



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 28, 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 28, 2023, and introduced the members of the Board.

Select Board

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

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

Public Present: New Hampshire State Senator Becky Whitley; Mark Zankel, Chair of the Hopkinton Community Power Committee; Henry Herndon, Director of Member Services for the Community Power Coalition of New Hampshire; Scott Clay; Loren Clement; Lynn Durand; Katherine Mitchell; and Jack Ruderman

II. POINTS OF PRIDE:

Mr. Cass highlighted Chief Hennessey and Chief Yale and the Police and Fire Department personnel for their extra work, as we head into Labor Day Weekend and the Hopkinton State Fair. He also expressed appreciation for Sam Currier, the former Water/Sewer Superintendent, who, although working for another organization, has been continuing to work part-time with the Town to keep the system running as it should during this time of transition.

Mr. Traum and Chair Dunlap expressed appreciation for the legislative representation of Senator Whitley, as well as David Luneau and Mel Myler. Chair Dunlap also noted that this was the first day of school for Hopkinton students.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of August 28, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
AUGUST 28, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 8/28/2023	8/28/2023	APPROVE	\$50,160.62

Select Board Meeting – August 28, 2023

PAYROLL			
EMPLOYEE PAYROLL	8/28/2023	APPROVE	\$89,032.68
DIRECT DEPOSIT: \$83,268.33			
CHECKS: \$5,764.35			
FUND TRANSFERS			
FROM THREE CAP RESERVE FUND ACCTS TO GEN OPERATING ACCOUNT - REIMB JAN-JUN EXPEND	8/28/2023	APPROVE	\$416,417.20
FROM FOUR TRUST FUNDS - JAN-JUN INVOICES	8/28/2023	APPROVE	\$43,112.75
FROM FOUR FUND ACCOUNTS TO GEN OPERATING ACCOUNT - REIMB JAN-JUN EXPEND	8/28/2023	APPROVE	\$14,388.50
FROM SLUSSER CENTER RENTAL FUND TO GEN OPERATING ACCOUNT - REIMB JAN-JUN EXPEND	8/28/2023	APPROVE	\$325.00
FROM CONSERVATION COMMISSION FUND TO GEN OPERATING ACCT FOR REIMB OF JAN-JUN EXPEND	8/28/2023	APPROVE	\$5,695.60
FROM PUBLIC SAFETY REVOLVING FUND TO GEN OP FUND FOR REIMB OF JAN-MAR EXPEND	8/28/2023	APPROVE	\$8,598.75
NOTIFICATION OF ABATEMENT			
208/003/G22 - G22 RABBIT HILL RD - SANDY BEACH (WHEELER)	8/28/2023	APPROVE	\$221.11
VETERAN CREDIT APPLICATION			
251/020/000 - 284 HOPKINS GREEN RD - LINGAR	8/28/2023	APPROVE	\$500.00
LAND USE CHANGE TAX FORMS A-5W AND A-5			
227/039/001 - MAPLE ST - RIVEREDGE PROPERTIES LLC	8/28/2023	APPROVE	\$16,240.00
227/039/002 - 451 MAPLE ST - RIVEREDGE PROPERTIES LLC	8/28/2023	APPROVE	\$16,180.00
YIELD TAX			
247/005/000 & 247/008/000 - OP #23-227-04-T - BROAD COVE RD & 451 BROAD COVE RD - MILLETTE	8/28/2023	APPROVE	\$1,557.46
PROPERTY AGREEMENT			
208/044/000 - 130 ROLFE POND DR - ST LAURENT (TWO COPIES)	8/28/2023	APPROVE	
INTENTS TO CUT			
253/002/000 & 254/003/000 - OP #23-227-05-T - SOUTH RD - MEADOWSEND TIMBERLANDS LTD PARTNERSHIP	8/28/2023	APPROVE	
253/029/000 & 254/011/000 - OP #23-227-06-T - SOUTH RD - MEADOWSEND TIMBERLANDS LTD PARTNERSHIP	8/28/2023	APPROVE	
247/025/000 - OP #23-227-07-T - BROAD COVE RD - MAST YARD STATE FOREST	8/28/2023	APPROVE	
OTHER			
PERSONNEL ACTION FORM - FT - NEW HIRE - HOUGHTON	8/28/2023	APPROVE	

APPOINTMENT TO OFFICE - WASTE REDUCTION COMMITTEE MEMBER - 3 YEARS - FOLSOM	8/28/2023	APPROVE	

VOTE: Dunlap, Traum, Whitley, and Lipoma 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, August 14, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, August 14, 2023.

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

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of Monday, August 14, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, August 14, 2023; Mr. Traum noted the minutes are not sealed.

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

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, August 14, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, August 14, 2023; Mr. Traum noted the minutes are sealed.

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

- E. The Board reviewed the minutes of the Tuesday, August 15, 2023, Select Board Public Meeting with Board members and Administrator of the Hopkinton State Fair Association. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the minutes of the Tuesday, August 15, 2023, Select Board Public Meeting with Board members the Administrator of the Hopkinton State Fair Association.

VOTE: Dunlap and Traum voted in favor of the motion; Whitley and Lipoma abstained; no votes against; **MOTION PASSED 2-0.**

IV. PUBLIC APPOINTMENTS:

- A. State Senator Becky Whitley – After noting that she represents District 15, which includes Hopkinton, Concord, and Bow, Senator Whitley highlighted that she serves all the residents, and if there are any issues, even if federal, she will do her best to help or get people connected to find answers. A member of the Health and Human Services Committee, the Judiciary Committee, and JLCAR (Joint Legislative Committee on Administrative Rules), Senator

Whitley noted that this session, of the twelve bills she filed, eight were passed into law. Regarding the budget that was passed, the following was highlighted:

- Additional \$169 Thousand in the budget for public education.
- Estimate of \$4.2 Million in 2024 from adequacy education grant funds for Hopkinton (\$3.8 Million in 2023).
- Increased investment in the university system and community colleges.
- \$50 Million into affordable housing production.
- \$35 Million into affordable housing programs.
- \$10 Million to fight homelessness.
- \$5 Million for Housing Champions, a new program she recommended that incentivizes municipalities to provide more affordable housing.
- \$280 Million increase for Medicaid provider rates. Mr. Traum requested expediency with this increase, and Senator Whitley noted she would check on the estimated date and follow up with the Select Board.
- Medicaid expansion for the next seven years; about 60,000 New Hampshire residents will retain this insurance.
- Accomplishments in support of children’s mental health, mothers, and post-partum care.
- Elimination of retirement penalty for teachers and other public employees.
- Increase of 12% for State employees’ wages.
- \$20 Million to communities for road and bridge repair.

A brief discussion ensued regarding election related matters, and Senator Whitley noted she would look into the following:

- Funds for assistance to municipalities for the required purchase of new ballot machines, so burden of funding doesn’t entirely fall to taxpayers.
- Improvement to the absentee ballot affidavit envelopes.
- Reinstatement of some voting procedures that were in place during the pandemic; multiple options for casting ballots during that time resulted in significantly higher voter participation.

Mutual thanks were exchanged, and Senator Whitley added that she would be happy to come back anytime.

As the Community Power Committee presentation was beginning, Chair Dunlap made a motion, seconded by Mr. Traum, to allow Jeff Donohoe to join the meeting by phone.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

- B. Community Power Committee – Mr. Traum presented a brief background of the creation of this committee and its overlap with the Energy Committee, and noted the hope that this evening’s presentation will lead to acceptance of a related warrant article at the next Town Meeting, allowing the Town to proceed with Community Power for our citizens. Mark Zankel, Chair of the Hopkinton Community Power Committee, and Henry Herndon, Director of Member Services with the Community Power Coalition of New Hampshire, presented a detailed slide show and recommendation. (Please see separate link to slide show.) Discussion ensued, and it was requested that the Select Board vote on the CPCNH Joint Powers Agreement in advance of the CPCNH Board meeting in late September, as the Select Board’s decision will impact how the Hopkinton Community Power Committee proceeds over the next few months. It was noted that the Board will likely discuss the information and the Joint Powers Agreement at their next meeting, and Mr. Zankel added that he will email Mr. Traum and Mr. Cass the formal motion pertaining to the Agreement. Mutual thanks were exchanged, and the Board members commended the Community Power Committee for their work.

Resident Loren Clement expressed concern over how membership with the CPCNH might impact certain populations or groups. Mr. Herndon addressed Mr. Clement’s concerns, noting:

- Customers such as the School District, or those who shop in the market for contract pricing, would be unaffected, as they would not be enrolled in this program unless they chose to opt into it.
- Customers in income-eligible assistance programs can continue to receive assistance, as it is provided for by law, and it is also in the electric aggregation plan/Community Power plan.
- CPCNH’s vision for the future includes being able to offer complementary services and rates for energy savings and building upgrades, similar to options currently available through some other electric companies.

As a follow-up to Mr. Clement’s concerns, Mr. Cass noted that the Town of Hopkinton is currently in a contract, along with other municipalities, for its electric; the Hopkinton School District has a separate electric contract.

V. OLD BUSINESS:

- A. “Townie Night” – The Board and Mr. Cass reviewed the plans and procedures for coverage at the blue and green entrance gates for this Thursday’s “Townie Night” at the Hopkinton State Fair, noting that between 5 and 7 p.m., residents will receive free admission to the fairgrounds.
- B. NH DOT Information Meeting Follow-up – Mr. Whitley and Mr. Cass reviewed the DOT’s presentation regarding options for the intersection of Routes 202/9 and 127, noting that the video and slide presentation from the meeting are available through links on the main page of the Town website. It was highlighted that there are three options for the intersection—stop lights, a roundabout, and under-/overpasses—and a decision is anticipated by the end of this year, with construction planned to begin possibly in 2025.

VI. NEW BUSINESS:

Year-to-Date Expenses and Revenues – Regarding Revenues, Mr. Cass noted that, in general, we are where we would expect to be, with the following exceptions:

- Land Use Change Tax and Timber Tax are ahead.
- PILOTs have been billed; as of July, only Contoocook Hydro's payment had been recorded.
- Running just a little behind in Interest and Penalties, but refund shown was to have come from a different account, so the amount shown will be added back. By the end of the year, this line should be close to the amount budgeted.
- State reimburses for Room/Meals and Flood Control close to the end of the year.
- Webster payments for Transfer Station will be coming in soon.
- A lot more recycling comes in during the summer, so will know more on the Recycling numbers at the end of August.
- Pay-by-Bag transfers have not been made yet.
- Interest on Investments will be over \$100 Thousand, with the much higher interest rate.

Regarding Expenses, Mr. Cass noted the following:

- Cemeteries Fund is reimbursed through the Trust.
- Insurance is running over, but will improve and be closer to budgeted figure.
- Health Agencies—the CAP payment—is done for the year.
- Welfare Vendor Payments are still running quite low, but may increase as heating season approaches. It was added that Alicia Presti, Human Services Coordinator, does a really good job of connecting people with available funds.

Mr. Traum asked Mr. Cass a few questions regarding Expenses, and the following was noted:

- There will be a correction made to the amount entered on the Bates Building electricity line that should have been on the Highway Garage electricity line.
- Solid Waste Lagoon cleanup is taking place, but Town has not been billed yet.
- Regarding Bonds, the contractor for work on Briar Hill Road is running behind, so work will not start until either fall or spring; the Houston Barn is looking good.
- Regarding Shimming and Paving, DPW has completed their projects; a lot of the funding came from encumbered funds. They will be doing some spot paving to get us through the winter, but this may not use all the Shimming and Paving budget.
- August figures should be available for the Budget Committee's first meeting in mid-September.
- Department heads are all working on 2024 budgets, with CIP requests due by September 15 and operating budget requests due by October 13.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- A person has been hired to fill the Highway Department position, so the DPW is fully staffed; there is an interview this week for the Water/Sewer Superintendent position.
- Next week or the week after, the Houston Barn will be lowered onto the foundation; it will be publicized in advance, so people will be able to watch. It was also highlighted that this project has been going very well.
- Dan Couture of the DPW will be building a ballot storage closet in Town Hall.
- He met with the owner of the property next to the Horseshoe Tavern, who has been provided with all the pertinent information, and is on board with the Select Board's plan.

Chair Dunlap provided a summary of the circumstances behind the Board's decision on the Horseshoe Tavern, noting:

- The building has been without a tenant for two years.
- In 2010, the Town voted to sell the building (Mr. Cass added that there was also a vote to preserve the horseshoe pile). An inspection of the building indicated it would cost in the range of \$100 Thousand for repairs and bringing it up to code.
- Research into subdivision showed this is not feasible. Additionally, the septic system and parking for the building are on the other side of Route 202.
- The Select Board voted publicly at their July 14 meeting to have the building taken down. The intent is to preserve the horseshoe pile.

VIII. PUBLIC FORUM:

Noting that, since the parking lot behind the bank (at Riverway Park) has had two more parking spaces added since it was repaved recently, resident Scott Clay requested that the number of winter overnight spaces be increased by the two additional spaces, as well, resulting in seven winter overnight spaces in this lot. Mr. Cass noted that they would take a look at this.

Regarding the demolition of the Horseshoe Tavern, resident Loren Clement asked if this would result in more parking area for those taking advantage of the recreational opportunities, and if there might be a dock or boat access area considered. Mr. Cass noted that a cement dock, and boat, canoe, and kayak access already exist. Referencing the work on Briar Hill Road, Mr. Clement asked if the contractor will honor the quoted cost if work is delayed until next year, and Mr. Cass replied that the quote will remain the same.

IX. OTHER:

There was no other business.

X. NONPUBLIC SESSIONS:

NONPUBLIC SESSION - RSA 91-A: 3 II (b) Hiring

Ms. Dunlap moved to go into a nonpublic session to discuss the hiring of a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). 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 7:36 p.m. The Board returned to public session at 7:37 p.m.

These minutes were not sealed.

NONPUBLIC 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 7:37 p.m. The Board returned to public session at 7:41 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley 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.

NONPUBLIC 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 7:41 p.m. The Board returned to public session at 7:48 p.m.

These minutes were not sealed.

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 7:48 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant