



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, December 16, 2024
Approved**

I. CALL TO ORDER:

Mr. Traum called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, December 16, 2024, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap (via Zoom); Ken Traum; Thomas Lipoma (arrived during Points of Pride); Jeff Donohoe; and Steven Whitley

Staff Present: Neal Cass, Town Administrator; and Cara Johnson, Administrative/Assessing Assistant

Public Participants: Stephanie Cormier; Joseph Wood; Mike Martin; Dick McIntire; and Katherine Mitchell

After Mr. Whitley led those present in the Pledge of Allegiance, a motion was made by Mr. Donohoe, seconded by Mr. Whitley, to allow Chair Dunlap to join the meeting remotely.

ROLL CALL VOTE:

Ken Traum	Yes
Jeffrey S. Donohoe	Yes
Steven Whitley	Yes

MOTION PASSED 3-0.

II. POINTS OF PRIDE:

Mr. Cass noted that this is an especially busy time of year for all departments, and thanked everyone for all their work.

Mr. Traum noted his appreciation for the DPW personnel, who do a such great job treating and taking care of Town roads in wintry weather. He also acknowledged the Budget Committee members for being especially engaged during this year's presentation of the Town proposed budget.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of December 16, 2024, taking the following action on a motion made by Mr. Donohoe and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA DECEMBER 16, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 12/16/2024	12/16/2024	APPROVE	\$2,152,126.12
EMPLOYEE PAYROLL DATED 12/16/2024	12/16/2024	APPROVE	\$107,628.97
DIRECT DEPOSIT: \$105,052.81			
PAYROLL CHECKS: \$2,576.16			
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 12/9/2024			\$2,293,777.12
ENCUMBRANCES OF FUNDS FROM 2024 OP BUDGET TO BE EXPENDED IN 2025			
GMI ASPHALT - PAVING COMPOST/BRUSH AREA AT TRANSFER STATION	12/16/2024	APPROVE	\$45,000.00
GMI ASPHALT - PAVING OF VARIOUS ROADS	12/16/2024	APPROVE	\$31,000.00
COMMERFORD NIEDER PERKINS LLC - COST OF CONTRACTED ASSESSOR	12/16/2024	APPROVE	\$40,000.00
LHS ASSOCIATES - HALF THE COST OF BALLOT MACHINE (STATE PAYING OTHER HALF)	12/16/2024	APPROVE	\$3,500.00
KOFILE TECHNOLOGIES - PRESERVATION OF ARCHIVE BOOKS	12/16/2024	APPROVE	\$8,460.00
NOBIS ENGINEERING - ENGINEERING FOR LAGOON CLEANUP	12/16/2024	APPROVE	\$60,000.00
VETERAN CREDIT APPLICATION			
101-059-000 - 142 PARK AVE	12/16/2024	APPROVE	\$500.00
OTHER			
PERSONNEL ACTION FORM - PT NEW HIRE - MONIZ	12/16/2024	APPROVE	
APPOINTMENT TO OFFICE - PLANNING BOARD MEMBER - BOUCHARD - TERM EXP 2025	12/16/2024	APPROVE	
APPOINTMENT TO OFFICE - PLANNING BOARD ALTERNATE - OWENS - TERM EXP 2027	12/16/2024	APPROVE	
APPOINTMENT TO OFFICE - WASTE REDUCTION COMMITTEE - HANEY - TERM EXP 2027	12/16/2024	APPROVE	
ACKNOWLEDGEMENT OF RESIGNATION	12/16/2024	APPROVE	

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

- B. The Board reviewed the Select Board Public Meeting Minutes of November 25, 2024. Mr. Donohoe made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of November 25, 2024.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Abstain
Steven Whitley	Abstain

MOTION PASSED 3-0.

- C. The Board reviewed the Select Board Public Meeting Minutes of December 2, 2024. Mr. Donohoe made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of December 2, 2024.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

IV. PUBLIC APPOINTMENT:

Before proceeding with the appointment, Mr. Traum noted that he owns property on North Shore Drive.

Stephanie Cormier and Joseph Wood, RE: North Shore Drive – Ms. Cormier noted that they own a parcel that abuts North Shore Drive and Bound Tree Road, and they, along with land surveyor Jacques Belanger, have met with some Town personnel regarding their hope of subdividing and building a total of eleven homes along North Shore Drive, which is a Class VI road.

Mr. Cass noted the two methods by which a Class VI road may be converted to a Class V road, and Mr. Whitley and Mr. Lipoma explained the methods in more detail. Mr. Whitley added that another option would be to meet with the Planning Board, and show them the plan to upgrade the road for the subdivision. He added that, if the Planning Board were to approve this plan, the Select Board would have the authority, per previous Town Meeting vote, to accept the conversion of the road from Class

VI to Class V; Mr. Cass noted that this approval could be with conditions. Discussion ensued, and it was also pointed out that Ms. Cormier and Mr. Wood should speak with Planning Director Karen Robertson for more information and guidance, and also speak with Public Works Director Dan Blanchette regarding standards and requirements necessary, if the road is to be converted and maintained by the Town.

V. OLD BUSINESS:

There were no comments or questions for Old Business.

VI. NEW BUSINESS:

A. Year-to-Date Financials – Mr. Cass noted that everything is about where we expect it to be, with these few exceptions:

- In Revenues, we are anticipating the Room and Meals payment soon, which will get us very close.
- In Expenses:
 - IT has been running high all year.
 - A reimbursement from Cemeteries is anticipated soon.

B. Budget Committee Meeting Follow-up – Mr. Traum reviewed the recent meeting at which the Town proposed budget was presented, and noted his thoughts on how the details were received by the committee. Discussion ensued regarding future budget estimations, and it was pointed out that the primary concerns of the Budget Committee seemed to be the tax impact of the proposed bonds and the anticipated bonds in 2026 and 2027.

C. Encumbrances – Mr. Cass noted that the encumbrances were included in tonight’s Consent Agenda, and received signatures for Board approval.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- With Town Meeting coming up, bond hearings will be scheduled for February 10. There might need to be an additional Select Board meeting and hearings scheduled.
- Warrant draft was reviewed and brief discussion ensued regarding whether there should be any other articles, funding for road work, the bonds already on the warrant draft, and the work on Briar Hill Road.
- Solar is up and running at the wastewater treatment facility.
- Focus has primarily been on budgets for quite some time, so now able to work more in other areas.
- Property taxes are due Wednesday.

VIII. PUBLIC FORUM:

Immediately following the Public Appointment with Ms. Cormier and Mr. Wood, Katherine Mitchell, Dick McIntire, and Mike Martin, who are property owners abutting or near the area of the proposed plan for subdividing and building, expressed their thoughts related to the proposed plan. Primary areas of concern shared were the wetlands and wildlife in the area, which were highlighted in Elise

Lawson’s Natural Resource Inventory of Hopkinton; conservation; the neighborhood association’s focus on preservation; and the potential effects of dense settlement.

IX. OTHER:

There was a brief discussion of the Board visiting Town departments, and Mr. Cass suggested it would be a good idea to schedule the visits shortly after Town Meeting.

X. NONPUBLIC SESSIONS:

There were no nonpublic sessions.

XI. ADJOURNMENT

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Whitley seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The meeting was declared adjourned at 6:38 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant