



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, January 13, 2025
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Monday, January 13, 2025, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Thomas Lipoma; Jeff Donohoe (via Zoom); and Steven Whitley

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

Public Participants: Bonnie Christie (via Zoom) and Norm Goupil

Before proceeding with the meeting, a motion was made by Mr. Whitley, seconded by Mr. Traum, to allow Mr. Donohoe to join the meeting remotely.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

II. POINTS OF PRIDE:

Mr. Cass noted that there was a great turnout for the First Day Hike again this year and added that there were numerous events around town throughout the holiday season, with many people involved. He also noted that there were about 70 gingerbread houses decorated at the Recreation Department's Gingerbread House Workshop, and through generous donations, the Human Services Department was able to provide holiday gifts for over 90 people.

Mr. Traum noted that he participated in the First Day Hike, and he thanked Recreation Director Paula Simpkins for organizing the event again, and also thanked Cleve Kapala and Lucia Kittredge for leading the hike. He and Chair Dunlap also thanked the CIP Committee and Mr. Cass for their CIP work.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of January 13, 2025, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

Select Board Meeting – January 13, 2025

| TOWN OF HOPKINTON - SELECT BOARD | | | |
|--|-------------|---------------|----------------|
| CONSENT AGENDA | | | |
| JANUARY 13, 2025 | | | |
| ITEM | DATE | ACTION | COMMENT |
| AP MANIFEST | | | |
| 2025 BUDGET AP MANIFEST DATED 1/13/2025 | 1/13/2025 | APPROVE | \$184,578.16 |
| 2024 BUDGET AP MANIFEST DATED 1/13/2025 | 1/13/2025 | APPROVE | \$14,627.54 |
| | | | |
| EMPLOYEE PAYROLL DATED 1/13/2025 | 1/13/2025 | APPROVE | \$104,701.76 |
| DIRECT DEPOSIT: \$101,774.89 | | | |
| PAYROLL CHECKS: \$2,926.87 | | | |
| | | | |
| PREVIOUSLY APPROVED - NO ACTION NEEDED | | | |
| AP MANIFEST DATED 12/17/2024 | | | \$1,687.98 |
| | | | |
| FUND TRANSFERS | | | |
| FROM REC REVOLVING FUND TO TOWN GEN OP FUND - REIMB OF JUL-DEC 2024 EXPEND | 1/13/2025 | APPROVE | \$66,464.40 |
| FROM TOWN FACILITIES TRUST FUND FOR INVOICES EXPENDED FROM JUL-DEC 2024 | 1/13/2025 | APPROVE | \$43,550.00 |
| FROM SIX CAPITAL RES FUND ACCTS TO TOWN GEN OP FUND - REIMB OF JUL-DEC 2024 EXPEND | 1/13/2025 | APPROVE | \$660,273.97 |
| FROM EXIT 6 TIF DIST TO TOWN GEN OP FUND - JUL-DEC 2024 EXPENSES | 1/13/2025 | APPROVE | \$120,037.63 |
| FROM FIVE FUND ACCTS TO TOWN GEN OP FUND - JUL-DEC 2024 EXPEND | 1/13/2025 | APPROVE | \$17,300.62 |
| FROM PUBLIC SAFETY REVOLVING FUND TO TOWN GEN OP FUND - JUL-DEC 2024 EXPEND | 1/13/2025 | APPROVE | \$117,522.86 |
| FROM RECYC REVOLVING FUND TO TOWN GEN OP FUND - JUL-DEC 2024 EXPEND | 1/13/2025 | APPROVE | \$1,049.75 |
| FROM TOWN GEN OP FUND TO PUBLIC SAFETY REVOLVING FUND - JUL-DEC DETAIL REVENUE DEP | 1/13/2025 | APPROVE | \$1,050.00 |
| FROM TOWN GEN OP FUND TO SLUSSER CENTER RENTAL FUND - REIMB OF JUL-DEC VOIDED CHECKS | 1/13/2025 | APPROVE | \$260.00 |
| FROM SLUSSER CENTER RENTAL FUND TO TOWN GENERAL OP FUND - REIMB OF JUL-DEC 2024 EXPEND | 1/13/2025 | APPROVE | \$640.00 |
| FROM TOWN GEN OP FUND TO PAY-BY-BAG FUND - JUL-DEC 2024 REVENUE | 1/13/2025 | APPROVE | \$16,138.22 |
| FROM TOWN GEN OP FUND TO CONSERVATION FUND - JUL-DEC 2024 50% ALLOC OF FUNDS COLLECTED | 1/13/2025 | APPROVE | \$23,190.00 |
| FROM CONSERV COMM FUND TO TOWN GEN OP FUND - REIMB OF JUL-DEC 2024 EXPEND | 1/13/2025 | APPROVE | \$3,663.91 |
| FROM TOWN FOREST ACCT TO TOWN GEN OP FUND - REIMB OF JUL-DEC 2024 EXPEND | 1/13/2025 | APPROVE | \$1,250.70 |
| FROM TOWN GEN OP FUND TO EXIT 6 AND HART'S CORNER TIF DIST - RETAIN VAL FROM MS-1 X TAX RATE | 1/13/2025 | APPROVE | \$551,648.00 |
| ^ EXIT 6 TIF DIST: \$541,404.00 | | | |
| ^ HART'S CORNER TIF DIST: \$10,244.00 | | | |
| | | | |
| ABATEMENT REQUESTS | | | |
| 208-003-A8 - A8 SANDY BEACH WY - NOT THERE IN 2024, BUT RECEIVED P1/P2 BILLS | 1/13/2025 | APPROVE | \$282.00 |
| 208-003-A22 - A22 CHIPMUNK WY - CAMPER SOLD IN AUG 2024, BUT RECEIVED P2 TAX BILL | 1/13/2025 | APPROVE | \$224.00 |
| 208-003-D34 - D34 DEER RN - CAMPER SOLD IN AUG 2024, BUT RECEIVED P2 TAX BILL | 1/13/2025 | APPROVE | \$42.00 |
| 208-003-D34 - D34 DEER RN - INFORMED OF SEPT 2023 CAMPER REG AFTER 2023 P2 LIEN | 1/13/2025 | APPROVE | \$207.19 |

Select Board Meeting – January 13, 2025

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| 208-003-G29 - G29 RABBIT HILL RD - CAMPER SOLD IN AUG 2024, BUT RECEIVED P2 TAX BILL | 1/13/2025 | APPROVE | \$286.00 |
| 208-003-G32 - G32 RABBIT HILL RD - CAMPER SOLD BEG OF APR 2024, BUT RECEIVED P1/P2 BILLS | 1/13/2025 | APPROVE | \$788.00 |
| 260-007-000 - 755 ROLLINS RD - FEE NOT PAID ON 2024 P1 LATE PAYMENT | 1/13/2025 | APPROVE | \$25.00 |
| 202-037-000 - 107 SOUTH SHORE DR - BILLED P1 AND P2 IN ERROR (SUPPLEMENTAL BILL FOR P2 ONLY) | 1/13/2025 | APPROVE | \$4,746.00 |
| SOLAR EXEMPTION APPLICATION | | | |
| 221-065-000 - 515 BOUND TREE RD | 1/13/2025 | APPROVE | \$5,000.00 |
| TAX SUPPLEMENT WARRANT | | | |
| 202-037-000 - 107 SOUTH SHORE DR - SUPPLEMENTAL BILL FOR 2024 P2 ONLY | 1/13/2025 | APPROVE | \$2,634.00 |
| YIELD TAX | | | |
| #24-227-08-T - 211-007-000 - ROUTES 202 AND 9 | 1/13/2025 | APPROVE | \$689.37 |
| INTENT TO CUT | | | |
| #24-227-11-T - 222-044-000/222-045-000 - 563 KEARSARGE AVE/583 KEARSARGE AVE | 1/13/2025 | APPROVE | |
| OTHER | | | |
| PERSONNEL ACTION FORM - TEMPORARY/SEASONAL - NIELSON | 1/13/2025 | APPROVE | |
| APPOINTMENT TO OFFICE - ECONOMIC DEVELOPMENT COMM - SULLIVAN - TERM EXP 2027 | 1/13/2025 | APPROVE | |
| DEP FOREST FIRE WARDEN APPT FORM - COSTELLO (CHAIR DUNLAP AND TWO OTHER BOARD MEMBERS) | 1/13/2025 | APPROVE | |
| 2025 GRANT AGREEMENT AMENDMENT - OFFICE OF HWY SAFETY - PD (CHAIR DUNLAP ONLY) | 1/13/2025 | APPROVE | |
| 2025 GRANT AGREEMENT AMENDMENT - OFFICE OF HWY SAFETY - PD (CHAIR DUNLAP ONLY) | 1/13/2025 | 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 December 16, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of December 16, 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:

There were no Public Appointments.

V. OLD BUSINESS:

A. 2025 Budget/CIP Update – Mr. Cass noted that the CIP Committee met after the most recent Select Board meeting, and a few updates were made. The following was noted and discussion ensued:

- Sludge removal quote has been updated; it was \$1 Million, and is now \$712 Thousand.
- Although it did not change the appropriation, it is cheaper to replace the fence at fields three and four in one year, rather than stretched out over five years.
- Penacook Road bridge work was moved up to 2026, but this did not change the appropriation.
- Moving into next year, the Committee would like to look more closely at a few items they believe are Operations, rather than Capital items.
- Updated architect estimate for George Park bathrooms is \$250 Thousand; \$120 Thousand is the figure currently in the plan, with a balance of approximately \$52 Thousand. To be done in 2025, the CIP plan needs to be updated with an additional \$80 Thousand appropriated; Warrant Article 8 will go up \$80 Thousand.
- Fountain Square is in the 10-year plan to be redone. There is a NH DOT TAP Grant, with a 20% match. Maple Street and Main Street should be put in the grant application. Maple Street match is already covered in 2027; will need to ask the CIP Committee to gradually get us to the 20% match for Main Street.

B. Warrant Review/SB2 Hearing Day – Discussion ensued regarding the hearing date and the next few Select Board meeting dates. The following were the agreed upon dates:

- Monday, February 10: Select Board meeting
- Tuesday, February 18: SB2 Public Hearing (no meeting)
- Monday, March 10: Select Board meeting

The Warrant was reviewed and a brief discussion ensued regarding some of the details and wording. It was noted that the Warrant will be finalized at the meeting on February 10.

VI. NEW BUSINESS:

A. Preliminary 2024 Financials – Mr. Cass noted that there was nothing of note for this update, but the figures should be ready for finalizing at the next meeting.

B. Sewer Rates/Infrastructure Update – With a slide presentation showing the results of analysis of the Town’s sewer rates, revenue, operating costs, and associated details, Mr. Cass reviewed the information, noting there are problems that should have been addressed

many years ago, and must be addressed now. The presentation included suggested topics to be discussed, such as policy, rates, upgrades, and potential for future expansion. Brief discussion ensued and the following was noted:

- Recommendation was that there should continue to be a fixed fee for all users, plus one fixed fee per gallon, based on water usage, rather than the fixed fee for all users, plus differing rates based on tiers of water usage, as it is currently.
- Cities that have historically been properly maintaining and upgrading their systems have much higher rates, while most smaller municipalities, like Hopkinton, have been making do, without necessary attention, are now struggling to correct the neglected problems and trying to address the associated financial aspects.
- It is important to note whether the users are individuals or businesses, as rate increases will likely impact each in a different manner.
- The Town owns the wastewater system, but the Contoocook Village Precinct owns the water system.
- We are currently in the process of getting prices for the repairs and work to be done on the pump station; hope to have information for next meeting.

The Board members and Mr. Cass recessed at 6:33 p.m. and returned to the meeting at 7:07 p.m.

- C. Community Power Committee Elimination – Mr. Traum reviewed when and why the Community Power Committee was created, and noted that, with the Committee’s Plan having been approved and successfully implemented, this Committee and the Energy Committee are unanimously recommending that the Select Board dissolve the Community Power Committee.

With the Community Power Committee dissolved, Mr. Traum noted that oversight of Community Power is returned to the Energy Committee and the Select Board should be kept appropriately updated. He added that he would like to remain part of the Energy Committee after his term on the Select Board has concluded.

Mr. Cass noted the wording must include that the Energy Committee is the electric aggregation committee. He suggested updating the charge for the Committee, to include the changes and wording discussed, and bringing the draft charge to the next Select Board meeting. A brief discussion ensued regarding the requirement of a Select Board member being on the Committee, and most members voiced support for this idea.

Noting that it has been four months since the implementation of Community Power in Hopkinton, Mr. Traum shared some statistics regarding the program:

- About 72% of the meters in town are included in the program.
- The savings for Hopkinton participants has been about \$110 Thousand.

- D. Advocacy by the Energy Committee – Mr. Traum asked if the Energy Committee has or could have the authority to write a letter expressing their stand on potential changes by the

NH PUC, or if coming to the Select Board with concerns is preferred. Mr. Whitley noted that the Committee should come to the Select Board regarding such matters.

E. Filing Period for Town Offices – Mr. Cass noted that the filing period runs from Wednesday, January 22, through Friday, January 31, and the positions are:

| | | |
|-------------|--------------------------|-------------|
| 2 positions | Select Board Member | 3-year term |
| 1 position | Town Clerk/Tax Collector | 3-year term |
| 2 positions | Budget Committee Member | 3-year term |
| 1 position | Library Trustee | 2-year term |
| 1 position | Library Trustee | 3-year term |
| 1 position | Cemetery Trustee | 3-year term |
| 1 position | Trustee of Trust Funds | 3-year term |

Election Day is Tuesday, March 11, and those elected to the positions will be sworn in at the close of Town Meeting on Thursday, March 20.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- NH DOT will be paving Main Street this year, and they are looking into the feasibility of tying this work together with the intersection changes that arose from the traffic demonstration project that took place there.
- Much time has been devoted to working on budgets and Town Meeting preparation.
- There has been an increase in requests for a substantial amount of information from some residents.

VIII. PUBLIC FORUM:

Resident Norm Goupil expressed well wishes for the new year to the Board members, and thanked them for all they do.

Resident Bonnie Christie (via Zoom) asked about CIP funding to facilitate a food scrap composting area at the Transfer Station. Brief discussion ensued, and it was noted that \$45 Thousand was encumbered from 2024 for surface improvement in the current compost area at the Transfer Station. It was noted that sometime after Town Meeting, Ms. Christie could discuss the details, such as staffing and other requirements related to the potential for a food scrap composting area, with Public Works Director Dan Blanchette, Transfer Station Superintendent Jolene Cochrane, and the Select Board.

IX. OTHER:

There were no comments or questions for Other.

X. NONPUBLIC SESSIONS:

There were no nonpublic sessions.

XI. ADJOURNMENT

There being no further business, Mr. Whitley moved that the meeting be adjourned. Chair Dunlap seconded the motion. All members present voted in favor and the meeting was declared adjourned at 7:29 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant