



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, June 12, 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, June 12, 2023, and introduced the members of the Board.

Select Board

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

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

Public Present: Representing NH DOT’s Henniker/Hopkinton Project 40633: Michael Mozer and Kris Kozlowski; Representing consulting firm GM2: Darren Blood and Jen Mercer; Nate Gagne; Rick Desmarais, Hopkinton Village Precinct Chair; Bonnie Christie (via Zoom); Stephen Eckberg; Pat LaPree; Katherine Mitchell; Jack Ruderman; and Mike Tardiff, Executive Director of the Central New Hampshire Regional Planning Commission

II. POINTS OF PRIDE:

Mr. Cass highlighted the Department of Public Works, which is still short two full-time employees. He noted that they are working especially hard, managing numerous summer projects, in addition to routine maintenance and covering for staff time off, since they are not able to take time off in the winter months. He added that they will begin grading gravel roads next week.

After also commending Dan Blanchette, DPW Director, Mr. Traum thanked Rob Dapice and everyone involved in the Memorial Day ceremonies, noting how nice it is to continue this tradition. Mr. Traum also thanked the Kimball Lake Cabin Committee for their work through the years, and added what a wonderful asset they provide for the town.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of June 12, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Lipoma:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
JUNE 12, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 6/12/2023	6/12/2023	APPROVE	\$1,075,681.60

APPROVED SINCE PREVIOUS MEETING - NO ACTION NEEDED			
AP MANIFEST			
AP MANIFEST DATED 5/30/2023			\$214,543.38
ABATEMENT REQUEST RECOMMENDATIONS FROM ASSESSOR			
101-024-000/101-025-000/102-096-000 - 28 RIVERSIDE DR - AUS, LLC (2021 APPROVAL RECOMMENDED ON 101-025-000 ONLY)	6/12/2023	APPROVE	\$1,312.46
101-024-000/101-025-000/102-096-000 - 28 RIVERSIDE DR - AUS, LLC (2022 APPROVAL RECOMMENDED ON 101-025-000 ONLY)	6/12/2023	APPROVE	\$1,285.58
101-016-000 - 44 CEDAR ST - BLUE CEDAR LLC	6/12/2023	APPROVE	\$7,179.51
237-008-000 - 541 SOUTH RD - KLINGLER	6/12/2023	APPROVE	\$1,677.50
NOTIFICATION OF ABATEMENT			
208-003-A15 - A15 SANDY BEACH WAY - WEST - RV MOVED	6/12/2023	APPROVE	\$61.00
RIGHT TO BURY			
#1208 - OLD HOPKINTON - MG - WAIT	6/12/2023	APPROVE	
OTHER			
NH FISH & GAME GRANT AGREEMENT FORM P-37 - HENNESSEY - POLICE DEPT (CHAIR DUNLAP ONLY; 2 COPIES)	6/12/2023	APPROVE	
2024 FOREST FIRE WARDEN/DEPUTY REAPPOINTMENT FORM - WELDON	6/12/2023	APPROVE	
APPOINTMENT TO OFFICE - PLANNING BOARD ALTERNATE - HARDENBERGH	6/12/2023	APPROVE	
TC/TC WARRANT FOR UNLICENSED DOGS	6/12/2023	APPROVE	

VOTE: Dunlap, Traum, 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, May 22, 2023. After noting an addition to be made to the minutes, Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Public Meeting Minutes of Monday, May 22, 2023.

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

IV. PUBLIC APPOINTMENTS:

- A. Regarding the Routes 202/9 and Maple Street intersection update, Michael Mozer of the NH DOT provided a review of the project’s proposed options. He noted:

- NH DOT previously presented via Zoom in March 2021, during the pandemic; at that time, concepts were less developed than those presented this evening.
- Main takeaway from that presentation was that people wanted more information on roundabouts; bike facilities were another suggested consideration.
- The importance of this roadway, that it is in a TIF District, and future growth in this area will be taken into account.

- The number of accidents in this area has prompted action; design will take into consideration how the number of accidents might be decreased.
 - Lowering the speed limit would not be an effective method of improvement.
 - Depending on which option is selected, the estimate is to begin work in 2025.
 - There will be a public information and question-and-answer meeting in Hopkinton in August.
 - Three proposals:
 - Signalized intersection: On Rte. 202/9, it would be similar to the existing intersection, but with the addition of another dedicated through lane, a left turn lane, and a right turn only lane. On Maple Street/Rte. 127 and Old Concord Road, it would be the shared use lane, a left turn lane, and straight or right turn only lane. This would likely cost around \$2 Million and take about a season to complete.
 - Hybrid roundabout: There would be two lanes on Rte. 202/9 and one lane on Maple Street/127 and Old Concord Road. The bridges were rehabbed a few years ago, so the goal would be to not include them in any of the construction. This option would likely cost around \$2.8 to \$3 Million and take about a season and a half to complete.
 - Grade-separated interchange: There are several interchanges like this on 202/9 between Hopkinton and Hillsboro. One advantage would be keeping the east/west (202/9) traffic flowing at a constant speed, but this would mean a significant rise (about a 20 foot profile change) in the north/south (Maple Street/127 and Old Concord Road) lanes, as these lanes would go over the east/west lanes. This would affect the Dunkin' and the campground, as well as result in major renovations on the bridges. This option would be about ten times the cost of either of the other two alternatives, in addition to potentially a significant delay. Estimates are around \$20 Million and about three years to complete this option, but there could be problems with the work on the bridges.
 - At the meeting in August, they should have examples and aerial photos of intersections similar to these three.
 - Seeking input from the Select Board and residents; hoping for consensus on which of the options makes the most sense.
 - Project is still within the original plan timeline.
- B. Regarding the Hatfield and Thain Roads intersection relocation, Nate Gagne, who was representing the property owner, D. Gilroy, presented a detailed visual of the proposed changes and noted the following:
- This proposal was originally started by the previous property owner, and was approved at Town Meeting in 1994.
 - Met with DPW Director Dan Blanchette last year and this spring. Mr. Blanchette suggested the dimensions for the changes, and Mr. Gagne agreed.
 - All but one small portion of land affected by this proposed change is owned by D. Gilroy; the other small portion of land is owned by D. and M. Johnson, who support the proposed change and have an agreement with Mr. Gagne.
 - Proposed change moves the road about 70 feet up the hill, which would improve the area for turning the plow trucks.
 - Proposal would keep Thain Road as a dirt road, and all work would be at the expense of the property owner.

- Mr. Cass pointed out that there must be a public hearing, and since a proposal to relocate this intersection was approved in 1994, if the Board supports this proposal, it would need to go through the Dedication and Acceptance process. This would mean sending the proposal to the Planning Board (Dedication), at which time the property owners agree that they are giving up the land for the right-of-way; then the proposal would come back to the Select Board (Acceptance).
 - If completed, the portion of the “old” road no longer used as road would create more of a buffer between the “new” road and the house, becoming part of the property owner’s yard.
 - There was consensus among the Board members to move forward with this proposal.
- C. Regarding the Hopkinton Village Precinct Water Operation, HVP Chair Rick Desmarais noted that the Precinct is currently experiencing some problems with their water system operator, and they are exploring other options. He said he spoke with Town of Hopkinton and Contoocook Village Precinct Water/Sewer Superintendent Sam Currier and representatives of the CVP about two years ago, regarding the possibility of Sam providing operation services for HVP, as well. Discussion ensued and the following was noted:
- Mr. Lipoma, who is also on the HVP Board, spoke with Mr. Cass and Mr. Currier about two weeks ago, regarding the possibility of Mr. Currier assisting the HVP, and Mr. Lipoma indicated Mr. Currier thought this may be possible.
 - Since Mr. Currier works seven days a week without a backup person, Mr. Donohoe expressed concern about adding more to Mr. Currier’s duties.
 - Mr. Cass pointed out that the NH DES recently sent a letter to the Town that strongly recommends having two people on staff for the Wastewater Treatment Plant; Mr. Currier is the sole staff member, working half time at the plant. He added that the staffing needs, what can be covered, and how to pay for it, should all be addressed.
 - The HVP would want Mr. Currier to start in about two months. The current operator serving the HVP works approximately three hours a month.
 - The HVP would also look to Mr. Currier to make suggestions on how they could improve.
 - Mr. Desmarais will email Mr. Cass a copy of what the HVP needs and what they are currently paying, so Mr. Cass can have a discussion with Mr. Currier, and possibly the CVP.

V. OLD BUSINESS:

- A. Summer Projects Update—Mr. Cass noted:
1. Houston Barn: The fencing and excavation should begin this week, and there will be six fewer parking spaces at the Slusser Center while work is being done. All preparation work should be done by the end of June. The building moving company should have the barn up in the air by mid-July, at which time the foundation crew will be able to do their work. People should try to avoid the construction area. The work is anticipated to be completed around the end of summer.
 2. Riverway Park: Paving should be done on Tuesday, weather permitting.
 3. Farrington Corner: In preparation for the paving project, the DPW has been working on replacing culverts.
 4. Library Patio: Work is in progress and nearing completion.
 5. George Park Fence/Parking: The fence has been completed. Parking is available on the park side of Park Avenue, but not on the opposite side, where the NH DOT will be putting up No Parking signs. The next project at the park will be the restrooms, either in

2024 or 2025.

- B. Select Board Pay-by-Bag Discussion—Chair Dunlap provided a brief summary of the discussion at the previous Select Board meeting, there was a short discussion of how to proceed, and Mr. Cass noted:
- Next week, he and Transfer Station Superintendent Jolene Cochrane will be meeting with a representative of the Northeast Resource Recovery Association (NRRA), regarding review of all Transfer Station finances, facilities, and other pertinent information; a report will be available in the weeks following the meeting.
 - He will contact the Webster Town Administrator to schedule a meeting for both Select Boards to discuss what changes they would like to see made to the 1975 Transfer Station Agreement; any proposed changes would require approval at each town’s Town Meeting.
 - He and the Board need to work with the Webster Select Board to find a solution for reforming the Hopkinton Webster Refuse Disposal Committee.

VI. NEW BUSINESS:

- A. Fair Parking Lottery—Eleven groups entered the lottery, with a numbered ping pong ball representing each group. There was a brief discussion of the groups and Mr. Cass noted that the American Legion clarified that each of their affiliated groups operates as a different organization. He announced each available parking day and drew the following ping pong balls for the winning groups:
- Saturday: Cub Scout Pack #77 (Ball #11)
 - Sunday: Hopkinton Hawks Baseball Program (Ball #8)
 - Monday: Sons of the American Legion Squadron (Ball #9)
 - Friday: HYSA (Ball #2)
 - Thursday: Girl Scout Troop #58754 (Ball #6)
- B. Community Power Committee—Mr. Traum read a statement regarding Community Power, noting that:
- Implementing Community Power in Hopkinton has been part of the work of the Energy Committee.
 - Community Power essentially gives the Town the authority to become the default energy provider for residents and businesses who have not already chosen a provider.
 - Although citizens are able to opt out, Community Power will bring lower cost and more renewable options.
 - The utility would continue to maintain lines, services, and do the billing.
 - Both of New Hampshire’s Community Power providers have given presentations at Energy Committee meetings.
 - The Energy Committee unanimously recommends that, consistent with NH RSA 53-E, the Select Board establish an electric aggregation committee as the next step.
 - The Community Power Committee’s workload would include gathering more information on the Community Power providers, with the aim of making a presentation and recommendation to the Select Board, probably in September.
 - If the Select Board opts to move forward with a recommended provider, the Community Power Committee will work to educate residents, hold several public meetings, and work to get approval of a warrant article at Town Meeting.

- The only potential cost to the Town would be for legal reviews of the agreements; these agreements are quite standard, however, as they have been approved by multiple communities.
- A Community Power Committee could have up to seven members, with each serving staggered, three-year terms.

Stephen Eckberg, Vice Chair of the Energy Committee, added that several people from the Energy Committee would be willing to serve on the Community Power Committee, as well. Discussion ensued, regarding possible overlap of the two committees, and it was pointed out that the Select Board could remove Community Power from the workload of the Energy Committee, which would eliminate any concern of possible committee overlap. It was pointed out that:

- It is required by State statute that in order to apply for a Community Power grant, there must be a Community Power Committee.
 - The committee may have five or seven members.
 - Focus of Community Power Committee would solely be to focus on activities and steps needed to move the electric aggregation process forward.
 - The consensus was to proceed with taking the steps to begin forming the committee.
- C. Public Safety Revolving Fund Expenditure—Mr. Cass explained that this fund is where the money from details goes, and details are paid from this fund. He gave a brief history of the fund, noting that several years ago, a surplus was building up, so at Town Meeting that year, it was voted that the fund could also be used for public safety equipment. With the balance at over \$60 Thousand, there is a proposal to purchase a UTV for the Fire Department, since there has been a great increase in the number of rescues on trails. This purchase will use all but a couple thousand dollars, but it was noted that there were quotes from other local vendors.

Mr. Traum made a motion, seconded by Chair Dunlap, to approve the purchase of a UTV for the Fire Department, from the Public Safety Revolving Fund.

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

- D. Road Bond Resolution—Mr. Cass noted that this resolution pertains to going through the Municipal Bond Bank for the \$2 Million bond that was approved at Town Meeting.

**Town of Hopkinton – Select Board
Authorization of Bond and Approval of
Loan Agreement with the New Hampshire Municipal Bond Bank**

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 18, 2023 under Article 3 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a \$2,000,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of financing the planning, design, rehabilitation and construction of existing town roads, bridges and culverts.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of three and three quarters percent (3.75%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the project being financed is in excess of ten (10) years.

Mr. Traum made a motion, seconded by Mr. Donohoe, to adopt the Authorization of Bond and Approval of Loan Agreement with the New Hampshire Municipal Bond Bank.

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

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass highlighted the following:

- The Hazard Mitigation Committee is in the middle of working on the Hazard Mitigation Plan update, which must be redone every five years to receive federal grants. Working with the Central New Hampshire Regional Planning Commission, this update is anticipated to be brought to the Select Board in October.
- The alarm system in Town Hall was recently upgraded and reconfigured.

- The Town is still short-staffed, with the following positions open: one full-time Highway Department; one full-time Buildings/Grounds Department; one part-time Transfer Station; and one full-time Police Department (although there is a possible person for this position).
- Chief Hennessey posted that the ongoing tractor-trailer problem at McLane has gotten substantially better in the short-term, with McLane working on a long-term solution.
- Regarding a \$37,386.07 ARPA grant which will provide Police Department overtime, equipment, and supplies, Mr. Traum made a motion, seconded by Mr. Donohoe, providing the following authorization:

The Hopkinton Select Board with Authority to Certify Actions, hereby votes to enter into a grant agreement with the New Hampshire Department of Justice to fund expenses incurred as services provided for activities surrounding funds awarded under this solicitation to assist with activities related to relaxed COVID-19 restrictions. Reimbursable costs consist of, but are not limited to, overtime, equipment, supplies, etc.

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

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

VIII. PUBLIC FORUM:

Resident Katherine Mitchell thanked the Board and Mr. Cass for the addition of the sound system for meetings in Town Hall.

Resident Bonnie Christie (via Zoom) noted that she had five topics to address, and discussion ensued:

- It was confirmed that payment for new recycling area signs at the Transfer Station can be paid from the Recycling Revolving Fund.
- Sign designs must be sent to Mr. Cass and approved before ordering; Mr. Cass will confirm signage with Transfer Station Superintendent Jolene Cochrane before signs may be ordered.
- Quote for approximately six or seven signs is \$100 per sign; signs will include one that reminds Hopkinton residents that they need to use green bags.
- It was noted that from the Hopkinton Select Board's perspective, a meeting with the Webster Select Board, regarding reforming the Hopkinton-Webster Refuse Disposal Committee, should be held as soon as possible, but it is dependent on the Webster Select Board's availability; Mr. Cass will contact them to arrange a meeting.
- Mr. Cass asked Ms. Christie to meet with him within the next two weeks to discuss new Transfer Station window stickers for residents.
- To be added to the agenda for the next Select Board meeting, Ms. Christie will send Mr. Cass information on or by the morning of Friday, June 23, regarding a proposed composting presentation by a representative of the Town of New London and the NH DES.

IX. OTHER:

There were no comments for Other.

X. NONPUBLIC SESSIONS:

A. 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 leasing 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
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:20 p.m. The Board returned to public session at 7:27 p.m.

Vote to seal nonpublic minutes:

Mr. Donohoe moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could render the decision ineffective. Mr. Lipoma seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

B. NONPUBLIC SESSION IV-RSA 91-A: 3 II (d) Lease of Town Owned Property

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ROLL CALL VOTE:

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

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Vote to seal nonpublic minutes:

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ROLL CALL VOTE:

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

MOTION PASSED 4-0.

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 7:32 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant