



# 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, June 23, 2025  
Approved**

**I. CALL TO ORDER:**

Chair Dunlap called this Public Meeting of the Select Board to order at 5:32 p.m., on Monday, June 23, 2025, and introduced the members of the Board.

**Select Board**

**Members Present:** Sabrina Dunlap; Steven Whitley; Victoria Bram; and Alyssa McKeon (arrived just before Town Administrator Updates)

**Staff Present:** Karen Hambleton, Town Administrator; Kelly Henley, Finance Director; and Cara Johnson, Administrative/Assessing Assistant (Zoom)

**Public Participants:** Ken Traum, Energy Committee’s Community Power Representative

**II. POINTS OF PRIDE:**

Chair Dunlap introduced and welcomed new Town Administrator Karen Hambleton, who was previously the Town Administrator in Bradford, NH. Chair Dunlap and the other Board members thanked all the Town employees who have stepped up over the past nearly two months, particularly Finance Director Kelly Henley, who has essentially filled the role of the Town Administrator during this period. Additional thanks were given to the staff of the DPW, for their ongoing work in cleanup and unanticipated road repairs necessitated by the excessive rain we have had.

Ms. Bram noted that she delivered some baked goods to Town departments last Friday, on behalf of the Select Board, and she shared how nice it was visiting with personnel.

**III. ADMINISTRATIVE:**

- A. The Board reviewed documents for signature, and approved (3-0) the Consent Agenda of June 23, 2025, taking the following action on a motion made by Mr. Whitley and seconded by Ms. Bram:

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
JUNE 23, 2025			
ITEM	DATE	ACTION	COMMENT
<b>AP MANIFEST</b>			
AP MANIFEST DATED 6/23/2025	6/23/2025	APPROVE	\$2,679,701.73
<b>PREVIOUSLY APPROVED - NO ACTION NEEDED</b>			
AP MANIFEST DATED 6/16/2025			\$224,447.59

EMPLOYEE PAYROLL DATED 6/16/2025			\$103,472.60
DIRECT DEPOSIT: \$100,427.56			
PAYROLL CHECKS: \$3,045.04			
<b>NOTIFICATIONS OF ABATEMENT</b>			
241-018-001 - GOULD HILL RD - BILLED/PD IN ERROR/TAX CARD SHOULD HAVE BEEN ELIM EARLY 2024	6/23/2025	APPROVE	\$609.71
241-018-001 - GOULD HILL RD - TO CORRECT SYSTEM/TAX CARD SHOULD HAVE BEEN ELIM EARLY 2024	6/23/2025	APPROVE	\$1,196.00
101-067-000 - 54 PARK AVE - METER ESTIMATE ERROR - SEWER	6/23/2025	APPROVE	\$4,522.40
208-003-F14 - F14 FRIENDLY FOREST - SANDY BEACH CAMPER IS REGISTERED WITH THEIR TOWN/STATE	6/23/2025	APPROVE	\$94.00
<b>RIGHTS TO BURY</b>			
#1229 - OLD HOPKINTON CEMETERY - MG	6/23/2025	APPROVE	
#1230 - CONTOOCCOOK VILLAGE CEMETERY - MG	6/23/2025	APPROVE	
<b>OTHER</b>			
LOAN AGREEMENT - WATER POLLUTION CONTROL (DUNLAP/WHITLEY ONLY)	6/23/2025	APPROVE	

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against;  
**MOTION PASSED 3-0.**

- B. The Board reviewed the Select Board Public Meeting Minutes of June 9, 2025. Mr. Whitley made a motion, seconded by Chair Dunlap, to approve the Select Board Public Meeting Minutes of June 9, 2025.

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against;  
**MOTION PASSED 3-0.**

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of June 9, 2025. Mr. Whitley made a motion, seconded by Ms. Bram, to approve the Select Board Nonpublic Session I Meeting Minutes of June 9, 2025; Mr. Whitley noted that the minutes are sealed.

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against;  
**MOTION PASSED 3-0.**

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of June 9, 2025. Mr. Whitley made a motion, seconded by Chair Dunlap, to approve the Select Board Nonpublic Session II Meeting Minutes of June 9, 2025; Mr. Whitley noted that the minutes are sealed.

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against;  
**MOTION PASSED 3-0.**

- E. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of June 9, 2025. Mr. Whitley made a motion, seconded by Ms. Bram, to approve the Select Board Nonpublic Session III Meeting Minutes of June 9, 2025; Mr. Whitley noted that the minutes are sealed.

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against;  
**MOTION PASSED 3-0.**

Chair Dunlap noted that, although there was a fourth nonpublic session on the agenda, this session was not needed or held.

**IV. PUBLIC APPOINTMENT:**

Michelle Cedillo: Friends of Riverway Park – Ms. Cedillo was not in attendance, so this appointment was not held.

**V. OLD BUSINESS:**

Solar Group Net Metering Letter of Intent – Chair Dunlap noted that the Letter of Intent has been sent, and brief discussion ensued among Board members and Mr. Traum, who pointed out that the Energy Committee unanimously supports this opportunity.

Mr. Whitley made a motion to agree to enter into the Municipal Host Group Net Metering Membership Agreement with Poverty Plains Solar, and to authorize Chair Sabrina Dunlap to sign for the Town. Ms. Bram seconded the motion.

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against; **MOTION PASSED 3-0.**

Mr. Traum thanked the Board and noted he would email the Community Power organization of this decision, and copy Ms. Hambleton and Ms. Henley on the email.

**VI. NEW BUSINESS:**

- A. Certificates of Vote for Grant – After a brief discussion of procedure, Ms. Bram moved that the Select Board authorize the Town Administrator, Karen Hambleton, to execute any documents necessary to effectuate the Wastewater Asset Management Program Development grant agreement with the New Hampshire Department of Environmental Services. Mr. Whitley seconded the motion.

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against;  
**MOTION PASSED 3-0.**

Ms. Bram moved that the Select Board authorize the Town Administrator, Karen Hambleton, to execute any documents necessary to effectuate the Stormwater Asset Management Program Development grant agreement with the New Hampshire Department of Environmental Services. Mr. Whitley seconded the motion.

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against;  
**MOTION PASSED 3-0.**

- B. Hopkinton Village Precinct requests joint letter to NH DOT, re: additional crosswalks in downtown repaving project – Because the HVP Chair, Nick Casolaro, could not be at this evening’s meeting, Ms. Bram, who also serves as the HVP Clerk, provided a brief synopsis of the traffic calming demonstration that was set up at the intersection of Route 9/202 and Route 103 in 2022, the plan’s adoption by the NH DOT, and the scheduled DOT paving and corner modification project this summer. She explained that the only crosswalk in this portion of road is near the Harold Martin School, so the HVP had informally requested additional crosswalks; representatives of St. Andrew’s Church requested the Precinct submit to the DOT a formal request for crosswalks, which they did.

The HVP Chair received an email from Michael O’Donnell, Chief Traffic Engineer the NH DOT Bureau of Traffic, noting the following:

- The Town should submit, on official letterhead, a request for additional crosswalks.
- The Town will be responsible for maintenance of any additional crosswalks.
- Crosswalks must be located where there is a sidewalk on both sides of the street.

Ms. Bram pointed out that, although it is not guaranteed that the crosswalks will be added, there is a formal process for submitting this type of request, and Mr. Casolaro has drafted a letter for this request from the Town and the HVP.

After a brief discussion of how the proposed locations for crosswalks were selected and the additional work involved, Mr. Whitley moved that the Town sign the letter to the NH DOT, with Chair Dunlap as the authorized signer, on behalf of the Town. Ms. Bram seconded the motion.

**VOTE:** Dunlap, Whitley, and Bram voted in favor of the motion; no votes against;  
**MOTION PASSED 3-0.**

Ms. McKeon arrived at the conclusion of this segment of the meeting.

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

Ms. Henley noted that the Hopkinton Fair Parking Lottery applications are due to Ms. Hambleton by July 9, 2025, and the drawing will be held at the Select Board meeting on July 14, 2025.

#### **VIII. PUBLIC FORUM:**

There were no comments or questions for Public Forum.

#### **IX. BOARD COMMITTEE UPDATES:**

Ms. Bram noted that she attended the recent Budget Committee meeting, at which there was discussion of items the committee is interesting in knowing, seeing, or understanding. She added that she will work with Grant Administrator Beverly Mesa-Zendt on updating the departmental one-pagers and work with Ms. Hambleton and Ms. Henley on other departmental budget-related items.

Ms. McKeon noted a reminder of the Joint Meeting of the Housing Committee and Planning Board being held this Thursday.

Chair Dunlap noted that, although the Open Space Committee did not hold a meeting this month, their next scheduled meeting is Wednesday, July 16. She said the committee is interested in having someone from the Housing Committee attend the meeting, to provide an overview of the role of the Housing Committee and its projects. Chair Dunlap and Ms. McKeon briefly discussed some details of the Housing Committee.

Brief discussion ensued regarding Board member availability for upcoming Select Board meetings this summer.

**X. OTHER:**

Board members followed up on and briefly discussed the following:

- Elm Brook Park letter that was mailed.
- Roadwork on White Tail Run.
- Inviting DPW Director Dan Blanchette to a Board meeting to discuss the impact of this year’s weather.
- The possibility of posting information on air conditioned public buildings for residents who need relief on especially hot days.

**XI. NONPUBLIC SESSION:**

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

Chair 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
Victoria Bram	Yes
Alyssa McKeon	Yes

**MOTION PASSED 4-0.**

The Board, the Town Administrator, and the Finance Director went into a nonpublic session, as recorded separately, at 6:09 p.m. The Board returned to public session at 7:08 p.m.

**XII. ADJOURNMENT**

There being no further business, Mr. Whitley moved that the meeting be adjourned. Chair Dunlap seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:09 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant