



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, June 24, 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, June 24, 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; and Cara Johnson, Administrative/Assessing Assistant

Public Participants: Rob Buelte, Board Member of the Hopkinton Youth Sports Association; Carol Hooper; and Elizabeth Sides (Zoom)

II. POINTS OF PRIDE:

Mr. Cass noted that all the summer recreation programs started last week, and he expressed appreciation for the flexibility of everyone involved, adapting activities and locations, due to the excessive heat that week. He shared Recreation Director Paula Simpkins’ special thanks for the extra efforts of staff of the DPW, Library, and Fire Chief Yale. Appreciation was also noted by Mr. Cass for all the other staff working outside in the heat. Also shared was an email from a resident whose grandchildren had recently taken swimming lessons from Grace, a lifeguard with the Recreation Department. The resident was especially pleased with and highly complimentary of the outstanding work of Grace.

Regarding the recent BTLA decision, Mr. Traum thanked Mr. Cass for all his successful efforts.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of June 24, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
JUNE 24, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 6/24/2024	6/24/2024	APPROVE	\$387,496.13
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 6/4/2024			\$1,833,600.02

EMPLOYEE PAYROLL DATED 6/6/2024			\$104,467.71
DIRECT DEPOSIT: \$99,752.20			
PAYROLL CHECKS: \$4,715.51			
ABATEMENT REQUEST RECOMMENDATIONS			
258-025-000 - 744 HOPKINTON RD	6/24/2024	APPROVE	\$2,521.14
217-020-000 - 311 GALLOPING HILL RD	6/24/2024	APPROVE	\$985.28
101-024-000/101-025-000/102-096-000 - RIVERSIDE DR/28 RIVERSIDE DR/112 RIVERSIDE DR (BTLA DECISION)	6/24/2024	DENY	
LAND USE CHANGE TAX			
240-051-001 - 366 GOULD HILL RD - FORM A-5W (WARRANT)	6/24/2024	APPROVE	\$44,630.00
240-051-001 - 366 GOULD HILL RD - FORM A-5 (BILL)	6/24/2024	APPROVE	(ABOVE AMT)
YIELD TAX			
OP #23-227-08-T - 258-068-001 - HOPKINTON RD	6/24/2024	APPROVE	\$3,713.05
INTENT TO CUT			
OP #24-227-04-T - 248-002-003 - 960 BRIAR HILL RD	6/24/2024	APPROVE	
RIGHTS TO BURY			
#1222 - NEW HOPKINTON - A-35A-1	6/24/2024	APPROVE	
OTHER			
NO WARRANTY DEED - 105-045-000 - 390 MAIN ST	6/24/2024	APPROVE	
RECREATION TRAIL EASEMENT - 101-039-001 - KEARSARGE AVE	6/24/2024	APPROVE	
RECREATION TRAIL EASEMENT - 221-126-000 - SPRING ST	6/24/2024	APPROVE	
PERSONNEL ACTION FORM - NEW EMPLOYEE PT - LAPIERRE	6/24/2024	APPROVE	
PERSONNEL ACTION FORM - NEW EMPLOYEE PT - EATON	6/24/2024	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, June 10, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of Monday, June 10, 2024.

VOTE: Dunlap, Traum, Lipoma, and Donohoe voted in favor of the motion; Whitley abstained, as he had to leave meeting early on June 10. **MOTION PASSED 4-0.**

- C. The Board reviewed the Select Board Nonpublic Meeting Minutes of Monday, June 10, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Meeting Minutes of Monday, June 10, 2024. Mr. Traum noted the minutes were not sealed.

VOTE: Dunlap, Traum, Lipoma, and Donohoe voted in favor of the motion; Whitley abstained, as he had to leave meeting early on June 10. **MOTION PASSED 4-0.**

IV. PUBLIC APPOINTMENTS:

- A. 2024 Fair Parking Lottery – Mr. Cass shared the names of the eleven groups that entered into the parking lottery, whose names each coordinated with a numbered ping pong ball, and each Board member drew a ping pong ball, with the following winners announced in this order:

- Saturday, 8/31: Hopkinton High School Girls' Varsity Basketball
- Sunday, 9/1: Hopkinton High School Baseball Program
- Monday, 9/2: American Legion Post 81
- Friday, 8/30: Hopkinton High School Nordic Ski Team
- Thursday, 8/29: Girl Scout Troop 58754

- B. HYSA; RE: Park Avenue Field Backstop – Mr. Buelte provided a brief background of the Park Avenue field and the facility's need for a new backstop. He described the existing backstop, which was donated many years ago, and noted that the netting is held in place with zip ties. He provided copies of the best quote his organization received, noted that he had spoken with and received recommendations from Greg Roberts, Superintendent of Buildings and Grounds, and asked if the Town would be able to help with funding. Discussion of details ensued among Board members, Mr. Buelte, and Mr. Cass, and the following was noted:

- This is not in the Town's budget.
- It was recommended that the group pursue grants and other funding sources.
- May be able to offer maintenance by Town staff.
- Potential options to pursue for some funding next year may be:
 - Mr. Roberts adding it to his operating budget
 - Put in Capital Improvement Plan
 - Petition warrant article
- The group is also looking to have a dugout installed, but this would be covered by donations.

V. OLD BUSINESS:

There were no items for Old Business.

VI. NEW BUSINESS:

- A. Investment Policy – The Board and Mr. Cass reviewed the minor changes to the Town's Investment Policy, and there were no questions or concerns. Mr. Donohoe made a motion, seconded by Mr. Whitley, to adopt the Town of Hopkinton Investment Policy as amended.

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

B. Year-to-Date Financials – Mr. Cass noted:

- There is not a lot to report, and almost everything is as expected.
- On the IT line, some of it is timing, but some expenses have been running high.
- Advertising/Regional Planning is done for the year.
- Regarding Solid Waste Cleanup, there are some encumbrances
- Debt Principal and Debt Interest are timing related.
- Revenues are running about where we expect.

In response to Mr. Traum’s question, Mr. Cass noted that we are fully staffed. Mr. Traum also asked about the impact of the extra staff at the Fire Station, and noted that he would like to see some information on this in the 6-month report.

C. Dustin Music Fund Request – The Board and Mr. Cass reviewed the Fund balances, policy, and request, and discussion ensued. Mr. Traum made a motion, seconded by Mr. Whitley, to give \$1,000 to the requestor for Summer 2024 concerts.

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

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted the following:

- The repair work on the upstairs ceiling at Town Hall is progressing well, with the sheetrock up, and priming will begin soon.
- By August, we should know more about the grant for sludge cleanup.
- Work has been done on a complete list of nonpublic minutes and unsealing those that qualify.
- The Town won the BTLA case.
- July 1 is the health insurance switchover date, with more than half of Town employees having selected the new option that saves money.
- Road work has begun on Briar Hill Road, starting at the intersection with Penacook Road. Repaving is scheduled for Indian Ridge Road and Broad Cove Road.

Mr. Lipoma asked about the new fee schedule for the Transfer Station, and Mr. Cass noted:

- New fees are effective August 1, 2024.
- Transfer Station windshield stickers will no longer be available at the Transfer Station. Residents will need to obtain stickers from the Town Clerk/Tax Collector Office. Effective August 1, 2024, the stickers will cost \$5.00 each.

VIII. PUBLIC FORUM:

Resident Carol Hooper asked questions, expressed opinions, and made suggestions related to the green bag program. Resident Elizabeth Sides (via Zoom) noted her appreciation for Transfer Station staff, and for the Board and Mr. Cass for addressing the green bag program. (Due to another commitment, Mr. Donohoe had to leave the meeting during this segment of the meeting.)

IX. NONPUBLIC SESSION:

There were not any nonpublic sessions this evening.

X. ADJOURNMENT

There being no further business, Chair Dunlap moved that the meeting be adjourned. Mr. Whitley seconded the motion. All four present members voted in favor and the meeting was declared adjourned at 6:37 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant