



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
Tuesday, May 27, 2025
Approved**

I. CALL TO ORDER:

Mr. Whitley called this Public Meeting of the Select Board to order at 5:32 p.m., on Tuesday, May 27, 2025, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap (arrived during first public appointment); Steven Whitley; Jeff Donohoe; Victoria Bram; Alyssa McKeon

Staff Present: Kelly Henley, Finance Director; Dan Blanchette, Public Works Director; Paula Simpkins, Recreation Director; and Cara Johnson, Administrative/Assessing Assistant (Zoom)

Public Participants: Ken Traum, Energy Committee Member and Hopkinton’s current Alternate Community Power Representative; Andrew Patch, Engagement Manager for the Community Power Coalition of New Hampshire; Scott Clay; Loren Clement; Katherine Mitchell; and Bill Palizzolo

II. POINTS OF PRIDE:

Ms. Henley thanked Town Hall staff and other Town personnel for pitching in while we are between Town Administrators.

Ms. McKeon also thanked Town personnel for their efforts, and noted special thanks to the people of the American Legion for the nice Memorial Day parade, ceremony, and activities. She added a note that there is a fundraiser event being held at the Legion Hall this Saturday, to benefit the food pantry.

Mr. Donohoe thanked the Chapin family for providing all the food and drinks for the Memorial Day activities, and added a note of thanks to Chief Yale, the Town, and the State Liquor Commission for approving this Saturday’s fundraiser event, being held outdoors at the Legion Hall.

III. ADMINISTRATIVE:

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

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
MAY 27, 2025			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			

Select Board Meeting – May 27, 2025

AP MANIFEST DATED 5/27/2025	5/27/2025	APPROVE	\$355,707.72
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 5/19/2025			\$2,073,279.08
EMPLOYEE PAYROLL DATED 5/19/2025			\$111,328.13
DIRECT DEPOSIT: \$109,426.16			
PAYROLL CHECKS: \$1,901.97			
NOTIFICATION OF ABATEMENT			
105-045-000 - 390 MAIN ST - REAPPLIED VETERAN CREDIT AFTER 2024 TAX PAYMENT	5/27/2025	APPROVE	\$500.00
VETERAN CREDIT APPLICATION			
204-010-000 - 1814 BOUND TREE RD	5/27/2025	APPROVE	\$500.00
ELDERLY EXEMPTION APPLICATION			
223-031-000 - 24 EDGEWOOD DR	5/27/2025	APPROVE	\$240,000.00
SOLAR EXEMPTION APPLICATIONS			
101-065-000 - 98 PARK AVE - ASSESSED AT \$5,000.00	5/27/2025	APPROVE	\$5,000.00
219-017-002 - 1223 MAPLE ST - ASSESSED AT \$5,000.00	5/27/2025	APPROVE	\$5,000.00
221-121-000 - 32 PINWOOD DR - ASSESSED AT \$5,000.00	5/27/2025	APPROVE	\$5,000.00
2025 P1 PROPERTY TAX WARRANT			
TO TAX COLLECTOR - FOR PROPERTY TAXES DUE 7/3/2025	5/27/2025	APPROVE	\$15,636,534.00
2025 SEWER TAX LEVY WARRANT			
TO TAX COLLECTOR - FOR SEWER TAXES DUE 6/30/2025	5/27/2025	APPROVE	\$84,366.70
YIELD TAX			
OP #24-227-09-T - 265-010-000 - 245 LOWER STRAW RD	5/27/2025	APPROVE	\$1,024.26
OP #24-227-13-T - 211-007-000 - RTE 202/9	5/27/2025	APPROVE	\$855.11
OP #24-227-14-T - 258-064-000/258-068-001 - HOPKINTON RD	5/27/2025	APPROVE	\$1,717.61
INTENTS TO CUT			
OP #25-227-04-T - 206-013-000 - 1872 CLEMENT HILL RD	5/27/2025	APPROVE	
OP #25-227-05-T - 220-015-000 - BURNHAM INTERVALE RD	5/27/2025	APPROVE	
OTHER			
PERSONNEL ACTION FORM - NEW PT EMPLOYEE - A HUSTON	5/27/2025	APPROVE	

VOTE: Whitley, 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 May 12, 2025. Mr. Donohoe made a motion, seconded by Ms. Bram, to approve the Select Board Public Meeting Minutes of May 12, 2025.

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

IV. PUBLIC APPOINTMENTS:

- A. Paula Simpkins, Recreation Director – RE: Lifeguard Coverage: Ms. Simpkins provided some information on the typical number of lifeguards and public swimming/lessons schedules of past summers, and noted that, based on the number of staff for this summer, there will have to be some changes implemented. She described the possible options and scenarios for staff coverage, hours, signage, and related considerations, and noted she had spoken with Primex, regarding insurance coverage.

Discussion ensued, and Ms. Simpkins noted that there are currently three full-time lifeguards (one will have a delayed start date) and three part-time lifeguards, which is not enough to keep the operations as they have been in past years. She added that while there are currently fewer staff, this could change, as there may be past staff who express interest in working a few hours, or there may other unanticipated events that alter staffing levels.

Of the options discussed, Ms. Simpkins expressed her preference for reducing the staffing to three at a time (two lifeguards on and one rotating) and reducing the deep swimming area, in order to keep the pond open seven days a week. It was recommended that Ms. Simpkins keep everyone informed of circumstances, changes, and hours via Facebook.

- B. Dan Blanchette, Public Works Director – RE: Briar Hill Road: Mr. Blanchette noted that he was seeking guidance on how to proceed with the roadwork that needs to be addressed. He explained the status of some of the projects that have been ongoing, and made recommendations on areas of concern. Discussion ensued regarding estimated costs and how to address funding, which included bonds, for next year's Town Meeting. Board members agreed that the skimming on Briar Hill Road needs to be done. Mr. Blanchette noted:
- Two large culverts/bridges need work; possible bond for this, which would included finishing Briar Hill Road.
 - GMI will be paving top coat on Briar Hill Road later this week. With delay before this road can be completed, it was emphasized that there needs to be skim coat over the older section in the meantime, and money for this can come out of the current bond.
 - East Penacook Road bridge should be a priority, as well; it has jumped higher on the red list. Following this bridge, priorities recommended are completing Briar Hill Road, and then, in 2027, the Broad Cove Road culvert.

- It is good that the culvert and bridge projects are being addressed, as there are not many left that currently need work.
- There are over 650 culverts in town, and the engineers working on sewer plant recently put all the culverts into a GIS map. Additionally, a high school student worked on GPS marking every culvert he could find.
- He will work on updating the road condition summary for the Board.

C. Ken Traum – RE: Energy Committee: Mr. Traum explained that CPCNH has partnered with Encore Renewable Energy to build a 4.99-megawatt solar array in Warner, which will be part of a group net metering project, and he and Andrew Patch, of the CPCNH, reviewed the project and their program for municipal subscribers.

Mr. Traum added that the Energy Committee unanimously recommends taking advantage of this opportunity and noted that it is estimated that this would save the Town approximately \$2 Thousand annually. It was pointed out that the deadline to become a subscriber, with an executed contract, is July 1 this year, and the goal is that everything will be up and running by summer 2026.

Mr. Whitley highlighted that the Letter of Intent explicitly notes that it is non-binding and does not constitute a contractual obligation, and Chair Dunlap suggested that the Board more carefully read the contract before committing to it.

Mr. Donohoe moved that the Board approve the Letter of Intent and authorize Ms. Henley to sign it on the Board's behalf. 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.**

It was noted that there should be brief discussion of the details of the contract signing at the next Board meeting.

Mr. Traum asked to address one more item related to the Energy Committee. He pointed out that since Mark Zankel, who was the primary Hopkinton representative to Community Power, resigned from the Energy Committee in March, the committee recommended that Mr. Traum be the primary Hopkinton representative to Community Power, Mr. Whitley be the alternate, and incoming Town Administrator Karen Hambleton be the administrative contact.

Mr. Donohoe moved that Ken Traum be the primary Hopkinton representative to Community Power, Mr. Whitley be the alternate representative to Community Power, and, after she begins her position with the Town of Hopkinton, Karen Hambleton be the administrative contact. Ms. McKeon seconded the motion.

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

V. OLD BUSINESS:

A. Elm Brook Park Letter Review: Brief discussion ensued among Board members and Ms. Henley and consensus was that the letter was fine, but it needed to be copied to the Army Corps of Engineers New England District in Concord, MA, and to Lieutenant General William H. Graham, Jr., at the Army Corps of Engineers Headquarters.

B. Housing Committee – Discussion of the Charge: Ms. McKeon noted she wanted to revisit the committee's Charge and the make-up of the committee. Discussion ensued regarding the details of these subjects, including how affordable housing seems to be a dominant focus of the consultancy hired by the committee, when it is not explicitly stated in the Charge, but is interpreted as being implied. It was noted that the committee has evolved since its beginning, but it is not contrary to the Charge.

Chair Dunlap, Mr. Whitley, and Mr. Donohoe reviewed their recollections of the genesis of the committee and its members, and emphasized that the committee can only make recommendations; there would be numerous steps before any action could be taken.

Discussion continued regarding the RFP that was put out for consultants, and Ms. Henley noted she would ask Grant Coordinator Beverly Mesa-Zendt if she worked on the RFP

Residents Bill Palizzolo and Loren Clement asked questions and made comments about the Charge and the committee, and Board members emphasized that they were not making any change or decisions regarding the committee at this time.

D. Transfer Station Fencing: Brief discussion ensued regarding following up on a previous discussion about the fencing, and Ms. McKeon noted that she wanted to make sure Transfer Station Superintendent Jolene Cochrane is all set with the fencing. Ms. Henley pointed out that she believes Ms. Cochrane has the fencing, but ongoing poor weather conditions have not been conducive to fence installation.

VI. NEW BUSINESS:

Regarding year-to-date expenditures, Ms. Henley noted:

- Although some lines reflect spending is a little ahead, overall, most everything is on track.
- With the computer line high due to necessary purchases and updates, we are being mindful of minimizing calls for IT assistance.

Brief discussion ensued about some of the line items, and Ms. Bram asked Ms. Henley to follow up on the election expenses line.

VII. TOWN ADMINISTRATOR UPDATES:

Following up on Board member questions from the previous meeting, Ms. Henley noted:

- Sewer users will receive a next-billing rate increase notice with their current water/sewer bills being sent this week by the Town Clerk/Tax Collector Office.

- Police Chief Hennessey is scheduled to be at the next Board meeting.
- Due to staff and requirements for getting committee meetings on Zoom/YouTube, it is recommended to wait for the new Town Administrator Karen Hambleton to begin.
- The Town/School oil contract has been locked in at \$2.55/gallon for heating oil.
- Open enrollment for Town employee insurance will be happening in the next couple weeks.
- The November 12 date for the Board to prepare Senior Lunch at the Slusser Center has been confirmed with Recreation Director Paula Simpkins.

VIII. PUBLIC FORUM:

Residents Scott Clay, Katherine Mitchell, and Loren Clement asked questions and/or made comments on the following:

- The use of the second camera (facing public speakers) at future meetings.
- The previous reference to an RFP was an RFQ sent by Grant Coordinator Beverly Mesa-Zendt, in July 2024.
- The possibility of more Town properties being included in the group net metering.
- How to get secondary utility meters for features such as swimming pools. Mr. Donohoe noted he would look into this.

IX. BOARD COMMITTEE UPDATES:

Ms. McKeon noted that she emailed Waste Reduction Committee Chair Pat LaPree regarding a joint community volunteer cleanup day at the Transfer Station.

X. OTHER:

There were no comments or questions for Other.

XI. NONPUBLIC SESSION:

NONPUBLIC SESSION RSA 91-A:3 II (e) Legal

Ms. Dunlap moved to go into a nonpublic session to discuss consideration or negotiation under the provisions of Nonpublic Session RSA 91-A:3 II (e). Mr. Whitley seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

The Board and the Finance Director went into a nonpublic session, as recorded separately, at 7:14 p.m. The Board returned to public session at 7:40 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. Donohoe seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

XII. ADJOURNMENT

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Whitley seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:40 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant