



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, August 14, 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, August 14, 2023, and introduced the members of the Board.

Select Board

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

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

Public Present: Bonnie Christie, Co-chair of the Waste Reduction Committee; Sherri Cheney, Chair of the Bow Recycling and Solid Waste Committee; Marc Aucoin, Vice President of Contoocook Hydro, LLC; Lori Barg, President of Contoocook Hydro, LLC; Byron Carr; Scott Clay; Liz Gilmore; and Katherine Mitchell

II. POINTS OF PRIDE:

Mr. Cass expressed appreciation for people stepping up and doing a great job covering for various positions during times of staff absences and being short-staffed. He also highlighted the excellent work on the Town Hall columns and the railing on one of the Kimball Cabins completed by Dan Couture of the Department of Public Works, and added that Mr. Couture is a great addition to the staff.

Mr. Traum shared that he is no longer Chair for the Energy Committee, and announced that the new Chair and Vice Chair are Cleve Kapala and Sharon Nall, respectively. He added that the Community Power Committee’s Chair is Mark Zankel and Vice Chair is Stephen Eckberg. Mr. Traum also recognized the DPW for their work on Bound Tree Road after the washout, and noted that it seems much better than it was previously.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of August 14, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Donohoe:

TOWN OF HOPKINTON - SELECT BOARD

CONSENT AGENDA

AUGUST 14, 2023

ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 8/14/2023	8/14/2023	APPROVE	\$414,463.41

Select Board Meeting – August 14, 2023

PAYROLL			
EMPLOYEE PAYROLL	8/14/2023	APPROVE	\$96,540.08
DIRECT DEPOSIT: \$90,619.72			
CHECKS: \$5,920.36			
REQUEST FOR PAYMENT			
TO TRUSTEES OF TRUST FUNDS - MERLE DUSTIN CONCERT FUND - DISCOVER CONTOOCCOOK - END OF SUMMER CONCERTS	8/14/2023	APPROVE	\$500.00
YIELD TAX			
210-010-000 - OP #23-227-02-T - KAST HILL RD - ROSE (TOWN OF HOPKINTON)	8/14/2023	APPROVE	\$811.41
250-040-000 - OP #23-227-03-T - 526 ROLLINS RD - LEE	8/14/2023	APPROVE	\$909.74
LAND USE CHANGE TAX FORM A-5W AND A-5			
227-031-000 - 343 MAPLE ST - CHAPIN	8/14/2023	APPROVE	
RIGHT TO BURY			
#1211 - CONTOOCCOOK VILLAGE - MG - MIRANTZ	8/14/2023	APPROVE	
OTHER			
PERSONNEL ACTION FORM - PT NEW HIRE - CHELLIS	8/14/2023	APPROVE	
PERSONNEL ACTION FORM - FT NEW HIRE - SMITH	8/14/2023	APPROVE	
APPOINTMENT TO OFFICE - PLANNING BOARD MEMBER - STEELE	8/14/2023	APPROVE	
LETTER OF RESPONSE - PLANNING BOARD MEMBER RESIGNATION - SAGRIS	8/14/2023	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, July 24, 2023. After a question was answered for Ms. Johnson’s minutes, Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, July 24, 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, July 24, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, July 24, 2023; Mr. Traum noted the minutes are not sealed.

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

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, July 24, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, July 24, 2023; Mr. Traum noted the minutes are sealed.

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

- E. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of Monday, July 24, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session III Meeting Minutes of Monday, July 24, 2023; Mr. Traum noted the minutes are not sealed.

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

- F. The Board reviewed the Select Board Nonpublic Session IV Meeting Minutes of Monday, July 24, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session IV Meeting Minutes of Monday, July 24, 2023; Mr. Traum noted the minutes are sealed.

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

- G. The Board reviewed the Select Board Nonpublic Session V Meeting Minutes of Monday, July 24, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session V Meeting Minutes of Monday, July 24, 2023; Mr. Traum noted the minutes are sealed.

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

- H. The Board reviewed the Select Board Nonpublic Session VI Meeting Minutes of Monday, July 24, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session VI Meeting Minutes of Monday, July 24, 2023; Mr. Traum noted the minutes are not sealed.

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

IV. PUBLIC APPOINTMENT:

- A. Waste Reduction Committee – Regarding Composting – Bonnie Christie, Co-chair of the Waste Reduction Committee, was joined by Sherri Cheney, Chair of the Bow Recycling and Solid Waste Committee, who presented some information regarding Bow’s experience five weeks into their six-month pilot composting program. Ms. Christie noted:

- The quote from the same company that provides off-site composting service to Bow was significantly higher to provide service to Hopkinton, at \$688 to \$860 per month, depending on the number of weeks.
- She recommends that Hopkinton provide on-site composting at the Transfer Station.
- In addition to no outside company service cost, benefits of an on-site composting program include no extra hauling-truck emissions and composted material available for residents.
- If on-site program were approved, the Waste Reduction Committee would provide the messaging and education pertaining to composting.

Discussion ensued among the Board members, Mr. Cass, Ms. Christie, and Ms. Cheney, and it was pointed out that the Board is in favor of reducing waste, but there are too many unknown factors at this time to formally commit to a composting program. Board members and Mr. Cass recommended obtaining figures from towns of similar size with on-site composting programs, and, in order to move forward with inclusion in the budget process and in seeking approval from the Board, the Budget Committee, and at Town Meeting, a detailed plan must be presented to the Board. The plan should include all pertinent figures and the following information:

- The amount of space needed at the Transfer Station;
- staffing requirements; and
- any equipment needed.

There being no comments or further discussion, Chair Dunlap thanked Ms. Christie and Ms. Cheney.

B. Public Hearing – Contoocook Hydro PILOT Agreement – Chair Dunlap opened the Public Hearing to receive public comment, as required under RSA 72:74, concerning the Town entering into a Payment in Lieu of Taxes for a renewable generation facility with Contoocook Hydro, LLC, the company that operates the Contoocook Hydro Dam. After Mr. Cass introduced Lori Barg and Marc Aucoin, the President and Vice President, respectively, of Contoocook Hydro, LLC, Mr. Traum provided an overview, noting the following:

- The current 40-year lease of the hydro facility is set to expire in early September this year.
- At this year's Town Meeting, Warrant Article 15 was approved, giving the Select Board the authority to negotiate a new lease for up to 40 years.
- The new lease has no change in operation, liability, or responsibility, and will require Contoocook Hydro to pay the Town 6% of gross revenue, which is an increase from the current lease's 5% requirement.
- The PILOT will start with a payment of \$1,000 for year one, increasing by 3% annually thereafter, with some clauses for potential adjustment. This will increase revenues to the Town approximately 30-40% over the current agreement, equating to about a \$2,000 increase annually.
- Thanks to Ms. Barg and Mr. Aucoin for their cooperation in reaching the settlement agreement.

There being no comments or further discussion, Chair Dunlap closed the Public Hearing.

Mr. Traum made a motion, seconded by Mr. Whitley, to adopt the Contoocook Hydro Payment in Lieu of Taxes Agreement.

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

All parties signed the Agreement paperwork, it was notarized, and mutual thanks were exchanged. Ms. Barg added that if anyone would like to tour the dam, please contact Mr. Cass to make arrangements.

V. OLD BUSINESS:

Regarding the Horseshoe Tavern, the Board reviewed the proposal for the demolition of the building, and a brief discussion ensued. It was noted that, if approved, the demolition could be scheduled, and work could begin as soon as the demolition crew has availability, with funds coming from the Building Maintenance account.

Mr. Donohoe made a motion, seconded by Mr. Whitley, to approve the demolition of the Horseshoe Tavern.

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

VI. NEW BUSINESS:

- A. 2024 Holiday Schedule – Mr. Cass noted that the schedule is essentially the same as it usually is, with the only change being due to Independence Day falling on a Thursday. That being the case, Town Offices would be closed Independence Day and Friday, July 5. July 5 would not be an added paid holiday, as employees would have the option of taking personal/vacation time for the day off or working that day (while buildings are closed to the public).

Mr. Whitley made a motion, seconded by Mr. Traum, to approve the 2024 Town Holiday Schedule.

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

- B. 2024 Town Budget Schedule – Mr. Cass noted that the schedule follows the same process as previous years, and highlighted the following:

- Budget requests are due from department heads by October 13; CIP Committee will have recommendations ready by this date, as well.
- The Select Board meets with department heads on the first two Mondays in November, with the following two Monday meetings for working through and finalizing the requests.
- Proposal will be presented to the Budget Committee in December.

C. Kimball Cabins – Mr. Cass noted that the Kimball Cabin Committee is finishing up their work, and the following was highlighted:

- All donations that are received for the Kimball Cabins go to the Kimball Cabins; maintenance costs are covered by the Town.
- Commendation for how amazing the cabins look after all the work.
- Plans are being discussed for an event to honor all those who have donated to and worked on the cabins.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- The work on the Houston Barn is on schedule, the foundation is in and looks good, and work continues.
- He has been communicating weekly with Mr. Irwin, regarding demolition of the building he owns.
- The owner of the property on Riverside Drive has been in touch, the right-of-way has been cleared, and is in the process of compliance with the site plan review.
- The pond is closed for the season.
- This is British soccer week, and the coaches were there this morning, preparing for the first day.
- The budget schedule is complete and CIP forms will go to the department heads at Staff Meeting this Thursday.
- The CIP Committee will meet, and will also connect with the School District CIP Committee and the two precincts.

VIII. PUBLIC FORUM:

Resident Byron Carr asked about the process for changing the name of things or places in the town, specifically, the boat launch at Riverway Park. He noted that he read the policy, but wondered if he needed signatures on a petition. Mr. Donohoe responded that there was no requirement for signatures, but there would need to be a good case presented for any name changes, either verbally or in writing.

IX. OTHER:

Mr. Traum noted the following:

- The Community Power Committee would like to give a presentation at the next Select Board meeting at 6:30; Mr. Cass said he would check the schedule to confirm this time is available.
- Recognition of Stephen Eckberg, Community Power Committee Vice Chair, for recently sharing that the governor signed 2023 NH House Bill 233, which may allow the Town to receive revenues for renewable energy credits.
- A member of the Energy Committee had a question regarding the possibility of a solar array installation at a Town-owned facility, such as the Houston Barn or DPW, and it was pointed out that there would need to be an RFP (Request for Proposal).

Chair Dunlap noted that the Board will be meeting with representatives of the Hopkinton State Fair Association tomorrow morning, the Board confirmed who will be attending the meeting, and Mr. Cass added that neither Chief Hennessey nor Chief Yale had any questions or concerns for the HSFA.

X. NONPUBLIC SESSIONS:

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 sale/lease 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
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 6:35 p.m. The Board returned to public session at 6:43 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

Ms. Dunlap moved to go into a nonpublic session to discuss an issue which could affect the reputation of someone other than a Board member under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Mr. Traum 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 6:43 p.m. The Board returned to public session at 7:05 p.m.

Vote to seal nonpublic minutes:

Ms. Dunlap moved to seal the minutes of the just completed nonpublic session until a Public Hearing is held because it was determined that divulgence of this information could render the decision ineffective. Mr. Traum 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.

XI. ADJOURNMENT

There being no further business, Ms. Dunlap moved that the meeting be adjourned. Mr. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:05 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant