



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, May 13, 2024
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, May 13, 2024, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Thomas Lipoma; Jeff Donohoe; and Steven Whitley

Staff Present: Neal Cass, Town Administrator; Jeff Yale, Fire Chief; Karen Robertson, Planning Director; and Cara Johnson, Administrative/Assessing Assistant

Public Participants: Jacques Belanger, Surveyor; Rita Blanchard (Zoom); Bonnie Christie; Loren Clement; Amanda Gilman (Zoom); Katherine Mitchell; Jesse Morrill; Kirk Morrill; and Bill Palizzolo (Zoom)

II. POINTS OF PRIDE:

Mr. Cass noted appreciation to Ms. Johnson for the quick completion of the previous week’s meeting minutes.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of May 13, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA MAY 13, 2024			
<u>ITEM</u>	<u>DATE</u>	<u>ACTION</u>	<u>COMMENT</u>
AP MANIFEST			
AP MANIFEST DATED 5/13/2024	5/13/2024	APPROVE	\$1,799,250.77
YIELD TAX			
OP #23-227-07-T - 247-025-000 - BROAD COVE RD	5/13/2024	APPROVE	\$8,858.99
OP #24-227-02-T - 204-021-000 - PLEASANT POND RD	5/13/2024	APPROVE	\$908.40
RIGHT TO BURY			
#1220 - OLD HOPKINTON - FN/75/4	5/13/2024	APPROVE	

OTHER			
LETTER OF AGREEMENT W/ CNHRPC - ASSISTANCE W/ MASTER PLAN IMPLEMENTATION CHAPTER DEVELOPMENT	5/13/2024	APPROVE	
LETTER OF ACKNOWLEDGEMENT - NEW TERM NON-ACCEPTANCE - CIP COMMITTEE - O'BRIEN	5/13/2024	APPROVE	
LETTER OF ACKNOWLEDGEMENT - NEW TERM NON-ACCEPTANCE - CONSERVATION COMMISSION - BRADSTREET	5/13/2024	APPROVE	
LETTER OF ACKNOWLEDGEMENT - NEW TERM NON-ACCEPTANCE - CONSERVATION COMMISSION - JONES	5/13/2024	APPROVE	
LETTER OF ACKNOWLEDGEMENT - NEW TERM NON-ACCEPTANCE - CONSERVATION COMMISSION - NEWSOM	5/13/2024	APPROVE	
LETTER OF ACKNOWLEDGEMENT - NEW TERM NON-ACCEPTANCE - RECREATION COMMITTEE - LEWIS	5/13/2024	APPROVE	
LETTER OF ACKNOWLEDGEMENT - NEW TERM NON-ACCEPTANCE - WASTE REDUCTION COMMITTEE - HAINES	5/13/2024	APPROVE	

VOTE: Dunlap, Traum, Lipoma, Donohoe, and Whitley 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, May 6, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday May 6, 2024.

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

IV. PUBLIC APPOINTMENTS:

A. Public Information Session – Hazard Mitigation: Mr. Cass presented a series of slides, reviewed the process of working on the draft, who worked on it, and highlighted the sections of the draft of the 2024 Hazard Mitigation Plan. The following was noted by Mr. Cass and Fire Chief Yale:

- FEMA requires that this plan be in place and updated every five years.
- The purpose of the plan is to reduce future losses to life and property from potential hazard events by identifying appropriate actions to implement during the five-year span of the plan.
- The Town remains eligible to apply for and receive FEMA mitigation funds, including the Hazard Mitigation Assistance Program and Flood Mitigation Assistance project grants.
- Our region’s makeup is different from the west, so primary concerns in our area stem from severe weather, including fire and floodwater damage.
- NH Homeland Security and Emergency Management and FEMA will review the draft and issue a conditional approval; it will go to the Select Board for adoption; and then NH HSEM and FEMA will issue a formal letter of approval, valid for five years.

B. Jacques Belanger – South Road and North Shore Drive:

- On behalf of the owners of parcel 254-018-002, who would like to subdivide their parcel for the construction of a new home with frontage on South Road (a Class V road), Mr. Belanger presented a proposal for the driveway for the new home to have access from Old South Road (a Class VI road).

Discussion ensued regarding details of this proposal, with some clarification provided by Planning Director Ms. Robertson, and Mr. Lipoma summarized the findings of the former Class VI Roads Committee, with regard to Old South Road. Chair Dunlap noted that having frontage on a Class V road is the distinguishing factor that qualifies this parcel for subdivision without a request for road class conversion.

Conceptually, the Select Board is in agreement with the Planning Board approving the subdivision plan, provided that after approval, the owners sign the Select Board-issued Liability Waiver and obtain written permission from the Select Board to upgrade the road.

- On behalf of the owners of two Class VI road parcels on Bound Tree Road and North Shore Drive, totaling over one hundred acres, Mr. Belanger was requesting information on what the owners would need to do to convert North Shore Drive to Class V road status, so their parcels could be developed.

Mr. Cass pointed out that the two ways to convert a Class VI road are by Town Meeting vote or by the Select Board laying out through the petition process. Discussion ensued among Board members, Mr. Cass, Ms. Robertson, and Mr. Belanger, and Mr. Belanger noted that his clients would likely opt for the layout petition, if they decide to move forward. Mr. Cass will send Mr. Belanger the information regarding the layout petition requirements.

V. OLD BUSINESS:

Before proceeding with this portion of the meeting, Mr. Cass noted that the Chair of the Webster Select Board invited the Hopkinton Select Board to their next regular meeting in Webster, to finalize the Transfer Station fee schedule and ordinance.

Work Session Follow-up: Mr. Lipoma reviewed information he prepared, based on the outcome of last week's work session, which included proposals for further discussion related to the Hopkinton Pay-by-Bag Ordinance and the Hopkinton-Webster Refuse Disposal Ordinance. Discussion ensued, and the following was noted:

- Windshield stickers for the Transfer Station should be issued yearly with motor vehicle registrations by the Town Clerk/Tax Collector Office, and should coordinate with the color of the registration decal and inspection sticker; Hopkinton and Webster should each have a different shape.

- Those who own property in Hopkinton, but are not residents, should bring their property tax bill or utility bill to the TC/TC Office to obtain a sticker.
- Sometime after meeting with the Webster Select Board next week, a Public Hearing will be scheduled.
- Money from the Pay-by-Bag fund should be used for an additional Transfer Station staff member who would be responsible for enforcing bag usage.
- All trash from Hopkinton residents should be in green Pay-by-Bag bags, whether brought to Transfer Station by residents or brought to Transfer Station by a hauler picking up Hopkinton resident trash; this should be presented at a Public Hearing.
- New pricing for green Pay-by-Bag bags should be \$1.15 per bag for small bags and \$2.75 per bag for large bags; this should be presented at a Public Hearing.
- Tipping fee should be \$120.00 per ton for commercial haulers or for residents throwing over 400 pounds of waste into hopper; this figure will be brought to the Webster Select Board.
- It was recommended that those who do not have a windshield sticker must show ID or other proof that they are Hopkinton (or Webster) residents/property owners, or be denied entry into Transfer Station.

VI. NEW BUSINESS:

- A. Health Insurance: Mr. Cass noted that the Town is coming up on renewal time, and presented an overview of the two plans that will be offered, highlighting a proposed new plan (a second option), that should save money for the employees and the Town. Discussion ensued regarding specific details and scenarios. It was also noted that the School District has been on this plan for several years, and they have saved a substantial amount of money.

Mr. Traum made a motion, seconded by Mr. Whitley, to approve the second insurance plan option, with the understanding that any deductible costs would be shared 50/50.

VOTE: Traum, Lipoma, Donohoe, and Whitley voted in favor of the motion; Dunlap abstained; **MOTION PASSED 4-0.**

- B. Detail Pay Rates – Police: On behalf of Police Chief Hennessey, Mr. Cass presented a proposed raise in the rates for detail work, sharing the letter from Chief Hennessey, which showed the breakdown of the requested change to \$105 per hour, with portions going to the officer, admin fees, and cruiser fees; holidays and over 8 hour shifts would be 1.5 times this rate. The detail rate at the Hopkinton Fair would not be included in this proposed change, and would remain unchanged. It was also noted in the letter that this would be at no cost to the Town.

Mr. Whitley made a motion, seconded by Mr. Donohoe, to grant Chief Hennessey's request to increase the rate for detail work to \$105 per hour, with the exception of Fair detail, which is a different rate, and the rate for detail work on holidays or greater than 8 hours will be at 1.5 times this hourly rate.

VOTE: Dunlap, Traum, Lipoma, Donohoe, and Whitley voted in favor of the motion;
MOTION PASSED 5-0.

C. Year-to-Date Financials: Mr. Cass noted:

- Revenues are very good, including:
 - Other State Grants figure is up, but most of this is the Rail Trail Grant that we received this year, even though it was expended last year.
 - Interest from Investments is already at the budgeted amount as a result of moving to a different account.
- Regarding Expenses:
 - IT is running high due to issues when the server was switched at the Police Station.
 - Figures that appear high are due to timing and items already paid for the year.

There was a brief discussion of a recent Senate Bill; activity at the State, with regard to ambulance billing; ambulance response; and the energy audits that were completed a few months ago.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- The bid for heating oil came in at \$2.84/gallon, which is good since we budgeted \$3.50/gallon.
- There is going to be a cookout to thank all the volunteers and celebrate the completion of the restoration of the Kimball Cabins; the public is invited.
- The mediation for the case with PSNH is Wednesday, May 22.

Mr. Traum made a motion, seconded by Chair Dunlap, to give Mr. Cass the authority to speak on behalf of the Town at the mediation.

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

- There have been 42 applications submitted through Indeed for the Human Services Coordinator position, with ten potential candidates. He hopes to have interviews scheduled soon and get someone hired. He has been filling this role in the interim.
- Before former Human Service Coordinator Alicia Presti left the position, she set up several good programs which have been well attended; last week's program had over 40 participants.

VIII. PUBLIC FORUM:

The following residents provided their suggestions and opinions, asked questions, and in some cases, brief discussion ensued, on topics related to overall waste reduction; curbside pickup; Transfer Station policies, enforcement, and hauler exemption; scale use at Transfer Station; petition warrant articles; Pay-by-Bag green bags, unit-based pricing; Public Hearing for input on the Pay-by-Bag program; and Transfer Station windshield stickers: Rita Blanchard (Zoom); Bonnie Christie; Loren Clement; Amanda Gilman (Zoom); Katherine Mitchell; Jesse Morrill; Kirk Morrill; and Bill Palizzolo (Zoom).

IX. OTHER:

There was a brief discussion of tax indexes and inflation, and it was noted that general inflation does not include healthcare costs, which make up a substantial portion of the Town and School budgets.

X. NONPUBLIC SESSIONS:

There were no nonpublic sessions.

XI. ADJOURNMENT

There being no further business, Mr. Whitley moved that the meeting be adjourned. Mr. Donohoe seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:39 p.m.

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

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant