



# 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 MINUTES  
Hopkinton Town Hall – 330 Main Street  
Monday, March 10, 2025  
Approved**

## **I. CALL TO ORDER:**

Chair Dunlap called this Public Meeting of the Select Board to order at 5:38 p.m. (due to an internet connection problem), on Monday, March 10, 2025, and introduced the members of the Board.

### **Select Board**

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

### **Elected Official**

**Present:** Sara Persechino, Town Moderator

### **Staff Present:**

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

**Public Participants:** David Foster; Norm Goupil; Tricia Lambert; and Alyssa McKeon (Zoom)

## **II. POINTS OF PRIDE:**

Mr. Cass thanked Finance Director Kelly Henley for all her work for the annual audit, which went very well. He also thanked the other department heads who contributed to the success of the audit. Noting that preparation for the week and a half of Town Meeting activities begins in August of the previous year, Mr. Cass thanked all the people involved and those who put effort into election preparation, including Town Moderator Sara Persechino, Town Clerk/Tax Collector Christine Johnson, Deputy Town Clerk/Tax Collector Emily Ceriello, and the crew from the Department of Public Works.

Noting that this is his last meeting as a Select Board member, Mr. Traum thanked Mr. Cass for everything he has done through the years, and all the help he has provided with financials and budgets. He also noted how exciting it was that so many people with non-profit and food pantry experience turned out for the food pantry meeting. Regarding the Candidates Forum, Mr. Traum thanked Rotary for sponsoring the event, and the candidates for their participation.

This being the last meeting as Select Board members for both Mr. Traum and Mr. Lipoma, Chair Dunlap expressed her gratitude to them for all their work and service through the years, and noted how much they will be missed.

Mr. Whitley and Mr. Donohoe also expressed appreciation for the Select Board contributions of Mr. Lipoma and Mr. Traum.

**III. ADMINISTRATIVE:**

A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of March 10, 2025, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

<b>TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA MARCH 10, 2025</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 3/10/2025	3/10/2025	APPROVE	\$89,780.23
<b>EMPLOYEE PAYROLL</b>			
EMPLOYEE PAYROLL DATED 3/10/2025	3/10/2025	APPROVE	\$98,823.27
DIRECT DEPOSIT: \$96,936.01			
PAYROLL CHECKS: \$1,887.26			
<b>ELDERLY EXEMPTION APPLICATIONS</b>			
212-007-003 - 392 COLLEGE HILL RD	3/10/2025	APPROVE	\$240,000.00
222-091-000 - 24 WELL HOUSE RD	3/10/2025	APPROVE	\$340,000.00
223-034-000 - 11 SUNSET DR	3/10/2025	APPROVE	\$240,000.00
245-071-000 - 202 FIRE POND RD	3/10/2025	APPROVE	\$295,000.00
<b>CERTAIN DISABLED VETERANS EXEMPTION APPLICATIONS</b>			
104-007-000 - 567 MAIN ST	3/10/2025	INELIGIBLE	
225-046-000 - 388 AMESBURY RD	3/10/2025	APPROVE	\$477,900.00
<b>RIGHT TO BURY</b>			
#1228 (REPLACES VOIDED #1226) - MG - CONTOOCCOOK VILLAGE	3/10/2025	APPROVE	
<b>OTHER</b>			
PERSONNEL ACTION FORM - RESIGNATION - CASS	3/10/2025	APPROVE	

**VOTE:** Dunlap, Traum, Lipoma, Donohoe, and Whitley voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

B. The Board reviewed the Select Board Public Meeting Minutes of February 18, 2025. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Public Meeting Minutes of February 18, 2025.

**VOTE:** Dunlap, Traum, Lipoma, Donohoe, and Whitley voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of February 18, 2025. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Session I Meeting Minutes of February 18, 2025; Mr. Traum noted that the minutes are sealed.

**VOTE:** Dunlap, Traum, Donohoe, and Whitley voted in favor of the motion; Mr. Lipoma abstained; **MOTION PASSED 4-0.**

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of February 18, 2025. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Session II Meeting Minutes of February 18, 2025; Mr. Traum noted that the minutes are sealed.

**VOTE:** Dunlap, Traum, Donohoe, and Whitley voted in favor of the motion; Mr. Lipoma abstained; **MOTION PASSED 4-0.**

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

Sara Persechino, Moderator, RE: Town Meeting and Election Coverage – After thanking the Board, Ms. Persechino reviewed the details of their availability for tomorrow’s Town and School Election, and noted that Anna Wells will be serving as a second pro tem Assistant Town Moderator, due to schedule conflicts that day for Assistant Town Moderator Jim O’Brien and School District Moderator (and pro tem Assistant Town Moderator) James Newsom. She also noted:

- Thanks to Mr. Cass and the DPW staff for all the election set up and preparation.
- If anyone has questions during the election, they should be directed to Ms. Persechino or to Town Clerk/Tax Collector Christine Johnson.
- The new voter registration law is in effect and has been posted in numerous locations.
- Town Meeting is next Thursday, the 20<sup>th</sup>.
- The Secretary of State’s Office issued guidance that stated the Poll Pads may not be used for checking in voters for Town Meeting:
  - Expect long lines during the check-in process.
  - Check-in will be completed using the paper checklist.
  - Supervisors of the Checklist will begin checking registered voters in at 5:00 p.m.

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

- A. Town Meeting Review and Preparation – Mr. Cass noted that he had sent the script to the Board members, and there was a quick review of who will be presenting each article:

- Articles 3, 4, and 5: Mr. Donohoe
- Article 6: Mr. Whitley
- Articles 7, 8, and 9: Mr. Traum
- Articles 10, 11, 12, and 13: Mr. Lipoma
- Articles 14 and 15: Chair Dunlap

- Article 16: Mr. Lipoma
- Any other legal business: Chair Dunlap

B. Webster Letter, RE: Length of Lagoon Cleanup Bond – After a brief discussion of the letter from the Webster Select Board, recommending a 10-year bond, rather than 20-year, it was noted that there is no urgent need for a decision, and that it would be best to see if the related article passes, then discuss this at a future Board meeting. It was added that when this is discussed at Town Meeting, it should be noted that, although there is the option for a 10-year bond, all the figures were calculated for a 20-year bond.

C. Transfer Station Gate System – Following up on some of the Board members’ time spent at the Transfer Station checking for stickers, and the topic of RFID gate systems being discussed during some of the Board meetings last year, Mr. Donohoe presented information from a meeting he, Public Works Director Dan Blanchette, and Transfer Station staff had with a representative from Granite State Gate Systems. After describing the potential location and how the system would work, he noted that:

- Only vehicles with tags recognized by the system would gain entry, which should significantly cut down the unauthorized entry or use of the facility.
- Cost would be about \$37 Thousand, which would be shared with Webster.
- 4,000 access tags would be included.

Discussion ensued regarding the use of the current windshield stickers, details of the gate system, and it was agreed that this should be discussed at a future Board meeting.

## **VI. NEW BUSINESS:**

A. Foster Land Purchase Request – Mr. Cass noted that David Foster, a Hopkinton property owner, is interested in purchasing a Town-owned parcel located near the Dunkin’ on Route 202. Brief discussion ensued and the following was noted:

- If the Board chooses to sell the parcel, it would need to be through a sealed bid process.
- The Economic Development Committee and Conservation Commission would be consulted before making any decision on whether to sell the parcel, and post-consultation information will be presented at a future Board meeting.

B. Town Administrator Transition – Mr. Cass noted that he contacted MRI, a municipal recruitment organization, and learned that there are no interim administrators available at this time. He suggested managing the process in-house and recommended a general timeline that could be followed; he emphasized that, ultimately, it is the Board’s decision.

After sharing a list of municipalities that have recently posted administrator/manager positions, he reviewed the pertinent information, and discussion ensued. Mr. Cass recommended that the Health Officer position be separate from the Town Administrator position, so a job description

for that position will be brought to the next Board meeting. It was also agreed that the Town Administrator position should be advertised with an annual salary of up to \$140 Thousand.

Mr. Whitley made a motion, seconded by Mr. Donohoe, to accept and adopt the Town Administrator job description, and post it tomorrow.

**VOTE:** Dunlap, Traum, Lipoma, Donohoe, and Whitley voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

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

Mr. Cass noted:

- Town Meeting preparations are coming along well.
- The first meeting for the food pantry transition went well, with more than 20 people attending. There are many talented people, bringing a wealth of diverse experience.

## **VIII. PUBLIC FORUM:**

The following residents spoke:

- Norm Goupil noted his appreciation for Select Board members Mr. Traum and Mr. Lipoma, and Town Administrator Mr. Cass.
- Alyssa McKeon (Zoom) congratulated Mr. Cass, asked a question, and made a suggestion regarding the management of applications for the Town Administrator position.
- Tricia Lambert congratulated Mr. Cass, asked a question about lagoon cleanup funding, and confirmed that there would be an update on fund availability in advance of the Town Meeting vote.

## **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 ongoing 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
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 6:45 p.m. The Board returned to public session at 6:54 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
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 5-0.**

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. 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 a nonpublic session, as recorded separately, at 6:54 p.m. The Board returned to public session at 7:00 p.m.

These minutes were not sealed.

**XI. ADJOURNMENT**

There being no further business, Mr. Traum moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:00 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant