



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 9, 2024
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:31 p.m. on Monday, September 9, 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; Paula Simpkins, Recreation Director; and Cara Johnson, Administrative/Assessing Assistant

Public Participants: Dan Meserve, Hopkinton High School Athletic Director; Amanda Gilman; Norm Goupil; and Greg Kerr, HYSA Board President

II. POINTS OF PRIDE:

Mr. Cass thanked everyone in Town Hall for their flexibility with all the extra activity over the past two weeks, while over 200 assessment hearings took place in the hall. He also noted appreciation and thanked everyone who helped with preparation for tomorrow’s election, including the Town Clerk/Tax Collector Office staff processing numerous new voter registrations and absentee ballot requests; the Town Moderator and TC/TC Office staff leading Ballot Clerk training and testing the ballot counting machine; and the DPW moving and setting up.

Mr. Traum thanked all the Police and Fire Department personnel and everyone involved with working at the Fair, and also thanked Mr. Cass for organizing “Townie Night” at the Fair, noting how much more smoothly everything went with one gate access this year. Mr. Cass noted there were 1,166 wristbands given out to residents attending that evening.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of September 9, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
SEPTEMBER 9, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 9/9/2024	9/9/2024	APPROVE	\$147,165.67

EMPLOYEE PAYROLL			
EMPLOYEE PAYROLL DATED 9/9/2024	9/9/2024	APPROVE	\$103,287.15
DIRECT DEPOSIT: \$99,044.21			
PAYROLL CHECKS: \$4,242.94			
EMPLOYEE PAYROLL (FAIR) DATED 9/9/2024	9/9/2024	APPROVE	\$72,835.07
PAYROLL CHECKS: \$72,835.07			
DISABLED EXEMPTION APPLICATION			
224-034-012 - 544 DUSTIN RD	9/9/2024	APPROVE	\$200,000.00
ELDERLY EXEMPTION APPLICATION			
224-034-012 - 544 DUSTIN RD	9/9/2024	APPROVE	\$240,000.00
VETERAN CREDIT APPLICATION			
257-041-003 - 59 ELIZABETH LN	9/9/2024	APPROVE	\$500.00
SOLAR EXEMPTION APPLICATIONS			
103-021-000 - 931 GOULD HILL RD	9/9/2024	APPROVE	\$5,000.00
253-002-002 - 860 SOUTH RD	9/9/2024	APPROVE	\$5,000.00
237 - 040-001 - 111 SUGAR HILL RD	9/9/2024	APPROVE	\$5,000.00
CURRENT USE APPLICATION			
104-003-002 - 2675 HOPKINTON RD - REMAINING .13 AC OF 19.710	9/9/2024	APPROVE	
INTENT TO CUT			
#24-227-07-T - 206-012-000 - 1926 CLEMENT HILL RD	9/9/2024	APPROVE	
RIGHT TO BURY			
#1224 - OLD HOPKINTON - MG	9/9/2024	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 August 26, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of August 26, 2024.

VOTE: Dunlap, Traum, Lipoma, Donohoe, and Whitley 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 August 26, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of August 26, 2024; Mr. Traum noted that the minutes are sealed.

VOTE: Dunlap, Traum, Lipoma, Donohoe, and Whitley 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 August 26, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of August 26, 2024; Mr. Traum noted that the minutes are not sealed.

VOTE: Dunlap, Traum, Lipoma, Donohoe, and Whitley 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 August 26, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session III Meeting Minutes of August 26, 2024; Mr. Traum noted that the minutes are sealed.

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

IV. PUBLIC APPOINTMENT:

Dan Meserve, RE: George Park – After noting his appreciation for the funding for work on the George Park bathrooms, Mr. Meserve provided a brief history of the committee that was formed in 2016 to work on the needs and wants for the park, the plans, and the ideas that have been talked about through the years. He provided his thoughts on some changes to the approved Hoyle Tanner plan that he believes would make more sense. With the bathroom work as the next phase of the plan, Mr. Meserve shared four points he believes should be noted about the location of the bathrooms:

- As the overseer and scheduler of the majority of events at this facility, he knows what the crowds are like and believes the current location makes sense.
- When he compared the current layout with the Hoyle Tanner plan and other suggested layouts, he noticed there were multiple conflicts with fields and the planned bathroom location.
- Regarding safety concerns, the current location is within view of the surveillance cameras at the back of the high school.
- Relocating the bathrooms would be disruptive to multiple groups and activities during construction.

Mr. Cass pointed out that the Board adopted the Hoyle Tanner Plan in 2018, and all the numbers

came from Hoyle Tanner. He noted:

- The following projects from Phases 1 and 2 have been completed: the road, the driveway, drainage, and parking. Additionally, in 2020, it was determined that Blood Field could stay the same length.
- We are now at Phase 3, which includes the bathrooms, planned for 2025.
- The full size track is planned in Phase 4.
- It is important to look at the whole plan and decide what works and is ADA compliant, rather than making changes to plans without considering possible ramifications. We need to make sure all the fields are accessible.

Discussion ensued among Mr. Meserve, Board members, Mr. Cass, Recreation Director Paula Simpkins, residents Amanda Gilman and Norm Goupil, and HYSA Board President Gregg Kerr. Topics discussed included some details of the plan; the directional orientation of the soccer field/track planned in Phase 4, with particular concern expressed about the sun being in players' eyes with its east-west layout; why concern over the directional orientation of the planned soccer field/track has not previously been expressed; the amount of time spent talking about plans; the priority of working on the bathrooms; and a reminder of how much work has already been completed.

The general consensus of the Board was to move forward with work on the new bathrooms in the current location, and come back in the future to discuss other aspects of the plan.

V. OLD BUSINESS:

A. Old South Road Liability Waiver – Mr. Cass briefly reviewed the details of this draft liability waiver for the extension of an existing driveway, noting that, while the property has frontage on South Road, it was part of the original subdivision, with the driveway logically located on Old South Road.

Mr. Lipoma noted that this waiver does not affect or change the Class VI Road designation, and Mr. Cass added that if the property owners ever wish to do any work on the road, they must submit a written request to the Select Board. The consensus among Board members was that this standard waiver looked okay, so Mr. Cass noted the property owners would sign the waiver before it comes back to the Board.

B. State Primary Election Coverage – After Chair Dunlap thanked everyone who has put time and energy into the preparing for the Primary, a brief discussion ensued among Board members, regarding their availability tomorrow.

VI. NEW BUSINESS:

A. Town Policy Updates – Mr. Cass noted that in going through Town Policies, with the goal of organizing them into an easily searchable format, a few policies that don't seem to serve any purpose were discovered: Town Meetings and Elections; Sewer Plant Coverage; and Payment of Health Insurance Benefits. These seem to have been written for specific reasons, possibly 30-40 years ago, so it is hoped these three policies will be rescinded.

Mr. Traum made a motion, seconded by Mr. Donohoe, to rescind the policies regarding Town Meetings and Elections; Sewer Plant Coverage; and Payment of Health Insurance Benefits from the Town Policy.

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

- B. 2025 Merit Pay Pool – Mr. Cass showed a slide of pertinent personnel information and a brief discussion ensued, regarding the budget and a proposed increase percentage. The consensus among Board members was that 3% is a good figure.
- C. 2025 Holiday Schedule – Mr. Cass reviewed the proposed schedule of 2025 Town employee holidays. He noted that the schedule is primarily the same as it usually is, per the Personnel Policy, but added that Christmas Day and New Year’s Day are on Thursdays. A brief discussion ensued, regarding offices being closed Christmas Eve and closing at noon on New Year’s Eve, but questioning whether there should be office hours the Friday after each of those Thursday holidays, when most offices normally close at noon on Friday. It was noted that limited staff availability on those two Friday mornings could be an option, but a decision will be made at a later date.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- One of our paramedics is leaving at the end of the month. Two of our other paramedics have stepped up to cover the hours in the interim until someone new is hired.
- Human Services has been busy, with numerous assistance requests. There were 60 applications submitted for the Human Services Coordinator position, and interviews are being scheduled for next week.
- Staging is in place and work is progressing on the solar panels at the Wastewater Treatment Facility.
- Briar Hill Road project cost is less than expected and everything is going well. Two culverts will be replaced next week, and the road will be closed in the area of the work. There is still a lot to do, especially on this end of the road, but they are able to do more than was anticipated.
- Meeting with Nobis this week, so we should have prices and timeline for the lagoon cleanup. We received the low-interest Clean Water Fund loan from DES for \$4.1 Million, of which \$41 Thousand is forgivable. We will meet with the Webster Select Board soon and will be able to go over figures with them.
- We received asset management grants for wastewater and stormwater. We met with DES this week and those projects are moving forward.
- CIP requests from department heads are due at the end of this week and budgets are due October 15.
- After several extra days were added to the appointment schedule, assessment hearings have ended, and people who met with the assessing team should be receiving their notices soon.
- We anticipate receiving utility and campground values soon.

- Housing Subcommittee chose Barrett Associates for the housing grant work. They will be looking at housing and how it fits into our ordinances. There will be a lot of public outreach involved with this work.
- The Hopkinton Historical Society’s Cemetery Walk will be at the Davisville Cemetery this year, on October 19 and 20, at 2:00 pm. Mr. Cass will be portraying Henry “The Hermit” Davis in this year’s Walk.

VIII. PUBLIC FORUM:

There were no comments or questions for Public Forum.

IX. OTHER:

The Board and Mr. Cass briefly discussed the weekly November Select Board Budget Work Sessions, and it was pointed out that the first week’s session is the night before the General Election, so the schedule may need to be adjusted.

It was noted that when lagoon cleanup figures are available, the joint meeting of the Webster and Hopkinton Select Boards will be scheduled.

After a brief discussion about road bonds, it was noted that the joint meeting with the Webster Select Board will also include discussion of Transfer Station-related topics.

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. Whitley seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:00 p.m. The Board returned to public session at 7:07 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley 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

Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

MOTION PASSED 5-0.

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
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

MOTION PASSED 5-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:07 p.m. The Board returned to public session at 7:14 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley 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
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

MOTION PASSED 5-0.

XI. 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 7:14 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant