



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, February 12, 2024
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, February 12, 2024, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Steven Whitley (arrived after Administrative items); Thomas Lipoma; and Jeff Donohoe (via phone, for approximately the first hour of the meeting)

Staff Present: Neal Cass, Town Administrator; Paula Simpkins, Recreation Director; Dan Blanchette, Director of Public Works; and Cara Johnson, Administrative/Assessing Assistant

Public Present: Members of the Carr family; members of the Shumway family; Jesse Morrill; Kirk Morrill; Ken Soucy; Bonnie Christie (via Zoom); and Mark Zankel (via Zoom)

A motion was made by Chair Dunlap, seconded by Mr. Lipoma, to allow Mr. Donohoe to join the meeting remotely.

ROLL CALL VOTE:

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|----------------|-----|
| Sabrina Dunlap | Yes |
| Ken Traum | Yes |
| Thomas Lipoma | Yes |

MOTION PASSED 3-0.

II. POINTS OF PRIDE:

Regarding the recent lunch honoring the senior volunteers, Mr. Cass thanked all the seniors who volunteer in many capacities to keep the Slusser Center running, and Recreation Director Paula Simpkins, for planning and hosting this special event. He also thanked DPW Director Dan Blanchette and his staff, and all those who work nights and weekends during stormy weather. Chair Dunlap also expressed appreciation for all the work put in during and after the storms.

Mr. Traum and Chair Dunlap thanked the Budget Committee for all their work on the budget, and Chair Dunlap noted the thoughtful commentary from the committee members, in addition to thanking Mr. Traum for his work as the Select Board representative on the Budget Committee.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of February 12, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Lipoma:

Select Board Meeting – February 12, 2024

| TOWN OF HOPKINTON - SELECT BOARD | | | |
|---|-------------|---------------|----------------|
| CONSENT AGENDA | | | |
| FEBRUARY 12, 2024 | | | |
| ITEM | DATE | ACTION | COMMENT |
| AP MANIFEST | | | |
| AP MANIFEST DATED 2/12/2024 | 2/12/2024 | APPROVE | \$342,038.17 |
| EMPLOYEE PAYROLL DATED 2/12/2024 | 2/12/2024 | APPROVE | \$96,834.09 |
| DIRECT DEPOSIT: \$91,769.46 | | | |
| PAYROLL CHECKS: \$5,064.63 | | | |
| PREVIOUSLY APPROVED - NO ACTION NEEDED | | | |
| AP MANIFEST DATED 1/29/2024 | | | \$69,120.40 |
| AP MANIFEST DATED 2/5/2024 | | | \$1,900,397.63 |
| EMPLOYEE PAYROLL DATED 1/29/2024 | | | \$101,502.76 |
| DIRECT DEPOSIT: \$95,401.96 | | | |
| PAYROLL CHECKS: \$6,100.80 | | | |
| FUND TRANSFERS | | | |
| FROM THREE TRUST FUNDS TO GEN OPERATING FUND - FOR EXPENDITURES 10/2023 - 12/2023 | 2/12/2024 | APPROVE | \$19,998.53 |
| FROM FIVE CAP RESERVE FUNDS TO GEN OPERATING FUND - FOR INVOICES EXPENDED 10/2023 - 12/2023 | 2/12/2024 | APPROVE | \$56,720.22 |
| FROM REC REVOLVING FUND TO GEN OPERATING FUND - FOR EXPENDITURES 10/2023 -12/2023 | 2/12/2024 | APPROVE | \$26,943.87 |
| FROM PUBLIC SAFETY REVOLVING FUND TO GEN OPERATING FUND - FOR EXPENDITURES 10/2023 - 12/2023 | 2/12/2024 | APPROVE | \$17,960.91 |
| FROM FOUR FUND ACCOUNTS TO GEN OPERATING FUND - FOR EXPENDITURES 10/2023 - 12/2023 | 2/12/2024 | APPROVE | \$19,290.99 |
| FROM GEN OPERATING FUND TO SEWER FUND - FOR SEWER FEES COLLECTED 10/2023 -12/2023 | 2/12/2024 | APPROVE | \$60,613.88 |
| FROM SEWER FUND TO GEN OPERATING FUND - FOR EXPENDITURES 10/2023 - 12/2023 | 2/12/2024 | APPROVE | \$96,743.21 |
| FROM GEN OPERATING FUND TO CONSERVATION FUND - 50% ALLOCATION OF LUCT FUNDS 10/2023 - 12/2023 | 2/12/2024 | APPROVE | \$32,615.00 |
| FROM PAY-BY-BAG FUND TO GEN OPERATING FUND - 10/2023 - 12/2023 | 2/12/2024 | APPROVE | \$10,000.00 |
| FROM GEN OPERATING FUND TO PAY-BY-BAG FUND - FOR REVENUE RECEIVED 10/2023 - 12/2023 | 2/12/2024 | APPROVE | \$9,796.25 |
| FROM TIF DISTRICT EXIT #6 ACCT TO GEN OPERATING FUND - FOR 2023 EXPENSES | 2/12/2024 | APPROVE | \$24,867.02 |
| FROM GEN OPERATING FUND TO EXIT #6 AND HART'S CORNER TIF DISTRICT ACCTS - FOR VALUE RETENTION | 2/12/2024 | APPROVE | \$172,218.00 |
| REFUND REQUEST | | | |
| RESIDENT'S UNINTENDED VEHICLE REGISTRATION RENEWAL - TOWN PORTION | 2/12/2024 | APPROVE | \$87.00 |
| VETERAN CREDIT APPLICATION | | | |
| 223-001-006 - 767 KEARSARGE AVE | 2/12/2024 | APPROVE | \$500.00 |
| 202-004-000 - 1554 PINE ST | 2/12/2024 | APPROVE | \$4,000.00 |

| | | | |
|------------------------------------|-----------|---------|------------|
| SOLAR EXEMPTION APPLICATION | | | |
| 256-011-000 - 661 JEWETT RD | 2/12/2024 | APPROVE | \$5,000.00 |

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, January 22, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Public Meeting Minutes of Monday, January 22, 2024.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of Monday, January 22, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, January 22, 2024; Mr. Traum noted the minutes are not sealed.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, January 22, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, January 22, 2024; Mr. Lipoma noted the minutes are sealed.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

- E. The Board reviewed the Select Board Public Meeting Minutes of Thursday, February 8, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Public Meeting Minutes of Thursday, February 8, 2024.

ROLL CALL VOTE:

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| Sabrina Dunlap | Yes |
| Ken Traum | Yes |
| Thomas Lipoma | Yes |
| Jeffrey S. Donohoe | Yes |

MOTION PASSED 4-0.

IV. PUBLIC APPOINTMENTS:

Recreation/DPW – RE: Skate Park Renovation – Recreation Director Paula Simpkins provided some background and projected visuals, including a design proposal from American Ramp, a company with whom she, Town Administrator Neal Cass, Public Works Director Dan Blanchette, and Superintendent of Buildings and Grounds Greg Roberts have met remotely a few times over the past year. The seven options for possible skate park renovations presented were:

- American Ramp proposal as submitted in one phase: \$468K (does not include pad resurfacing).
- American Ramp proposal as submitted in two phases: Phase 1: \$295K and Phase 2: \$173K (does not include pad resurfacing).
- American Ramp design but have them break it into more phases. Total cost possibly a bit more than \$468K, due to ramp alterations (does not include pad resurfacing).
- Ask American Ramp to redesign and not exceed a specific dollar amount.
- Look into obtaining another estimate for either steel framed ramps or concrete.
- Take the current design or the American Ramp design and find a company that can build each ramp from scratch with metal framing. Replace ramp by ramp as needed.
- Continue to maintain what we currently have until the pieces are not maintainable and they are taken to the Transfer Station.

Regarding materials, Mr. Blanchette noted that steel ramps are superior, as wooden ramps require constant upkeep. It was estimated that the current ramps have maybe two more years of use. Ms. Simpkins noted that she would like to go back to American Ramp with a request for an estimate based on the information from tonight’s meeting. Discussion ensued and members of the Carr and Shumway families provided a brief history of the significance of and community effort behind the skate park’s history. During the discussion, it was noted that:

- Fundraising is the only feasible option for funding, and staff should not be responsible for the fundraising.
- The Select Board is not committing any funds to the project.
- Although it is no longer in the budget, for several years, the Recreation Department provided funding for the skate park.
- Ms. Simpkins will go back to American Ramp and get estimates in wood and metal, based on the design of the current skate park.

V. OLD BUSINESS:

A. Transfer Station Fees – Public Works Director Dan Blanchette provided a list of Transfer Station fees, and he, Board members, and Mr. Cass reviewed the fees and discussion ensued. The following was noted:

- Rates currently being charged are from many years ago.
- Tipping fees and green bag fees should match.
- The consensus among present Board members is:
 - Tipping fee should be \$100; bag prices should remain as they are.
 - Although there has been a lot of time devoted to research, suggestions, and discussion, after Town Meeting is over, some work sessions should be scheduled to put the process in motion and make decisions related to the Transfer Station, trash disposal, and the green bag program.
 - The suggested deadline to have a plan is no later than September 1.
 - Information will be brought to the Webster Select Board and there will be a public hearing scheduled before any decisions can be finalized.

B. Pay-by-Bag Bag Price – The immediately preceding discussion included the decision to keep bag prices as they are for the time being.

C. Finalize 2024 Town Meeting Warrant – After a brief review, the four present Board members decided who would speak on each article at Town Meeting, brief discussion ensued regarding each article, the following motions were made, and the Board members signed the Warrant:

- Article 3: Adoption of Official Ballot Referendum Form of Meeting (Mr. Whitley will speak.)

Mr. Whitley made a motion, seconded by Mr. Traum, to **not** recommend this article.

VOTE: Dunlap, Traum, Whitley, and Lipoma voted in favor of the motion to **not** recommend this article, no votes against; **MOTION PASSED 4-0.**

- Article 4: Operating Budget (Mr. Traum will speak.)

Mr. Traum made a motion, seconded by Mr. Whitley, to recommend this article.

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

- Article 5: Appropriation to Capital Reserve Funds (Mr. Traum will speak.)

Mr. Traum made a motion, seconded by Mr. Whitley, to recommend this article.

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

- Article 6: Appropriation to Expendable Trust Funds (Mr. Traum will speak.)

Mr. Traum made a motion, seconded by Mr. Whitley, to recommend this article.

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

- Article 7: Authorization to Expend from Pay-by-Bag Special Revenue Fund (Chair Dunlap will speak.)

Chair Dunlap made a motion, seconded by Mr. Traum, to recommend this article.

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

- Article 8: Authorization to Expend from Senior Center Rental Special Revenue Fund (Chair Dunlap will speak.)

Chair Dunlap made a motion, seconded by Mr. Traum, to recommend this article.

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

- Article 9: Adoption of Hopkinton Community Power Plan (Mark Zankel will speak.)

Mr. Traum made a motion, seconded by Mr. Whitley, to recommend this article.

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

- Article 10: Amendment to the Hopkinton-Webster Refuse Disposal Agreement (Mr. Lipoma will speak.)

Mr. Lipoma made a motion, seconded by Chair Dunlap, to recommend this article.

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

- Article 11: Modification of Elderly Exemption (Mr. Whitley will speak.)

Mr. Whitley made a motion, seconded by Mr. Traum, to recommend this article.

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

- Article 12: Modification of Disabled Exemption (Mr. Whitley will speak.)

Mr. Whitley made a motion, seconded by Mr. Traum, to recommend this article.

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

- Article 13: Transfer Station Fees (Mr. Lipoma will speak.)

Mr. Lipoma made a motion, seconded by Mr. Whitley, to **not** recommend this article.

VOTE: Dunlap, Traum, Whitley, and Lipoma voted in favor of the motion to **not** recommend this article, no votes against; **MOTION PASSED 4-0.**

- Article 14: Hand Count Ballots (Chair Dunlap will speak.)

Chair Dunlap made a motion, seconded by Mr. Whitley, to **not** recommend this article.

VOTE: Dunlap, Traum, Whitley, and Lipoma voted in favor of the motion to **not** recommend this article, no votes against; **MOTION PASSED 4-0.**

- D. 2023 Financial Numbers – Final Unaudited – Mr. Cass noted that the Board members received this information, and the figures are essentially where they were anticipated to be. Mr. Cass answered the questions Mr. Traum had regarding revenue in the Landfill – Refuse Charges account.

VI. NEW BUSINESS:

- A. Budget Hearing Follow-up – Mr. Traum provided a brief review of the hearing, noting that there were many good questions asked, and highlighted that all budgets were approved unanimously. Chair Dunlap also commended everyone for their thoughtful comments and presentation.
- B. March Select Board Meeting Schedule – Mr. Cass recommended that, without a quorum for the next scheduled meeting in February, the next two Select Board meetings could be held the first and third Mondays in March (March 4 and March 18), with the SB2 Public Hearing also being held on March 4. The Board members agreed with this meeting schedule.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- The Houston Barn is done and the roof looks great.
- The new Executive Assistant/Grant Coordinator, Beverly, started last Wednesday and all is going well.
- It is staff evaluation time of year again, and the form is in the Board's packet.

Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Amendment to ARPA Grant with NHDES, as written.

(The Select Board of the Town of Hopkinton, with authority to certify actions, hereby votes to apply to submit an amendment request to extend a certain American Rescue Plant Act Fund (ARPA) grant agreement with the New Hampshire Department of Environmental Services, to fund a wastewater improvement project, as approved by the Governor and Council on May 31, 2023.

The Select Board of the Town of Hopkinton further authorizes Neal A. Cass, Town Administrator, to execute any documents which may be necessary to effectuate this grant agreement.)

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

VIII. PUBLIC FORUM:

The following residents provided their suggestions and opinions or asked questions related to the following subjects:

- Ken Soucy: Transfer Station concerns; green bag pricing; and his willingness to help out around town through the years and in the future.
- Bonnie Christie (via Zoom): Appreciation for everyone’s input and time spent addressing Transfer Station-related topics; the importance of reducing waste; what would be done if eliminated green bags; and unit-based pricing.
- Mark Zankel (via Zoom): Echoed Ms. Christie’s expression of appreciation; history of green bag program; cost of running Transfer Station and disposing of trash exists regardless of green bag revenue; emphasis of compliance with green bag program and at Transfer Station.
- Resident who was difficult to hear: Complex problems such as those related to the Transfer Station are challenging, but taking time to solve them and trying innovative approaches are worth the effort; appreciation for everyone’s work toward finding solutions.

IX. OTHER:

There were no items for Other.

X. NONPUBLIC SESSIONS:

NONPUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Ms. Dunlap moved to go into a nonpublic 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 |

Steven Whitley Yes
Thomas Lipoma Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:54 p.m. The Board returned to public session at 8:15 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 divulgence of this information likely would make the action ineffective. Ms. Dunlap 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
Steven Whitley Yes
Thomas Lipoma Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:15 p.m. The Board returned to public session at 8:25 p.m.

These minutes were not sealed.

XI. ADJOURNMENT

There being no further business, Mr. Lipoma moved that the meeting be adjourned. Mr. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:25 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant