



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, June 9, 2025
Approved**

I. CALL TO ORDER:

Mr. Whitley called this Public Meeting of the Select Board to order at 5:30 p.m., on Monday, June 9, 2025, and introduced the members of the Board.

Select Board

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

Staff Present: Kelly Henley, Finance Director; TJ Hennessey, Police Chief; Christine Johnson, Town Clerk/Tax Collector; Beverly Mesa-Zendt, Grant Coordinator; David White, Wastewater Superintendent; and Cara Johnson, Administrative/Assessing Assistant (Zoom)

Public Participants: Jaclyn Lemieux, Hazen and Sawyer Principal Scientist; and resident Bonnie Christie (Zoom)

II. POINTS OF PRIDE:

Ms. Henley and Ms. McKeon (on behalf of Chair Dunlap) commended and thanked the DPW staff for the great job they are doing with all the extra work and repairs necessitated by the excessive rain.

Police Chief Hennessey noted that the officers are often thanked for their service, but today he received a letter complimenting Officer Geoffrey Erickson. Chief Hennessey added that Officer Erickson is the newest member of the department and is doing a fantastic job.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of June 9, 2025, taking the following action on a motion made by Ms. Bram and seconded by Ms. McKeon:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA JUNE 9, 2025			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 6/9/2025	6/9/2025	APPROVE	\$99,128.52
SOLAR EXEMPTION APPLICATION			
207-030-000 - 24 AUTUMN RIDGE RD - ASSESSED AT \$5,000.00	6/9/2025	APPROVE	\$5,000.00

YIELD TAX			
OP #24-227-11-T - 222-044-000/222-045-000 - 563 AND 583 KEARSARGE AVE	6/9/2025	APPROVE	\$727.40
INTENTS TO CUT			
OP #25-227-06-T - 236-036-000/253-002-000/254-003-000 - SUGAR HILL RD AND SOUTH RD	6/9/2025	APPROVE	
OP #25-227-07-T - 256-022-000 - 300 BROCKWAY RD	6/9/2025	APPROVE	
OTHER			
LOAN AGREEMENT - WW INFRASTRUCTURE COND ASSESSMENT (DUNLAP/WHITLEY ONLY)	6/9/2025	APPROVE	
NHMBB LOAN AGREEMENT (DUNLAP ONLY)	6/9/2025	APPROVE	
NHDES ANNUAL LANDFILL POST-CLOSURE REPORT (DUNLAP ONLY)	6/9/2025	APPROVE	
USACE LETTER TO SENATOR SHAHEEN (DUNLAP ONLY)	6/9/2025	APPROVE	
USACE LETTER TO CONGRESSWOMAN GOODLANDER (DUNLAP ONLY)	6/9/2025	APPROVE	
USACE LETTER TO SENATOR HASSAN (DUNLAP ONLY)	6/9/2025	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 27, 2025. Mr. Donohoe made a motion, seconded by Ms. McKeon, to approve the Select Board Public Meeting Minutes of May 27, 2025.

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

- C. The Board reviewed the Select Board Nonpublic Meeting Minutes of May 27, 2025. Mr. Donohoe made a motion, seconded by Ms. McKeon, to approve the Select Board Nonpublic Meeting Minutes of May 27, 2025. Mr. Whitley noted the minutes are sealed.

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

IV. PUBLIC APPOINTMENTS:

- A. Chief Hennessey, RE: Police Unity Tour Update – Chief Hennessey presented a review, videos, and some highlights of his recent trip to Washington, DC, as a one of 52 officers on motorcycles, escorting 450 officers on bicycles, in this annual ride to raise awareness of law enforcement officers killed in the line of duty. He noted that although it was a lot of work, it was well worth it. He expressed appreciation to the Board for giving him the opportunity to participate in this event, and the Board members thanked him for representing Hopkinton.

After his presentation, Chief Hennessey asked about getting Board signatures for a speed grant, which, he added, was the grant the Police Department has received in previous years. Brief

discussion of details ensued, and Mr. Whitley asked that the information be given to Ms. Henley, so the Board will have a chance to review the information in advance, and it can be added to the Consent Agenda for signing at the next Board meeting.

- B. Hazen and Sawyer, RE: Wastewater Asset Management Plan – After introducing herself, Ms. Lemieux noted that the Town has contracted with the Hazen and Sawyer to complete the wastewater asset management plan. She noted that Phase I of the plan is grant funded by the NH DES. A series of slides was presented and the following was included:

- The plan covers the Town’s horizontal wastewater infrastructure, including all gravity sewer and force main pipes, manholes, and valves. The plan does not include the pump station, the wastewater treatment facility, or the equipment in the wastewater treatment facility.
- An explanation of asset management, which is a tool to improve Capital Improvement Planning.
- The benefits of asset management, such as being a way to help the Town prioritize projects.
- Records review and development of GIS inventory.
- Description of level of service goals, which are used to outline the community’s performance expectations; the goals need to be measurable.
- Review of the prioritization/risk assessment framework.
- Review of the wastewater asset inventory.
- Strategies for funding, implementation, and communication.

After the slide presentation, brief discussion ensued. Ms. Lemieux noted that Phase I will be completed by the end of the month, and Phase II will likely begin in the fall and take less than a year to complete, with a report containing an assessment of the entire system delivered to the Town after completion.

Mr. Whitley recommended to Ms. Mesa-Zendt that there should be communication with the CIP Committee to see if they have any input into the tool that is going to result from this work, as their input may help steer Hazen and Sawyer toward providing an especially useful product. Ms. Lemieux noted the plan is to discuss this with the new Town Administrator after she starts, as well.

- C. Christine Johnson, RE: Transfer Station Decals – Ms. Johnson reviewed how changes in the disposal policy at Sandy Beach Campground and the updated Hopkinton/Webster Transfer Station windshield decal policy have created a need for clarification on the issuance of decals for the campers at Sandy Beach.

She explained that some seasonal residents at Sandy Beach pay taxes on their trailers and/or other taxable property, but others register their trailer in their town and do not have additional taxable property, so they do not pay Hopkinton property taxes. This results in a portion of the seasonal residents unable to show the required proof of (seasonal) residency to obtain a decal.

Ms. Johnson suggested one solution might be to issue office personnel at Sandy Beach Campground a limited number of easily identifiable, large, laminated decals that the campground residents could use on an as-needed basis, for those who participate in recycling and/or those who need to dispose of large items no longer accepted in the Sandy Beach dumpster.

Discussion ensued among Board members and Ms. Johnson, with the consensus being that this system will suffice at least temporarily, until more decisions are made regarding accessing the Transfer Station. Suggestions included:

- Starting with no more than two decals issued to the Sandy Beach office.
- Note on the laminated decal pass that Transfer Station disposal fees may apply, and provide the Sandy Beach office with the Transfer Station fee list.
- Provide clear information to users that they must go directly to the Transfer Station office with the decal pass for disposal guidance from staff.
- Ms. Johnson will speak with Transfer Station Superintendent Jolene Cochrane about this system and suggestions she may have on the best visual design for the decal passes.

V. OLD BUSINESS:

Mr. Whitley asked about the agreement for the solar group net metering project that was presented at the Board meeting on May 27, and discussion ensued. It was noted that the Board members would take a closer look at the document, and would like it added to the agenda for the next Board meeting.

VI. NEW BUSINESS:

Certificate of Vote for Bond – After Board members read aloud the full resolutions of the Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement with the New Hampshire Municipal Bond Bank, Mr. Whitley moved that the Board adopt all of the resolutions that were individually read into the record. 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.**

The full Resolutions adopted are included at the end of the meeting minutes.

VII. TOWN ADMINISTRATOR UPDATES:

Following up on the Board member question about election expenditure overage from the previous meeting, Ms. Henley noted:

- There were a couple reimbursements from the School District that had not come in yet. When these reimbursements are added in, the overage will go from \$3,295.87 to \$1,622.87.
- The remaining \$1,622.87 overage is primarily due to the extra pages for zoning amendments on the ballot and the cost of programming the “one4all” voting tablet, which became a State requirement for Town Meetings too late to have been included in the year’s budget.

- She and Ms. Johnson will monitor the status of potential zoning amendments as the next budget season approaches.

VIII. PUBLIC FORUM:

Resident Bonnie Christie (Zoom) asked about the status of the consideration of a gate system for accessing the Transfer Station, and Chair Dunlap replied that this topic will be discussed again sometime after the new Town Administrator starts.

IX. BOARD COMMITTEE UPDATES:

Ms. McKeon shared a review of the items discussed at the recent Housing Committee meeting, which included digging more deeply into the recommendations from the consultants. She also noted that there is a joint Housing Committee/Planning Board on June 26.

X. OTHER:

There were no comments or questions for Other.

XI. NONPUBLIC SESSIONS:

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

Chair 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. 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 6:50 p.m. The Board returned to public session at 7:05 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.

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

Chair 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. 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 7:05 p.m. The Board returned to public session at 7:16 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.

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

Chair 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. 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 7:16 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.

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

Chair 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. 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 7:41 p.m. The Board returned to public session at 7:42 p.m., as it was determined this nonpublic session was not needed.

XII. ADJOURNMENT

There being no further business, Mr. Whitley moved that the meeting be adjourned. Mr. Donohoe seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:42 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant

TOWN OF HOPKINTON, NEW HAMPSHIRE
(the "Issuer")

CERTIFICATE OF VOTE REGARDING AUTHORIZATION
OF BONDS AND APPROVAL OF
LOAN AGREEMENT WITH THE NEW HAMPSHIRE MUNICIPAL BOND BANK

I, the undersigned Clerk of the Issuer, hereby certify that a meeting of the Governing Board of Issuer (the "Board") was held on _____, 2025. A quorum of the Board was in attendance and voting throughout.

I further certify that there are no vacancies on the Board, that all of the members of the Board were duly notified of the time, place and purposes of said meeting, including as one of the purposes the authorization of bonds and the approval of a Loan Agreement between the New Hampshire Municipal Bond Bank (the "Bond Bank") and the Issuer.

I further certify that the following is a true copy of resolutions unanimously adopted at said meeting:

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 20, 2025 under Article 4 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a \$712,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing the engineering, design, and construction for sludge removal from the wastewater treatment facility lagoons.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of four and one half percent (4.50%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the project being financed is in excess of ten (10) years.

I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection not more than five (5) business days after the meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

I further certify that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

WITNESS my hand and seal of the Issuer this ___ day of _____, 2025.

CLERK OF ISSUER

(SEAL)