



# Town of Hopkinton

Office of Select Board

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

**SELECT BOARD  
PUBLIC MEETING AND HEARING MINUTES  
Hopkinton Town Hall – 330 Main Street  
Tuesday, February 18, 2025  
Approved**

**I. CALL TO ORDER:**

Chair Dunlap called this Public Meeting of the Select Board to order at 5:30 p.m. on Tuesday, February 18, 2025, and introduced the members of the Board.

**Select Board**

**Members Present:** Sabrina Dunlap; Ken Traum; Thomas Lipoma (arrived at 6:00 p.m.); Jeff Donohoe; and Steven Whitley

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

**Public Participants:** Residents Rita Blanchard (Zoom); Frederick Briccetti; Emilie Burack; Maura Carroll; Amanda Gilman; Neil Irvine; Bob LaPree (Zoom); Alyssa McKeon; Elizabeth Sides; and Janet Ward

**II. POINTS OF PRIDE:**

Mr. Cass thanked Ms. Johnson for the quick preparation of last week’s meeting and public hearing minutes so the Board would have them for approval at tonight’s meeting. He also thanked Recreation Director Paula Simpkins for putting on the successful Senior Volunteer Lunch last week. Mr. Cass noted the event was held in appreciation of the work of all the volunteers who, along with the only full-time Town employee, Ms. Simpkins, give so much of their time to help keep all the Slusser Center programs and Senior Lunch gatherings running so well.

Chair Dunlap and Mr. Traum thanked the DPW personnel who did such a great job again, working through another weekend storm, and Mr. Traum added thanks to the emergency response personnel, as well, noting how many vehicles in action he observed during the weekend storm.

Mr. Whitley thanked Chief Hennessey and the Police Department for the interesting and impactful training session they held last weekend.

**III. ADMINISTRATIVE:**

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of February 18, 2025, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

<b>TOWN OF HOPKINTON - SELECT BOARD</b>			
<b>CONSENT AGENDA</b>			
<b>FEBRUARY 18, 2025</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
AP MANIFEST			

AP MANIFEST DATED 2/18/2025	2/18/2025	APPROVE	\$69,061.38
<b>INTENTS TO CUT</b>			
#24-227-14-T - 258-064-000/258-068-001 - (BOTH) HOPKINTON RD	2/18/2025	APPROVE	
#24-227-15-T - 101-041-000 - SPRING ST	2/18/2025	APPROVE	
<b>LETTERS</b>			
RE: SEPTAGE LAGOON CLOSURE (CHAIR DUNLAP ONLY)	2/18/2025	APPROVE	
RE: WASTEWATER PUMP STATION REPLACEMENT (CHAIR DUNLAP ONLY)	2/18/2025	APPROVE	

**VOTE:** Dunlap, Traum, Donohoe, 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 February 10, 2025. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of February 10, 2025.

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

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of February 10, 2025. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of February 10, 2025; Mr. Traum noted that the minutes are not sealed.

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

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of February 10, 2025. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of February 10, 2025; Mr. Traum noted that the minutes are sealed.

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

- E. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of February 10, 2025. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session III Meeting Minutes of February 10, 2025; Mr. Traum noted that the minutes are not sealed.

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

- F. The Board reviewed the Select Board Nonpublic Session IV Meeting Minutes of February 10, 2025. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session IV Meeting Minutes of February 10, 2025; Chair Dunlap noted that the minutes are sealed.

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

#### **IV. PUBLIC APPOINTMENT:**

Public Hearing: Adopting Official Ballot Referendum Form of Meeting – In addition to a slide presentation, Mr. Whitley reviewed the details of this petitioned article, which is Article 6 on the Warrant, and reminded the public that:

- This article would need 3/5 vote of those in attendance at the Business Session.
- Must vote by paper ballot.
- Voting must be open for at least one hour after discussion closes.
- Voted on at Business Session, which is Thursday, March 20, at 6:00 p.m.

The overview of SB2 included explanation of:

- First session (deliberative) and second session (voting).
- How it differs from what we do now.
- Default budget.

After presenting this review, residents were invited to provide input pertaining to the subject. In addition to five residents who submitted comments via email, the following residents made comments, expressed opinions, and/or asked questions related to SB2: Rita Blanchard (Zoom); Frederick Briccetti; Emilie Burack; Maura Carroll; Neil Irvine; Bob LaPree (Zoom); Alyssa McKeon; Elizabeth Sides; and Janet Ward.

Mr. Cass pointed out that there are towns, such as Peterborough, that have a sort of hybrid of Town Meeting and SB2, so it does not necessarily need to be one or the other.

There being no further comments or questions from residents, Chair Dunlap thanked everyone for their participation, closed the public hearing, and noted the input on varying perspectives is appreciated. Mr. Traum and Chair Dunlap reminded everyone that residents are welcome to participate in the lengthy budget process by attending Budget Committee meetings in person or via Zoom.

#### **V. OLD BUSINESS:**

A. Webster Letter RE: Length of Lagoon Cleanup Bond – Mr. Cass noted that, as requested in the letter from the Webster Select Board, and, as pointed out by Webster Select Board Chair David Hemenway at the previous Hopkinton Select Board meeting, the Webster Select Board would like to get together to discuss their preference for a 10-year loan.

B. Budget Hearing Update – Mr. Traum noted that all the financial items presented to the

Budget Committee were unanimously supported. He thanked Don Houston, Mr. Cass, and all those who worked on the one-page summary of the estimated tax rate impact, and noted the following:

- Overall Town increase: 2.54%
- Overall School District increase: 7.99%
- Overall Budget Committee recommended increase: 5.98% (including the warrant articles, but not including the Precincts)

Chair Dunlap noted appreciation to Mr. Traum and Rob Nadeau for the outstanding job they do as representatives for the Town and the School District, respectively, on the Budget Committee.

#### **VI. NEW BUSINESS:**

There were no comments or questions for New Business.

#### **VII. TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted:

- The Town Report is ready to go to the printer, so it will be sent after the School District can get all their information to us for the School Report.
- The Volunteer Lunch went well and was a lot of fun.
- Cookies with Cass, sponsored again this year by Friends of the Hopkinton Town Library, will be held at the Town Library on March 4 at 2:00 p.m.

#### **VIII. PUBLIC FORUM:**

There were no comments or questions for Public Forum.

#### **IX. OTHER:**

There were no comments or questions for Other.

#### **X. NONPUBLIC SESSIONS:**

##### 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. Donohoe seconded the motion.

##### **ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

##### **MOTION PASSED 4-0.**

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 5:40 p.m. The Board returned to public session at 5:50 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could render the decision ineffective. Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

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. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 5:50 p.m. The Board returned to public session at 6:00 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could affect the reputation of someone other than a Board member. Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 4-0.**

**XI. ADJOURNMENT**

There being no further business, Mr. Lipoma moved that the meeting be adjourned. Mr. Donohoe seconded the motion. All members voted in favor and the meeting was declared adjourned at 6:59 p.m.

Respectfully submitted,  
Cara Johnson  
Administrative/Assessing Assistant