



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, August 11, 2025
Approved**

I. CALL TO ORDER:

Chair Dunlap called the Public Meeting of the Select Board to order at 5:34 p.m. on Monday, August 11, 2025, and introduced the members of the Board.

Select Board Members Present: Steven Whitley, Sabrina Dunlap, Alyssa McKeon, and Jeffrey Donohoe (remote)

Staff Present: Karen Hambleton, Town Administrator

Chair Dunlap made a motion to allow the remote participation of Mr. Donohoe. Mr. Whitley seconded the motion, and it passed unanimously by a roll call vote.

II. POINTS OF PRIDE (2:20)

The following were recognized under Points of Pride.

- Ms. McKeon. Commended Paula Simpkins and the Recreation Department on a great summer season despite numerous challenges throughout the season. Mr. Whitley agreed with this recognition.

III. ADMINISTRATIVE (3:00)

i. Approval of Consent Agenda

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
AUGUST 11, 2025			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 8/11/2025	8/11/2025	APPROVE	\$1,995,558.70
EMPLOYEE PAYROLL DATED 8/11/2025	8/11/2025	APPROVE	\$107,067.88
DIRECT DEPOSIT: \$104,882.93			
PAYROLL CHECKS: \$2,184.95			
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 7/21/2025			\$366,036.39
ABATEMENT REQUEST RECOMMENDATIONS			
261-001-000 - BUZWELL CORNER RD (SAME APP AS BELOW; SEPARATE COMMENTS; TOTAL \$1,833.75)	8/11/2025	GRANT	\$2,312.39
262-001-000 - 52 BUZWELL CORNER RD (SAME APP AS ABOVE; SEPARATE COMMENTS; TOTAL \$1,833.75)	8/11/2025	GRANT	-\$478.64
NOTIFICATION OF ABATEMENT (NOT PROPERTY TAX ABATEMENT - IN SYSTEM ONLY)			
102-039-000 - 134 MAPLE ST - PER CONTOOCOOK VILLAGE PRECINCT COMMISSIONER C BOUDETTE	8/11/2025	APPROVE	\$233.93
208-003-G13 - G13 RABBIT HILL RD - SANDY BEACH CAMPER REGISTERED IN OWNER'S TOWN	8/11/2025	APPROVE	\$105.00
208-003-D7 - D7 ACORN TR - OWNER REMOVED CAMPER FROM SANDY BEACH EARLIER IN YEAR	8/11/2025	APPROVE	\$42.00
INTENT TO CUT WOOD OR TIMBER			
OP #25-227-12-T - 235/003/001 - BASSETT MILL RD	8/11/2025	APPROVE	
OTHER			
PERSONNEL ACTION FORM - RESIGNATION FROM ANIMAL CONTROL OFFICER POSITION - MARTEL	8/11/2025	APPROVE	

Mr. Whitley requested that the Board remove the abatement items from the consent agenda for further discussion.

a. *Mr. Whitley made a motion to adopt the consent agenda except for the following items to be discussed separately.*

- 261-001-000 - BUZWELL CORNER RD
- 262-001-000 - 52 BUZWELL CORNER RD

The motion was seconded by Chair Dunlap and unanimously approved by a roll call vote.

ii. Approval of Public Meeting Minutes of July 28, 2025 (04A)

Discussion ensued regarding a question in the minutes relating to the boards and committee updates section. The Select Board agreed to hold off on approval until Ms. Bram could be present to offer clarification.

iii. Approval of Public Meeting Minutes of August 8, 2025 (04B)

Chair Dunlap noted that these minutes were not ready and deferred the vote to a later date.

iv. Approval of Non-Public Meeting Minutes of July 28, 2025 (04C)

Mr. Whitley made a motion to approve the non-public meeting minutes, session 2, of July 28, 2025, noting that these minutes were sealed. The motion was seconded by Ms. McKeon and unanimously approved by a roll-call vote with Ms. Dunlap abstaining.

v. Approval of Non-Public Meeting Minutes of July 28, 2025 (04D)

Mr. Whitley made a motion to approve the non-public meeting minutes, session 2, of July 28, 2025, noting that these minutes were not sealed. The motion was seconded by Ms. McKeon and unanimously approved by a roll-call vote with Ms. Dunlap abstaining.

vi. Approval of Non-Public Meeting Minutes of July 28, 2025 (04E)

Mr. Whitley made a motion to approve the non-public meeting minutes, session 3, of July 28, 2025, noting that these minutes were sealed. The motion was seconded by Ms. McKeon and unanimously approved by a roll-call vote with Ms. Dunlap abstaining.

vii. Approval of Non-Public Meeting Minutes of August 4, 2025 (04F)

Chair Dunlap noted that these minutes were not ready and deferred the vote to a later date.

IV. PUBLIC APPOINTMENTS (8:51)

Cemetery Trustees (05). The following Cemetery Trustees addressed the Board.

- Gayle Kimball, Kearsarge Avenue
- Kelly Lewis, Emerson Hill
- Lynn Clark, Main Street

Ms. Kimball provided an update about managing cemetery maintenance while working to fill the Sexton position. Ms. Kimball noted that it was the Trustees' intent not to replace the Sexton this year but rather to spend some of the allocated salary for a contract for maintenance with Ken Soucy. Ms. Hambleton suggested that the Trustees use the appropriate line item for the maintenance contract with Mr. Soucy. Any deficit in that line item could be covered by remaining money in the budget resulting from salary savings. Ms. Kimball asked if the Town could turn the water on and off as needed. Ms. Hambleton indicated that she would follow up on this request. Discussion continued regarding filling the open position and the posting on the website. Ms. Kimball summarized some of the duties she has assumed in the absence of a Sexton. Ms. Kimball suggested that they would reassess the duties and need for a Sexton next year.

OTHER- MERLE DUSTIN TRUST

Ms. Kimball spoke as a Trustee of the Trust Funds. Ms. Kimball addressed a letter from Discover Contoocook requesting an unspecified amount of funding from the Merle Dustin Trust Fund for the Summer Concert Series. She suggested that the Select Board request a voucher, but that the Trustees have authorized funding in the past. A discussion was held regarding who has the authority to approve expenditures and the proper procedures for requesting and expending funds. It was agreed that the

Board would seek additional guidance from the Town’s legal counsel to better understand who has the authority to expend and the specific procedures for expenditures.

V. OLD BUSINESS (44:05)

i. Approve Personnel Manual Clarification (06)

The Board considered the following tables for adoption, which identified changes to accrual for length of employment based on work anniversaries rather than years served.

Vacation Accrual

Beginning	20-29.9 Hours per week		30-39.9 Hours per Week	
	Hours Accrued Per Year	Hours Accrued Per Pay Period	Hours Accrued Per Year	Hours Accrued Per Pay Period
1 st Day of Work	60	2.31	84	3.23
5 th Anniversary	75	2.88	105	4.04
10 th Anniversary	100	3.85	140	5.38
15 th Anniversary	125	4.8	175	6.73

Sick Leave Accrual

Beginning	(40 hr week)	(40 hr week)	(48 hr week)	(48 hr week)	Maximum
	Hours Accrued Per Pay Period	Hours Accrued Per Year	Hours Accrued Per Pay Period	Hours Accrued Per Year	Accumulation (Hours)
1 st Day of Work	1.85	48	2.22	57.6	720
1 st Anniversary	3.69	96	4.43	115.2	720
9 th Anniversary	4.62	120	5.54	144	720

Mr. Whitley made a motion to adopt the changes to the Personnel Manual regarding the accrual of vacation and sick leave as presented. The motion was seconded by Ms. McKeon and unanimously approved by a roll-call vote.

Mr. Whitley asked about the changes that will be reflected in the employees' paychecks. Ms. Hambleton explained that the tallies would be reflected on the pay stubs.

ii. Discuss Logistics for Townie Night - Hopkinton Fair 2025 (07)

Chair Dunlap reminded the Board that there had been previous discussions about the gates for Townie night. There had been more than one gate for Town residents in previous years, but last year, there was just one gate, the blue gate. Chair Dunlap recommended that there be only one gate. Mr. Whitley agreed that this seemed to be the simplest approach, and that problems resulting from a lack of information about where residents should enter could be resolved with better communication. Discussion continued regarding both options. The Board agreed to hand out wristbands at one gate for Town residents (blue gate) and ensure that information is widely disseminated. The Board discussed scheduling and coordinating attendance and shifts for the Board.

VI. NEW BUSINESS (57:22)

i. ADMINISTRATIVE CONTINUED. Abatement Requests for 261-001-000 - BUZWELL CORNER RD and 262-001-000 - 52 BUZWELL CORNER RD

Mr. Whitley reminded the Board that the Assessor had indicated that an adjustment for one of the lots should be considered with the other lot under the same ownership. He asked if the Assessor had already considered the values of both lots in determining the final adjustment. Ms. McKeon noted that the Assessor broke his decision into two decisions, referencing both lots separately. Mr. Whitley noted that one of the lots was over-assessed, and one of the lots was under-assessed, and asked if the amounts are considered together in determining the payment. Ms. Hambleton explained that there

were two payments, one positive and one negative, and that a third sheet reflected the combined total, which provides a record of how the payment was calculated.

Mr. Whitley made a motion to accept the Assessor's recommendation to abate, considering the combined value of both properties, for an abatement refund of approximately \$1,800. The motion was seconded by Ms. McKeon and unanimously approved by a roll-call vote.

ii. Adopt Updated Animal Control Officer Job Description (09)

Ms. Hambleton summarized the changes to the job description and expected duties of the Animal Control Officer. Chair Dunlap noted that the position would now report to the Sergeant, not the Chief of Police. Mr. Whitley asked that the section stating the “terms as provided in the contractual agreement” be removed. Ms. McKeon reminded the Select Board that there had been a previous request by the Board asking for a briefing from the Animal Control Officer on his work.

Chair Dunlap made a motion to approve the job description with the removal of the language related to contractual terms set forth. The motion was seconded by Ms. McKeon and unanimously approved by a roll-call vote.

iii. Board and Committees Discussion (1:09)

Ms. McKeon explained that information about Committees and how to join is not clear on the Town website. She inquired about the committee membership policies for the various committees and the applicable RSAs, noting that a great deal is at the discretion of the Town. She noted that conflict of interest policies need to be addressed to ensure that prospective candidates are not being eliminated unnecessarily. Chair Dunlap indicated she was not aware of any policies. Ms. McKeon indicated that she would like to see the website restructured to allow for greater transparency, clarity, and easier access, as well as the adoption of overall policies for boards and committees. Ms. McKeon further explained that qualifications and eligibility should be clearer. Ms. McKeon indicated that she would like to invite edits and input from the Select Board and other Committees regarding policies related to their respective committees. The Board discussed specific policies that need to be addressed, what committees might need training, and what funding might be needed for training. She noted that revised policies would also include best practices.

Christine Johnson, Town Clerk/Tax Collector, asked the Board to consider requirements that committee members take their oath of office promptly after appointment or election.

Ms. McKeon indicated that she would elicit comments from other committees and present more information at a later date.

VII. TOWN ADMINISTRATOR UPDATES (1:25:25)

- NOBIS Proposal. Ms. Hambleton presented the Board with the cost estimate for NOBIS to undertake the work to explore the cause of the cracks in the landfill cap.

Mr. Whitley made a motion to authorize the Town Administrator to sign the acceptance of the estimate from Nobis. The motion was seconded by Ms. McKeon and unanimously approved by a roll-call vote.

- Wastewater Treatment Pump. Ms. Hambleton explained that one of two pumps has sprung a leak, and although there is a second pump, it is of the same age and condition as the first pump and could also fail. Ms. Hambleton indicated that there was money appropriated for the repairs.
- Dump Truck. Ms. Hambleton explained that the new 10-wheel dump truck will remain offline until the dump body is available. The truck that the new 10-wheel truck is replacing will remain in service until the new one comes online, however this will likely have an impact on its trade-in value.

A discussion was held regarding the NH 103/NH 202 merger and its impacts on the Town.

VIII. PUBLIC FORUM (1:39:07)

- Bonnie Christie. Commented that the plastic fence at the entrance of the Transfer Station, which was put in place, has already fallen. She indicated that a higher-quality fence was supposed to be put in place and that the Conservation Commission recommended a different fence. She noted that committees without Select Board members do not always receive updates from other committees, nor do they have a good way of sharing updates with the Select Board. She requested additional opportunities for board and committee updates to the Select Board.

IX. BOARD AND COMMITTEE UPDATES (1:45:52)

- Ms. McKeon/Housing Committee. The Housing Committee met and continues to work on the regulatory recommendations that will be going to the Planning Board. Disagreement within the Committee has slowed down some of the progress, but the work has continued, and the consultants will finish the project in the next couple of weeks. She indicated that the Housing Committee will continue to work on the implementation of the recommendations in the future.
- Mr. Whitley/EDC/ Energy Committee. Noted that the committees did not meet in August.

X. OTHER (1:51:00)

Regarding the abatements for Buzzwell Corner, Mr. Whitley noted that the abatement payment, reflecting the net payment, was not provided to the Select Board. Ms. Hambleton indicated that it would appear as two separate lines on the check issued.

XI. NONPUBLIC SESSION

Chair Dunlap 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 Ms. McKeon and unanimously approved. The Select Board entered a nonpublic session.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeff Donohoe	Yes
Alyssa McKeon	Yes

MOTION PASSED 4-0.

The Board, the Town Administrator and the Town Clerk/Tax Collector went into a nonpublic session, as recorded separately, at 7:26 p.m. The Board returned to public session at 8:47 p.m.

XII. ADJOURNMENT

There being no further business, Mr. Whitley moved that the meeting be adjourned. Ms. McKeon seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:47 PM.

Respectfully submitted,

Beverly Mesa-Zendt
Executive Assistant/Grant Coordinator