



# Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton, NH 03229-2627 - (603) 746-3170 – [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov)

**SELECT BOARD  
PUBLIC MEETING MINUTES  
Hopkinton Town Hall – 330 Main Street  
Monday, September 25, 2023  
Approved**

## I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, September 25, 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 phone)

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

**Public Present:** Bonnie Christie and Katherine Mitchell (via Zoom)

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

### ROLL CALL VOTE:

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

**MOTION PASSED 4-0.**

## II. POINTS OF PRIDE:

Mr. Cass noted the following:

- The Police Officer Association of Hopkinton reported that the Fall Festival was a success.
- The DPW work at Riverway Park is going well, and the lawn should look really nice by spring.
- The Recreation Committee's Murder Mystery Night went very well. There was a good crowd and good food, which was made by the Committee members.

Mr. Traum echoed the notes shared by Mr. Cass, and thanked Mr. Cass for taking minutes at Budget Committee meetings.

## III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of September 25, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

<b>TOWN OF HOPKINTON - SELECT BOARD</b>			
<b>CONSENT AGENDA</b>			
<b>SEPTEMBER 25, 2023</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 9/25/2023	9/25/2023	APPROVE	\$180,093.17
<b>PAYROLL</b>			
EMPLOYEE PAYROLL	9/25/2023	APPROVE	\$92,750.40
DIRECT DEPOSIT: \$87,707.92			
CHECKS: \$5,042.48			
<b>PREVIOUSLY APPROVED - NO ACTION NEEDED</b>			
<b>AP MANIFEST</b>			
AP MANIFEST DATED 9/11/2023			\$191,803.50
AP MANIFEST DATED 9/18/2023			\$1,532,913.72
<b>PAYROLL</b>			
EMPLOYEE PAYROLL DATED 9/11/2023			\$66,933.36
CHECKS: \$66,933.36			
EMPLOYEE PAYROLL DATED 9/11/2023			\$101,145.00
DIRECT DEPOSIT: \$94,381.60			
CHECKS: \$6,763.40			
<b>FUND TRANSFERS</b>			
FROM GENERAL OPERATING FUND TO SEWER FUND - Q1 & Q2 - FOR SEWER FEES COLLECTED	9/25/2023	APPROVE	\$106,369.74
FROM PAY-BY-BAG FUND TO GENERAL OPERATING FUND - Q1 & Q2 - FOR REIMB OF EXPENDITURES	9/25/2023	APPROVE	\$10,640.00
FROM SEWER FUND TO GENERAL OPERATING FUND - Q1 & Q2 - FOR REIMB OF EXPENDITURES	9/25/2023	APPROVE	\$165,511.23
FROM REC REVOLVING FUND TO GENERAL OPERATING FUND - Q1 & Q2 - FOR REIMB OF EXPENDITURES	9/25/2023	APPROVE	\$11,126.38
<b>VETERAN CREDIT APPLICATIONS</b>			
227/041/000 - 575 MAPLE ST - MICHAEL	9/25/2023	APPROVE	\$500.00
223/040/000 - 50 SUNSET DR - RUSINSKI	9/25/2023	APPROVE	\$500.00
<b>TAX COLLECTOR'S WARRANT</b>			
2023 SEWER TAX LEVY - 2ND BILLING	9/25/2023	APPROVE	\$68,917.94

<b>INTENT TO CUT</b>			
258/064/000 & 258/068/001 - OP #23-227-08-T - HOPKINTON RD - VICINANZO	9/25/2023	APPROVE	
230-006-001 - OP #23-227-09-T - 295 STUMPFIELD RD - BAYSTONE FARM LLC	9/25/2023	APPROVE	
<b>OTHER</b>			
PERSONNEL ACTION FORM - PT - NEW HIRE - FALVEY	9/25/2023	APPROVE	
PERSONNEL ACTION FORM - PT - NEW HIRE - GRIERSON	9/25/2023	APPROVE	
APPOINTMENT TO OFFICE - TOWN CLERK/TAX COLLECTOR - JOHNSON (TWO CERTS)	9/25/2023	APPROVE	
SMALL INTEREST AMOUNT WAIVING AUTHORIZATION - TOWN CLERK/TAX COLLECTOR - JOHNSON	9/25/2023	APPROVE	

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, September 11, 2023. After Chair Dunlap noted two additions to the draft of the minutes, Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, September 11, 2023.

**ROLL CALL VOTE:**

Sabrina Dunlap Yes  
 Ken Traum Yes  
 Steven Whitley Abstain (had to leave meeting early)  
 Thomas Lipoma Yes  
 Jeffrey S. Donohoe Yes

**MOTION PASSED 4-0.**

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of Monday, September 11, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, September 11, 2023; Chair Dunlap noted the minutes are not sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap Yes  
 Ken Traum Yes  
 Steven Whitley Abstain (had to leave meeting early)  
 Thomas Lipoma Yes  
 Jeffrey S. Donohoe Yes

**MOTION PASSED 4-0.**

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, September 11, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, September 11, 2023; Chair Dunlap noted the minutes are not sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Abstain (had to leave meeting early)
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Yes

**MOTION PASSED 4-0.**

**IV. OLD BUSINESS:**

- A. Town Clerk/Tax Collector Transition – Mr. Cass noted that:

- The reception for Carol Harless will be at Town Hall from 3 to 5 pm this Thursday (9/28).
- The Board has the paperwork to appoint Christine Johnson as Town Clerk/Tax Collector.
- There are seven applicants for the Deputy/Assistant Town Clerk/Tax Collector position, and interviews are being scheduled.
- The auditors will be here on Friday to recommit the taxes to Ms. Johnson.

- B. Refuse Disposal Agreement and Ordinance – Mr. Cass noted that this draft contains the suggestions and recommendations from the recent joint meeting between the Hopkinton and Webster Select Boards, and that the Webster Select Board reviewed it at their meeting last week. Discussion ensued regarding clarification of some of the wording about governing bodies and programs.

Chair Dunlap made a motion, seconded by Mr. Lipoma, that, with the edits discussed, the Refuse Disposal Agreement and Ordinance should be brought to Town Meeting 2024.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

Mr. Cass added that any rate changes should be discussed before the end of the year and work will begin on updating the Ordinance so it matches the Agreement.

**V. NEW BUSINESS:**

- A. Budget Committee Update – Mr. Traum thanked Mr. Cass for the documents explaining the role of the Budget Committee, and noted how well last week’s Budget Committee meeting

went. He added that the Committee discussed what the Select Board and School Board have done this year, and where they stand financially. Mr. Cass shared that the New Hampshire Municipal Association offers a workshop on the role of budget committees, which he recommended for all the Town’s governing bodies.

B. Select/School Board Joint Meeting Agenda – A brief discussion ensued, and the following was noted:

- In the coming weeks, the date will be set for the Annual Town Meeting in March. In addition to consideration of public input from last spring’s survey, Sara Persechino, Town Moderator, and Christine Johnson, Town Clerk/Tax Collector, will be consulted regarding scheduling of the meeting.
- Talking points at the Joint Meeting may include: the Houston Barn, Riverside Park, road work, and the lagoons at the Transfer Station.
- Mr. Cass will confirm the location of the Joint Meeting.

C. Perambulation Request – Regarding a letter from the Town of Henniker requesting an updated perambulation, the following was noted:

- Resident Ted Wells volunteered to be the perambulator and Board Member Steven Whitley noted he might assist Mr. Wells.
- Letters were sent to all abutting towns.

Mr. Traum made a motion, seconded by Chair Dunlap, to nominate Ted Wells to be the perambulator for the Town of Hopkinton/Town of Henniker, with possible assistance by Steven Whitley.

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

D. 2022 Audit – Mr. Cass noted the following:

- There was nothing unexpected in the report.
- The Fund Balance is within \$10 Thousand to \$15 Thousand of the estimated figure, which is right on track.
- Regarding Mr. Traum’s question about a note in the auditors’ report, Mr. Cass explained that the note is in the report because the Town of Hopkinton, like several other towns, does not go through the whole process of GASB (Governmental Accounting Standards Board), which looks at all the pension liabilities. Mr. Cass added that if we were bonding on our own, we would likely go through the whole process, but that is not the case.

**VI. TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted the following:

- Recent focus has been on budgets and CIP; there is a new spreadsheet for CIP.
- He has been working with the engineers on the solar grant.
- The Houston Barn has been lowered onto the new foundation, which took place about a week ahead of schedule. The water main is being put back in and will be set up for future use. They are waiting to see where the budget is, as there may be the potential for a metal roof.
- Work on clearing for the Kearsarge Avenue trail connection to Houston Park will begin soon. Letters have been sent to the abutters to let them know about the work.

**VII. PUBLIC FORUM:**

There were no comments or question.

**VIII. OTHER:**

There was no other business.

**IX. NONPUBLIC SESSION:**

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. Whitley 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 6:00 p.m. The Board returned to public session at 6:25 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.**

**X. 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 6:25 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant