



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, April 7, 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, April 7, 2025, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Jeff Donohoe; Victoria Bram; and Alyssa McKeon

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

Public Participants: Bonnie Christie (Zoom) and Norm Goupil

II. POINTS OF PRIDE:

Mr. Cass, Chair Dunlap, and other Board members noted how helpful the Town department tours have been, with visits to the Police Department and Public Works Department so far. Mr. Cass also noted his appreciation to the department heads for their preparation for the tours.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of April 7, 2025, taking the following action on a motion made by Mr. Donohoe and seconded by Ms. McKeon:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA APRIL 7, 2025			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 4/7/2025	4/7/2025	APPROVE	\$89,197.62
EMPLOYEE PAYROLL			
EMPLOYEE PAYROLL DATED 4/7/2025	4/7/2025	APPROVE	\$102,142.26
DIRECT DEPOSIT: \$98,931.70			
PAYROLL CHECKS: \$3,210.56			
VETERAN CREDIT APPLICATION			
202-037-000 - 107 SOUTH SHORE DR	4/7/2025	APPROVE	\$500.00
ABATEMENT REQUESTS			

Select Board Meeting – April 7, 2025

101-018-000 - 16 CEDAR ST - SHOULD NOT HAVE BEEN BILLED; NO SEWER USAGE IN THIS PERIOD	4/7/2025	APPROVE	\$264.50
225-073-000 - 206 PARK AVE - SEWER BILLING ERROR PER CVP	4/7/2025	APPROVE	\$191.16
YIELD TAX			
OP #24-227-03-T - 236-036-000 AND 253-002-000 - SUGAR HILL RD AND SOUTH RD	4/7/2025	APPROVE	\$5,258.10
INTENT TO CUT			
OP #25-227-01-T - 206-016-000 - CLEMENT HILL RD	4/7/2025	APPROVE	
APPOINTMENTS TO OFFICE			
CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE MEMBER - D FELLER - TERM EXP 2028	4/7/2025	APPROVE	
CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE MEMBER - J FREDYMA - TERM EXP 2028	4/7/2025	APPROVE	
CONSERVATION COMMISSION MEMBER - R KLEMARCZYK - TERM EXP 2028	4/7/2025	APPROVE	
CONSERVATION COMMISSION MEMBER - R KNIGHT - TERM EXP 2028	4/7/2025	APPROVE	
ECONOMIC DEVELOPMENT COMMITTEE (EDC) MEMBER - A FOLSOM - TERM EXP 2028	4/7/2025	APPROVE	
ECONOMIC DEVELOPMENT COMMITTEE (EDC) MEMBER - I HART - TERM EXP 2028	4/7/2025	APPROVE	
ENERGY COMMITTEE MEMBER - C KAPALA - TERM EXP 2028	4/7/2025	APPROVE	
ENERGY COMMITTEE MEMBER - K TRAUM - TERM EXP 2028	4/7/2025	APPROVE	
HOUSING COMMITTEE MEMBER - D FELLER - TERM EXP 2028	4/7/2025	APPROVE	
HUMAN SERVICES ADVISORY COMMITTEE MEMBER - L MCDEVITT - TERM EXP 2028	4/7/2025	APPROVE	
OPEN SPACE COMMITTEE ALTERNATE MEMBER - L SOMMER - TERM EXP 2028	4/7/2025	APPROVE	
RECREATION COMMITTEE MEMBER - A MILLER - TERM EXP 2028	4/7/2025	APPROVE	
RECREATION COMMITTEE MEMBER - M SALA - TERM EXP 2028	4/7/2025	APPROVE	
SENIOR RECREATION COUNCIL MEMBER - G LANGWASSER - TERM EXP 2028	4/7/2025	APPROVE	
ZONING BOARD OF ADJUSTMENT MEMBER - D RINDEN - TERM EXP 2028	4/7/2025	APPROVE	
ZONING BOARD OF ADJUSTMENT ALTERNATE MEMBER - S SMITH - TERM EXP 2028	4/7/2025	APPROVE	
OTHER			
LETTER TO SEC OF STATE RE: PREVIOUS SB APPROVAL OF BALLOT COUNTING DEVICE	4/7/2025	APPROVE	
PROPOSAL FOR SERVICES FROM NOBIS ENG - LANDFILL CLOSURE PROJ (CHAIR DUNLAP ONLY)	4/7/2025	APPROVE	
PROPOSAL FOR SERVICES FROM NOBIS ENG - WASTEWATER LAGOON PROJ (CHAIR DUNLAP ONLY)	4/7/2025	APPROVE	
FORESTRY STATUTORY PERMIT-BY-NOTIFICATION (CHAIR DUNLAP ONLY)	4/7/2025	APPROVE	

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

- B. The Board reviewed the Select Board Public Meeting Minutes of March 24, 2025. Mr. Donohoe made a motion to approve the Select Board Public Meeting Minutes of March 24, 2025. Ms. McKeon seconded the motion.

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

- C. The Board reviewed the Select Board Public Meeting Minutes of April 1, 2025. Mr. Donohoe made a motion to approve the Select Board Public Meeting Minutes of April 1, 2025. Ms. McKeon seconded the motion.

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

- D. The Board reviewed the Select Board Public Meeting Minutes of April 4, 2025. Mr. Donohoe made a motion to approve the Select Board Public Meeting Minutes of April 4, 2025. Ms. McKeon seconded the motion.

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

IV. PUBLIC APPOINTMENT:

There were no Public Appointments.

V. OLD BUSINESS:

- A. Ongoing Project Update – Mr. Cass provided an overview of the following:

- George Park:
 - A slide of the conceptual, four-phase plan, created in 2018, was projected; there have been some alterations to the plan over the years. A slide of the breakdown of costs was also projected.
 - Phase one is mostly complete. He noted that if a track were to be completed, 1/3 would be paid by the Town; 1/3 would be paid by the School District; and 1/3 would be paid through fundraising.
 - Work is scheduled to begin on phase two this year; this phase includes the bathrooms and the baseball field. DPW staff members are currently in the process of finding contractors to work on the bathrooms, with the hope of beginning work this summer.
 - \$200 Thousand in the CIP plan this year for work on the bathrooms. The CIP Committee examines the costs each year.

Discussion ensued among Board members and Mr. Cass regarding the history of the plan and the location of some of the features. Chair Dunlap suggested George Park

should be on the agenda sometime in the next few months, and the possibility of a public hearing, to which student athletes might be specifically invited, was also briefly discussed.

- Roads:
 - Per Director of Public Works Dan Blanchette, the plan is for work on shimming and chip sealing this year; \$584 Thousand in the operating budget to cover paving and shimming.
 - Estimate for the contractor's work to finish Briar Hill Road work is about \$750 Thousand; to pave that portion, the estimate is about \$200 Thousand; and adding a top coat on the entire area would bring the total to about \$1.35 Million. With the remainder of the bond at \$660 Thousand, \$690 Thousand would be needed to finish it.
 - Engineering work is currently happening on the East Penacook Road bridge, the Broad Cove Road bridge, and the culvert in the sewer right-of-way behind the Colonial Village.
- Projects voted on at Town Meeting:
 - Working on the paperwork for the lagoon loan; the sludge removal funding, which goes to bond council; and the cameraing. Everything will be submitted by the end of this month.
 - Projects utilizing CIP funds are tracked through the years in the CIP Plan and the items on the Plan that are scheduled for this year were reviewed. A brief discussion ensued regarding other items in the Plan and sources of funding for projects.

B. Sewer Rates – Mr. Cass noted that there are two water precincts in Hopkinton that own their water systems—the Contoocook Village Precinct and the Hopkinton Village Precinct—but the sewer system is owned by the Town of Hopkinton. With a series of slides showing information from a recent rate study, he pointed out that, like most similar municipal systems, the sewer rates in Hopkinton are below what they should be. Discussion ensued regarding the details of the current and proposed rates, operational expenses, users of the system, and the system history.

Mr. Donohoe made a motion that the Town raise sewer rates 30% in 2025, 30% in 2026, and 30% in 2027, and then reevaluate at the end of that time period. Chair Dunlap seconded the motion, but noted there would be further discussion and a public hearing on the topic.

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

Mr. Cass noted the public hearing would be held during the next Board meeting, and Ms. McKeon emphasized that she would like to specifically invite the Economic Development Committee members to the hearing.

C. Transfer Station Gate System – Mr. Donohoe provided a synopsis of the experiences of

the Board members who volunteered time monitoring the entrance to the Transfer Station last year, checking and issuing stickers, turning non-residents away, and listening to people express their thoughts on the sticker system. He described details of the proposed radio-frequency identification system, including the location, and noted Public Works Director Dan Blanchette was involved in the meeting with representatives from Granite State Gate Systems, Inc.

A slide of the gate system proposal was projected and Mr. Donohoe reviewed the proposal, noting that the \$37,100 cost would be shared with the Town of Webster. Discussion ensued regarding multiple details of this type of system, and it was noted that Mr. Blanchette and Transfer Station Superintendent Jolene Cochrane should be invited to a Board meeting in May, and if it is decided to move forward at that point, invite the Webster Select Board to a future meeting, as well. It was pointed out that no public hearing is needed for this, as it would be an operational decision.

D. Review of Priorities List – Mr. Cass noted:

- He expects all enforcement-related items to be done before he leaves.
- Tax deeding is moving forward, so plan is to continue with that.
- He is continuing to organize and write down relevant information.
- The Town Administrator search committee is meeting Thursday to determine interviewees; interviews will be conducted next week. The committee will be at the next Board meeting to present their recommendations in a nonpublic session.

Discussion ensued regarding the Board’s interview process and scheduling, and the Board members present agreed that possibly Wednesday afternoon, the 23rd, and Friday, the 25th, may work well for interviewing, but the schedule will be finalized at the meeting on the 21st.

VI. NEW BUSINESS:

Presentation of Policy Updates for Review: Purchasing Policy – Mr. Cass shared the recommended changes to the Purchasing Policy with the Board, and if agreed upon, he recommended the Board vote to adopt it at their next meeting. He added that the work on updating the Personnel Policy is nearing completion, so he hopes to provide the first draft to the Board at their next meeting, as well.

VII. TOWN ADMINISTRATOR UPDATE:

Mr. Cass noted:

- The Town received a Forest Fire Tool Grant in the amount of \$1,700:

Mr. Donohoe made a motion that Neal A. Cass, Town Administrator, is duly authorized to enter into contracts or agreements, on behalf of the Town of Hopkinton, with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents, on behalf of this Municipality, which may be, in his judgement, desirable or necessary to affect the purpose of this resolution. Ms. Bram seconded the motion.

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

- Food pantry leadership restructuring is ongoing, with Human Services Coordinator Lisette Cid overseeing the transition.
- He will be meeting with Laura Taylor and Jim Rozycki from the School District to discuss pertinent information.
- Budget Committee meets Wednesday night.
- This week’s Board tours will be at the sewer facility tomorrow and the library on Friday.
- Remaining green bags will be delivered to the barn and we are in the process of closing out that account.

VIII. PUBLIC FORUM:

The following residents spoke:

- Bonnie Christie (Zoom) asked about the status of a requested chain link fence to keep items at the Transfer Station from blowing down into the wetlands. It was noted that, although money for a chain link fence is not in the current budget, Mr. Cass will check on the status of the temporary fence Ms. Christie said had blown down. She also asked about the sewer rates and where the money will go; the forest fire fighting equipment; and what will be done with all of the extra green bags that are being delivered.
- Norm Goupil expressed appreciation for the maintenance of the track, but noted concern for some areas cut by the mower. He was referred to Athletic Director Dan Meserve. He also complimented Mr. Cass on his work as Town Administrator and welcomed Ms. Bram and Ms. McKeon to the Select Board.

IX. BOARD COMMITTEE UPDATES:

Ms. McKeon noted she attended her first Housing Committee meeting and announced that the committee will be hosting a community housing forum on April 30 at the Hopkinton Town Library. She added that she will post the announcement in numerous locations.

X. OTHER:

There were no questions or comments for Other.

XI. 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
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:30 p.m. The Board returned to public session at 7:50 p.m.

These minutes were not sealed.

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
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:50 p.m. The Board returned to public session at 8:20 p.m.

Vote to seal nonpublic minutes:

Ms. Bram 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. Ms. Dunlap seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 4-0.

NONPUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

Ms. Dunlap moved to go into a nonpublic session to discuss an issue which could affect the reputation of someone other than a Board member under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Mr. Donohoe seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Jeffrey Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:20 p.m. The Board returned to public session at 8:43 p.m.

These minutes were not sealed.

XII. ADJOURNMENT

There being no further business, Ms. Dunlap moved that the meeting be adjourned. Mr. Donohoe seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:43 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant