



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 8, 2024
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:32 p.m. on Monday, April 8, 2024, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum (via Zoom); Steven Whitley; Thomas Lipoma; and Jeff Donohoe

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

Public Participants: Byron Carr; Elizabeth Sides; and David White

A motion was made by Ms. Dunlap, seconded by Mr. Whitley, to allow Mr. Traum to join the meeting remotely.

ROLL CALL VOTE:

Steven Whitley	Yes
Sabrina Dunlap	Yes
Jeff Donohoe	Yes

MOTION PASSED 3-0.

Mr. Whitley made a motion, seconded by Mr. Traum, for Sabrina Dunlap to be the Chair of the Select Board, if she will accept; Ms. Dunlap accepted.

ROLL CALL VOTE:

Ken Traum	Yes
Steven Whitley	Yes
Sabrina Dunlap	Abstain
Jeff Donohoe	Yes

MOTION PASSED 3-0.

Chair Dunlap made a motion, seconded by Mr. Whitley, for Ken Traum to be the Vice Chair of the Select Board, if he will accept; Mr. Traum accepted. (Mr. Lipoma arrived during this motion.)

ROLL CALL VOTE:

Steven Whitley	Yes
Sabrina Dunlap	Yes
Thomas Lipoma	Yes
Jeff Donohoe	Yes

MOTION PASSED 4-0.

II. POINTS OF PRIDE:

Mr. Cass thanked everyone who took part in getting ready for Town Meeting, noting that he thought it went extremely well. With the recent storms and emergency operations events, he highlighted all the work of and thanked the personnel of the DPW; the Police Department; the Fire Department; Recreation Director Paula Simpkins and everyone who worked at the Slusser Center, offering some necessities for residents affected by storm-related utility outages. He also noted that, with a list of residents suggested by Dial-a-Ride and Human Services Coordinator Alicia Presti, there were door-to-door safety check-ins provided to some residents, and, as the second storm hit, a hotline phone number was in place, ready to take calls for non-emergency assistance. Mr. Cass later added that Town Counsel Sharon Somers sent an email thanking the Board for their role in Town Meeting, and commending Town Moderator Sara Persechino for the outstanding job she did with the meeting.

Select Board members echoed the appreciation expressed by Mr. Cass, and Mr. Donohoe commended Mr. Cass and all the Town personnel involved in preparation for the second storm. Chair Dunlap added thanks to Town Moderator Sara Persechino and all those who attended Town Meeting. Mr. Traum added appreciation for the utility crews for all their work.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of April 8, 2024, taking the following action on a motion made by Mr. Donohoe and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA APRIL 8, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 4/8/2024	4/8/2024	APPROVE	\$89,682.44
EMPLOYEE PAYROLL			
EMPLOYEE PAYROLL DATED 4/8/2024	4/8/2024	APPROVE	\$105,318.52
DIRECT DEPOSIT: \$93,829.56			
PAYROLL CHECKS: \$11,488.96			
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 3/25/2024			\$114,432.85
EMPLOYEE PAYROLL DATED 3/25/2024			\$95,804.68
DIRECT DEPOSIT: \$90,161.52			
PAYROLL CHECKS: \$5,643.16			
ELDERLY EXEMPTION APPLICATION			

215-011-000 - 978 HATFIELD RD	4/8/2024	APPROVE	\$145,000.00
245-042-000 - 81 STACEY DR	4/8/2024	APPROVE	\$120,000.00
INTENTS TO CUT			
OP #23-227-13-T (SUPPLEMENTAL) - 245-003-000 - 750 E PENACOOK RD	4/8/2024	APPROVE	
OP #24-227-01-T - 265-012-003 - 1000 UPPER STRAW RD	4/8/2024	APPROVE	
OP #24-227-02-T - 204-021-000 - PLEASANT POND RD	4/8/2024	APPROVE	
QUITCLAIM DEEDS			
102-085-000/102-074-000 - MAPLE ST	4/8/2024	APPROVE	
207-007-000/207-006-000 - CLEMENT HILL RD	4/8/2024	APPROVE	
225-083-000/225-084-000 - BLUEBIRD LN	4/8/2024	APPROVE	
OTHER			
2024 MS-232 - NH DRA REPORT OF APPROPRIATIONS ACTUALLY VOTED	4/8/2024	APPROVE	
PERSONNEL ACTION FORM - CHANGE IN EMPLOYEE STATUS	4/8/2024	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION	4/8/2024	APPROVE	

ROLL CALL VOTE:

Ken Traum	Abstain
Steven Whitley	Yes
Sabrina Dunlap	Yes
Thomas Lipoma	Yes
Jeff Donohoe	Yes

MOTION PASSED 4-0.

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, March 18, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, March 18, 2024.

ROLL CALL VOTE:

Ken Traum	Yes
Steven Whitley	Abstain
Sabrina Dunlap	Yes
Thomas Lipoma	Yes
Jeff Donohoe	Abstain

MOTION PASSED 3-0.

IV. PUBLIC APPOINTMENTS:

There were no public appointments.

V. OLD BUSINESS:

A. Town Meeting Follow-up – Mr. Cass and Chair Dunlap noted:

- With such a large turnout for this year’s Thursday night meeting, it may be possible that a Thursday night could be tried again for next year’s Town Meeting; however, there is plenty of time to make that decision.
- Feedback from attendees was overall quite positive, with a general message that many appreciated the Town trying a different day and time for the meeting.
- Set-up by School District staff and take-down by DPW staff was appreciated.

B. Pending Items/Priorities Review:

1. Transfer Station – Discussion ensued among Board members, with varying opinions on commercial trash acceptance and the green bag exemption for a local hauler; some members recommend no longer accepting commercial waste, while others feel more information would be needed on the potential impact of such changes. It was later emphasized that it is important to be clear that decisions made regarding these topics were not tied to a business, but were based on what the Board thought was best for the town at the time. It was added that decisions made moving forward must also be made based on what is believed to be best for the town.

There was a reminder of NRRA’s recommendations, and a request that DPW staff, particularly from the Transfer Station, should have the opportunity for input before any decisions are made. Mr. Cass suggested that there be a Select Board work session meeting scheduled, with appropriate Town personnel included, solely for discussion and resolution of all topics related to the Transfer Station, green bags, and enforcement. Board members agreed this would be a good idea, and noted that the work session meeting would not include public input, but public input would be welcomed at the next meeting after the work session.

After a brief discussion of Board member availability, it was decided that the next Select Board meeting will be on Monday, April 29, and will be primarily a work session, with minimal time spent on regular meeting topics.

2. Rail Trail Easements – Mr. Cass noted that work has been done on the easements, to keep this Town-owned land for the Rail Trail. There was consensus among Board members that, since there was previously a public hearing and authority was granted at the 2023 Town Meeting, there does not need to be another public hearing.
3. PILOTs – Mr. Cass noted he has been working on the agreements for the Fair and for Beech Hill School, and there will be more information on the Fair agreement for the Board at the next meeting.
4. Investment Policy/Personnel Policy/Purchasing Policy – Work is ongoing and these updates will be coming soon.

C. Transfer of Tax Deeded Property – Mr. Cass noted:

- The Board has three property deeds; working on others.
- Working with previous owners of some properties.

VI. NEW BUSINESS:

A. 2024 Select Board Assignments: After brief discussion, in addition to the Select Board Chair and Vice Chair positions voted on and assigned earlier this evening, Chair Dunlap made a motion, seconded by Mr. Whitley, that the below-named Select Board members be the Select Board Representatives for the below-named committees and board.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The following Select Board Representative assignments were made:

- Budget Committee: Ken Traum
- Planning Board: Jeff Donohoe; Sabrina Dunlap, Alternate (if allowed)
- Economic Development Committee: Steven Whitley
- Open Space Committee: Sabrina Dunlap
- Waste Reduction Committee: Jeff Donohoe
- Highway Safety Committee: Sabrina Dunlap
- Energy Committee: Ken Traum
- Community Power Committee: Ken Traum
- Housing Committee: Thomas Lipoma

B. 2024 Board/Committee/Commission Appointments: Mr. Cass presented a slide showing the board, committee, and commission members whose terms expire this year, noting that, pending approval by the Select Board this evening, the people have not been contacted regarding reappointment. After a brief discussion, Mr. Donohoe made a motion, seconded by Chair Dunlap, for Mr. Cass to contact the board, committee, and commission members to inquire if they are planning to continue in their roles.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

C. Year-to-Date Financial Update (through March) – Mr. Cass noted:

- Anything that appears to be over the amount is primarily due to timing. New server purchased for the Police Department is the reason the IT line is high.
- The Personnel line is high due to having already paid April health insurance.
- Regional Planning is a little higher, but is done for the year.
- Debt Principal reflects payments, but a lot is paid in January, so they will come in on budget.
- Expects to see Highway Department OT jump, due to the second recent storm being in April.

Mr. Traum asked about the General Government – Executive Printing line, and Mr. Cass explained that this figure is due to the printing of the Town Report. Mr. Traum also made a request related to the status of encumbrances and bonds, and Mr. Cass noted that it would be possible to provide the Board with an occasional special sheet with this information.

D. Human Services Coordinator Job Description – Mr. Cass noted that there were a few updates to the job description, based on feedback from current Human Services Coordinator Alicia Presti and the Human Services Advisory Committee. After reviewing the updates, Mr. Whitley made a motion, seconded by Mr. Donohoe, to approve the revisions to the Human Services Coordinator job description, and to post it.

ROLL CALL VOTE:

Ken Traum	(Not available on Zoom at time of vote)
Steven Whitley	Yes
Sabrina Dunlap	Yes
Thomas Lipoma	Yes
Jeff Donohoe	Yes

MOTION PASSED 4-0.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- Submitted for Direct Congressional funding to Congresswoman Kuster’s Office and to Senator Shaheen’s Office.
- He and Executive Assistant/Grants Coordinator Beverly Mesa-Zendt have been continuing to work on finding grant opportunities for lagoon cleanup at Transfer Station.
- Ms. Mesa-Zendt will be taking part in DES grant workshops this week.
- The LCHIP grant the Board voted to approve is taking longer than anticipated, so there is a request to extend the grant completion date.

Mr. Donohoe made a motion, seconded by Mr. Traum, that the Hopkinton Select Board hereby votes to amend the grant agreement with the New Hampshire Department of Environmental Service, extending the completion date, to fund the transaction costs for the Dustin Land Project. The grant is for \$25,000.00.

The Hopkinton Select Board further authorizes Town Administrator, Neal Cass, to execute any documents which may be necessary to effectuate the grant agreement and any and all amendments.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

- Meeting with department heads this week regarding this year’s evaluations.
- Hazard Mitigation Plan will be coming to the Board soon, after at least of year of work.

Chair Dunlap asked about scheduling Select Board visits to each of the Town departments, and a brief discussion ensued. Mr. Cass noted he would send an email to department heads, with some options for meeting dates.

Mr. Lipoma asked about the Briar Hill Road construction and Mr. Cass noted it would likely begin late in the spring. With the recent storm-related power outages in mind, the idea of burying power lines when roads are torn up for construction was discussed, and although it is likely a very expensive project, it was agreed it would be good to learn more about it. Also related to the recent storms, there was a brief discussion of roads with only one way in and out.

Mr. Traum asked about impact fees and a brief discussion ensued. It was noted that, generally, there is not enough development activity in Hopkinton to make the necessary monitoring and record keeping cost-effective. Ms. Mesa-Zendt was thanked for providing the Board with the information on impact fees.

VIII. PUBLIC FORUM:

The following residents provided their suggestions and opinions or asked questions related to the following subjects, and, in some cases, discussion ensued:

- Byron Carr: Suggestion for the Town to consider a generator for the Slusser Center and a detailed proposal that he form a small group to create a plan for Riverway Park.

It was noted by Mr. Cass that all parks are Town property, and all Town properties fall under the Select Board, and under the Town Administrator’s purview, per job description, with particular Town departments responsible for managing the properties. The Riverway Park work that is being finished is part of a plan previously approved by the Select Board, who has the authority to approve the plans.

It was later noted by Board members that anyone may present a plan or design for a Park, but no Select Board would be obligated to approve or follow that plan or design.

- David White: Volunteered to be part of the Highway Safety Committee and had a related note of recommendation. He also expressed thoughts on the work that has been completed at Riverway Park, concern for safety of bicyclists, particularly children, and his thoughts on plans for the future of the park.
- Elizabeth Sides: Expressed thoughts on and asked for some clarification of scheduling conflicts between the Hopkinton Soccer Club’s Skills Camp and the Recreation Department’s British Soccer Camp.

IX. OTHER:

Mr. Whitley asked Mr. Cass to provide the Board with information regarding previous Select Board approvals related to Riverway Park.

Mr. Traum noted that the Public Utilities Commission approved the Community Power filing, and with the Community Power Committee meeting this week, he anticipates that the CPC will be presenting a plan to the Select Board soon. He also asked the other Board members to let him know if they have any policy proposals for the NH Municipal Association, as he is a member of their Finance and Revenue Policy Committee.

X. NONPUBLIC SESSIONS:

There were no nonpublic sessions.

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 7:14 p.m.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant