



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, April 10, 2023
Approved**

I. CALL TO ORDER:

A. Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, April 10, 2023, and introduced the members of the Board.

Select Board

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

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

Public Present: Byron Carr; Louise Carr; Bonnie Christie (via Zoom); Bob LaPree; and Pat LaPree

B. Before proceeding, the two newly elected members, Sabrina Dunlap and Jeffrey S. Donohoe, were sworn in by Mr. Whitley.

C. Mr. Whitley made a motion, seconded by Mr. Traum, that Ms. Dunlap continue as Chair of the Select Board, and Mr. Traum continue as Vice Chair of the Select Board.

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

II. POINTS OF PRIDE:

Mr. Cass highlighted the work of the Hopkinton Fire Department, Mutual Aid, and the Hopkinton Police Department during the house fire that occurred last week.

Mr. Traum thanked everyone who worked on the election and all those who voted. He added that it was a long day, but everything went well. He also thanked Mr. Cass for his work on the senior lunch a few weeks ago.

Chair Dunlap also thanked all those who worked on the house fire and everyone involved with working on and voting at the election, highlighting the efforts of Sara Persechino and Carol Harless.

III. ADMINISTRATIVE:

A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of April 10, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
APRIL 10, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 4/10/2023	4/10/2023	APPROVE	\$91,282.33
PAYROLL			
EMPLOYEE PAYROLL	4/10/2023	APPROVE	\$95,909.89
DIRECT DEPOSIT: \$88,922.40			
CHECKS: \$6,987.49			
DISABLED EXEMPTION APPLICATION			
253-028-001 - 1077 SOUTH RD - DUMAS	4/10/2023	APPROVE	\$100,000.00
ELDERLY EXEMPTION APPLICATION			
222-053-000 - 656 KEARSARGE AVE - COOPER	4/10/2023	APPROVE	\$120,000.00
222-038-000 - 309 KEARSARGE AVE - GIBBONS	4/10/2023	APPROVE	\$120,000.00
SOLAR ENERGY EXEMPTION APPLICATION			
222-069-000 - 341 PARK AVE - CRESSY	4/10/2023	APPROVE	\$5,000.00
VETERAN CREDIT APPLICATIONS			
208-027-000 - 51 PERCH LN - BARTON	4/10/2023	APPROVE	\$500.00
258-036-000 - 758 UPPER STRAW RD - LASHER	4/10/2023	APPROVE	\$4,500.00
245-021-000 - 125 PAMELA DR - POTTER	4/10/2023	APPROVE	\$500.00
206-006-000 - 1549 CLEMENT HILL RD - ROSA	4/10/2023	APPROVE	\$4,500.00
NH OFFICE OF HIGHWAY SAFETY GRANT			
GRANT AGREEMENT AMENDMENT NOTICE - PD EQUIPMENT	4/10/2023	APPROVE	
SCOPE OF WORK - PD EQUIPMENT	4/10/2023	APPROVE	
LAND USE CHANGE TAX			
240-054-002 - 396 OLD STAGECOACH RD - YORK BUILDING & REMODELING LLC - WARRANT	4/10/2023	APPROVE	
240-054-002 - 396 OLD STAGECOACH RD - YORK BUILDING & REMODELING LLC - BILL	4/10/2023	APPROVE	\$15,710.00
YIELD TAX			
208-084-000 - CLEMENT HILL RD - OP # 22-227-09-T - CRESSY	4/10/2023	APPROVE	\$233.32
INTENT TO CUT			
220-022-000 - BURNHAM INTERVALE RD - OP # 23-227-01-T - WEBSTER WOODS LLC	4/10/2023	APPROVE	

210-010-000 - KAST HILL RD - OP #23-227-02-T - TOWN OF HOPKINTON (GRAVEL PIT)	4/10/2023	APPROVE	
210-010-000 - TIMBER SALE CONTRACT/AGREEMENT (3 COPIES)	4/10/2023	APPROVE	
RIGHT TO BURY			
#1201 - CONTOOCOOK - MG - MALLOY	4/10/2023	APPROVE	
OTHER			
PERSONNEL ACTION FORM - FT NEW HIRE - GRENDALL	4/10/2023	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, March 27, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, March 27, 2023.

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, March 27, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, March 27, 2023; Mr. Traum noted the minutes are sealed.

VOTE: Dunlap, Traum, Whitley, and Donohoe voted in favor of the motion, and Mr. Lipoma abstained, as he was absent March 27, 2023; no votes against; **MOTION PASSED 4-0.**

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, March 27, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, March 27, 2023; Mr. Traum noted the minutes are not sealed.

VOTE: Dunlap, Traum, Whitley, and Donohoe voted in favor of the motion, and Mr. Lipoma abstained, as he was absent March 27, 2023; no votes against; **MOTION PASSED 4-0.**

- E. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of Monday, March 27, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session III Meeting Minutes of Monday, March 27, 2023; Mr. Traum noted the minutes are sealed.

VOTE: Dunlap, Traum, Whitley, and Donohoe voted in favor of the motion, and Mr. Lipoma abstained, as he was absent March 27, 2023; no votes against; **MOTION PASSED 4-0.**

- F. The Board reviewed the Select Board Nonpublic Session IV Meeting Minutes of Monday, March 27, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select

Board Nonpublic Session IV Meeting Minutes of Monday, March 27, 2023; Mr. Traum noted the minutes are sealed.

VOTE: Dunlap, Traum, Whitley, and Donohoe voted in favor of the motion, and Mr. Lipoma abstained, as he was absent March 27, 2023; no votes against; **MOTION PASSED 4-0.**

IV. PUBLIC APPOINTMENT:

Byron Carr, regarding Riverway Park – Mr. Carr noted that, through the years, there have been numerous ideas for Riverway Park, but said there isn't a plan. He proposed that a committee be formed to design a master plan for the park. His suggestions and requests included:

- Committee should be composed of people with diverse professional backgrounds, such as landscaping and construction
- Function and aesthetics of park should be the focus, with high regard for views of the covered bridge and river basin
- Public should be involved and proposals for projects that do not rely on tax dollars should be submitted
- River access should be via a ramp, rather than stairs
- Abenaki sculpture should be relocated within the park; it was later noted by the Select Board that the sculpture was placed in the requested location, but communication from those directly involved, such as Darryl Peasley, co-founder of the Abenaki Trails Project, and Sam Currier, Water/Sewer Superintendent, might result in consideration of relocation of the sculpture

Discussion ensued regarding the history of the park, more recent developments, and the future of the park. Members of the Select Board noted:

- Plans for and work on the parking lot work and trail are part of the first phase of the Economic Development Committee's involvement; other plans are conceptual
- Downtown Trails, a subcommittee of the EDC, which is comprised of many non-EDC members, is implementing a downtown and trails grant the Town received to solicit public input regarding who uses the park and proposed uses of the park; this study is estimated to be completed within about six months
- Concern that a new committee could be duplicating the efforts of Downtown Trails, with regard to soliciting public input
- Anyone can come to Select Board meetings to make requests or discuss ideas for the park; no master plan is needed and no committee needs to be formed
- It is likely that the Downtown Trails study results will provide much of the information a new committee would seek, particularly with regard to public opinion on uses and aesthetic design for the park
- Some research into how Riverway Park figures into the Town's Master Plan will be completed, and this topic will be discussed more at another meeting

V. OLD BUSINESS:

A. Pay-by-Bag Program and Bag Pricing – Regarding bag pricing, Mr. Cass noted that there are no parameters, and the Select Board may set the price. After a brief discussion, the Board and Mr. Cass agreed that the program's processes and a system of enforcement must be in place. Discussion continued among the Board members; Mr. Cass; Waste Reduction Committee member

Pat LaPree; Bob LaPree, who was part of the effort to establish the Pay-by-Bag program; and Bonnie Christie, Chair of the Waste Reduction Committee (via Zoom). It was noted that:

- Discussions regarding the program, particularly how it can be enforced, should include staff members, such as Jolene Cochrane, Transfer Station Superintendent; members of the Waste Reduction Committee; and possibly Dan Blanchette, Public Works Director
- Improved signage should be helpful; the WRC has a design prepared for the recycling area
- Signs and information noting compliance-by dates for Transfer Station windshield stickers and green bag use may be helpful in easing residents into routine, full compliance
- The WRC approved a list of recommendations for improvement; Mr. Cass will send an email of this list to the Board members
- Brian Patnoe of Northeast Resource Recovery Association (NRRA) will be contacted to meet with Transfer Station staff and then with the Select Board
- Emphasis should be on what can be done in the immediate future in effort to improve the program
- Talking with the Webster Select Board should be part of the effort
- Consequences for non-compliance must be part of the conversation

B. Town Meeting Survey – A draft of an online survey requesting resident input for future Town Meetings was presented, and a brief discussion among the Board members and Mr. Cass ensued. Chair Dunlap noted that a survey for this purpose is a good idea, and there were a few suggestions for clarifying some of the information before the survey is made available to the public.

C. Houston Barn Update – After providing the updated figures for the cost of the Barn to the Board, Mr. Cass noted that, primarily due to inflation, it is currently about \$150 Thousand more than the previous amount. He added that Frank Lemay, from the engineering and construction firm working on the barn, will be meeting with the Barn Committee and Barn Advisory Committee on Wednesday, so this will likely be on the agenda for the next Select Board meeting.

D. Naming Criteria Policy Process – Mr. Cass provided a sample policy to the Board, and it was noted that it would be good to include information on acceptance of memorial gifts and placement of memorial benches. After a brief discussion, it was agreed that Mr. Cass will create a draft of a policy to be presented to the Board at a later date.

VI. NEW BUSINESS:

A. Dustin Music Fund Requests – Mr. Cass gave a brief history of the Dustin Music Fund, which is held by the Trustees of Trust Funds, noting that the principal and interest from this fund may be used for concerts in town. Two requests for funding have been submitted this year; one is from the Contoocook Chamber of Commerce for retroactive reimbursement for concerts in the summer of 2022, and the other is from the Hopkinton Recreation Committee, for a concert to be held this summer. Discussion ensued among the Board; Mr. Cass; Louise Carr, Recreation Committee Chair; and Byron Carr, primarily regarding two topics:

- Possible development of a policy for fund requests
 - Suggestion that a policy should state that pre-approval is required
 - Suggestion that a policy should state whether funding is for band-only events or events that include bands and other activities
 - Suggestion that a policy may not be necessary, but there must be clearly written requirements for applications and consideration

- Retroactive reimbursement for last year’s concerts
 - Question of why funding was not requested in advance
 - Questions of why reimbursement is being sought, and why so many months later
 - Concern that reimbursement would not preclude a request for funding this year or another reimbursement request next year
 - Questions regarding whether Contoocook Chamber of Commerce has been dissolved or become another organization
 - Question of consideration of partial reimbursement
 - Question of why there is some concern over rejecting the request
 - This applicant must come to a Select Board meeting to explain the unusual nature and timing of their request and the status of their organization

Regarding the funding request submitted for this year’s music event, Mr. Lipoma made a motion, seconded by Mr. Whitley, to approve the request submitted by Recreation Director Paula Simpkins, for the specified amount of money to come from the Dustin Music Fund, for a specific band at a Recreation event later this year.

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

B. 2023 Select Board Assignments – After reviewing the list of committees, there was a brief discussion about the current assignments, and Chair Dunlap noted that she will also be the representative for the newly forming Highway Safety Committee. Mr. Donohoe made a motion, seconded by Mr. Whitley, to keep the Select Board committee assignments as they are:

- Budget Committee: Mr. Traum
- Planning Board: Mr. Lipoma
- Economic Dev. Comm.: Mr. Whitley
- Open Space Comm.: Chair Dunlap
- Waste Reduct. Comm.: Mr. Donohoe
- Highway Safety Comm.: Chair Dunlap
- Energy Committee: Mr. Traum
- Housing Committee: Mr. Lipoma

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

C. 2023 Board/Committee/Commission Appointments – The Board members and Mr. Cass reviewed the list of appointed officials and their term dates, and there was a brief discussion.

Mr. Cass noted that he will contact those whose terms are up this year, to ask if they are interested in continuing, and Chair Dunlap will contact people who expressed interest in the Highway Safety Committee. Mr. Cass will also contact Recreation Director Paula Simpkins about getting an updated Charge for the Recreation Committee.

D. Year-to-Date Financial Update – Mr. Cass noted:

- The new system of automatically importing daily Town Clerk/Tax Collector Office figures into the financial system has been a great improvement over the previous end-of-month addition of figures
- Reports are readily available, and the reconciliation process is more efficient
- In Revenues, the Block Grant payment from the State will be moved to correct account
- In Expenses, everything is in good shape; if anything looks over, it is a matter of timing
- Account interest is doing well; Treasurer looking into opportunities for more improvement

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- The solar and asset management grants are awaiting final approval from Governor and Council; RFP will go out for the solar
- Some positions are still available with DPW
- Should have Police Department recommendation at next meeting

VIII. PUBLIC FORUM:

Louise Carr expressed concern regarding the focus of the Economic Development Committee and noted:

- Would like the Select Board to provide a clear statement of the EDC's purpose
- Believes priorities should be business development and tax base expansion
- Would like to make sure the EDC and the Housing Committee are not targeting the same areas
- Would like communication among various committees, so there is no overlap in focus or actions
- Recommends taking advantage of opportunities that would generate revenue, such as development of a sports complex near former BioEnergy site

Byron Carr also noted that he would like to see the EDC focus on expanding the tax base, rather than on community development.

IX. OTHER:

In response to questions from Mr. Traum and Mr. Donohoe, Mr. Cass noted:

- Inspection of the Horseshoe Tavern completed and report received; will ask about subdivision of property
- No update on the Transfer Station lagoons

Mr. Traum highlighted that the Community Power Coalition will be presenting at the Energy Committee meeting on the 13th, and noted that the Town received a \$1,000 renewable energy credit for last year from the hydro dam.

Chair Dunlap noted that, at a future meeting, she would like the Board to discuss the suggestion of installing signs with welcoming messages in the Abenaki language at various locations coming into town. She added that she will do some research on whom to contact for input on language, location, and related information.

X. NONPUBLIC SESSION:

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

Mr. Traum 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. Whitley 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 went into nonpublic session, as recorded separately, at 8:15 p.m. The Board returned to public session at 8:42 p.m.

These minutes were not sealed.

XI. ADJOURNMENT:

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:42 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant