



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 27, 2025
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:31 p.m. on Monday, January 27, 2025, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Thomas Lipoma; Jeff Donohoe (via Zoom, after approval of the Consent Agenda); and Steven Whitley

Staff Present: Neal Cass, Town Administrator; Anna Wells, Economic Development Director; and Cara Johnson, Administrative/Assessing Assistant

Public Participants: UNH senior engineering students and advisor: Tyler Beresford, Cole Cronin, David Fisk, and Chuck Gregory; Craig Tufts and Mike Vignale of the Central New Hampshire Regional Planning Commission; and residents Byron Carr and Louise Carr

II. POINTS OF PRIDE:

Mr. Cass thanked the Town Clerk’s Office for taking care of the sign-ups for the Town and School election; the CIP Committee for their hard work this year; and the Buildings and Grounds staff for all their work, keeping the buildings warm during the recent especially cold weather.

Mr. Traum also noted his appreciation for the CIP Committee’s work, and thanked all those signing up to run for office.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of January 27, 2025, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
JANUARY 27, 2025			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 1/27/2025	1/27/2025	APPROVE	\$60,308.68
EMPLOYEE PAYROLL DATED	1/27/2025	APPROVE	\$108,684.12
DIRECT DEPOSIT: \$106,187.46			
PAYROLL CHECKS: \$2,496.66			

PREVIOUSLY APPROVED - ADDITIONAL SIGNATURE NEEDED			
AP MANIFEST DATED 11/5/2024			\$1,336.50
PREVIOUSLY APPROVED - NO ACTION NEEDED			
2025 BUDGET AP MANIFEST DATED 1/6/2025			\$710,454.44
2024 BUDGET AP MANIFEST DATED 1/6/2025			\$67,546.65
OTHER			
COMCAST LETTER OF SUPPORT FOR BROADBAND ACCESS (CHAIR DUNLAP ONLY)	1/27/2025	APPROVE	
CAI - TAX MAP MAINTENANCE PROPOSAL - 4/1/2025 THROUGH 3/31/2026	1/27/2025	APPROVE	
CAI - PLANNING MAP MAINTENANCE PROPOSAL - 4/1/2025 THROUGH 3/31/2026	1/27/2025	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION - FD - E MARTEL	1/27/2025	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION - FD - R WHITE	1/27/2025	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION - FD - S REALE	1/27/2025	APPROVE	
PERSONNEL ACTION FORM - FD - PT AND CALL STAFF PAY RATE ADJUSTMENTS	1/27/2025	APPROVE	
APPOINTMENT TO OFFICE - HOUSING COMM - D OWENS	1/27/2025	APPROVE	
LETTER OF RESIGNATION ACKNOWLEDGEMENT - ECONOM DEV COMM/HOUSING COMM - L CARR	1/27/2025	APPROVE	
LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE NOMINEE FORM - D MORRISSEY	1/27/2025	APPROVE	

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

Before proceeding with the meeting, a motion was made by Mr. Traum, seconded by Mr. Whitley, 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.

B. The Board reviewed the Select Board Public Meeting Minutes of January 13, 2025. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of January 13, 2025.

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 APPOINTMENTS:

- A. UNH Engineer Student Capstone Project Presentation – After thanking the Board for their time this evening, Economic Development Director Anna Wells introduced resident Chuck Gregory, who is a civil engineer and the project advisor. Ms. Wells provided some background on how this project came to be, and noted that it involved the study and designs for improvement of the intersection in front of the Fire Station, which is known for being not just busy, but somewhat confusing. She pointed out that this intersection is one of great concern for the Economic Development Committee, particularly with regard to safety for pedestrians and bicyclists, in addition to motorists. Mr. Gregory added his thanks for the opportunity to be a part of this project he is enjoying. Before the presentation, Ms. Wells noted that this is a full year project that began with initial analysis last fall, and there is no charge to Hopkinton.

Three of the four UNH senior civil engineering students—Tyler Beresford, Cole Cronin, and David Fisk (Will Mollo was not able to attend)—began by emphasizing that none of their work is ever meant to go to bid or go to contract phase; it is purely a thought experiment, for the experience of working on a real-world example of a civil engineering problem. They presented detailed slides that showed the project intersection, at Pine Street, Kearsarge Avenue, and NH Route 103, noting the existing conditions; their purpose statement; project scope; key design considerations; design standards; decision matrix; two realignment options; two roundabout options; future work and deliverables; and their final recommendation, which would be a roundabout, with multiple factors considered.

After a brief discussion of the details of this recommendation and how a project like this might be planned, the students noted some of the highlights that lie ahead this semester, and Board members invited the group to return to a Select Board meeting upon completion of their project.

- B. Plan for Main/South/Hopkinton/Old Henniker Intersection – Mr. Lipoma noted that this plan is not only a continuation of the work done during the traffic calming trial, but also of about three decades of planning by the DOT and the Hopkinton Village Precinct. The plan includes removing the right turn slip ramp, which has been a significant safety concern, particularly at the end of Briar Hill Road. Mr. Lipoma and Craig Tufts and Mike Vignale, of the CNHRPC, provided a brief history of how this plan came to be and the work that will be involved in this project. Discussion ensued, and it was noted that:
- State would complete the preparation and paving, so the Town would only have to do the finish work, such as planting grass, landscaping, or planning for future work, such as crosswalks, sidewalks, curbing, etc. Mr. Cass and Public Works Director Dan Blanchette were also involved in the discussion of this project.
 - Hopkinton Village Precinct has a budget for some trees to be planted in this area.
 - DOT paving schedule goes out to bid in a couple weeks.

- Since this change would impact some properties, updated plans and information on the catch basins will be coming soon, for review by the Select Board, Mr. Cass, and the property owners in the area of this change.

Mr. Whitley moved that the Board support the proposed work, in concept, to eliminate the “dogleg” at the intersection of Hopkinton Road, Main Street, South Road, and Old Henniker Road, pending a review of an updated plan.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Abstain, due to being remote
Steven Whitley	Yes

MOTION PASSED 4-0.

V. OLD BUSINESS:

A. Pump Station Update – Mr. Cass noted that there is a pipe starting to leak at the pump station, and the Town is receiving quotes for the repair work.

- Cost is estimated to be between \$70 Thousand and \$100 Thousand.
- We have the money in the capital reserve designated for cases like this.
- Either the pipe has to be drained and pumped or a valve needs to be put in; Wastewater Superintendent David White will likely be at the next meeting to explain what needs to be done.
- The septage is gravity fed down to the pump station at Riverway Park, and then pumped back up to the sewer lagoons on Public Works Road.
- Thanks to Mr. White for all the work and information on the system.
- Asset management plan is in the works.

B. 2025 Budget/CIP Committee Final Recommendation – Mr. Cass noted:

- CIP Committee supported leaving in the \$80 Thousand the Board added to Recreation Facilities and adjusted the amount available for the bathrooms from \$250 Thousand to \$200 Thousand.
- CIP Committee will meet again in the spring, and their work for next year will be ongoing.

C. 10-Year Forecast – Mr. Cass projected the spreadsheet of the 10-year budget estimation, and noted some of the details of this type of forecast. A brief discussion ensued, regarding fund balance, tax rate, and town valuation. It was noted that, in looking at such a forecast, the amount to be raised by taxes should be the focus.

D. Warrant Review – Mr. Cass noted that no changes had been made since the previous review and that the deadline for petition articles is February 4. The following was also noted:

- In Article 5, the wording at the end should read, "...forgiveness in the amount of \$100,000."
- After a brief discussion regarding whether the Bates Building should continue to be leased, it was emphasized that there would need to be a clear plan for the archives and there would need to be a subdivision before any changes could be made; this topic will be revisited at a future Board meeting.

E. Energy Committee Charge Update – Mr. Cass noted that the updated Charge incorporated the changes discussed at the previous Board meeting, and Mr. Traum asked if the number of members on the Energy Committee could be changed from six to seven members, as he would like to be the seventh member. After a brief discussion of the number of members and some of the terminology in the Charge, Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Energy Committee Charge as updated and change the number of members on the Energy Committee to seven.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

After the roll call vote, it was noted that Mr. Donohoe was no longer in the meeting via Zoom.

Mr. Traum suggested he and Mark Zankel, with Mr. Cass as backup, remain as liaisons to the Community Power Coalition through this year's Town Meeting, and then find out if one of the new Select Board members would like to be the new liaison or backup person. The other Board members agreed with this suggestion.

VI. NEW BUSINESS:

Clement Hill Road Land – Mr. Cass shared the brief history of a parcel at the intersection of Clement Hill Road and Pine Street, noting that some time ago, there was going to be a subdivision, but the subdivision did not happen. As part of the subdivision, a piece of the land was deeded to the Town. Although there are no restrictions on the deed, the parcel is surrounded by other land owned by someone else. That landowner has approached the Town, offering to buy the Town-owned parcel at a fair market value, to merge with their existing parcel. Mr. Cass added that this potential sale would require Town Meeting vote of approval, to give the Select Board the authority to sell the property. Discussion ensued regarding details of the old subdivision plan, abutters, and how to proceed. The consensus was that it would be best to first contact the Conservation Commission for input and get more information, before making any decisions.

Mr. Cass said he was also contacted by an abutter interested in purchasing Town-owned property on Bassett Mill Road. He noted that the Town received this parcel in a trade with Mr. French, which was approved at Town Meeting in 1991. Discussion ensued regarding the Class VI road by which this parcel may be accessed at 231 feet in, and it was noted by Board members that the Conservation

Commission should be contacted, and there should also be more information sought regarding this parcel, before any decisions are made. Resident Louise Carr asked the reason interest was expressed in purchasing this property, and Mr. Cass said that he did not know the reason, but if the Town were to move forward with selling it, it would be through sealed bid or auction.

VII. TOWN ADMINISTRATOR UPDATES:

Mr. Cass noted:

- The filing period ends Friday; there are currently races for the Select Board and Budget Committee positions, as well as for the School Board position.
- End of 2024 Financials are in the information packet for the Board’s review; we ended the year where expected, which was good.
- “Cookies with Cass” will be held at the Hopkinton Town Library on March 4, at 2:00 pm. Friends of the Library sponsor this annual event.
- Public Hearings on the three bonds will be held on February 10.
- Public Hearing on SB2 will be held on February 18.

Board members and Mr. Cass briefly discussed who will make presentations at the Public Hearings and at Town Meeting.

VIII. PUBLIC FORUM:

Regarding work at the Main/South/Hopkinton/Old Henniker Roads intersection, resident Byron Carr asked who is responsible for paying for anything that is done in the green space area. Mr. Lipoma noted that at this time, nobody is responsible for any potential landscape work; the only plan currently is for the DOT changes to the intersection. Mr. Carr pointed out that this would be a good opportunity to make a nice focal point, and he, Board members, and Mr. Cass agreed on the importance of not rushing to a decision on how best to approach a plan after the road work has been completed.

IX. OTHER:

There were no comments or questions for Other.

X. NONPUBLIC SESSION:

NONPUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

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

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

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 7:42 p.m.

These minutes were not sealed.

XI. ADJOURNMENT

There being no further business, Mr. Whitley moved that the meeting be adjourned. Ms. Dunlap seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:42 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant