Weekend.

Chair Dunlap shared that she was able to take part in many of the weekend’s activities, recognized all the time and work various groups put into their events, and noted what a great job everyone did.

In addition to noting that he enjoyed the weekend’s festivities, Mr. Traum pointed out that the Energy Committee had their first meeting last week, and he is impressed with the group.

III. ADMINISTRATIVE:

The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of December 5, 2022, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley.

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA DECEMBER 5, 2022			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 12/5/2022	12/5/2022	APPROVE	\$139,269.19
PAYROLL			
EMPLOYEE PAYROLL	12/5/2022	APPROVE	\$91,836.13
DIRECT DEPOSIT: \$88,184.68			
CHECKS: \$3,651.45			
FUND TRANSFERS			
FROM GENERAL OP FUND TO SEWER FUND - MAR-SEPT SEWER FEES	12/5/2022	APPROVE	\$75,780.86

LAND USE CHANGE TAX			
243-009-000 - 169 E PENACOOK RD - HOUSE LOT - MCLOUGHLIN/ANTLE	12/5/2022	APPROVE	\$9,700.00
YIELD TAX			
241-027-000 - GOULD HILL RD - OP #22-227-08-T - LEADBEATER	12/5/2022	APPROVE	\$2,518.02
ABATEMENT			
208-036-000 - 30 PERCH LN - TAX DEEDED AFTER MS-1 COMPLETION - TOWN OF HOPKINTON	12/5/2022	APPROVE	\$3,238.00
208-091-000 - 916 PINE ST - TAX DEEDED AFTER MS-1 COMPLETION - TOWN OF HOPKINTON	12/5/2022	APPROVE	\$3,939.00
225-090-000 - 24 SPARROW LN - TAX DEEDED AFTER MS-1 COMPLETION - TOWN OF HOPKINTON	12/5/2022	APPROVE	\$2,195.00
105-045-000 - 390 MAIN ST - TAX DEEDED AFTER MS-1 COMPLETION - TOWN OF HOPKINTON	12/5/2022	APPROVE	\$6,097.00
OTHER			
225-090-000 - 24 SPARROW LN - NO WARRANTY DEED - SEIFERT	12/5/2022	APPROVE	
UNH COOPERATIVE EXTENSION DOWNTOWN & TRAILS PROG AGREEMENT (CHAIR DUNLAP)	12/5/2022	APPROVE	

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

The Board reviewed the Select Board Budget Work Session Minutes of Monday, November 21, 2022. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Budget Work Session Minutes of Monday, November 21, 2022.

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

IV. PUBLIC APPOINTMENT:

Mr. Hodgdon began by providing a quick overview of the Charge of the CIP Committee, highlighting that they look at Town and School projects of \$10 Thousand or more that have a useful life of at least five years and are non-recurring expenses, or any projects the require bond financing. Regarding the CIP Committee’s recommendations for 2023, he noted some of the significant challenges, including:

- Universally rising costs presented biggest challenge; 20-25% rise in vehicle costs common, and estimate 20% rise in most project costs
- Supply chain problems have resulted in vehicles and equipment being ordered in one year, but paid for and delivered in different years
- Unanticipated increases in costs at transfer station and sewage plant; DES-required sludge removal at sewage plant was estimated to be around \$200 Thousand, but is more likely to be around \$1 Million, due to likely presence of PFAS

Although the committee maintains a 20-plus year overview, due to scheduled replacement of certain equipment, the focus is on a six-year projection. Committee recommendations include:

- Purchase new ambulance in 2024, due to delay time between order and delivery, rather than putting about \$100 Thousand into parts and maintenance of the ambulance that is nearly ten years old

- Replace breathing apparatus on all Fire Department vehicles, due to new safety certification process
- Plan to purchase a used ladder truck for the Fire Department in the future, at about one third of the cost of a new ladder truck, which was originally planned for 2029
- Replacement of two air conditioning units at the library
- Work on three of the offices inside Town Hall; there is no appropriation for this, as funding is in this account
- Flexibility with DPW vehicle purchases, based on availability
- Trailers are a necessity at the transfer station

Mr. Hodgdon and Chair Dunlap commended the committee members and Mr. Cass for all their great work.

V. OLD BUSINESS:

A. Finalization of the 2023 Budget – Mr. Traum noted that there were no changes to the Board’s recommendations from the previous meeting. Discussion ensued regarding the DPW shimming and paving line item. Mr. Traum made a motion, seconded by Mr. Whitley, that the 2023 proposed budget, as determined at the meeting of November 21, 2022, be presented to the Budget Committee.

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

Chair Dunlap noted how much time and work went into the proposed budget and thanked the department heads, Mr. Cass, and everyone involved in the budget work. She also thanked Mr. Traum for being the Select Board representative on the Budget Committee.

B. Class VI Road Update – Mr. Lipoma began by noting that the meetings of the Class VI Road Committee have concluded, pointing out that the committee’s main purpose was to determine if there should be any recommendation of purposeful classification changes to any of the town’s Class VI roads. Mr. Lipoma’s brief presentation included:

- Broad and helpful knowledge base from members of Conservations Commission; Planning Board; Trails Committee; Open Space Committee; and Select Board
- Roads were located by using a combination of list provided by the DOT; maps from multiple sources; and knowledge of Ron Klemarczyk
- Evaluation factors included perspectives and criteria from all committee members
- Three categories for recommendation:
 - Keep at Class VI Road classification
 - Discontinue at Class VI Road classification
 - Reclassify as Class A Trail
- The road conditions vary greatly, from unrecognizable as a road (such as Old Stone Crusher Rd.), to attractive and stone wall-lined (such as George Rd.), to paved access road (such as Dump Road)
- No change recommended for most roads
- No change recommended, but potential for future Class A Trail classification of five roads: Eugene Foote Rd.; north side of New Rd.; Pet Dow Rd.; Buzwell Corner Rd.; and Old Parsonage Rd. (no official name)

- Discontinuation recommended (possible Warrant Article): Dump Rd.
- Conversion to Class A Trail recommended (possible Warrant Article): Graves Rd.

After a brief discussion of the location and condition of a few of the roads, Mr. Lipoma transitioned to an overview of the committee's suggestions for starting a discussion about a building policy for Class VI roads. He emphasized that information for prospective applicants should be especially clear about requirements, including signing a Waiver of Liability. Discussion ensued regarding the role of the Planning Board, and it was pointed out that for any single family home application, there is typically limited involvement; decision making lies primarily with the Select Board with this type of building application. The discussion turned to details of the standard to which an approved applicant would be required to upgrade and maintain the road adjacent to their property, particularly with regard to emergency vehicle accessibility. It was pointed out that after the Select Board drafts a policy, they may ask the Planning Board for any comments, and there will be a Public Hearing before approval of a Building Policy. Chair Dunlap and the other Select Board members thanked Mr. Lipoma and all those who worked on this Class VI Road project, highlighting what a great job they did, and it was agreed they would likely be discussing this topic again in January. Mr. Cass added that he noted the two Warrant Article recommendations from the Class VI Road Committee.

Resident Don Houston asked about the potential number of new building permits and the driving force behind creating a Class VI Road building policy. Mr. Lipoma indicated it would likely be a small number, and noted that the necessity of this type of building policy became clear early this year, when it was discovered there was no defined process in place. He added that a policy would specifically define the limits of building on a Class VI road property. It was later pointed out that, because the number of Class VI roads could change through the years, a policy is especially critical, so there are firm guidelines in place. Additionally, having a building policy for staff to reference as questions arise will provide uniform, definitive information.

Resident Katherine Mitchell expressed her concern that there may be too much room for individual interpretation of a building policy based on some of the information presented this evening, wondered if there could be a cap on the number of building permits issued on Class VI roads, and noted that she hopes the policy will include verbiage that discourages this type of building.

There being no additional comments or questions, Chair Dunlap thanked everyone and noted that attention will be paid to all details as they discuss a building policy.

Mr. Lipoma made a motion, seconded by Mr. Traum, to disband the Class VI Road Committee.

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

VI. NEW BUSINESS:

A. 2023 Holiday Schedule – With the schedule of Town holidays being standard, Mr. Traum made a motion, seconded by Mr. Whitley, that the 2023 holiday schedule be adopted as is.

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

- B. Year-to-Date Financials – Mr. Cass noted that there is nothing unusual in the figures and everything is essentially where it should be.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- The Town received notification that the Houston Barn was not selected to receive the LCHIP grant
- The surveyor is working on the Horseshoe Tavern
- One of the tax deeded properties was sold back to the previous owner, which included payment of all taxes, fees, and penalty

VIII. PUBLIC FORUM:

There were no public comments or questions.

IX. OTHER:

Mr. Traum reminded everyone that the Budget Committee will be meeting at Town Hall at 5:30 this Wednesday.

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 7:07 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant