



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 28, 2025
APPROVED**

I. CALL TO ORDER:

Mr. Whitley called the Public Meeting of the Select Board to order at 5:36 p.m. on Monday, July 28, 2025, and introduced the members of the Board.

Select Board Members Present: Steven Whitley, 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.

- Mr. Whitley commended Town staff and the Recreation Committee for the successful Fourth of July Town events.
- Ms. Bram commended the work of volunteers for all the work on the public gardens and flowers.

III. ADMINISTRATIVE (7:09)

i. Approval of Consent Agenda

- Mr. Whitley made a motion to remove the abatement item from the consent agenda for further discussion. The motion was seconded by Ms. Bram and unanimously approved.*
- Mr. Donohoe made a motion to approve the consent agenda. The motion was seconded by Ms. Bram and unanimously approved.*

ii. Approval of Public Meeting Minutes of July 14, 2025 (04A)

Ms. Bram made a motion to approve the public meeting minutes of July 14, 2025. The motion was seconded by Mr. Donohoe and unanimously approved with Mr. Whitley abstaining.

iii. Approval of Non-Public Meeting Minutes of July 14, 2025 (04B)

Mr. Donohoe made a motion to approve the non-public meeting minutes of July 14, 2025. The motion was seconded by Mr. Donohoe and unanimously approved with Mr. Whitley abstaining.

iv. Approval of Non-Public Meeting Minutes of July 14, 2025 (04C)

Ms. Bram made a motion to approve the non-public meeting minutes of July 14, 2025. The motion was seconded by Ms. McKeon and unanimously approved with Mr. Whitley abstaining.

v. Approval of Non-Public Meeting Minutes of July 14, 2025 (04D)

Ms. Bram made a motion to approve the non-public meeting minutes of July 14, 2025. The motion was seconded by Ms. McKeon and unanimously approved with Mr. Whitley abstaining.

vi. Approval of Non-Public Meeting Minutes of July 14, 2025 (04E)

Ms. Bram made a motion to approve the non-public meeting minutes of July 14, 2025. The motion was seconded by Ms. McKeon and unanimously approved with Mr. Whitley abstaining.

IV. PUBLIC APPOINTMENTS (5:46)

No public appointments were made at this time.

V. OLD BUSINESS (5:56)

No old business was presented at this time

VI. NEW BUSINESS (6:00)

i. 2026 Budget Process

Mr. Whitley referenced a draft schedule distributed to the Board. Ms. Bram asked for an overview of the Budget Process timeline and the process that leads up to deliberations in November. Discussion ensued regarding the first steps in budget development, the timeline for staff presentations, and the overall budget development process.

Ms. Bram asked if there was any interest in starting the budget process sooner to provide clear direction to staff and departments regarding expectations and objectives that can guide their work. Ms. Bram explained that establishing a vision and a set of priorities will help set anchors for discussion. Overall, the Board expressed interest in a process where high-level goals and objectives are identified. Ms. McKeon asked that this be more of a group exercise, as it affects more than just the budget.

The overall timeline from the previous year was discussed. Ms. Hambleton referenced a previously developed timeline by Mr. Cass. She asked for guidance about when the staff would present their budgets and urged the Board to invite a similar presentation to the Budget Committee. Ms. McKeon indicated that a framework for making the hard decisions would be helpful.

Discussion continued regarding the following topics:

- The current leanness of departmental budgets.
- Expectations for staff in their budget development.
- Helping the public understand that these are conservative budgets.
- The overall schedule for previous years.
- How to proceed with the development of goals and objectives.
- The impact of debt service on the budget.
- The impact of insurance and external costs on the budget.

Ms. Hambleton noted that budget cuts will have an impact on service and that those should be clearly articulated. Ms. Hambleton requested that the Select Board begin the budget process sooner. The Board indicated that Ms. Hambleton should determine when she would be ready to present the budget. Discussion ensued regarding the budget development/presentation dates. Ms. Bram asked that the schedule for the School District be considered as well. The Board raised questions regarding Budget Committee concerns and feedback thus far. Ms. Hambleton indicated that she would do some research and present a revised schedule.

ii. Consent Agenda Abatements (34:44)

- a. The following abatement requests were removed from the consent agenda and identified for individual discussion.
- 208-003-000 - 677 CLEMENT HILL RD
 - 202-015-000 - 25 JOSYLVIA WY
 - 202-018-000 - 33 CLOUGH LN 202-018-000 - 33 CLOUGH LN
 - 217-020-000 - 311 GALLOPING HILL RD
 - 235-003-001 - BASSETT MILL RD
 - 256-020-000 - 390 BROCKWAY RD
 - 264-004-000 – 30 GEORGE RD

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- 102-049-000 - 43 MAPLE ST
- 208-099-000 - 756 CLEMENT HILL RD
- 217-037-000 - 111 BARTON CORNER RD
- 222-105-000 - 396 PARK AVE
- 225-110-000 - 63 EAGLE LN
- 240-043-000 - 82 WATCHTOWER RD

Mr. Whitley made a motion that the following sixteen properties (read into the record) be approved consistent with the recommended action of the Assessor. The motion was seconded by Mr. Donohoe and unanimously approved.

	ITEM	DATE	ACTION	COMMENT
1	208-041-000 - 123 ROLFE POND DR	7/28/2025	DENY	
2	209-022-000 - 309 ROLFE POND DR	7/28/2025	DENY	
3	222-084-000 - 14 WINTER DR	7/28/2025	DENY	
4	223-054-000 - 8 EVERGREEN LN	7/28/2025	DENY	
5	230-012-000 - 64 STUMPFIELD RD	7/28/2025	DENY	
6	236-040-000 - 27 DREW RD	7/28/2025	DENY	
7	104-019-000 - 160 WOODLAND DR	7/28/2025	GRANT	\$986.52
8	105-007-000 - 69 OLD HENNIKER RD	7/28/2025	GRANT	\$1,026.94
9	105-034-000 - 1565 HOPKINTON RD	7/28/2025	GRANT	\$346.80
10	202-032-000 - 558 N SHORE DR	7/28/2025	GRANT	\$1,074.88
11	208-038-000 - 10 PERCH LN	7/28/2025	GRANT	\$476.54
12	209-014-000 - 229 ROLFE POND DR	7/28/2025	GRANT	\$272.35
13	209-023-000 - 321 ROLFE POND DR	7/28/2025	GRANT	\$707.30
14	217-018-000 - 301 GALLOPING HILL RD	7/28/2025	GRANT	\$1,394.86
15	224-009-000 - 234 DEER PATH	7/28/2025	GRANT	\$537.90
16	233-009-000 - 355 OLD HOLMES RD	7/28/2025	GRANT	\$1,827.03

b. The following abatement requests were considered. (1:07)

ABATEMENT REQUEST	DATE	ACTION	DISCUSSION/MOTION
208-003-000-677 CLEMENT HILL ROAD	7/28/2025	GRANT	Ms. Hambleton explained the request associated with the Campground at Clement Hill Road, noting that sites on this property were listed twice. Mr. Whitley read the letter of explanation provided by the Assessor, explaining that 185 campsites were added to two of the four assessing cards associated with this parcel. He noted that the requested abatement reflects the correction to the tax card. Ms. Whitley stated that the abatement request, which reflects the August 2024 preliminary assessment valuation of the previous assessor, corrects the error that occurred in the doubling of the site value and seems in line with the market value of the property. <i>Mr. Donohoe made a motion to approve the abatement request for Map 208-003-000, 677 CLEMENT HILL ROAD, consistent with the Assessor's recommendation. The motion was seconded by Ms. Bram and unanimously approved.</i>
202-015-000 25 JOSYLVIA WY	7/28/2025	DENY	<i>Mr. Donohoe made a motion to deny the abatement request for Map 202-015-000 25 JOSYLVIA WY, consistent with the Assessor's recommendation. The motion was seconded by Ms. McKeon and unanimously approved.</i>
202-018-000 - 33 CLOUGH LN	7/28/2025	DENY	<i>Mr. Donohoe made a motion to deny the abatement request for Map 202-018-000, 33 Clough Lane, consistent with the Assessor's recommendation. The motion was seconded by Ms. McKeon and unanimously approved.</i>

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ABATEMENT REQUEST	DATE	ACTION	DISCUSSION/MOTION
217-020-000 - 311 GALLOPING HILL RD	7/28/2025	DENY	The Board discussed this application, which was submitted after the required deadline. <i>Mr. Donohoe made a motion to deny the abatement request for Map 217-020-000, 311 GALLOPING HILL RD., consistent with the Assessor's recommendation. The motion was seconded by Ms. McKeon and unanimously approved.</i>
235-003-001 BASSETT MILL RD	7/28/2025	DENY	<i>Mr. Donohoe made a motion to deny the abatement request Map 235-003-001, BASSETT MILL RD., consistent with the Assessor's recommendation. The motion was seconded by Ms. McKeon and unanimously approved.</i>
256-020-000 - 390 BROCKWAY RD	7/28/2025	DENY	The Board discussed the nature of this request and the concern expressed by the applicant that the property, which is encumbered with power lines, was not assessed correctly based on the percentage of unusable land. <i>Mr. Donohoe made a motion to deny the abatement request for Map 256-020-000, 390 Brockway Road, affirming the Assessor's recommendation. The motion was seconded by Mr. Whitley and unanimously approved.</i>
264-004-000 - 30 GEORGE RD	7/28/2025	DENY	<i>Mr. Donohoe made a motion to deny the abatement request for Map 264-004-000, 30 George Road, affirming the Assessor's recommendation. The motion was seconded by Ms. McKeon and unanimously approved.</i>
102-049-000 43 MAPLE ST	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to grant the abatement request for Map 102-049-000, 43 MAPLE ST, affirming the Assessor's recommendation. The motion was seconded by Ms. Bram and unanimously approved.</i>
208-099-000 756 CLEMENT HILL RD	7/28/2025	GRANT	Whitley indicated that this applicant had more than one request (2024, 2022, and 2023), asserting that the Town used the wrong equalization ratios in calculating the taxes. Questions were raised about how to manage requests from previous years' taxes. The Board discussed the validity of the assertion and how to determine applicability to previous years and generally agreed that they would seek legal guidance on the prior years' requests. The Board also asked for the procedures for reapplication after denial. <i>Mr. Whitley made a motion to approve the abatement request for 2024 for Map 208-099-000, 756 CLEMENT HILL RD. affirming the Assessor's recommendation and that the Board seek legal guidance on the other pending abatement requests. The motion was seconded by Mr. Donohoe and unanimously approved.</i>
217-037-000 111 BARTON CORNER RD	7/28/2025	GRANT	<i>Mr. Bram made a motion to accept the Assessor's recommendation and grant the abatement request for Map 217-037-000, 111 BARTON CORNER RD. The motion was seconded by Mr. Donohoe and unanimously approved.</i>
222-105-000 396 PARK AVE	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 222-105-000 396 PARK AVE. The motion was seconded by Ms. McKeon and unanimously approved.</i>
225-110-000 63 EAGLE LN	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 225-110-000, 63 EAGLE LN. The motion was seconded by Ms. McKeon and unanimously approved.</i>
240-043-000 82 WATCHTOWER RD	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 240-043-000, 82 WATCHTOWER RD. The motion was seconded by Ms. McKeon and unanimously approved.</i>

ABATEMENT REQUEST	DATE	ACTION	DISCUSSION/MOTION
240-049-000 - 418 GOULD HILL RD	7/28/2025	GRANT	Ms. Bram asked for clarification on the error associated with the view and the associated valuation. Discussion ensued regarding similar recurring errors. <i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 240-049-000, 418 GOULD HILL RD. The motion was seconded by Ms. McKeon and unanimously approved.</i>
241-020-000 - 843 GOULD HILL RD	7/28/2025	GRANT	Ms. Hambleton noted that the recipient of the abatement was unclear, as the new owners of the property applied, and it is unclear if the abatement should be given to the previous owners or the new owners, and that she was confirming her answer with her legal counsel. <i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 241-020-000, 843 GOULD HILL RD, subject to a request from Town Council to determine who the recipient of the abatement should be and that the</i>

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ABATEMENT REQUEST	DATE	ACTION	DISCUSSION/MOTION
			<i>payment will be made to the party identified by Town Council. The motion was seconded by Mr. Whitley and unanimously approved with Ms. Bram abstaining.</i>
241-057-000 - 1176 BRIAR HILL RD	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 241-057-000, 1176 BRIAR HILL RD. The motion was seconded by Ms. McKeon and unanimously approved.</i>
242-016-000 - 951 E PENACOOK RD	7/28/2025	DENY	<p>The Board discussed the notation that this application was submitted after the required deadline. Discussion centered around whether some latitude should be allowed for late applicants.</p> <p><i>Mr. Whitley made a motion to go against the Assessor's recommendation and deny the abatement request for Map 242-016-000, 951 E PENACOOK RD, because it was not timely filed.</i></p> <p>Discussion centered around whether some latitude should be allowed for late applicants, given the extended timeline for Select Board review and consideration.</p> <p><i>The motion was seconded by Mr. Donohoe and approved by a 3 to 1 vote, with Ms. McKeon in opposition.</i></p>
242-026-000 - 1460 BRIAR HILL RD	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request Map 242-026-000, 1460 BRIAR HILL RD. The motion was seconded by Ms. McKeon and unanimously approved with Ms. Bram abstaining.</i>
249-005-000 - 745 BRIAR HILL RD	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 249-005-000, 745 BRIAR HILL RD. The motion was seconded by Ms. Bram and unanimously approved.</i>
249-009-000 - 745 BRIAR HILL RD	7/28/2025	TABLE D	<i>Tabled pending additional information from the Assessor</i>
251-019-000 - 302 HOPKINS GREEN RD	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 251-019-000, 302 HOPKINS GREEN RD. The motion was seconded by Ms. McKeon and unanimously approved.</i>
251-028-000 - 198 HOPKINS GREEN RD	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 251-028-000, 198 HOPKINS GREEN RD. The motion was seconded by Ms. Bram and unanimously approved.</i>
264-008-000 - 533 HOPKINTON RD	7/28/2025	GRANT	<i>Ms. Bram made a motion to adopt the Assessor's recommendation and grant the abatement request for Map 264-008-000, 533 HOPKINTON RD. The motion was seconded by Mr. Donohoe and unanimously approved.</i>
264-038-000 - 687 HOPKINTON RD	7/28/2025	GRANT	<i>Mr. Donohoe made a motion to affirm the Assessor's recommendation and grant the abatement request for Map 264-038-000, 687 HOPKINTON RD. The motion was seconded by Ms. McKeon and unanimously approved.</i>

VII. TOWN ADMINISTRATOR UPDATES (2:37)

Ms. Hambleton summarized the following topics:

- Capital Improvement Program (CIP) forms are being distributed to staff this week, marking the beginning of the CIP process.
- The pile of debris in front of the Horseshoe Tavern. The Board agreed to invite community members to salvage the materials.
- \$105,000 has been spent on a base coat/paving for improvements on Pine Street.
- Nobis Engineering is inspecting the landfill cap and has found three cracks and will inspect further to determine why the cracks are occurring and how to take corrective action.
- Tracking and funding the impact of extreme weather.

VIII. PUBLIC FORUM (2:48)

No public comments were offered.

IX. BOARD AND COMMITTEE UPDATES (2:48)

- Ms. McKeon. The Housing Committee will have a Community Meeting on July 31st to discuss housing regulations.
- Mr. Donohoe. The Impact Fee Committee continues to meet and make progress.
- Mr. Whitley. The Energy Committee has not met since the last meeting of the Select Board, but did identify an opportunity for potential savings to community residents. The EDC met this month.
- Ms. Bram. Michelle Cedillo and the Friends of Riverway Park Committee are in a holding pattern until the Downtown Contoocook Working Group decides whether she will be included as part of that group.

X. OTHER (2:52)

- Ms. Bram noted that there will be a meeting at the Library on July 31st when the Friends of Spirit Skate Park will be formally forming a non-profit.
- Ms. Hambleton noted that the Town has submitted a \$1,000,000 request for the Septage Lagoon Closure for Congressionally Directed funding, which is now at the top of Senator Shaheen's list submitted to the Congressional Appropriations Committee.

XI. NONPUBLIC SESSION (2:54)

Mr. Whitley made a motion that the Select Board go into a Non-Public 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). The motion was seconded by Mr. Donohoe and unanimously approved. The Select Board entered a nonpublic session.

ROLL CALL VOTE:

Steven Whitley	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 8:30 p.m. The Board returned to public session at 9:01 p.m.

Vote to seal nonpublic minutes:

Mr. Donohoe 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. Whitley seconded the motion.

ROLL CALL VOTE:

Steven Whitely	Yes
Jeff Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 4-0.

Mr. Whitley made a motion that the Select Board go into a Non-Public 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). The motion was seconded by Mr. Donohoe and unanimously approved. The Select Board entered a nonpublic session.

ROLL CALL VOTE:

Steven Whitley	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 9:02 p.m. The Board returned to public session at 9:14 p.m.

Mr. Whitley made a motion that the Select Board go into a Non-Public Session to discuss consideration or negotiation under the provisions of Nonpublic Session RSA 91-A:3 II (e). The motion was seconded by Mr. Donohoe and unanimously approved. The Select Board entered a nonpublic session.

ROLL CALL VOTE:

Steven Whitley	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 9:14 p.m. The Board returned to public session at 9:44 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:

Steven Whitely	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 9:44 PM.

Respectfully submitted,

Beverly Mesa-Zendt
Executive Assistant/Grant Coordinator