



Town of Hopkinton

Office of Select Board

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

**SELECT BOARD
BUDGET WORK SESSION MINUTES
Hopkinton Town Hall – 330 Main Street
Monday, November 18, 2024
Approved**

I. CALL TO ORDER:

Mr. Traum called this Budget Work Session of the Select Board to order at 5:30 p.m. on Monday, November 18, 2024, and introduced the members of the Board. Chief Hennessey led those present in the Pledge of Allegiance.

Select Board

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

Staff Present: Neal Cass, Town Administrator; TJ Hennessey, Police Chief; Jeff Yale, Fire Chief; Dan Blanchette, Public Works Director; and Cara Johnson, Administrative/Assessing Assistant

Cemetery

Trustees Present: Lynn Clark, Chair; Judy Hampe; and Gayle Kimball

II. ADMINISTRATIVE:

A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of November 18, 2024, taking the following action on a motion made by Mr. Whitley and seconded by Mr. Donohoe:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA NOVEMBER 18, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 11/18/2024	11/18/2024	APPROVE	\$136,464.17
EMPLOYEE PAYROLL DATED 11/18/2024	11/18/2024	APPROVE	\$102,525.02
DIRECT DEPOSIT: \$99,893.82			
PAYROLL CHECKS: \$2,631.20			
ABATEMENT REQUESTS			
102-044-005 - 56-E MAPLE ST - VETERAN CRED NOT INCL ON P2 PROP TAX BILL	11/18/2024	APPROVE	\$1,902.00
102-044-005 - 56-E MAPLE ST - VETERAN CRED NOT INCL ON P2 PROP TAX BILL (PLUS BILL = CRED)	11/18/2024	APPROVE	\$348.00

104-070-000 - 548 MAIN ST - CORRECTION OF P1/P2 PROP TAX REVAL YR OVERBILL	11/18/2024	APPROVE	\$1,974.00
227-023-002 - 50 ORCHARD WAY - SOLAR EXEMPT NOT INCL ON P2 PROP TAX BILL	11/18/2024	APPROVE	\$116.00
238-053-000 - 93 HIGH POND RD - SOLAR EXEMPT NOT INCL ON P2 PROP TAX BILL	11/18/2024	APPROVE	\$109.00
ONE EVENT TOWN ALCOHOL PERMIT			
CONTOOCHAM CHAMB OF COMM - STARRY STARRY WEEKEND (CHAIR DUNLAP ONLY)	11/18/2024	APPROVE	
LETTER TO CNHRPC			
US EDA FUNDING ASSIST FOR SEWER SYST ENG SERVICES (CHAIR DUNLAP ONLY)	11/18/2024	APPROVE	

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

- B. The Board reviewed the Select Board Budget Work Session Minutes of November 12, 2024. Mr. Whitley made a motion, seconded by Mr. Donohoe, to approve the Select Board Budget Work Session Minutes of November 12, 2024.

VOTE: Traum, Lipoma, and Donohoe voted in favor of the motion; Whitley abstained. **MOTION PASSED 3-0.**

Chair Dunlap arrived after the vote on this motion.

III. BUDGET PRESENTATIONS:

The following trustees and department heads reviewed some of the line items in their proposed budgets, and there were periodically questions from Board members, with brief discussions and explanations pertaining to individual line items:

- A. Cemeteries – Lynn Clark, Chair; Judy Hampe; and Gayle Kimball
- B. Police – Chief TJ Hennessey
- C. Fire – Chief Jeff Yale
- D. Public Works (except Transfer Station) – Dan Blanchette
- E. Revenues – Neal Cass

IV. NONPUBLIC SESSION:

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. 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.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:23 p.m. The Board returned to public session at 7:43 p.m.

These minutes were not sealed.

V. ADJOURNMENT

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:43 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant