



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, July 10, 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, July 10, 2023, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap (via telephone); Ken Traum; Steven Whitley; Thomas Lipoma; and Jeffrey S. Donohoe

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

Public Present: Katherine Mitchell (via Zoom); and Meredith Hatfield (via Zoom)

A motion was made by Mr. Donohoe, and seconded by Mr. Lipoma, to allow Chair Dunlap to join the meeting remotely.

ROLL CALL VOTE:

Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Yes

MOTION PASSED 4-0.

Mr. Whitley led those present in the Pledge of Allegiance.

II. POINTS OF PRIDE:

Mr. Cass noted the following:

- Thanks to Recreation Director Paula Simpkins; the Recreation Committee; the Police, Fire, and Highway Department personnel; and everyone involved with the Fourth of July event. A lot of work went into it, and all reports are that, despite the weather, it was a great event.
- Recognition of the behind-the-scenes work of Human Services Coordinator Alicia Presti, who helps numerous residents meet their needs in a variety of areas, including home visits, food, medication, and housing.

Mr. Traum also thanked everyone involved with organizing, working at, and attending the Fourth of July event.

III. ADMINISTRATIVE:

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

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA JULY 10, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 7/10/2023	7/10/2023	APPROVE	\$308,042.39
NOTIFICATIONS OF ABATEMENT			
101-016-000 - 44 CEDAR ST - BLUE CEDAR LLC - PROP VAL CHANGE DUE TO 2022 ABATEMENT AFTER 2023 P1 TAX WARRANT	7/10/2023	APPROVE	\$3,521.00
237-008-000 - 541 SOUTH RD - KLINGLER - PROP VAL CHANGE DUE TO 2022 ABATEMENT AFTER 2023 P1 TAX WARRANT	7/10/2023	APPROVE	\$807.00
APPLICATION FOR REIMBURSEMENT			
DRA FORM PA-16 - REIMBURSEMENT FOR FEDERAL AND STATE FOREST LAND	7/10/2023	APPROVE	
OTHER			
DRA LETTER RE: FORM PA-28 USE FOR 2024	7/10/2023	APPROVE	
PERSONNEL ACTION FORM - NEW HIRE F/T - ERICKSON	7/10/2023	APPROVE	
PERSONNEL ACTION FORM - CHANGE IN STATUS F/T TO P/T AS NEEDED - CURRIER	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - DURAND	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - ECKBERG	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - HOFFMAN	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - KAPALA	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - NALL	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - RUDERMAN	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - TRAUM	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - ZANKEL	7/10/2023	APPROVE	
APPOINTMENT TO OFFICE - ENERGY COMMITTEE MEMBER - NALL	7/10/2023	APPROVE	

B. The Board reviewed the Select Board Public Meeting Minutes of Monday, June 26, 2023. Mr. Whitley made a motion, seconded by Mr. Lipoma, to approve the Select Board Public Meeting Minutes of Monday, June 26, 2023.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Abstain; was not present for meeting
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Abstain; was not present for meeting

MOTION PASSED 3-0.

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of Monday, June 26, 2023. Mr. Whitley made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, June 26, 2023; Mr. Traum noted the minutes are not sealed.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Abstain; was not present for meeting
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Abstain; was not present for meeting

MOTION PASSED 3-0.

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, June 26, 2023. Mr. Whitley made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, June 26, 2023; Mr. Traum noted the minutes are sealed.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Abstain; was not present for meeting
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Abstain; was not present for meeting

MOTION PASSED 3-0.

IV. PUBLIC APPOINTMENT:

There were no public appointments.

V. OLD BUSINESS:

A. Dustin Music Fund Policy – Mr. Cass noted that, at the Select Board’s request, he spoke with David Dusin, Merle Dustin’s son, regarding guidelines on how long this fund should last versus how much is given out on a regular basis. Mr. Cass said Mr. Dustin knew the fund wouldn’t last forever, so he would leave it to the Select Board to make decisions on the fund. Discussion ensued and the following was noted:

- It was a generous donation, and it wouldn’t be prudent to spend it on just a few events.
- Specific verbiage regarding parameters should be added to the policy.
- Concern was expressed that being too conservative with funds would go against the wishes of Merle Dustin.

- People may donate to this fund.
- Compromise agreed upon is that, beginning in 2024, only earnings (interest and dividends) from previous calendar year should be spent.

Mr. Whitley made a motion, seconded by Mr. Donohoe, to adopt a revised version of this Policy, with the revisions being: a new sentence in Section 5, at the beginning, that states that the Select Board intends to spend no more than the interest and earnings in the fund from the prior year, and a new sentence that states this Policy shall take effect January 1, 2024.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

B. Energy Committee Charge Update – Mr. Cass noted:

- The changes made to the Charge were the addition of one committee member and the deletion of the Community Power and Contoocook Hydro portions.
- Mr. Traum added that the addition of one committee member is because everyone on the Energy Committee wants to be on the Community Power Committee, and an additional person who has been active at Energy Committee meetings is being added to both committees, making a total of eight members on each committee.

Mr. Whitley made a motion, seconded by Mr. Lipoma, to adopt the revisions to the Energy Committee Charge.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

A brief discussion ensued, regarding being a committee member as a citizen and being a committee member as a Select Board representative, and Mr. Cass noted that he would bring information for this topic to the next Select Board meeting.

C. Dilapidated Building Update – Mr. Cass noted:

- The owner responded to the letter the Board sent.
- It was requested that an update for this topic be added to the agenda for the next Board meeting.
- It was requested that an update on property tax payment status be provided at the next Board meeting.

D. Barn Update – Mr. Cass noted:

- Everything is going well.
- The barn is up in the air and the foundation has been removed.
- Ledge was found and is being removed today; cost for this is not known yet.
- Foundation company is anticipated to begin setup by the end of this week or early next week.

E. Wastewater Superintendent Job Description – Mr. Cass noted:

- Update includes the removal of the Contoocook Village Precinct water portion, but leaving in the Community Well water portion.
- Water/Sewer Superintendent Sam Currier’s last day is Friday, but he will stay on part-time to help with the transition.
- Meeting next Monday with potential contractors to fill in, if the position hasn’t been filled.
- CVP is meeting with someone to potentially fill that vacancy.
- There is potential that a person hired for this position could also assist with Hopkinton Village Precinct work.

Mr. Whitley made a motion, seconded by Mr. Lipoma, to make the suggested revisions (including the correction of a small typographical omission) to the job description.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

F. Other Staffing Update – Mr. Cass noted:

- Dan Blanchette, Director of Public Works, is appreciative of the Select Board’s support during this extended time of being short-staffed.
- He and Mr. Blanchette have discussed what might be done, or is being done, to raise interest in the DPW’s open positions:
 - The possibility of offering a bonus for plowing, as the State offers
 - Currently examining the salary scale
 - Currently examining the longevity policy
- Numerous other towns are experiencing similar staff shortages and challenges finding applicants.

VI. NEW BUSINESS:

There was no new business.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- The governor and council approved the funding for the solar project at the Wastewater Treatment Facility, so we are moving forward with it.

- He and Mr. Currier met with the engineers last week, regarding the projects at the Wastewater Treatment Facility, and they are working on asset management and putting in the next round of grant.
- Wastewater Treatment Facility engineers are working with Nobis, the Town’s engineers, to coordinate the plan and costs for the sludge removal lagoon cleanup at the Transfer Station. This should result in substantial savings.
- The governor and council approved the Rail Trail portion that will connect Kearsarge Avenue with the Houston Fields, so work is being done on that. There are some trees that need to come down, so abutters will be notified, but the cost is covered by the grant and the Rail Trail organization.

VIII. PUBLIC FORUM:

There were no contributions to Public Forum.

IX. OTHER:

Mr. Traum asked if a handicapped parking space could be added to the newly paved lot in Riverway Park, near the gazebo, on the corner by the walkway. Mr. Cass noted he will check if this is possible.

X. NONPUBLIC SESSIONS:

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

Mr. Whitley 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. Lipoma 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 6:36 p.m. The Board returned to public session at 7:26 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
Steven Whitley	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes

MOTION PASSED 5-0.

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
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 7:26 p.m. The Board returned to public session at 7:47 p.m.

These minutes were not sealed.

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

Mr. Whitley moved to go into a non-public session to discuss the leasing of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Mr. Lipoma 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 7:47 p.m. The Board returned to public session at 7:53 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 7:53 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant