



# 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 AND HEARING MINUTES  
Hopkinton Town Hall – 330 Main Street  
Monday, March 4, 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, March 4, 2024, and introduced the members of the Board.

### **Select Board**

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

**Staff Present:** Neal Cass, Town Administrator; Anna Wells, Economic Development Director; and Cara Johnson, Administrative/Assessing Assistant

**Public Participants:** Frances Blamey; Tom Blamey; John Carey; Maura Carroll; Loren Clement; Sarah Mattson Dustin; Michael Foley; Amanda Gilman (Zoom); Ian Hart (Zoom); Ron Klemarczyk; Dave Lambert; Tricia Lambert; Elaine Loft; Anne Mellin; Alan Schiavone; Sue Schoenfeld; Elizabeth Sides (Zoom); Janet Stillwell; Dijit Taylor; Lucy Hodder Thomson; Janet Ward; Dale Warner; Candace Youngman; and Mark Zankel

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

Mr. Cass noted appreciation to: Kelly Henley, Finance Director, for how well and quickly the recent audit went; personnel from the Fire Department, who recently fought a house fire in especially difficult conditions; Ms. Johnson, for assistance with the Town Report, which arrived several days ahead of the required date; Dan Blanchette, DPW Director, for the quick completion of items of note from the recent visit by the Labor Department inspector, who was thrilled to include photos of the DPW's completed work in the Labor Department report; Christine Johnson, Town Clerk/Tax Collector, and Sara Persechino, Town Moderator, for their work in getting the poll pads and arranging for training the ballot clerks on use of the pads, which should streamline the check-in process at elections; and Christine Johnson, Town Clerk/Tax Collector, for her work in bringing the online option for many Clerk-/Collector-related transactions.

Mr. Traum recognized the late Peter Spaulding, who recently passed away; Mr. Spaulding worked in public service for decades. Mr. Traum and Chair Dunlap also noted the well-deserved selection of Susan Covert as the Rotary Citizen of the Year.

## **III. ADMINISTRATIVE:**

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of March 4, 2024, 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 4, 2024</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 3/4/2024	3/4/2024	APPROVE	\$145,390.22
<b>PREVIOUSLY APPROVED - NO ACTION NEEDED</b>			
AP MANIFEST DATED 2/27/2024			\$177,888.82
EMPLOYEE PAYROLL DATED 2/26/2024			\$95,492.17
DIRECT DEPOSIT: \$90,250.54			
PAYROLL CHECKS: \$5,241.63			
<b>FUND TRANSFERS</b>			
FROM TOWN FOREST ACCT TO GEN OP ACCT - FOR REIMB OF FUNDS EXPENDED 10/2023 - 12/2023	3/4/2024	APPROVE	\$1,400.00
FROM CONSERVATION COMMISSION FUND TO GEN OP ACCT - FOR REIMB OF FUNDS EXPENDED 7/2023 - 12/2023	3/4/2024	APPROVE	\$10,293.70
<b>NOTIFICATION OF ABATEMENT</b>			
202-037-000 - 107 SOUTH SHORE DR	3/4/2024	APPROVE	\$4,223.00
<b>FORBEARANCE AGREEMENT</b>			
105-045-000 - 390 MAIN ST	3/4/2024	APPROVE	\$37,567.06
<b>VETERAN CREDIT APPLICATION</b>			
241-055-000 - 1242 BRIAR HILL RD	3/4/2024	APPROVE	\$4,000.00
230-009-000 - 242 STUMPFIELD RD	3/4/2024	APPROVE	\$500.00
<b>INTENT TO CUT</b>			
OP #23-227-14-T - 204-021-000 - PLEASANT POND RD	3/4/2024	APPROVE	
<b>RIGHT TO BURY</b>			
#1216 - CONTOOCCOOK VILLAGE - MG	3/4/2024	APPROVE	
<b>OTHER</b>			
APPOINTMENT TO OFFICE - ZONING BOARD OF ADJUSTMENT ALTERNATE - TWO YEAR TERM - PRICE	3/4/2024	APPROVE	

**VOTE:** Dunlap, Traum, Whitley, Lipoma, and Donohoe voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, February 12, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, February 12, 2024.

**VOTE:** Dunlap, Traum, Whitley, Lipoma, and Donohoe voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of Monday, February 12, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, February 12, 2024; Chair Dunlap noted, and Mr. Traum confirmed, that the minutes are sealed.

**VOTE:** Dunlap, Traum, Whitley, and Lipoma voted in favor of the motion; Donohoe abstained; **MOTION PASSED 4-0.**

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, February 12, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, February 12, 2024; Chair Dunlap noted the minutes are not sealed.

**VOTE:** Dunlap, Traum, Whitley, and Lipoma voted in favor of the motion; Donohoe abstained; **MOTION PASSED 4-0.**

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

- A. Anna Wells – RE: Sewer Expansion – On behalf of the Economic Development Committee, Ms. Wells noted she was requesting a TIF Fund expenditure for sewer expansion, as is laid out in the TIF District Plan of 2018. Ms. Wells noted:

- Approximately \$138 Thousand, which represents nearly 800 hours of work for Phase I, to be done over the next six months, and includes:
  - Administrative and management
  - Site visits
  - Buildout analysis
  - Capacity analysis
- This would lead to work on preliminary engineering, construction costs, and preferred alternatives.
- If approved and work begins by March 15, it is anticipated that the study report will be provided to the EDC by September 15.
- TIF Fund balance is approximately \$600 Thousand, including recently approved withdrawal for groundwater exploration.

Brief discussion ensued, and, regarding the budget summary, it was pointed out that the buildout analysis needs to include the existing buildings on the far side of (Interstate) 89. Ms. Wells noted she would communicate this information to the engineers.

Chair Dunlap made a motion, seconded by Mr. Traum, to spend up to \$140 Thousand from the TIF Fund, for Phase I of the sewer expansion project by Hazen and Sawyer.

**VOTE:** Dunlap, Traum, Whitley, Lipoma, and Donohoe voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

Ian Hart (via Zoom), Chair of the EDC, thanked Ms. Wells for her presentation and the Board for their support.

B. PUBLIC HEARING – SB2 – At 6:00 p.m., Chair Dunlap opened the Public Hearing on adopting official ballot referenda form of meeting, also known as SB2. Mr. Cass noted the following, along with a slide presentation:

- SB2 is Article 3 on the Town Warrant this year.
- Was submitted by petition.
- Must receive a 3/5 vote.
- Must be by paper ballot.
- Voting must be open for at least one hour from the end of deliberation.
- Voted on at the business session, which is Thursday, March 21, at 6:00 p.m.
- Overview of SB2, including the first session (deliberative) and second session (voting), and the definition of default budget.
- How SB2 would be different from what we do now.

After Chair Dunlap noted that there were nine emailed comments expressing views on SB2, the following residents made comments, expressed opinions, and/or asked questions related to SB2: Frances Blamey; Tom Blamey; John Carey; Maura Carroll; Loren Clement; Sarah Mattson Dustin; Michael Foley; Amanda Gilman (Zoom); Ron Klemarczyk; Dave Lambert; Tricia Lambert; Elaine Loft; Anne Mellin; Alan Schiavone; Sue Schoenfeld; Elizabeth Sides (Zoom); Janet Stillwell; Dijit Taylor; Lucy Hodder Thomson; Janet Ward; Dale Warner; Candace Youngman; and Mark Zankel.

Mr. Cass noted that the plan is to livestream Town Meeting, and Chair Dunlap pointed out that, while there were some special exceptions during covid, such as drive-through voting, the Town must follow State statutes on whatever form of voting we decide to take. It was later added that childcare is provided at annual Town and School District Meetings.

Chair Dunlap closed the Public Hearing by thanking everyone for their participation. The Board members expressed their thoughts on SB2 and Town Meeting, and shared highlights of experience, research, or anecdotal evidence regarding both. The importance of civic engagement was emphasized, it was pointed out that the Board appreciates and considers all discussions and input before making decisions, and it was also noted that this year's change of meeting day and time was in response to input from residents who expressed difficulty with consecutive Saturday meetings.

**V. OLD BUSINESS:**

- A. Town Meeting Preparation – A brief discussion ensued regarding the script for Town Meeting, and the new day and time was reiterated: Thursday, March 21, at 6:00 p.m.
  
- B. Town Election Coverage – Board members briefly discussed details of their time at the election on Tuesday, March 12.

**VI. NEW BUSINESS:**

There were no items for New Business.

**VII. TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted the following:

- 2024 is a revaluation year for the town:
  - Jeff Earls, owner of Cross Country Appraisal Group, will be retiring at the end of the year.
  - We should have an RFP in late summer/early fall, so a new assessor is in place for smooth transition into the new year.
  - Had meeting with Mr. Earls, DRA representative, and Ms. Johnson regarding the revaluation process.
  - In early 2025, as part of the certification process, a DRA representative will review assessing-related files, to make sure all paperwork is complete and accurate.
- All the department heads did well with the Labor Department inspection; the inspector was very helpful; and items noted will be taken care of by the end of the month.
- As Health Inspector, was subpoenaed to testify in a landlord/tenant dispute case.
- Audit went smoothly, with Finance Director Kelly Henley and Town Clerk/Tax Collector Christine Johnson being well prepared.
- Office remodel project is nearly complete, thanks to DPW's Dan Couture.
- Executive Assistant/Grants Coordinator Beverly Mesa-Zendt has been working on grants and working with DES; there should be some low-interest loans for lagoon cleanup funding.
- Town Report is out and has been distributed.
- Working with Recreation Director Paula Simpkins to plan a special event in early May at the Kimball Cabins, to thank all those who have worked on the cabins, and to give residents the opportunity to see the cabins.
- Will have a meeting Friday with DES regarding lagoon cleanup.
- ReVision Energy will have a site tour this week for the solar array at the wastewater treatment plant; by the end of the summer, solar should be up and running.
- Town Moderator Sara Persechino will be at the next Select Board meeting to go over Town Meeting details.
- Friends of the Hopkinton Library will host Cookies with Cass tomorrow, Tuesday, March 5, at the Hopkinton Town Library.

- Hopkinton Rotary is sponsoring Candidates’ Forum, for the one contested race (Supervisor of the Checklist), on Sunday, March 10, at 6:00 p.m., at Town Hall. It will be on Zoom and recorded for later viewing. People are invited to submit questions via the Rotary email. James Newsom will moderate the event.

**VIII. PUBLIC FORUM:**

There were no questions or comments for Public Forum.

**IX. OTHER:**

There were no items for Other.

**X. NONPUBLIC SESSIONS:**

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

Mr. Lipoma 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
Jeffrey Donohoe	Yes

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:53 p.m. The Board returned to public session at 8:26 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. Donohoe seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

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

Mr. Lipoma 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
Jeffrey Donohoe	Yes

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:26 p.m. The Board returned to public session at 8:48 p.m.

These minutes were not sealed.

**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 8:48 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant