



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
Tuesday, February 21, 2023
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Tuesday, February 21, 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; 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; Kelley-Jaye Cleland, of the NH Lottery Commission; Ryan Hall, Duston Country Club owner; Louise Carr; Bonnie Christie; Scott Clay; Bob Matteo; Katherine Mitchell; Brandon Rendell; Ken Wasson; and Mike Wilkey

II. POINTS OF PRIDE:

Mr. Cass noted that it has been especially busy lately and thanked everyone for their work, noting that the Town Report has gone to the printer, and Kelly Henley, Finance Director, is in the midst of the annual audit. He also thanked the Police Department for their handling of recent circumstances.

Mr. Traum thanked the Police Department, as well, and noted that Ann Simms, who was the recent recipient of the Boston Post Cane, passed away at the age of 101. He also recognized Louise Carr, who will be honored by the Hopkinton Rotary Club as the Citizen of the Year.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of February 21, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
FEBRUARY 21, 2023			
ITEM	DATE	ACTION	COMMENT
LAND USE CHANGE TAX			
240-049-000 - 418 GOULD HILL RD - 3 AC OUT OF CURRENT USE - DUNN	2/21/2023	APPROVE	\$12,500.00

CURRENT USE APPLICATION			
228-035-000 - DOLLY RD - 0.610 AC ADJ TO MULT PARCELS IN CU - ADD TRUST	2/21/2023	APPROVE	
RIGHT TO BURY			
#1199 - OLD HOPKINTON - F/76/1 AND 2 - METZGER	2/21/2023	APPROVE	
OTHER			
RAFFLE PERMIT APPLICATION - HOPKINTON PTA - HMS CRAFT FAIR	2/21/2023	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 Monday, February 13, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, February 13, 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 Meeting Minutes of Monday, February 13, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Meeting Minutes of Monday, February 13, 2023, and Chair Dunlap noted they are not sealed.

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

IV. PUBLIC APPOINTMENTS:

- A. Regarding the Housing Committee Charge, Anna Wells, Economic Development Director, noted that the Select Board has a draft of the Charge for review, and she and members of the Select Board noted the following:
- The process of developing the Charge has been a positive experience, bringing together members of multiple boards, committees, and commissions
 - The committee should ideally be comprised of Hopkinton resident homeowners, business owners, and possibly non-residents who own property in Hopkinton
 - The draft of the Charge may be changed until it is adopted by the Select Board, and after the Housing Committee is established, members may modify the Charge as needed
 - The committee will need to chart their path for the next year, stay focused, and be mindful of the impact various types of housing could have on the tax rate

There was a brief discussion among Select Board members; Ms. Wells; Karen Robertson, Planning Director; and Mike Wilkey, Chair of the Planning Board, of how the Housing Committee will function and how it will relate to the Housing Chapter of the Town’s Master Plan. It was noted that this committee’s functions will primarily be to gather and present

information, and to potentially make recommendations to the Planning Board; any revision of the Master Plan would be carried out by the Planning Board. It was pointed out that it is important for the committee to consider the data already available, including the resident survey results, which were vital in the creation of the Master Plan, and it was noted that the committee will be required to provide updates to the Select Board twice a year.

Chair Dunlap made a motion, seconded by Mr. Whitley, to adopt the Hopkinton Housing Committee Charge.

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

Mr. Cass pointed out that he will post the Housing Committee announcement and link to the application on the Town website.

- B. Public Hearing – Keno: Dale Warner and Stuart Lyman, Commander and Finance Officer, respectively, of Hopkinton’s American Legion Post #81; and Kelley-Jaye Cleland, of the NH Lottery Commission, presented some background information on the Keno game they are trying to bring to Hopkinton. They noted that:
- Any restaurant with a separate bar area or any store that sells Lottery tickets may apply for a license to sell Keno tickets, and any of these establishments that is licensed to sell Keno tickets may also sell other Lottery tickets
 - In a restaurant’s bar area selling Keno tickets, there would be an approximately two square foot kiosk with monitor for players to check for winning numbers; in convenience or other stores selling Keno tickets, there would be no kiosk with monitor, so players would check for winning numbers on the Lottery’s app or website
 - The game is played with the purchase of a ticket that contains numbers, with the potential for there being winning numbers; it was described as a sort of electronic bingo game
 - A percentage of the money from each ticket sold goes toward winnings being paid out, toward an education fund, toward Lottery Commission overhead, and 8% is paid as commission to the establishment that sold the ticket; establishments selling any ticket with a winning of \$10 Thousand or more will receive a 1% commission (with a cap at \$75 Thousand)

Ken Wasson, First Vice Commander of Hopkinton’s American Legion Post #81, added that the Legion is solely a charitable organization and all money raised through sales of Keno tickets would go toward community events and sponsorships.

Chair Dunlap pointed out that this topic is on the Warrant and will be presented and voted on at Town Meeting.

- C. Public Hearing – Road Bond: Regarding the Road Bond, Thomas Lipoma, Select Board Member, presented a PowerPoint, highlighting the following:

- The DPW provided a list of the 22 roads in need of rebuilding; the proposed \$2 Million bond for funding road construction will likely be primarily targeted toward work on a portion of Briar Hill Road, which is in the most immediate need
- Overall road maintenance and long-term road construction have historically been underfunded
- Due to lack of funding, the Town has been primarily following a road rehabilitation cycle of deferred maintenance over the span of up to about 30 years, with road deterioration, then a full reclamation and rebuild; the recommended method would be a road preservation cycle, in which there would be a much higher ongoing maintenance budget, for funding regular maintenance, which would result in lower overall cost per mile and lower large reconstruction project costs
- Cost of road construction over past five years has had a huge increase, with a 29% increase from 2021 to 2022
- Road Bond payment history shows 10-year bond payments at an average of \$85 Thousand per year, which is an average of \$1,700 per mile; current all-in spending is \$410 Thousand per year for maintenance and \$465 Thousand per year in bond payments, which works out to \$17,699 per mile of road
- In-depth look at long-term planning recommended for next year
- Estimated costs for this \$2 Million bond, at about 5% interest, projected to be about 32 to 33 cents per \$1 Thousand of assessed value of property over the next ten years, beginning with the first interest payment in February 2024

Discussion ensued, regarding the interest rate, construction costs, and history of spending on roads. It was noted that the actual rate will not be known until July, but 5% was a conservative estimate from the bond bank; construction costs are rising significantly faster than interest rates; and it was recommended that, moving forward, increasing annual spending on road work is superior to frequent road bonds.

D. Regarding Town Meeting, Sara Persechino, Town Moderator, noted the following:

- Ed Kaplan is the new Assistant Town Moderator
- Election will be held at Hopkinton Middle High School on Tuesday, March 14, from 7:00 am to 7:00 pm; Town Meeting will be held at Hopkinton Middle High School on Saturday, March 18, at 9:00 am
- You may register to vote on Election Day, but not on School or Town Meeting day
- The Town ballot is a longer size this year, as there are multiple Zoning Amendments
- It is strongly recommended that voters read the Zoning Amendments on the sample ballot available on the Town website in advance of Election Day, as Election workers are not allowed to discuss or answer any questions pertaining to anything on any ballots
- New this year, NH SB 418 means there will provide provisional ballots for people who register to vote on Election Day, but cannot prove their identity
- People with signs must be holding them and must remain in designated area
- Efforts are being made to provide childcare for those attending the School and Town Meetings; there will be notification if this option is available

V. OLD BUSINESS:

Finalize and Approve 2023 Town Meeting Warrant: Mr. Cass noted that there was a small change in the wording of Article 9, per the discussion at last week’s meeting, and that Articles 15 and 16 were written by Town Council. After a brief discussion, Chair Dunlap noted that the Question on Keno will be presented to voters at Town Meeting, and they will decide; the Select Board did not make any recommendation on Keno.

VI. NEW BUSINESS:

There was a brief discussion regarding adopting the Bond Post-Issuance Tax Compliance Policy and Procedure Resolution, which relates to providing tax exempt documentation, and it was noted that Kelly Henley, Finance Director, will serve as the coordinator. Mr. Whitley made a motion, seconded by Mr. Traum, to adopt the Resolution, which was reviewed on and dated February 21, 2023.

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

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted that the next meeting of the Select Board, on Monday, March 13, will begin with a site visit of Old South Road, which is the subject of the required Public Hearing later that evening. Board members and Mr. Cass will meet at the Town Hall parking lot at 5:00 p.m., before proceeding to the intersection of South Road and Old South Road. The Public Hearing is scheduled to begin at 6:00 p.m. at Town Hall. Mr. Cass also noted that the Town received the InvestNH Grant, so, with the next Select Board meeting not until March 13, Chair Dunlap made a motion, seconded by Mr. Traum, to authorize Neal Cass, Town Administrator, to sign the InvestNH Grant-related contract and associated paperwork.

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

VIII. PUBLIC FORUM:

There were not comments or questions.

IX. OTHER:

There was a reminder of the Cookies with Cass presentation in the Community Room of the Hopkinton Library, Tuesday, March 7, at 3:30 p.m. Mr. Cass will be discussing the process of Town Meeting and the Warrant Articles, and cookies will be provided by the Friends of the Hopkinton Library.

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

Ms. Dunlap 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
Steven Whitley	Yes
Thomas Lipoma	Yes

MOTION PASSED 4-0.

Select Board Meeting – February 21, 2023

The Board went into nonpublic session, as recorded separately, at 7:10 p.m. The Board returned to public session at 7:20 p.m.

These minutes were not sealed.

XI. ADJOURNMENT

There being no further business, Mr. Traum moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:20 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant