



# 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, March 27, 2023  
Approved**

## **I. CALL TO ORDER:**

Chair Dunlap called this Public Meeting of the Select Board to order at 5:31 p.m. on Monday, March 27, 2023, and introduced the members of the Board.

### **Select Board**

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

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

**Public Present:** Vicky Bram; Louise Carr; Laura Johnson; and Katherine Mitchell

## **II. POINTS OF PRIDE:**

Mr. Cass noted:

- Appreciation for the DPW highway crew's work on the school parking lot tree cleanup after the recent storm; the School District Facilities Director, Jim Rozycki, and Superintendent, Mike Flynn, sent a note, thanking the highway crew, as well
- Appreciation for the nice thank you letter and donation to the Human Services Energy Fund from a family that recently held a ceremony at Town Hall; Mr. Cass also expressed gratitude for how great Town Hall looked after their event
- Everything is set for the election and thanks to everyone for their work with it

Mr. Traum noted:

- Thanks to everyone for the election setup
- Appreciation for those attending Town Meeting and the respectful participation
- Appreciation to Jim Rozycki, School District Facilities Director, who attended a recent Energy Committee meeting; Mr. Traum added that Mr. Rozycki brings a wealth of information and is a great employee for the School District

Chair Dunlap noted:

- Thanks to everyone for their work on setting up and taking down everything for the election
- Appreciation to the DPW crew for all their work on clearing roads and storm cleanup
- Thanks to Mr. Traum for his work in organizing the team for the recent Granite State Independent Living wheelchair basketball tournament fundraiser

## **III. ADMINISTRATIVE:**

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of March 27, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

<b>TOWN OF HOPKINTON - SELECT BOARD</b>			
<b>CONSENT AGENDA</b>			
<b>MARCH 27, 2023</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 3/27/2023	3/27/2023	APPROVE	\$58,192.70
<b>PAYROLL</b>			
<b>EMPLOYEE PAYROLL</b>			
DIRECT DEPOSIT: \$88,176.72	3/27/2023	APPROVE	\$93,632.78
CHECKS: \$5,456.06			
<b>APPROVED SINCE PREVIOUS MEETING</b>			
<b>AP MANIFEST</b>			
AP MANIFEST DATED 3/20/2023			\$191,205.32
<b>ABATEMENT</b>			
208-003-C13 - C13 SANDY BEACH - TRAILER WAS REG IN WARNER - MENDOLA	3/27/2023	APPROVE	\$142.00
240-051-000/240-051-001 - GOULD HILL RD - ROAD WORK/CONSTR NOT CONSIDERED - BRAYSHAW	3/27/2023	APPROVE	\$24,214.51
<b>SOLAR ENERGY SYSTEM EXEMPTION APPLICATION</b>			
245-070-000 - 218 FIRE POND RD - CROWE	3/27/2023	APPROVE	\$5,000.00
<b>VETERAN CREDIT APPLICATIONS</b>			
209-045-008 - 200 WEST RIDGE CIR - BOVE	3/27/2023	APPROVE	\$500.00
242-010-004 - 615 PENACOOK RD - CARPENTER	3/27/2023	APPROVE	\$500.00
202-004-000 - 1554 PINE ST - CHASE	3/27/2023	APPROVE	\$500.00
258-024-000 - 764 HOPKINTON RD - DROWN	3/27/2023	APPROVE	\$500.00
<b>ELDERLY EXEMPTION APPLICATION</b>			
218-040-000 - 167 TUCKER DR - SIEBERT	3/27/2023	APPROVE	\$145,000.00
<b>OTHER</b>			
DRA 2023 FORM MS-232 - REPORT OF APPROPRIATIONS ACTUALLY VOTED	3/27/2023	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION - SHEPARD	3/27/2023	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION - BLANCHARD	3/27/2023	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION - BENTLEY	3/27/2023	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION - HENLEY	3/27/2023	APPROVE	
EXHIBIT G CERTIFICATION (CHAIR DUNLAP ONLY)	3/27/2023	APPROVE	

**VOTE:** Dunlap, Traum, Donohoe, and Whitley 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, March 13, 2023. Chair Dunlap requested the addition of one clarification on page 4 of the minutes, and Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, March 13, 2023, with the addition of the clarification.

**VOTE:** Dunlap, Traum, Donohoe, and Whitley 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 Monday, March 13, 2023. Mr. Traum noted that the minutes had been sealed, but could now be unsealed, and made a motion, seconded by Mr. Whitley, to unseal and approve the Select Board Nonpublic Session I Meeting Minutes of Monday, March 13, 2023.

**VOTE:** Dunlap, Traum, Donohoe, and Whitley 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 Monday, March 13, 2023. Mr. Traum noted that the minutes had been sealed, but could now be unsealed, and made a motion, seconded by Mr. Whitley, to unseal and approve the Select Board Nonpublic Session II Meeting Minutes of Monday, March 13, 2023.

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

#### **IV. PUBLIC APPOINTMENTS:**

There were no public appointments.

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

- A. Housing Committee Appointments – The recommendations for committee members are: Dawn Berry, for the Human Services Advisory Committee; Louise Carr, for the Economic Development Committee; Thomas Lipoma, for the Select Board; Richard Steele, for the Planning Board; Craig Dunning; David Feller; Katherine Mitchell; Tricia Morin; and Jack Ruderman.

After a brief discussion, it was noted that decisions regarding meeting dates, times, and related details will be made when Mr. Lipoma is present. Mr. Whitley made a motion, seconded by Mr. Traum, to appoint these individuals to the Hopkinton Housing Committee.

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

- B. Town Meeting 2023

1. Ballot Voting Tomorrow: Mr. Cass noted that voting will be held at the Middle High School gym from 7:00 am to 7:00 pm, and added that over 200 absentee ballots were cast the day before the snowstorm.

2. Business Session Review/Follow-up:

- a. Working with Bond Counsel – Mr. Cass noted there will be more information available soon.
- b. Process to set the Pay-by-Bag bag price – Mr. Cass noted that Mr. Lipoma would like to discuss this topic at the next Select Board meeting, and it was added that the Waste Reduction Committee should also be involved in the discussion of pricing.
- c. Small Turnout – After a brief discussion of low turnout at Town Meeting, it was noted that this should be a topic for future discussion. Mr. Cass suggested there could be a survey for residents to indicate preferences for Town Meeting days and times, and added that he would work on a draft of a survey.

**VI. NEW BUSINESS:**

A. Johnson Sidewalk Request – After noting that other sidewalk requests have been submitted and may be higher priority, Mr. Cass pointed out that this request is for the section of Main Street from the intersection with Penacook Road to the intersection with Indian Ridge Road. Discussion ensued and Laura Johnson, who sent the letter requesting a sidewalk in this area after speaking with other residents in this vicinity, noted the dangerous conditions for pedestrians on this heavily traveled route. The discussion continued, and included the following:

- Question of the possibility of future federal funding from the Transportation Alternatives Program (TAP)
- Crosswalk requirements; must be sidewalks on both sides
- Would need easement from the State
- Question of consideration of new sidewalks when current sidewalks need maintenance/repair
- Possible subject for Highway Safety Committee, which will be reforming soon; it was later noted that this committee reformation will be publicly posted
- Possibly look into more permanent driver feedback signs in this area

B. Conservation Commission Request – Regarding the request for installation of a catch fence at the Transfer Station, it was noted that Dan Blanchette, Public Works Director, would need to be consulted, regarding how a catch fence might affect plowing.

C. Grant Authorization – Regarding the two NH DES grants for programs at the Hopkinton Wastewater Treatment Plant, the following actions were taken:

- Clean Water State Revolving Fund, in the amount of \$25 thousand, for the development and implementation of an Asset Management Program: Mr. Whitley made a motion, seconded by Mr. Traum, that the Hopkinton Select Board authorizes Town Administrator, Neal A. Cass, to execute any documents which may be necessary to effectuate the grant agreement.

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

- American Rescue Plan Act (ARPA), in the amount of \$250 thousand, with an additional \$96 thousand in the future, for a Clean Water State Revolving Fund

grant, to fund improved energy efficiency: Mr. Whitley made a motion, seconded by Mr. Traum, that the Hopkinton Select Board authorizes Town Administrator, Neal A. Cass, to execute any documents which may be necessary to effectuate the grant agreement.

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

**VII. TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted the following:

- There were four resignations submitted, but some positions have likely been filled; Chief Hennessey will have information on Police Department prospects at the next Select Board meeting
- Working on finalizing the Wastewater Treatment Plant solar RFP
- Preliminary equalization ratio of 68.6% received today

Mr. Traum added that a speaker from Community Power was the guest at last week’s Energy Committee meeting, and there will be another speaker at the Energy Committee meeting on April 13.

**VIII. PUBLIC FORUM:**

Katherine Mitchell thanked the Board for her appointment to the Housing Committee. She also provided some brief notes on the history of Town Meeting and the Pay-by-Bag program, and suggested the pricing of bags should cover the cost of bags and tipping fees, and be in direct relation to the cost of disposal.

Louise Carr asked about looking into an access road from I-89 to Burnham Intervale Road and discussion ensued, regarding heavy truck traffic through Contoocook; traffic in the M-1 industrial zone; water and sewer availability in the area; and the marketability of various sections of town.

Vicky Bram noted her support for Town transparency and proactivity in matters related to clean up of PFAS at the Transfer Station, and added that she thought the Town should have PFAS information on its website. She also noted that she believes Jolene Cochrane, Transfer Station Superintendent, should be involved in discussions regarding the Pay-by-Bag program.

**IX. OTHER:**

There were no comments or questions.

**X. NONPUBLIC SESSIONS:**

NONPUBLIC SESSION IV-RSA 91-A: 3 II (d) Acquisition of 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
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

The Board, Rob Knight, and the Town Administrator went into nonpublic session, as recorded separately, at 6:30 p.m. The Board returned to public session at 6:40 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session until a Public Hearing is held because it was determined that divulgence of this information could render the decision ineffective. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey Donohoe	Yes
Steven Whitley	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, Recreation Director Paula Simpkins, and the Town Administrator went into nonpublic session, as recorded separately, at 6:40 p.m. The Board returned to public session at 7:07 p.m.

These minutes were not sealed.

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
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:07 p.m. The Board returned to public session at 7:27 p.m.

Vote to seal nonpublic minutes:

Ms. Dunlap moved to seal the minutes of the just completed nonpublic session until a Public Hearing is held because it was determined that divulgence of this information could render the decision ineffective. Mr. Whitley seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

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
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:27 p.m. The Board returned to public session at 7:42 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. Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

**XI. ADJOURNMENT:**

There being no further business, Mr. Whitley moved that the meeting be adjourned. Mr. Donohoe seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:43 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant