



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, July 14, 2025
APPROVED**

I. CALL TO ORDER:

Chair Dunlap called the Public Meeting of the Select Board to order at 5:33 p.m. on Monday, July 14, 2025, and introduced the members of the Board.

Select Board Members Present: Sabrina Dunlap, Victoria Bram, Alyssa McKeon, and Jeffrey Donohoe

Staff Present: Karen Hambleton, Town Administrator

II. POINTS OF PRIDE (1:31)

The following were recognized under Points of Pride.

- Chair Dunlap. All staff and community members who assisted in the July 4th activities
- Ms. Bram. Kindness in Hopkinton Exhibit at the Historical Society
- Ms. McKeon. Kindness in Hopkinton Exhibit at the Historical Society and Fourth of July Activities
- Ms. Hambleton. Staff member Cara Johnson's preparation of abatement letters.

III. DRAWING FOR THE HOPKINTON PARKING LOTTERY (4:35)

A discussion ensued regarding procedures for allocating parking and the types and specific dates of various requests. The Select Board tabled this item for later discussion.

IV. ADMINISTRATIVE (7:09)

- Approval of Consent Agenda
Mr. Donohoe made a motion to approve the consent agenda. The motion was seconded by Ms. McKeon and unanimously approved.
- Approval of Public Meeting Minutes of June 23, 2025 (04A)
Chair Dunlap made a motion to approve the public meeting minutes of June 23, 2025. The motion was seconded by Ms. Bram and unanimously approved.
- Approval of Public Meeting Minutes of June 30, 2025 (04B)
Mr. McKeon made a motion to approve the public meeting minutes of June 30, 2025. The motion was seconded by Mr. Donohoe and unanimously approved.
- Approval of Nonpublic Meeting Minutes of June 23, 2025 (04C)
Ms. McKeon made a motion to approve the nonpublic meeting minutes of June 23, 2025. The motion was seconded by Ms. Bram and unanimously approved, with Mr. Donohoe abstaining.

V. PUBLIC APPOINTMENTS (9:37)

- Michelle Cedillo -Friends of Riverway Park
Ms. Cedillo summarized the purpose and history of the proposed committee, which is a subcommittee of the EDC focused on issues related to Contoocook Village. Ms. Cedillo described it as a working group focused on key initiatives related to Riverway Park. Ms. Cedillo requested that the Committee not be formally established at this time, as more work was needed to determine its purpose, key partnerships, and membership. Ms. Cedillo referenced an email sent to the Select

Board. Ms. Cedillo summarized three requests.

- **Bench Relocation.** A request for bench relocation was made to the Department of Public Works (DPW). Ms. Cedillo inquired about the procedure for approval and where final authority lies in determining the placement of benches. The Select Board indicated that additional information and discussion were needed on the request.
- **Public Art Installation.** Ms. Cedillo discussed the idea of a public art installation at the park and sought guidance from the Select Board on how to proceed. Chair Dunlap indicated that a policy was probably needed regarding public art installations. Ms. Cedillo indicated that she would provide a proposal on this item, including information on how other towns manage similar requests.
- **Picnic Tables along the Riverbank.** Ms. Cedillo inquired about the possibility of placing privately funded picnic tables along the river and the process for installation. The Select Board requested that this topic be coupled with the bench discussion. The Select Board generally agreed that more information and discussion were needed on this subject and that a master plan might be useful in guiding the long-term vision.

Drawing for the Hopkinton Parking Lottery (continued)

Discussion continued regarding the drawing for the Hopkinton parking area. Mr. Donohoe asked that duplicate applications be eliminated, and the corresponding balls be removed. The following winners were selected.

- Thursday- Boy Scouts
- Friday- Hopkinton Youth Sports Association
- Saturday- Sons of the American Legion
- Sunday – Ski Team
- Monday-Girls Basketball

VI. OLD BUSINESS

No old business was presented at this time

VII. NEW BUSINESS (47:58)

- i. Highway Safety Grant. Ms. Hambleton summarized the purpose of this grant application, which the Police Department prepared. Ms. Hambleton requested that the Select Board accept the Highway Safety Grant in the amount of \$13,700 and authorize the Town Administrator to execute any necessary agreements for the grant.

Chair Dunlap made a motion that the Select Board accept the terms of the Highway Safety Grant in the amount of \$13,700 and authorize the Town Administrator to execute all documents related to the Highway Safety Grant. The motion was seconded by Ms. McKeon and unanimously approved.

- ii. The Town Administrator requested that the Select Board approve her request to be exempt from participation in the New Hampshire Retirement System per RSA 100A-22.

Chair Dunlap made a motion to exempt the Town Administrator from participation in the New Hampshire Municipal Retirement System, as per RSA 100-A:22. The motion was seconded by Ms. McKeon and was unanimously approved.

- iii. Department One-Pagers

Ms. Bram summarized the history, purpose, and content of the one-pagers included in the 2025 Budget. Ms. Bram suggested that the Budget One-Pagers may not have adequately addressed the questions raised by the Budget Committee. Ms. Bram suggested that the Select Board push pause on updating these one-pagers. She suggested that, in other communities, the one-pagers were informed by a larger community process where work has been done to identify the community's vision and goals. Ms. Bram suggested that the Select Board spend some time reviewing the current information provided by each Department, including the excellent write-ups already included in the Town Report. Ms. Bram suggested that the one-pagers could be useful in the departmental conversations. Ms. Bram suggested a joint meeting with the Budget Committee.

Ms. McKeon summarized the annual planning process for the non-profit sector and how departmental objectives are tied to expenditures. Ms. Bram suggested a better focus for the Select Board might be goal setting. Ms. McKeon asked if there could be a discussion about broader objectives beyond maintenance.

VIII. TOWN ADMINISTRATOR UPDATES (1:04)

Ms. Hambleton summarized the following topics:

- Discussion at the last staff meeting regarding one-pagers.
- Public Safety at parades.
- Maintenance for the landfill cap, which is cracked.

IX. PUBLIC FORUM (1:07)

Katherine Mitchell – 1677 Bound Tree Road

- Ms. Mitchell discussed the Friends of Riverway Park Subcommittee requests, expressing concern that the initiatives may not be needed as she believes the park is fine as it is and that the Town is not well-positioned to take on new costs at this time. Ms. Mitchell also expressed concern about the area being important for natural conservation.
- Ms. Mitchell also expressed concern about the crosswalk that goes from Mr. Mike's across to the train depot, noting that it is not visible to drivers and perhaps it needs to be painted again.

Discussion continued regarding how to improve pedestrian safety at the intersection and the potential for grants to support general wayfinding for crosswalks in Contoocook Village.

X. BOARD AND COMMITTEE UPDATES (1:16)

Housing Committee. Ms. McKeon explained that the survey results from the recent community survey on housing regulations were available for review. Ms. McKeon indicated that she would provide the survey summary to the Select Board, as there was a great deal of useful information. Ms. McKeon informed the Select Board that Craig Dunning has resigned from the Housing Committee and requested permission to post the vacancy on the Town's Facebook page and encourage applications from community members. Ms. McKeon expressed her interest in researching and compiling information about committees, including their schedules and missions, to make this information more accessible to the community and cultivate greater understanding and participation.

XI. NONPUBLIC SESSIONS (1:28)

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

Chair 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). Ms. Bram seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 7:02 p.m. The Board returned to public session at 7:24 p.m.

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

Chair 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). Ms. Bram seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 7:25 p.m. The Board returned to public session at 7:52 p.m.

Vote to seal nonpublic minutes:

Chair Dunlap 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
Jeff Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 4-0.

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). Ms. Bram seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 7:53 p.m. The Board returned to public session at 8:36 p.m.

NONPUBLIC SESSION 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). Ms. Bram seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 8:37 p.m. The Board returned to public session at 8:42 p.m.

Vote to seal nonpublic minutes:

Chair Dunlap 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. Ms. McKeon seconded the motion.

ROLL CALL VOTE:

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

MOTION PASSED 4-0.

XII. ADJOURNMENT

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Ms. McKeon seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:42 p.m.

Respectfully submitted,

Beverly Mesa-Zendt
Executive Assistant/Grant Coordinator