



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, May 12, 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, May 12, 2025, and introduced the members of the Board.

Select Board

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

Staff Present: Kelly Henley, Finance Director; and Cara Johnson, Administrative/Assessing Assistant

Public Participants: Ian Hart, Economic Development Committee Chair; and Loren Clement

Before proceeding, Chair Dunlap thanked Ms. Henley, Ms. Johnson, and everyone who is helping in the interim before the new Town Administrator starts.

II. ANNOUNCEMENT OF NEW TOWN ADMINISTRATOR:

Chair Dunlap announced that the Board is excited to welcome Karen Hambleton as the new Hopkinton Town Administrator. Ms. Hambleton, currently the Bradford Town Administrator, will begin in Hopkinton on June 23.

III. POINTS OF PRIDE:

Chair Dunlap, Mr. Whitley, and other Board members thanked the Town staff for the nice farewell party for Neal Cass, whose last day as Town Administrator was Friday. They noted appreciation for the work of Mr. Cass, and again expressed how much they look forward to working with Ms. Hambleton.

Ms. McKeon commended the PTA for their celebration of Teacher and Staff Appreciation Week. She also highlighted Waste Reduction Committee Chair Pat LaPree's announcement that volunteers collected over 175 pounds of trash during this year's Annual Earth Day Cleanup, and hauled the bags to the Transfer Station.

IV. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of May 12, 2025, taking the following action on a motion made by Mr. Whitley and seconded by Mr. Donohoe:

**TOWN OF HOPKINTON - SELECT BOARD
CONSENT AGENDA
MAY 12, 2025**

Select Board Meeting – May 12, 2025

ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 5/12/2025	5/12/2025	APPROVE	\$78,440.86
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 5/5/2025			\$94,009.21
AP MANIFEST DATED 4/28/2025			\$211,200.73
EMPLOYEE PAYROLL DATED 5/5/2025			\$103,021.05
DIRECT DEPOSIT: \$101,251.07			
PAYROLL CHECKS: \$1,769.98			
NOTIFICATION OF ABATEMENT			
233-005-000 - 330 OLD HOLMES RD - PARTIAL INT/PEN ACCRUED ON LATE PAYMENT	5/12/2025	APPROVE	\$335.47
233-007-000 - 317 OLD HOLMES RD - PARTIAL INT/PEN ACCRUED ON LATE PAYMENT	5/12/2025	APPROVE	\$232.00
7 PROPERTIES - PENALTIES FOR MAILED LIEN NOTICES (6 @ 22.50 AND 1 @19.00)	5/12/2025	APPROVE	\$154.00
LAND USE CHANGE TAX (TO REMOVE FROM CURRENT USE ONLY - TAX EXEMPT PROP)			
208-099-022 - CLEMENT HILL RD - FORM A-5W (WARRANT)	5/12/2025	APPROVE	\$0.00
208-099-022 - CLEMENT HILL RD - FORM A-5 (BILL)	5/12/2025	APPROVE	(ABOVE AMT)
INTENT TO CUT			
OP #25-227-03-T - 228-046-000 - STONYBROOK LN	5/12/2025	APPROVE	
PROPERTY DEEDS (INCLUDED IN MOTIONS)			
208-099-022 - SALE OF LANDLOCKED LAND TO AN ABUTTER	5/12/2025	APPROVE	
256-027-001 - SALE OF LANDLOCKED TAX DEEDED PROPERTY TO AN ABUTTER	5/12/2025	APPROVE	
206-015-000/206-010-000 - RETURN OF TAX DEEDED PROPERTY TO OWNER	5/12/2025	APPROVE	
OTHER			
(RE)APPOINTMENT TO OFFICE - HOUSING COMMITTEE - K MITCHELL - 2028	5/12/2025	APPROVE	
(RE)APPOINTMENT TO OFFICE - OPEN SPACE COMMITTEE - D TAYLOR - 2028	5/12/2025	APPROVE	
(RE)APPOINTMENT TO OFFICE - PLANNING BOARD - E BOUCHARD - 2028	5/12/2025	APPROVE	
(RE)APPOINTMENT TO OFFICE - PLANNING BOARD - S DURFEE - 2028	5/12/2025	APPROVE	
(RE)APPOINTMENT TO OFFICE - PLANNING BOARD - M WILKEY - 2028	5/12/2025	APPROVE	
APPOINTMENT TO OFFICE - WASTE REDUCTION COMMITTEE - WEBSTER REP - M MACGOWAN	5/12/2025	APPROVE	

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

- B. The Board reviewed the Select Board Public Meeting Minutes of April 21, 2025. Ms. Bram made a motion to approve the Select Board Public Meeting Minutes of April 21, 2025. Mr. Whitley seconded the motion.

VOTE: Dunlap, Whitley, Donohoe, Bram, and McKeon 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 April 21, 2025. Mr. Whitley made a motion to approve the Select Board Nonpublic Session I Meeting Minutes of April 21, 2025. Ms. McKeon seconded the motion. Chair Dunlap noted that the minutes are sealed.

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

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of April 21, 2025. Mr. Whitley made a motion to approve the Select Board Nonpublic Session II Meeting Minutes of April 21, 2025. Mr. Donohoe seconded the motion. Chair Dunlap noted that the minutes are sealed.

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

- E. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of April 21, 2025. Mr. Whitley made a motion to approve the Select Board Nonpublic Session III Meeting Minutes of April 21, 2025. Mr. Donohoe seconded the motion. Chair Dunlap noted that the minutes are sealed.

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

- F. The Board reviewed the Select Board Public Meeting Minutes of April 22, 2025. Mr. Whitley made a motion to approve the Select Board Public Meeting Minutes of April 22, 2025. Ms. McKeon seconded the motion.

VOTE: Dunlap, Donohoe, Bram, and McKeon voted in favor of the motion, Whitley abstained (not present), no votes against; **MOTION PASSED 4-0.**

- G. The Board reviewed the Select Board Public Meeting Minutes of April 25, 2025. Mr. Whitley made a motion to approve the Select Board Public Meeting Minutes of April 25, 2025. Ms. McKeon seconded the motion.

VOTE: Dunlap, Bram, and McKeon voted in favor of the motion, Whitley and Donohoe abstained (not present), no votes against; **MOTION PASSED 3-0.**

V. PUBLIC APPOINTMENT:

Ian Hart, Economic Development Committee Chair; RE: Elmbrook Park – Mr. Hart noted that on April 14, the U.S. Army Corps of Engineers/Hopkinton Everett Lake, announced via their Facebook page that, due to a federal hiring freeze, Army Corps recreation areas across New England will experience a reduction in hours, services, and access to facilities this summer. Mr. Hart explained that Elmbrook Park, beach, and facilities would normally open to the public beginning Memorial Day weekend, but with this announcement, it is not known what the hours will be; if any facilities will be open, cleaned, or stocked; or if the beach will be open or cleaned.

Because many of the people who visit Elmbrook Park also use town services, such as gas stations, restaurants, and other businesses, the EDC is concerned about the impact this may have on such businesses. At their meeting last week, the EDC voted to request that the Select Board formally communicate concern regarding the absence of summer staffing at Elmbrook Park to the State's Congressional delegation, specifically regarding the following three points:

- The loss of resource to the town, including hours; activities; and facilities, including accessible facilities.
- The economic impact due to loss of sales or diminished tourism.
- Potential long-term damage due to diminished upkeep of the natural and manmade structures.

Mr. Hart pointed out that this concern is not a criticism of the permanent Army Corps staff, as he noted they do an outstanding job.

Brief discussion ensued and it was requested that the EDC draft a letter for the Select Board to send. Ms. Bram requested that the local office of the Army Corps be copied on the letter.

Mr. Whitley made a motion that the Select Board send the requested correspondence to our Congressional delegation, and also delegate that the Chair sign on behalf of the Select Board. Mr. Donohoe seconded the motion.

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

VI. OLD BUSINESS:

- A. Department Visit Follow-up – Brief discussion ensued and Ms. McKeon reviewed her notes from all of the recent department visits made by Board members and Mr. Cass. She pointed out items from some departments that she felt should be topics of ongoing or periodic attention and mindfulness, which included:

- Police officer retention.
- Monitoring DPW staffing needs.

- Sharing information from the Wastewater Superintendent.
- Library facility and potential legislation concerns.
- Access at the Transfer Station and a cleanup day.
- Review Slusser Center use agreements.

As it is related to the Town departments, Ms. Bram noted she had reviewed emergency management documentation, and there are recommendations related to tabletop emergency drills and accessibility of departmental documents and organizational structure that should be discussed after the new Town Administrator begins.

B. Review and Approval of Deeds - After a brief discussion, the following motions were made:

Chair Dunlap moved that the Select Board authorize Finance Director Kelly Henley to sign all documents related to the sale of lots 206-015-000 and 206-010-000 on behalf of the Town. Mr. Donohoe seconded the motion.

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

Chair Dunlap moved that the Select Board authorize Finance Director Kelly Henley to sign all documents related to the sale of lot 256-027-001 on behalf of the Town. Mr. Whitley seconded the motion.

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

Chair Dunlap moved that the Select Board authorize Finance Director Kelly Henley to sign all documents related to the sale of lot 208-099-022 on behalf of the Town. Mr. Whitley seconded the motion.

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

VII. NEW BUSINESS:

- A. Skate Park Donations – Ms. Henley explained that some monetary donations for the skate park have come to the Town, but there need to be some decisions made regarding these donations and the group of volunteers working on behalf of the skate park, before deciding how to manage these and any future monetary donations. She noted that she had contacted the NH Municipal Association regarding the question, but has not heard back yet. Discussion ensued among Board members, Ms. Henley, and resident Loren Clement, who is one of the representatives of the skate park volunteer group. Ms. McKeon shared information on how the volunteers could become a nonprofit group. After more discussion, Mr. Whitley recommended that Ms. Henley contact the Charitable Trusts Unit, as they are good about giving advice to municipalities, and they would be in charge of any trusts that are established.

After the discussion, Ms. McKeon noted that she believes there should be information on the Town website pertaining to best practices for residents interested in forming groups or pursuing special interests.

- B. Select Board Providing Senior Lunch – After a brief discussion of proposed dates, the Board agreed that November 12 would be the best date. Ms. Henley noted that she would reach out to Recreation Director Paula Simpkins to reserve this date.

VIII. TOWN ADMINISTRATOR UPDATES:

There were no updates. (New Town Administrator begins June 23, 2025.)

IX. PUBLIC FORUM:

There were no comments or questions for Public Forum.

X. BOARD COMMITTEE UPDATES:

Based on last season’s Budget Committee input on department one-page information summaries, Ms. Bram asked the Board for their thoughts on how the summaries could be improved, and discussion ensued.

Regarding the Housing Committee, Ms. McKeon noted there was an informal request to reconfirm the purpose of the committee, and she shared other concerns about and highlights from the recent meeting and community event; discussion ensued. Ms. McKeon requested that further discussion of the Housing Committee charge be added to the next Board meeting agenda.

XI. OTHER:

Following up on a few items from the last Board meeting with Mr. Cass present, Ms. McKeon asked about, and brief discussion ensued, regarding new sewer rate information going out to users; Police Chief TJ Hennessey’s recent ride as an escort for the Police Unity Tour; year-to-date financials; checking in with the School District about heating oil going out to bid; and checking in with Recreation Director Paula Simpkins about field/building use agreements, including Dial-a-Ride and the food pantry. Chair Dunlap noted she would reach out to Ms. Simpkins. Ms. McKeon also asked about whom to contact regarding removing the invasive bittersweet growing near the river at Riverway Park, and it was recommended by other Board members that she contact the NH DES.

XII. NONPUBLIC SESSIONS:

There were no nonpublic sessions.

XIII. ADJOURNMENT

There being no further business, Mr. Donohoe made a motion that the meeting be adjourned. Chair Dunlap seconded the motion. All members voted in favor, and the meeting was declared adjourned at 7:11 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant