



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 24, 2023
Approved**

I. CALL TO ORDER:

Mr. Traum called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, April 24, 2023, and introduced the members of the Board. After the introduction, Mr. Donohoe led everyone present in the Pledge of Allegiance.

Select Board

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

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

Public Present: LeeAnne Vance; Byron Carr; Louise Carr; Bonnie Christie (via Zoom); Scott Clay; Meredith Hatfield; Lynda Kimball (via Zoom); Bob LaPree; Pat LaPree; Katherine Mitchell; Jesse Morrill; Kirk Morrill; and Debbie Pomerleau

II. POINTS OF PRIDE:

Mr. Cass thanked all the residents who volunteer and give so much time to Town committees, commissions, and boards. He also noted that a survey for input on the timing of Town Meeting was posted on the website this afternoon, and has already received 39 responses.

Mr. Traum announced that the high school’s robotics team qualified for the World Championship in Houston, placing 88th out of 619. He also thanked everyone involved in the roadside cleanup and noted that the Select Board is a co-sponsor for the NH Saves “Button Up” workshop on the 26th at the Hopkinton Town Library.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of April 24, 2023, taking the following action on a motion made by Mr. Whitley and seconded by Mr. Donohoe:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA APRIL 24, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 4/24/2023	4/24/2023	APPROVE	\$79,710.61
PAYROLL			
EMPLOYEE PAYROLL	4/24/2023	APPROVE	\$89,948.85

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DIRECT DEPOSIT: \$83,387.72			
CHECKS: \$6,561.13			
APPROVED SINCE PREVIOUS MEETING			
AP MANIFEST			
AP MANIFEST DATED 4/17/2023			\$1,660,598.66
ELDERLY EXEMPTION APPLICATION			
224-011-000 - 210 DEER PATH - MAGEE	4/24/2023	APPROVE	\$120,000.00
VETERAN CREDIT APPLICATION			
251-037-000 - 1394 HOPKINTON RD - GENTILHOMME	4/24/2023	APPROVE	\$500.00
248-002-001 - 1030 BRIAR HILL RD - HUBBARD	4/24/2023	APPROVE	\$500.00
YIELD TAX			
266-026-001 - 580 BROCKWAY RD - OP # 22-227-02-T - OWEN	4/24/2023	APPROVE	\$5,014.29
OTHER			
POSITION APPOINTMENT - PATROL OFFICER - ARELL, JR (TWO CERTIFICATES TO SIGN)	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - CONSERVATION COMMISSION MEMBER - BRADSTREET	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - RECREATION COMMITTEE MEMBER - CARR	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - CONSERVATION COMMISSION MEMBER - CHRISTIE	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - WASTE REDUCTION COMMITTEE MEMBER - CHRISTIE	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - SENIOR RECREATION COUNCIL MEMBER - COWAN	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - PLANNING BOARD ALTERNATE - DAPICE	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - ECONOMIC DEVELOPMENT COMMITTEE MEMBER - FREDYMA	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - SENIOR RECREATION COUNCIL MEMBER - HOLDER	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - SENIOR RECREATION COUNCIL MEMBER - HUNT	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - OPEN SPACE COMMITTEE MEMBER - KLEMARCZYK	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - OPEN SPACE COMMITTEE MEMBER - LAPREE	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - ZONING BOARD OF ADJUSTMENT MEMBER - LOCKE	4/24/2023	APPROVE	
APPOINTMENT TO OFFICE - RECREATION COMMITTEE MEMBER - NEWTON	4/24/2023	APPROVE	
PERSONNEL ACTION FORM - FT NEW HIRE - ARELL, JR	4/24/2023	APPROVE	
PERSONNEL ACTION FORM - PT NEW HIRE - BENSON	4/24/2023	APPROVE	
EQUITABLE SHARING AGREEMENT/CERT - PD (MR TRAUM SIGNATURE ONLY)	4/24/2023	APPROVE	

VOTE: Traum, Whitley, Lipoma, and Donohoe 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, April 10, 2023. Mr. Whitley made a motion, seconded by Mr. Donohoe, to approve the Select Board Public Meeting Minutes of Monday, April 10, 2023.

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

- C. The Board reviewed the Select Board Nonpublic Session Meeting Minutes of Monday, April 10, 2023. Mr. Whitley made a motion, seconded by Mr. Donohoe, to approve the Select Board Nonpublic Session Meeting Minutes of Monday, April 10, 2023; Mr. Traum noted the minutes are not sealed.

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

IV. PUBLIC APPOINTMENT:

LeeAnne Vance, Contoocook Chamber of Commerce representative, regarding the Dustin Music Fund – Ms. Vance provided a brief history of the organization’s involvement with summer concerts. She explained that their contracts with bands note that performances will be cancelled in the event of rain, so her organization has always submitted reimbursement requests after the concerts. Discussion among Ms. Vance, the Board members, and Mr. Cass ensued, and Ms. Vance noted that:

- Reimbursement was sought for concerts in 2018, 2019, and 2020; did not apply for fund reimbursement after 2021 concerts
- In December 2022 review of budget, the Chamber found that the application had not been submitted for fund reimbursement from 2022 concerts, so application was submitted later than usual
- Requests for funds have been for half the cost of paying bands; other half paid through fundraising
- Organization has had different names, and is currently in the process of becoming DBA Discover Contoocook, under the Contoocook Chamber of Commerce entity, a non-profit organization
- Would appreciate formal guidelines for fund application process
- Plans to seek \$2,900 reimbursement after this summer’s concerts

Board members and Mr. Cass noted that:

- Under terms of the Trust, the concerts presented by this organization qualify for funds
- Formal application guidelines and process must be developed
- Plan to preserve the fund for as long as possible
- Draft of policy/list to be provided for upcoming meeting

After a brief discussion of the value of and expenditures from the fund, Mr. Whitley made a motion, seconded by Mr. Lipoma, to reimburse the Contoocook Chamber of Commerce/DBA Discover Contoocook the requested \$2,475 from the 2022 concerts.

VOTE: Traum, Whitley, Lipoma voted in favor of the motion; Donohoe voted against;
MOTION PASSED 3-1.

V. OLD BUSINESS:

A. Pay-by-Bag Program and Bag Pricing – Mr. Lipoma began with a brief slide presentation that provided an overview of the Pay-by-Bag Program and a proposed plan to be considered. Discussion ensued among the Board members; Mr. Cass; Waste Reduction Committee Chair Bonnie Christie (via Zoom); Waste Reduction Committee Co-Chair Pat LaPree; Bob LaPree; Jesse Morrill, owner of Hopkinton-based trash hauling service; Kirk Morrill, owner of Hopkinton-based trash hauling service; and residents Louise Carr, Meredith Hatfield, Lynda Kimball (via Zoom), and Debbie Pomerleau. The discussion included:

- Proposed plan would include increasing cost of the green bags; free curbside pickup of the green bags; and paying local commercial haulers for green bags picked up and subsequently dumped at Transfer Station
- Question of whether this plan would generate enough money to pay the haulers and the cost of disposal; it was later noted that it should be possible to generate conceptual bag prices as a starting place, to determine if this plan could be considered
- Pay-by-Bag ordinance is Hopkinton only; Transfer Station ordinance is Hopkinton and Webster
- There would need to be detailed conversations with local haulers before this plan could move forward
- Concern regarding this proposed plan not including curbside pickup of recyclables, and if people would bring recycling to Transfer Station
- Concern that this is too much effort to avoid enforcement of the current system
- At their next meeting, the WRC will finalize their list of recommendations for a 5-year plan to improve the Pay-by-Bag Program
- Suggestion that green bags should be more widely and consistently available
- Question of how an increase in bag costs great enough to cover curbside pickup would impact those who prefer to bring their green bags to the Transfer Station
- Contact has been made with Brian Patnoe of Northeast Resource Recovery Association (NRRA) to meet with the Board
- More precise figures for bags will be presented at next Board meeting, and WRC will present their recommendations at the Board meeting two weeks after that

B. Naming Criteria Policy – First Review – Mr. Cass provided the Board with a policy draft, noting that it establishes procedures and criteria for things or places in town that are named for people, as well as for benches and other memorial items that are donated. After a short discussion, Mr. Cass said he would post the draft on the website, and it would be voted on at the next Select Board meeting.

Meredith Hatfield asked if it would be possible to publicly post in advance the items the Board will be signing and on which they will be voting at their meetings. Mr. Whitley noted that this would require more staff time, but it is something the Board can consider.

- C. Houston Barn Update – Mr. Cass noted that the Houston Barn Committee and Barn Advisory Committee met, and found that the previous estimate was incorrect; the correct deficit total is \$26,317, which is significantly lower than previously noted. This total includes the use of asphalt shingles, instead of a metal roof, which is about a \$63,000 savings; however, there are some Committee members who believe the metal roof would be the best choice. Suggestions to make up for the shortfall include:

- Contingency is \$76,809
- Facilities Maintenance Trust currently has about \$12,000 for the Town Hall furnace and about \$4,000 for the Bates Building roof
- Not hauling concrete out of town may result in some sitework savings
- Police Station roof will cost about \$13,000 less than estimate

With the Committees' recommendation that work on the barn move forward, Mr. Whitley made a motion, seconded by Mr. Donohoe, that work proceed, per the recommendation.

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

After the vote, there was a brief conversation among Board members, Mr. Cass, and Barn Advisory Committee member Louise Carr, regarding the possibility of discussing the installation of a metal roof, if funds become available after other portions of the project have been completed.

- D. Rail Trail Grant Approval – After Mr. Cass noted that the Town has received a grant to complete the portion of the Rail Trail that connects Houston Fields to Kearsarge Avenue, Mr. Whitley made a motion, seconded by Mr. Donohoe, that Neal A. Cass, Town Administrator, is duly authorized to enter into contracts or agreements on behalf of the Town of Hopkinton with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Town which may be in his judgement desirable or necessary to effect the purpose of this resolution.

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

- E. Field Use Policy Update – Regarding the Field Use Policy update provided by Recreation Director Paula Simpkins, Mr. Cass noted that the update states that field use programs must not conflict with existing Recreation Department programs. After the Board members agreed that the update looked good, Mr. Donohoe made a motion, seconded by Mr. Lipoma, to approve the updated Field Use Policy.

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

VI. NEW BUSINESS:

There was no new business.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- The recent DES grant workshops were beneficial, as there are many grants available
- Some department heads are out this week for school vacation, so it should be quiet week
- The Town Meeting survey is on the Town website; will provide the results at next Select Board meeting
- A full-time, certified police officer has been hired and will be starting immediately; still looking to fill two full-time and one part-time DPW positions

VIII. PUBLIC FORUM:

Resident Katherine Mitchell made two suggestions:

- It would be helpful if there were a system of amplification for meetings in Town Hall, as it is often difficult to hear clearly when people are speaking
- In an effort to curb some of the trash that blows around town and into the river, it would be good to have some sort of requirement for outdoor trash cans for all establishments in town that sell take-out food and beverages

IX. OTHER:

There was a brief discussion about the possibility of looking for information for the start of a plan for Riverway Park, and it was confirmed that park planning falls under the Select Board's roles and responsibilities.

X. NONPUBLIC SESSION:

There was no nonpublic session.

XI. ADJOURNMENT:

There being no further business, Mr. Donohoe made a motion, seconded by Mr. Traum, to adjourn the meeting. All members voted in favor and the meeting was declared adjourned at 7:12 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant