



# 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, August 25, 2025  
Approved**

## I. CALL TO ORDER

Chair Dunlap called the Public Meeting of the Board to order at 5:32 p.m. on Monday, August 25, 2025, and introduced the members of the Board.

**Select Board Members Present:** Sabrina Dunlap, Steven Whitley, Victoria Bram, Alyssa McKeon (remote and in person at 6:03 PM), and Jeffrey Donohoe.

**Staff Present:** Karen Hambleton, Town Administrator

*Chair Dunlap made a motion to allow remote participation for Ms. McKeon. The motion was seconded by Mr. Whitley and was unanimously approved by a roll-call vote.*

## II. POINTS OF PRIDE (1:25)

The following were recognized under Points of Pride:

- Ms. Hambleton shared a letter addressed to Chief Hennessey commending the Police Department and Officer Hill for their compassion and professionalism at the scene of an accident.
- Ms. Hambleton commended the Hopkinton Public Library for making NHPR’s New Hampshire Summer Bucket List, which identifies places that are a must-see around New Hampshire.
- Ms. Bram recognized and thanked everyone who organized and participated in Anna’s Run the previous Thursday.

## III. ADMINISTRATIVE (3:31)

### i. Approval of Consent Agenda (03)

*Mr. Whitley made a motion to approve the Consent Agenda. The motion was seconded by Mr. Donohoe and unanimously approved. Ms. McKeon was not present for the vote.*

<b>TOWN OF HOPKINTON - SELECT BOARD</b>			
<b>CONSENT AGENDA</b>			
<b>AUGUST 25, 2025</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 8/25/2025	8/25/2025	APPROVE	\$438,602.38
EMPLOYEE PAYROLL DATED 8/25/2025	8/25/2025	APPROVE	\$102,109.55
DIRECT DEPOSIT: \$100,341.56			
PAYROLL CHECKS: \$1,767.99			

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<b>PREVIOUSLY APPROVED - NO ACTION NEEDED</b>			
AP MANIFEST DATED 8/18/2025			\$55,657.81
<b>FUND TRANSFERS</b>			
FROM SLUSSER CENTER RENTAL FUND TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$4,299.86
FROM TOWN GEN OP FUND TO SLUSSER CENTER RENTAL FUND - REIMB OF JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$237.00
FROM TOWN FOREST ACCT TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$1,350.00
FROM CONSERV COMM FUND TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$16,862.47
FROM PUBLIC SAFETY REVOLV FUND TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 EXPEND AND 2025 BAL	8/25/2025	APPROVE	\$25,183.25
FROM REC REVOLV FUND TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$38,472.17
FROM GEN OP FUND TO PAY BY BAG FUND - REVENUE RECEIVED JAN-JUN 2025	8/25/2025	APPROVE	\$5,706.00
FROM PAY BY BAG FUND TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$3,391.44
FROM TOWN GEN OP FUND TO TIF DIST EXIT 6 ACCT - JAN-JUN 2025 VOIDED CHECKS	8/25/2025	APPROVE	\$26,897.07
FROM TIF DIST EXIT 6 ACCT TO TOWN GEN OP FUND - JAN-JUN 2025 EXPENSES	8/25/2025	APPROVE	\$64,399.36
FROM FOUR CAPITAL RESERVE FUNDS TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$504,421.21
FROM FOUR TRUST FUND ACCOUNTS - JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$39,335.39
FROM FOUR FUND ACCOUNTS TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 EXPEND	8/25/2025	APPROVE	\$26,174.56
FROM THREE FUND ACCOUNTS TO TOWN GEN OP FUND - REIMB OF JAN-JUN 2025 AND EARLIER VOIDED CHECKS	8/25/2025	APPROVE	\$4,385.06
<b>OTHER</b>			
2025 DRA FORM MS-535 - FINANCIAL REPORT OF THE BUDGET	8/25/2025	APPROVE	
JOB DESCRIPTION - ANIMAL CONTROL OFFICER	8/25/2025	APPROVE	
PERSONNEL ACTION FORM - NEW EMPLOYEE - PART-TIME FIRE DEPARTMENT - S EATON	8/25/2025	APPROVE	
LETTER OF COMMITTEE RESIGNATION ACKNOWLEDGEMENT	8/25/2025	APPROVE	

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

*Ms. Bram made a motion to approve the public Meeting Minutes of July 28, 2025. The motion was seconded by Mr. Whitley and unanimously approved, with Chair Dunlap abstaining. Ms. McKeon was not present for the vote.*

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

*Ms. Bram made a motion to approve the public Meeting Minutes of August 8, 2025. The motion was seconded by Mr. Donohoe and was unanimously approved with Mr. Whitley abstaining. Ms. McKeon was not present for the vote.*

Approval of Public Meeting Minutes of August 11, 2025 (04C)

*Mr. Whitley made a motion to approve the public Meeting Minutes of August 11, 2025. The motion was seconded by Mr. Donohoe and was unanimously approved, with Ms. Bram abstaining. Ms. McKeon was not present for the vote.*

- iii. Approval of Nonpublic Meeting Minutes of August 4, 2025, Session (04D)  
*Ms. Bram made a motion to approve the Nonpublic Meeting Minutes of August 4, 2025. The motion was seconded by Mr. Whitley, who noted that the minutes were sealed, and unanimously approved. Ms. McKeon was not present for the vote.*
- Approval of Nonpublic Meeting Minutes of August 11, 2025, Session (04E)  
*Mr. Whitley made a motion to approve the Nonpublic Meeting Minutes of August 4, 2025, noting that they were sealed. The motion was seconded by Mr. Donohoe and unanimously approved, with Ms. Bram abstaining. Ms. McKeon was not present for the vote.*

#### IV. PUBLIC APPOINTMENTS (8:05)

i. Ian Hart - Riverway (05)

Mr. Hart addressed the Board and noted that on July 22, 2024, two studies had been presented to the Select Board. The AARP Contoocook Walk Study and the UNH Downtowns & Trails Study. He explained that, at the time, the Board tasked the Committee with coming back with a plan for next steps for the studies, as well as recommendations about Riverway Park. He stated that over several months, the Committee discussed how to pursue the next steps in the study. The EDC reviewed the recommendations of the studies mentioned earlier, as well as multiple other related studies, including the 2022 Master Plan, and distilled those findings into 16 recommendations.

Mr. Hart explained that to provide the necessary focus, the EDC is recommending the creation of a subcommittee, comprising representatives from various town leaders, to prioritize and support the implementation of the study and Riverway Park improvements. Mr. Hart identified potential members for a Parks Improvement Subcommittee and stated that the charge of the Subcommittee would be to work on the 16 recommendations. Mr. Hart read the 16 recommendations to the Select Board.

Mr. Hart summarized the work of the Economic Development Committee. He urged the Select Board to hire a dedicated staff member to assist with economic development, as this support would be beneficial to the Committee's work. Ms. Bram asked if any proposed members of the Parks Improvement Subcommittee had connections to the State Department of Transportation. This, she noted, would help coordinate their work with the work of the proposed Subcommittee. Mr. Hart indicated that the proposed improvements for Fountain Square will complement the 16 recommendations. A member of the public inquired whether the Select Board could expedite the project by appointing someone to draft the charge for the Subcommittee. Chair Dunlap indicated that the Board would take her comment under advisement and discuss the issue further.

ii. Chuck Gregory - Funding Opportunity (06)

Mr. Gregory summarized the UNH Capstone Program, which the Town had participated in, to work on the intersection of Pine Street, Kearsarge, and 103. He explained that the civil engineering students undertook the project but were unable to present it before graduation. Mr. Gregory indicated that he had reviewed the final design and explained that he believed the project would be fundable by NHDOT. Mr. Gregory summarized the project's purpose, which was to enhance safety and improve the overall design of the intersection. Mr. Gregory provided an overview of the project's history and design, including some of the alignments considered in determining the best and most cost-effective option, which ultimately included a roundabout. Mr. Gregory stated that it is a great project for the Town. Mr. Whitley asked questions relating to the budget and whether the budget included right-of-way acquisition. Mr. Gregory indicated that he was unsure. Chair Dunlap inquired about another alignment option that was considered.

iii. J&M Towing (07)

Mr. Michael Plante and Matthew Plante of J&M Towing addressed the Select Board. Mr. Plante expressed interest in having the Town adopt a policy prioritizing the use of a local provider for towing services. He asked if a policy could be developed to support the use of his firm as the preferred local provider. He indicated that his firm was a competent and locally invested company. He explained that this would contribute to a local tax-paying business, which, in turn, contributes to the town's economic vitality. He indicated that utilizing a local company for in-town business is a common practice. Mr. Plante indicated that other communities have similar policies. He referenced support in state law, RSA 106-B, for policies that benefit local businesses. He explained that there was a benefit for residents to be able to access towed vehicles easily and an added benefit of lower chargeable miles for the towing service, as well as quicker service. Ms. McKeon asked if he knew how other towns managed situations when the policies were not followed. Mr. Plante indicated that that was an internal matter.

Chair Dunlap indicated that the Board would review this further and get back to Mr. Plante.

iv. Contoocook Village Precinct (08)

Contoocook Village Precinct (CVP) Commissioners Chris Boudette, Mike Metcalf, and Ben Fatcheric addressed the Board, summarizing some of the difficulties the Contoocook Village Precinct is currently experiencing. Mr. Boudette spoke about the need to have a professional staff member dedicated to assisting with precinct management. Mr. Boudette summarized some of the problems related to metering and billing, explaining that the problems with faulty or broken meters and faulty radio equipment have made consistent and accurate collections difficult.

Mr. Boudette explained that the system infrastructure was aging and that replacing/repairing pipes always resulted in significant expenditures. Ms. Bram asked about leak detection. Mr. Boudette indicated that visual evidence of a leak on the surface is one way, and leak detection was always a concern, given the wide variation in the backup reserves. He explained that other methods of leak detection include a drop in water levels in the monitored tanks. Mr. Boudette explained that many of the duties of an operator are now managed by the Commissioners and, given the work demands associated with managing the system, this practice is unsustainable. Mr. Boudette noted that a certified operator, superintendent, and administrator are needed to run the precinct and that while Pennichuck Water Works could take over the system, this option is too expensive.

Discussion continued regarding staffing options to improve operations and reduce the responsibilities of the Commissioners. Discussion continued, regarding the management and treatment of disinfection byproducts, with concerns that the manufacturer no longer supports the current system. Ms. McKeon asked about the previous operational configuration of the Precinct. Mr. Boudette explained that in the past, there was a superintendent. A discussion was held regarding the replacement and associated costs of copper pipe replacement. Mr. Whitley asked if there is any money in the Precinct budget to hire staff. Mr. Boudette indicated that, although they were developing a job description, there is insufficient money in the budget, and a rate increase would be necessary. A discussion was held regarding current water sources and efforts to identify future water sources. Mr. Whitley thanked Mr. Boudette for their thorough presentation and assessment of current and future needs. The Board expressed interest in touring Precinct operations and asked Mr. Boudette if he could arrange that. Mr. Boudette expressed gratitude to Christine Johnson and Neal Cass for their past support.

**V. OLD BUSINESS (1:29:25)**

i. Horseshoe Pile at Kimball Lake (10)

Chair Dunlap noted that there were many community questions about the horseshoe pile and the future of the space, but that, at this time, there are no plans to do anything with the pile. Chair Dunlap invited preliminary comments, noting that a broader, more inclusive conversation would take place at a later date.

Jeff Dearborn addressed the Board and expressed concerns that the pile was vulnerable to theft and that measures should be taken to protect the pile, including signage and fencing. Chair Dunlap asked Ms. Hambleton if there could be signage put in place indicating that there is no trespassing allowed and that the Board is working to identify a community-driven solution for how to manage the horseshoe pile. Ms. McKeon noted that signage should include a warning that the pile is not safe. Chair Dunlap suggested placing a notice on the Town website as well. Ms. McKeon asked that this topic be added to the next agenda so that a solution can be identified before the winter snows begin. Chair Dunlap stated that the Town would place some signage at the site.

A Historical Society representative inquired about the septic system serving the site and the plans for the septic system located across the street, which represents an encumbrance on that site. Ms. Hambleton summarized some of the options that could be considered for the septic tank. The Board asked for an update on this item at the next meeting.

ii. Hopkinton Fair 2025 - Finalize Logistics for Townie Night - (09)

Ms. Bram asked if the notification had gone out regarding the one entrance gate. Ms. Hambleton indicated that it has. Ms. Bram asked for the distribution of flyers, as well. The Board reviewed the entrance protocols, including the issuance of bracelets. Ms. McKeon asked if a flyer could be posted at the other gate. The Board discussed event set-up and arrival times for the Board.

iii. Review Revenue and Expenses (11)

The Board reviewed the year-to-date revenue and expense report. Mr. Donohoe noted that the report indicated that it included August, although the month was not complete. Mr. Donohoe stated that the Town was behind on revenues. Ms. Bram noted that there were many computers purchased at the beginning of the year, inquired if computer replacement was complete for the year, and asked Ms. Hambleton if she would report back on this item. Mr. Donohoe asked if Ms. Hambleton could report back on expenditures related to printing, which seemed high. Ms. McKeon noted that overtime was trending higher. Mr. Donohoe and Ms. Bram requested additional information regarding the costs associated with community well maintenance. Ms. McKeon inquired about funding spent for hotels used for housing for Human Services and asked for more information about where that could be found. Ms. Bram asked if any of the revenue line items might be affected after the latest legislative session. Ms. Hambleton indicated that she would have updated revenue spreadsheets the following month.

**VI. PUBLIC FORUM (2:20:37)**

Loren Clement commented that at Town Meeting, there are always large expenditures related to materials needed. Mr. Clement asked that there be some consideration for bathrooms at the horseshoe site, or water to support utilization of the trail system, or a Town Information Center. He suggested that retaining the sewer might still serve a purpose. Mr. Clement suggested that some of the horseshoes be retained for display.

**VII. NEW BUSINESS (2:24:24)**

CNHRPC -Transportation Advisory Committee Recommendations (12)

Ms. Hambleton explained that Neal Cass served on the Transportation Advisory Committee and that the Town needed to consider a replacement for the Committee. The Board reviewed possible replacements to serve on the Committee. Mr. Whitley asked that Ms. Hambleton reach out to the identified prospective candidate to gauge interest in serving in this capacity. The Board discussed the duties and responsibilities of the position.

**VIII. TOWN ADMINISTRATOR UPDATES (2:28:05)**

Ms. Hambleton summarized the following topics:

- Identified costs for flooding impacts on Pine Street will be in the range of \$105,000.
- Trust Fund – Ms. Hambleton shared information from Town Counsel regarding the Merle Dustin Trust Fund, and the Board concluded that they had the authority to approve funding.
- Regarding the request from the Cemetery Trustees that DPW shut off and drain the water at the cemetery, DPW indicated that they are unaware of where all the shut-offs and drains are at the Cemetery.
- The Fire Department is seeking approval to continue equipping the new ambulance from the capital reserve.

*Mr. Whitley made a motion to authorize the purchase of the Lucas Chest Compression system with related equipment, as well as the advanced monitor defibrillator as provided by the Town Administrator, to be purchased with ambulance capital reserve funding. The motion was seconded by Chair Dunlap and unanimously approved.*

**IX. BOARD AND COMMITTEE UPDATES (2:48)**

None were provided.

**X. NONPUBLIC SESSION (2:54)**

*Ms. Dunlap made a motion that the Select Board go into a Nonpublic Session under RSA 91-A:3 II (c) Reputation, RSA 91-A:3 II (c) Reputation, RSA 91-A:3 II (c) Reputation, and RSA 91-A:3 II (e) Legal. The motion was seconded by Mr. Whitley and unanimously approved by a roll call vote. The Select Board entered into a nonpublic session.*

**XI. ADJOURNMENT**

The public portion of the meeting was adjourned at 8:09 PM.

Respectfully submitted,

Beverly Mesa-Zendt  
Executive Assistant/Grant Coordinator