



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, October 28, 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, October 28, 2024, and introduced the members of the Board.

Select Board

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

Staff Present: Neal Cass, Town Administrator; TJ Hennessey, Chief of Police; and Cara Johnson, Administrative/Assessing Assistant

Public Participants: David Dufault; Ron Klemarczyk; Rob Knight; Bob LaPree; Alyssa McKeon; and Dijit Taylor

II. POINTS OF PRIDE:

Mr. Cass noted that he was pleased to welcome Lisette Cid as the new Human Service Coordinator. He added that she is already extremely busy with clients and preparing for the upcoming holidays. Also noted by Mr. Cass were last Friday’s Dial-a-Ride Driver Appreciation Lunch, which also celebrated 45 years of Dial-a-Ride; the Food Pantry Appreciation Dinner, which is put on by the Human Service Advisory Committee, will be held Wednesday evening; last Saturday’s Halloween Touch-a-Truck/Cruiser event, with the Fire, Police, and Public Works Departments, had around 350 attendees; and last Friday was the 6th anniversary of the Town Clerk/Tax Collector Office becoming part of Town Hall.

Mr. Traum thanked everyone involved with the recent Cemetery Walk. He noted that it was a great production and the nice weather made it that much more enjoyable.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of October 28, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA OCTOBER 28, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 10/28/2024	10/28/2024	APPROVE	\$38,713.51
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 10/21/2024			\$2,039,033.87

AP MANIFEST DATED 10/18/2024			\$367,860.48
EMPLOYEE PAYROLL DATED 10/21/2024			\$104,529.93
DIRECT DEPOSIT: \$98,130.26			
PAYROLL CHECKS: \$6,399.67			
RIGHT TO BURY			
#1226 - CONTOOCCOOK VILLAGE - MG	10/28/2024	APPROVE	
OTHER			
GENERAL ELECTION WARRANT	10/28/2024	APPROVE	
2024 MS-1 - SUMMARY INVENTORY OF VALUATION	10/28/2024	APPROVE	
RSA 79-E SELECT BOARD REVIEW/DECISION FORM (CHAIR DUNLAP ONLY)	10/28/2024	APPROVE	
LEASE - 846 MAIN ST (CHAIR DUNLAP ONLY - 2 COPIES)	10/28/2024	APPROVE	

VOTE: Dunlap, Traum, Lipoma, and Whitley voted in favor of the motion; no votes against;
MOTION PASSED 4-0.

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

VOTE: Dunlap, Traum, Lipoma, and Whitley voted in favor of the motion; no votes against;
MOTION PASSED 4-0.

- C. The Board reviewed the Select Board Public Meeting Minutes of October 15, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of October 15, 2024.

VOTE: Dunlap, Traum, Lipoma, and Whitley voted in favor of the motion; no votes against;
MOTION PASSED 4-0.

IV. PUBLIC APPOINTMENT:

Police Chief TJ Hennessey, RE: Pay Plan – After noting his appreciation for the time to speak with the Board this evening, Chief Hennessey shared a slide show and handout of his proposal in support of his goal of maintaining current Police Department staffing levels. It was noted that:

- It costs over \$110 Thousand and takes more than a year to train a new (uncertified) officer.
- Hopkinton’s current patrol officer starting pay is significantly lower than the pay offered by some surrounding towns. He would like to see Hopkinton setting the pattern for officer pay, and views this proposal as an investment in the officers already with the department, as well as an incentive for new hires, should an officer decide to leave.
- In his proposed plan, the hourly pay for time of service in Hopkinton would be:

- Officer:
 - \$33: Probation
 - \$34: Year One
 - \$35: Year Two
 - \$36: Year Three (maximum \$ in position)
- Corporal:
 - \$37: Probation
 - \$38: Year One
 - \$39: Year Two
 - \$40: Year Three (maximum \$ in position)
- Sergeant:
 - \$41: Probation
 - \$42: Year One
 - \$43: Year Two
 - \$44: Year Three (maximum \$ in position)

Discussion ensued, and it was noted that the proposed figures came from a study done in Greenland, NH, of a 10- to 12-year average of New Hampshire wages. It was also pointed out that if this system were approved, the effect on the morale of other Town employees should be considered. Chair Dunlap noted that she would like Fire Chief Yale to see this information, and it was agreed that the Board would like some time to examine this proposal, as well.

Residents Bob LaPree and Alyssa McKeon asked questions regarding uncertified new hires being put through the academy; the impact putting someone through the academy has on the budget; and current pay compared to the proposed pay steps. It was explained by Chief Hennessey that when a person is newly hired by the Police Department and attends the Academy, they are not legally bound to stay with the Police Department that paid for them to attend the Academy; line items within the Police Department budget are affected by a person being put through the Academy, rather than there being a \$110 Thousand impact in one budgetary location; and the proposed hourly wage steps, if approved, would result in significant increases for all current officers, who have received the same annual merit increases as all Town employees.

V. OLD BUSINESS:

Dufault Land Donation – Ron Klemarczyk began by noting that, although he is the Conservation Commission Chair and a member of the Open Space Committee, this evening he was speaking solely as the representative of his long-standing client, Dave Dufault, who intends to donate land to the Town in memory of his late wife. He noted that a copy of the deed had previously been given to the Board and to Town Counsel for review.

- Mr. Klemarczyk addressed each of the recommendations made by Counsel, and noted whether or not Mr. Dufault agreed with each recommendation, with responses pertaining to the restrictions. It was agreed that all but the restriction pertaining to mountain biking would be revised per the recommendations of Town Counsel.
- Mr. Dufault's hope is to submit the revised deed for review and have the Town accept the land donation so the deed may be recorded with the Registry of Deeds on November 7.
- Discussion ensued regarding the reference to Town Forest designation and timing, since

approval at Town Meeting is a requirement for Town Forest designation.

Mr. Whitley made a motion, seconded by Mr. Traum, to accept the donation of this piece of property, with the changes that were agreed upon between the parties tonight. He further moved that the Select Board give the Chair of the Select Board the authority to accept the land, once the changes have been made.

VOTE: Dunlap, Traum, Lipoma, and Whitley voted in favor of the motion; no votes against;
MOTION PASSED 4-0.

Chair Dunlap and the Board members thanked everyone who has worked on this, and thanked Mr. Dufault for his generosity.

Bob LaPree, who is a member of the Conservation Commission and the Open Space Committee, invited Mr. Dufault up to accept a certificate of appreciation for his generous donation. Mr. Dufault emphasized how much this land and the town meant to his wife, and this donation is in her memory.

VI. NEW BUSINESS:

A. Request for Cedar Street Closing for Starry Starry Weekend – Mr. Cass noted:

- Dates and times for closure: December 7, from 8:00 am to 8:00 pm, and December 8, from 8:00 am to 5:00 pm.
- Located in the area near the intersection with Route 103, with most of the street accessible from the other end.
- The Police and Fire Departments have agreed to the request.
- The closure will accommodate an area for food trucks and a nearby cocktail bar.

Mr. Whitley made a motion, seconded by Mr. Traum, to grant the Discover Contoocook request to close a portion of Cedar Street during Starry Starry Weekend, as requested this evening.

VOTE: Dunlap, Traum, Lipoma, and Whitley voted in favor of the motion; no votes against;
MOTION PASSED 4-0.

B. Select Board Meeting Schedule for the Remainder of Year – The Board and Mr. Cass reviewed and briefly discussed availability for the remainder of the meetings and budget work sessions on the 2024 schedule:

- **Tuesday**, November 5: State General Election
- **Tuesday**, November 12: Budget Work Session – Department Presentations
- **Monday**, November 18: Budget Work Session – Department Presentations
- **Monday**, November 25: Budget Work Session
- **Monday**, December 2: Budget Work Session – Finalize Budgets
- **Monday**, December 9: Regular Meeting
- **Monday**, December 23: Regular Meeting

C. Select Board Meeting Schedule – 2025 – The Board and Mr. Cass reviewed and discussed availability for the proposed meeting and budget work session schedule, and consensus was that the following schedule made sense, with necessary adjustments to be made to accommodate holidays, vacations, and special circumstances:

- January:
 - Monday, 13
 - Monday, 27
- February:
 - Monday, 10
- March:
 - Monday, 10
 - **Tuesday, 11** – Election
 - **Thursday, 20** – Town Meeting
 - Monday, 24
- April:
 - Monday, 7
 - Monday, 21
- May:
 - Monday, 12
 - **Tuesday, 27**
- June:
 - Monday, 9
 - Monday, 23
- July:
 - Monday, 14
 - Monday, 28
- August:
 - Monday, 11
 - Monday, 25
- September:
 - Monday, 8
 - Monday, 22
- October:
 - **Tuesday, 14**
 - Monday, 27
- November:
 - Monday, 3
 - Monday, 10
 - Monday, 17
 - Monday, 24
- December:
 - Monday, 8
 - Monday, 22

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

A. Project Updates:

- Briar Hill Road looks good. It has had its first coat of pavement, and will get the top coat next year.
- Solar project is moving forward again.
- Working on getting the permits in and finalized for the lagoons. DES is happy with how things are proceeding.

B. Revaluation Update:

- The revaluation is complete and the MS-1 was submitted to the DRA.
- We hope to have the tax rate within the next week or two.

C. Budget Update:

- Tomorrow is the Budget Summit meeting with the department heads, at which all the department budgets will be reviewed in preparation for presentation to the Select Board.
- Currently, the operating budget is at about a 3% to 4% increase; with Capital included, it is around a 16% increase. This is a much better starting point than some years, which have been around a 35% starting point.

D. Other Updates:

- We are happy to welcome Lisette Cid and Mike Ceriello to Town staff.
- Someone is interested in purchasing and moving the Horseshoe Tavern building, so will continue to work on that and provide more information soon.
- The Supervisors of the Checklist will be moving to Town Hall soon. Their space at the Bates Building will be cleaned and used for record storage.

Mr. Traum noted that the Community Power Coalition has provided the annual rate for 2025 of 8.9 cents. In following up on the recent glitch that occurred during the anticipated switchover from Eversource, Mr. Traum noted that Community Power is working with Eversource to obtain all required information.

VIII. PUBLIC FORUM:

There were no comments or questions for Public Forum.

IX. OTHER:

There were no comments or questions for Other.

X. NONPUBLIC SESSION:

NONPUBLIC SESSION IV-RSA 91-A: 3 IV (e) Legal

Ms. Dunlap moved to go into a nonpublic session to discuss on-going litigation under the provisions of Nonpublic Session RSA 91-A: 3 II (e). Mr. Traum seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:56 p.m. The Board returned to public session at 7:17 p.m.

These minutes were not sealed.

XI. ADJOURNMENT:

There being no further business, Mr. Whitley moved that the meeting be adjourned. Mr. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:18 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant