



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, September 11, 2023
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:32 p.m. on Monday, September 11, 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: Dana Hadley, Webster Town Administrator; David Hemenway, Webster Select Board Chair; Marlo Herrick, Webster Select Board Member; Normandie Blake, Webster Select Board Member; Bonnie Christie; Scott Clay; Andrea Folsom (phone); Meredith Hatfield (Zoom); and Katherine Mitchell

II. POINTS OF PRIDE:

Mr. Cass noted that the Highway Department crew is working this week to get the lawn redone at the gazebo, and thanked everyone involved for their flexibility. He also thanked Chief Hennessey, Chief Yale, and all the staff who put in the extra work during the Hopkinton State Fair to help everything go well.

After asking those in attendance for a moment of silence in remembrance of 9/11, Mr. Traum recognized all the residents who showed great patience while there were a few glitches at the entry gates for “Townie Night” at the Hopkinton State Fair. He thanked Riverside Pizza, and all those who attended and donated to the fundraiser for Pine Lane Farm. Later in the meeting, Mr. Traum also noted appreciation for former Water/Sewer Superintendent, Sam Currier, who still works early morning hours part-time to keep everything operating smoothly, as we prepare to transition to a new Water/Sewer Superintendent.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of September 11, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
SEPTEMBER 11, 2023			
ITEM	DATE	ACTION	COMMENT
PREVIOUSLY APPROVED - NO ACTION NEEDED			

Select Board Meeting – September 11, 2023

AP MANIFESTS			
AP MANIFEST DATED 7/17/2023			\$244,781.65
AP MANIFEST DATED 7/31/2023			\$62,923.35
AP MANIFEST DATED 8/8/2023			\$148,680.79
AP MANIFEST DATED 8/21/2023			\$217,829.32
AP MANIFEST DATED 9/5/2023			\$54,554.36
PAYROLL			
EMPLOYEE PAYROLL DATED 7/17/2023			\$111,401.03
DIRECT DEPOSIT: \$102,624.23			
CHECKS: \$8,766.80			
EMPLOYEE PAYROLL DATED 7/31/2023			\$99,337.25
DIRECT DEPOSIT: \$92,276.04			
CHECKS: \$7,061.21			
LAND USE CHANGE TAX FORMS A-5W AND A-5			
224/034/011 - 578 DUSTIN RD - ARCHAMBAULT	9/11/2023	APPROVE	\$5,300.00
258/074/000 - 1134 JEWETT RD - EATON	9/11/2023	APPROVE	\$11,490.00
250/011/002 - OLD STAGECOACH RD - HARSCH	9/11/2023	APPROVE	\$15,960.00
240/054/001 - 44 GOULD HILL RD - YORK BUILDING & REMODELING LLC	9/11/2023	APPROVE	\$16,300.00
RIGHT TO BURY			
#1212 - OLD HOPKINTON - MG - MARTELL	9/11/2023	APPROVE	
OTHER			
PERSONNEL ACTION FORM - NEW EMPLOYEE - FT - SIMEONE	9/11/2023	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, August 28, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, August 28, 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, August 28, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, August 28, 2023; Chair Dunlap 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, August 28, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, August 28, 2023; Chair Dunlap 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, August 28, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session III Meeting Minutes of Monday, August 28, 2023; Chair Dunlap 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. OLD BUSINESS:

- A. “Townie Night” Follow-up – In reviewing this year’s “Townie Night” at the Hopkinton State Fair, a brief discussion ensued, and the Board and Mr. Cass noted:

- There were approximately 1,500-2,000 residents in attendance.
- One entry gate is easier and less confusing than the two gates in operation this year.
- Preference is that only the blue gate be used for entry in the future.
- More wristbands are needed.
- Everyone’s patience was appreciated.
- Publicizing entrance details more widely and further in advance might be helpful.

- B. Community Power – Regarding the Community Power information and Joint Powers Agreement provided at the Select Board meeting of August 28, discussion ensued among Board members. It was noted that:

- Chair Dunlap expressed concern about voting in favor of a contract that would bind the Town before the issue goes to voters at Town Meeting.
- Although administrative costs begin when the Agreement is signed, they are calculated based on power used.
- Towns that sign the Agreement before their annual meeting will receive information and assistance from the Community Power Coalition for Public Hearings and Town Meeting at no charge.

Mr. Traum made a motion, seconded by Mr. Whitley, to authorize Mr. Cass, as Town Administrator, to enter into the Joint Powers Agreement of Community Power Coalition of

New Hampshire, under the provisions of New Hampshire RSA 53-A, for the purpose of supporting member municipalities and counties in developing and implementing electric aggregation plans pursuant to RSA 53-E, as well as related statutory authorities.

VOTE: Traum, Whitley, Lipoma, and Donohoe voted in favor of the motion; Dunlap voted against. **MOTION PASSED 4-1.**

Mr. Whitley made a motion, seconded by Mr. Donohoe, to appoint Mark Zankel to serve as Hopkinton's primary representative to CPCNH, and Ken Traum to serve as the alternate representative.

VOTE: Traum, Whitley, Lipoma, and Donohoe voted in favor of the motion; due to having voted no on the underlying Agreement, Dunlap voted against. **MOTION PASSED 4-1.**

V. NEW BUSINESS:

A. Request for Shed at George Park – Regarding this request from Dan Meserve, the high school's Athletic Director, for a shed to store cross-country and track and field equipment, a brief discussion among the Board members and Mr. Cass ensued, and the following was noted:

- Buildings and Grounds Department is okay with project.
- No cost to or maintenance by the Town.
- Location by pump house is preferred of two possible locations.

Mr. Whitley made a motion, seconded by Mr. Traum, to accept the shed to be located at the site preferred by the Buildings and Grounds Department.

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

B. Year-to-Date Expenses and Revenues – Regarding Revenues, Mr. Cass noted the following:

- PILOTs are a matter of timing.
- Interest and Penalties seem to be down, but we are approaching deed time, when payments are typically made, so this generally goes up.
- Motor Vehicle Fees are running a little behind this summer.
- Room/Meals payment comes in December.
- Flood Control money will come from the State soon.
- Landfill Commercial is a matter of timing, although it is running a bit behind the budgeted figure.
- Interest on Investments is anticipated to be well over \$100 Thousand, due to transfer of funds.
- Rent is over, due to the Contoocook Hydro payment.
- Other Miscellaneous Revenue should end the year about \$8 Thousand over the budgeted amount.

- A figure shown on the Ambulance Share for Webster line will be correctly placed on the Landfill Reimbursement – Webster line.

Regarding Expenses, Mr. Cass noted the following:

- Cemeteries will be reimbursed through Trust Funds.
- Insurance is over, as deductibles were overspent.
- Emergency Management is over, as generator switch at the high school had to be replaced.
- Highway and Streets looks under, as encumbered funds from last year were used first. May be able to run a report that shows encumbered funds and regular funds, so the Board can see the comparison.
- Debt Service figures are a matter of timing.

In response to Mr. Traum’s question about the Houston Barn work, Mr. Cass noted that work is moving along well. The barn was lowered onto its new foundation about a week early, the crew is completing that process, and the asphalt roof will be next.

C. Town Clerk/Tax Collector Retirement – Mr. Cass reviewed details of the Statutes regarding appointment of a new Town Clerk/Tax Collector, and the following was noted:

- The Board has 30 days to appoint a replacement.
- Recommendation that appointing current Deputy Town Clerk/Tax Collector makes the most sense.
- If Board agrees, the appointment paperwork will be provided at next Board meeting.
- Per Statute, State auditors will recommit all of the taxes to the new Town Clerk/Tax Collector on Friday, September 29, which is the current Town Clerk/Tax Collector’s last day with the Town.
- Advertisement is posted for Assistant/Deputy Town Clerk/Tax Collector, with applications due by the end of next week.
- Chair Dunlap added that, although she understands why Carol (Harless) is stepping down, she will be missed.
- A public gathering time in recognition of Ms. Harless will be announced.

VI. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- The Houston Barn project has gone very well, and Don Houston filmed the lowering of the barn onto the new foundation.
- CIP submissions from department heads are due this Friday, and budgets are due mid-October.
- Joint meeting with the School Board tentatively scheduled for Tuesday, October 10, at Maple Street School, with School Board discussion topics that include:
 - School Board goals
 - Fiscal goals

- The School District’s Energy Management Committee

Mr. Traum added that he would like the District’s EMC to provide information on their status with a Request for Proposals and would like to discuss the potential for the Town’s Energy Committee to work with them.

- Dan Blanchette, Director of Public Works, is pleased that the recently hired members of the Highway Department staff are working out very well.

VII. JOINT MEETING WITH THE WEBSTER SELECT BOARD:

A. Hopkinton-Webster Refuse Disposal Agreement – Before beginning the discussion of the Agreement, Mr. Hemenway, Chair of the Webster Select Board, asked about Transfer Station revenue from the Town of Warner. Mr. Cass explained that there will be payments from Warner as long as there are any costs associated with their share of closing the old landfill. Chair Dunlap highlighted that both Boards and both Town Administrators had meetings earlier this year to discuss the Agreement, which was adopted in 1975, amended by Hopkinton and Webster voters in 1989, and will be presented for amendment by Hopkinton and Webster voters in 2024. After members of both Boards discussed some clarifications and wording changes to the draft, it was noted that:

- Mr. Cass will make the suggested changes and send copies of the draft Agreement and the ordinance to members of both Boards.
- After Board members review the draft, it will be sent to each of the Town’s legal counsel.
- Each Town will write a Warrant Article for its Town Meeting.

B. Transfer Station Lagoon Cleanup Update – Mr. Cass noted the options provided by the engineers:

- Potential for re-use benefit, but because it is commercial, it can’t be spread on fields or elsewhere.
- To remove all contaminated material to an off-site location for disposal, estimate is \$13.8 Million.
- To consolidate and cap the site, the estimate is \$3.8 Million.

It was also noted that there are some government programs for lagoon cleanup, and applications are being worked on for grant money. Discussion ensued regarding funding the cleanup, which may begin in 2025, at the earliest.

Resident Andrea Folsom encouraged the two Boards to work together, noting that, unless the amount of garbage being thrown away by each town’s residents can be quantified, there is not a way to determine if each town is paying its share, if only one of the towns participates in a program to decrease the amount of waste.

Resident Meredith Hatfield noted that she would like Webster to create a Waste Reduction Committee that would work with the Hopkinton WRC toward common goals. She also

expressed concern about enforcement, so only Webster and Hopkinton residents use the Transfer Station.

Resident Bonnie Christie, the Co-chair of the Hopkinton Waste Reduction Committee, suggested the Board members consider adding information pertaining to the management of waste to the Agreement. She also recommended fleshing out portions of the Agreement, and the consideration of formally documented plans and more attention to budgeting.

Resident Katherine Mitchell asked for clarification regarding Transfer Station revenue and also asked about some of the terminology referenced in the discussion about the Agreement. It was noted that some of the vague language will be stricken from this draft of the Agreement and there will be multiple other changes made before the next draft.

Chair Dunlap thanked everyone for their comments, and the Webster Select Board and Town Administrator for their collaboration.

VIII. PUBLIC FORUM:

Following up on a discussion at the recent Economic Development Committee meeting regarding work on the grounds at Riverway Park and restoration of the snowmobile trail through that area, resident Scott Clay wondered if anyone had an update, and suggested speaking with Dan Blanchette about location of the snowmobile trail. There was also a brief discussion with Mr. Cass, regarding the location of overnight parking spaces, particularly with regard to snow removal; location of a handicapped parking space; and signage.

Resident Bonnie Christie asked for clarification on the Landfill Commercial revenue noted earlier by Mr. Cass, and he, Mr. Whitley, and Mr. Traum reviewed details of this line item and the Landfill – Refuse Charges account. Ms. Christie also asked about the landscaping and funding for plantings and erosion control at Riverway Park. Mr. Cass noted that grass will be planted and there is a grant for some other plantings.

IX. OTHER:

There was no other business.

X. NONPUBLIC SESSIONS:

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. Lipoma 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 7:53 p.m. The Board returned to public session at 8:00 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. Lipoma 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 8:00 p.m. The Board returned to public session at 8:24 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 8:24 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant