



Town of Hopkinton

Office of Select Board

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

**SELECT BOARD
PUBLIC WORK SESSION MINUTES
Hopkinton Town Hall – 330 Main Street
Monday, May 6, 2024
Approved**

I. CALL TO ORDER:

Mr. Traum called this Select Board Public Work Session to order at 5:31 p.m. on Monday, November 6, 2023, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap (via Zoom); Ken Traum; Thomas Lipoma (arrived before start of Work Session); Jeffrey Donohoe; and Steven Whitley

Staff Present:

Neal Cass, Town Administrator; Dan Blanchette, Director of Public Works; Jolene Cochrane, Transfer Station Superintendent; and Cara Johnson, Administrative/Assessing Assistant

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

ROLL CALL VOTE:

Ken Traum Yes
Jeffrey S. Donohoe Yes
Steven Whitley Yes

MOTION PASSED 3-0.

II. ADMINISTRATIVE:

A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of May 6, 2024, taking the following action on a motion made by Mr. Whitley and seconded by Mr. Donohoe:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA MAY 6, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 5/6/2024	5/6/2024	APPROVE	\$149,960.94
EMPLOYEE PAYROLL			
EMPLOYEE PAYROLL DATED 5/6/2024	5/6/2024	APPROVE	\$96,508.76
DIRECT DEPOSIT: \$91,728.89			
PAYROLL CHECKS: \$4,779.87			
PREVIOUSLY APPROVED - NO ACTION NEEDED			

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AP MANIFEST DATED 4/1/2024	5/6/2024		\$102,990.81
ELDERLY EXEMPTION APPLICATIONS			
208-052-000 - 29 SALACHAR RD	5/6/2024	APPROVE	\$120,000.00
222-090-000 - 34 WELL HOUSE RD	5/6/2024	APPROVE	\$145,000.00
SOLAR EXEMPTION APPLICATIONS			
253-027-000 - 1025 SOUTH RD	5/6/2024	APPROVE	\$5,000.00
247-007-000 - 435 BROAD COVE RD	5/6/2024	APPROVE	\$5,000.00
225-129-000 - 473 PENACOOK RD	5/6/2024	APPROVE	\$5,000.00
247-021-002 - 648 BROAD COVE RD	5/6/2024	APPROVE	\$5,000.00
103-015-000 - 293 PENACOOK RD	5/6/2024	APPROVE	\$5,000.00
212-004-000 - 21 WHITE TAIL RN	5/6/2024	APPROVE	\$5,000.00
VETERAN CREDIT APPLICATIONS			
104-075-000 - 45 INDIAN RIDGE RD	5/6/2024	APPROVE	\$500.00
251-065-000 - 78 FIELDSTONE RD	5/6/2024	APPROVE	\$500.00
LAND USE CHANGE TAX			
227-039-003 - 453 MAPLE ST - FORM A-5W (WARRANT)	5/6/2024	APPROVE	\$16,880.00
227-039-003 - 453 MAPLE ST - FORM A-5 (BILL)	5/6/2024	APPROVE	(ABOVE AMT)
YIELD TAX			
OP #23-227-01-T - 220-022-000 - BURNHAM INTERVALE RD	5/6/2024	APPROVE	\$954.75
OP #23-227-11-T - 210-022-000 - 2089 MAPLE ST	5/6/2024	APPROVE	\$6,891.36
OP #23-227-13-T - 245-003-000 - 750 E PENACOOK RD	5/6/2024	APPROVE	\$619.15
RIGHTS TO BURY			
#1217 - OLD HOPKINTON - MG	5/6/2024	APPROVE	
#1218 - NEW HOPKINTON - A/25A/4	5/6/2024	APPROVE	
#1219 - OLD HOPKINTON - F/77/3	5/6/2024	APPROVE	
OTHER			
STATISTICAL REVALUATION GENERAL PROVISIONS AGREEMENT (TWO COPIES)	5/6/2024	APPROVE	
APPT TO OFFICE - CAPITAL IMPROVEMENT PLANNING COMMITTEE MEMBER - THREE YRS - D HOUSTON	5/6/2024	APPROVE	
APPT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - THREE YRS - ECKBERG	5/6/2024	APPROVE	
APPT TO OFFICE - COMMUNITY POWER COMMITTEE MEMBER - THREE YRS - HOFFMAN	5/6/2024	APPROVE	
APPT TO OFFICE - CONSERVATION COMMISSION MEMBER - THREE YRS - HARDENBERGH	5/6/2024	APPROVE	

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APPT TO OFFICE - CONSERVATION COMMISSION MEMBER - THREE YRS - KRATSIOS	5/6/2024	APPROVE	
APPT TO OFFICE - CONSERVATION COMMISSION MEMBER - TWO YRS - MITCHELL	5/6/2024	APPROVE	
APPT TO OFFICE - ECONOMIC DEVELOPMENT COMMITTEE MEMBER - THREE YRS - CARR	5/6/2024	APPROVE	
APPT TO OFFICE - ECONOMIC DEVELOPMENT COMMITTEE MEMBER - THREE YRS - POOLE	5/6/2024	APPROVE	
APPT TO OFFICE - ENERGY COMMITTEE MEMBER - THREE YRS - ECKBERG	5/6/2024	APPROVE	
APPT TO OFFICE - ENERGY COMMITTEE MEMBER - THREE YRS - HOFFMAN	5/6/2024	APPROVE	
APPT TO OFFICE - HIGHWAY SAFETY COMMITTEE MEMBER - THREE YRS - GREGORY	5/6/2024	APPROVE	
APPT TO OFFICE - HIGHWAY SAFETY COMMITTEE MEMBER - TWO YRS - JOHNSON	5/6/2024	APPROVE	
APPT TO OFFICE - HIGHWAY SAFETY COMMITTEE MEMBER - ONE YR - WHITE	5/6/2024	APPROVE	
APPT TO OFFICE - HOUSING COMMITTEE MEMBER - THREE YRS - DUNNING	5/6/2024	APPROVE	
APPT TO OFFICE - HUMAN SERVICES ADVISORY COMMITTEE MEMBER - THREE YRS - BERRY	5/6/2024	APPROVE	
APPT TO OFFICE - JOINT LOSS MANAGEMENT COMMITTEE MEMBER - TWO YRS - COCHRANE	5/6/2024	APPROVE	
APPT TO OFFICE - JOINT LOSS MANAGEMENT COMMITTEE MEMBER - ONE YR - COURSER	5/6/2024	APPROVE	
APPT TO OFFICE - JOINT LOSS MANAGEMENT COMMITTEE MEMBER - THREE YRS - COUTURE	5/6/2024	APPROVE	
APPT TO OFFICE - JOINT LOSS MANAGEMENT COMMITTEE MEMBER - THREE YRS - HENLEY	5/6/2024	APPROVE	
APPT TO OFFICE - JOINT LOSS MANAGEMENT COMMITTEE MEMBER - ONE YR - MACKENZIE	5/6/2024	APPROVE	
APPT TO OFFICE - JOINT LOSS MANAGEMENT COMMITTEE MEMBER - TWO YRS - YALE	5/6/2024	APPROVE	
APPT TO OFFICE - OPEN SPACE COMMITTEE ALTERNATE - THREE YRS - KITTRIDGE	5/6/2024	APPROVE	
APPT TO OFFICE - OPEN SPACE COMMITTEE MEMBER - THREE YRS - KNIGHT	5/6/2024	APPROVE	
APPT TO OFFICE - OPEN SPACE COMMITTEE MEMBER - THREE YRS - VANDEN BORRE	5/6/2024	APPROVE	
APPT TO OFFICE - PLANNING BOARD ALTERNATE - THREE YRS - BOUCHARD	5/6/2024	APPROVE	
APPT TO OFFICE - PLANNING BOARD MEMBER - THREE YRS - FREDYMA	5/6/2024	APPROVE	
APPT TO OFFICE - PLANNING BOARD MEMBER - THREE YRS - KIDDER	5/6/2024	APPROVE	
APPT TO OFFICE - RECREATION COMMITTEE MEMBER - THREE YRS - WELDON	5/6/2024	APPROVE	
APPT TO OFFICE - SENIOR RECREATION COUNCIL ALTERNATE - THREE YRS - LANGWASSER	5/6/2024	APPROVE	
APPT TO OFFICE - SENIOR RECREATION COUNCIL MEMBER - THREE YRS - MILLERICK	5/6/2024	APPROVE	
APPT TO OFFICE - SENIOR RECREATION COUNCIL MEMBER - THREE YRS - WARDELL	5/6/2024	APPROVE	
APPT TO OFFICE - WASTE REDUCTION COMMITTEE MEMBER - THREE YRS - LAPREE	5/6/2024	APPROVE	
APPT TO OFFICE - WASTE REDUCTION COMMITTEE MEMBER - THREE YRS - SCHAFFRATH	5/6/2024	APPROVE	
APPT TO OFFICE - ZONING BOARD OF ADJUSTMENT ALTERNATE - THREE YRS - COHEN	5/6/2024	APPROVE	

APPT TO OFFICE - ZONING BOARD OF ADJUSTMENT MEMBER - THREE YRS - CUMMINGS	5/6/2024	APPROVE	
APPT TO OFFICE - ZONING BOARD OF ADJUSTMENT MEMBER - THREE YRS - SCHEINMAN	5/6/2024	APPROVE	
APPT TO OFFICE - ZONING BOARD OF ADJUSTMENT ALTERNATE - ONE YR - SMITH	5/6/2024	APPROVE	

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, April 8, 2024. Mr. Whitley made a motion, seconded by Mr. Donohoe, to approve the Select Board Public Meeting Minutes of Monday, April 8, 2024.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

III. WORK SESSION – REFUSE DISPOSAL:

Mr. Traum opened the work session with the topic of the Pay-by-Bag Program and its enforcement, and discussion ensued. Mr. Donohoe and Mr. Lipoma reviewed their experience checking and issuing vehicle stickers at the Transfer Station this past Saturday, noting that residents Mike Foley, Dave Feller, and Kristen Cummings volunteered their time to help. Other topics discussed were recycling, composting, the feasibility of curbside pickup, whether commercial trash should be accepted at the Transfer Station, the layout of the Transfer Station, and the best ways to manage and enforce the vehicle sticker program. It was noted that:

- There is not enough personnel to check stickers and monitor P-b-B green bag use; more staff would need to be hired.
- Bag use monitoring is further complicated by the fact that Webster does not participate in the P-b-B program. If P-b-B program continues, bag prices must be increased.
- There are challenges associated with how to manage uncooperative people.
- Majority of resident comments about P-b-B program are negative.
- Although some Board members did not think it was feasible, it was noted that the Transfer Station could manage it if there were townwide curbside pickup, but there would need to be an additional trailer.
- There would need to be significant upgrades to facilitate a composting program.
- Talking with people to educate them is more effective than signs.

- Having the TC/TC Office personnel issue new stickers for each passenger vehicle with every registration should be helpful.
- If commercial trash continues to be accepted, tipping fee should be increased.
- More attention should be given to the suggestions and input from Ms. Cochrane and Mr. Blanchette.
- A plan regarding increasing the cost of P-b-B green bags, enforcement of stickers and green bag use, and related topics, will be reviewed by the Board, then made available for the public, with an opportunity for public input at the Board's first meeting in June.

IV. TOWN ADMINISTRATOR UPDATES

Mr. Cass noted:

- He is currently the Acting Human Services Director.
- Finance Director Kelly Henley and he have been working on some health insurance options that should save the employee and the Town money; information will be brought to the next Select Board meeting.

V. NONPUBLIC SESSION:

There were no nonpublic sessions.

VI. ADJOURNMENT

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Whitley 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