



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, September 22, 2025**

I. CALL TO ORDER:

Chair Dunlap called the Public Meeting of the Board to order at 5:32 p.m.

Select Board Members Present: Sabrina Dunlap, Steven Whitley, Victoria Bram, and Jeffrey Donohoe.

Staff Present: Karen Hambleton, Town Administrator

II. POINTS OF PRIDE (1:27)

The following were recognized under Points of Pride:

- Ms. Hambleton stated that a resident called in to express gratitude for the assistance and support of the Human Services Coordinator
- Ms. Hambleton stated that an email was received thanking the Grounds Superintendent for the immaculate Houston Soccer Fields.
- Ms. Bram stated that she had received many nice comments about the Recreation Department's summer programming.
- Chair Dunlap thanked everyone who helped out in the Fall Fest.

III. ADMINISTRATIVE (2:39)

i. Approval of Consent Agenda (03)

Mr. Whitley made a motion to approve the Consent Agenda. The motion was seconded by Mr. Donohoe and was unanimously approved.

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
SEPTEMBER 22, 2025			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 9/22/2025	9/22/2025	APPROVE	\$180,268.79
EMPLOYEE PAYROLL DATED 9/22/2025			
	9/22/2025	APPROVE	\$114,872.55
DIRECT DEPOSIT: \$106,583.96			
PAYROLL CHECKS: \$8,288.59			
VETERAN CREDIT APPLICATIONS			
218-042-000 - 181 TUCKER DR	9/22/2025	APPROVE	\$500.00
242-010-003 - 565 PENACOOK RD	9/22/2025	APPROVE	\$4,000.00
SOLAR EXEMPTION APPLICATION			
258-036-000 - 758 UPPER STRAW RD	9/22/2025	APPROVE	\$5,000.00

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RIGHT TO BURY			
#1232 - OLD HOPKINTON - FN/71/1 AND 2	9/22/2025	APPROVE	
OTHER			
APPOINTMENT TO OFFICE - HUMAN SERVICES ADVISORY COMMITTEE - 2 YEARS - B BISSONNETTE	9/22/2025	APPROVE	
PERSONNEL ACTION FORM - NEW PART-TIME EMPLOYEE - S BROWN	9/22/2025	APPROVE	
PERSONNEL ACTION FORM - CHANGE IN EMPLOYEE STATUS - FULL-TIME TO PART-TIME - G ERICKSON	9/22/2025	APPROVE	
PERSONNEL ACTION FORM - RESIGNATION - C JOHNSON	9/22/2025	APPROVE	
REPRESENTATION LETTER - FINANCIAL AUDIT INFORMATION AS OF 12/31/2024 (DUNLAP AND WHITLEY)	9/22/2025	APPROVE	

- ii. Approval of Public Meeting Minutes of September 8, 2025 (04A)
 - iii. *Mr. Donohoe made a motion to approve the Public Meeting Minutes of September 8, 2025. The motion was seconded by Mr. Bram and was unanimously approved, with Mr. Whitley abstaining*
 - iv. Approval of Nonpublic Meeting Minutes of September 8, 2025, Session I (04B)
Mr. Donohoe made a motion to approve the Nonpublic Meeting Minutes of September 8, 2025 – Session I, noting that they were not sealed. The motion was seconded by Mr. Bram and was unanimously approved with Mr. Whitley abstaining.
 - v. Approval of Nonpublic Meeting Minutes of September 8, 2025. Session II (04C)
Mr. Donohoe made a motion to approve the Nonpublic Meeting Minutes of September 8, 2025 – Session II, noting that they were sealed. The motion was seconded by Mr. Bram and was unanimously approved with Mr. Whitley abstaining.
- Approval of Nonpublic Meeting Minutes of September 8, 2025, Session III (04D)
The Board tabled this item for reconsideration when the annotation could reflect that the minutes were, in fact, sealed.

IV. PUBLIC APPOINTMENTS (5:01)

- i. Accept Donation of Wilder Property (05)
Chair Dunlap thanked Lee and Betsy Wilder for the generous donation of beautiful property to the Town and noted that it provided important connections to other Town trails and property. Ron Klemarczyk, Chair of the Hopkinton Conservation Commission, addressed the Board and thanked the Wilder family for their donation on behalf of the Conservation Commission, indicating that the Commission would be submitting a request for it to be dedicated as a Town Forrest. The Board applauded the Wilder Family representatives who were present at the meeting.
- ii. Presentation from Hazen and Sawyer on the Hopkinton Stormwater Asset Management Program. (06)
Jaclyn Lemieux from Hazen and Sawyer addressed the Board. Ms. Lemieux stated that the presentation was for a grant-funded project related to the stormwater asset management program.

Ms. Lemieux stated that the Stormwater Asset Management Plan includes the Town’s stormwater infrastructure, including all culverts, stormwater pipes, catch basins, and drainage manholes, and provided a method for proactive planning. Ms. Lemieux stated that the program helps the community implement proactive planning and better plan for capital expenditures.

The following slide was presented:

What is Asset Management?

NHDES Asset Management Handbook & Toolkit

"Asset Management is about delivering a specified level of service to customers at an optimal life cycle cost and an acceptable level of risk with a strategy that ensures long-term sustainability of public assets."

The development and implementation of an asset management program can help reduce operating risks and address infrastructure challenges, such as aging, deteriorating, undersize and oversize infrastructure.

- Which assets should we replace/repair first?
- How much money do we need to put into reserves for asset replacement/repairs?
- How much should we be spending on operation and maintenance?
- Essentially, it is a tool to inform Capital Improvement Planning

Ms. Lemieux identified the following Vision statement developed by Town Staff, Hazen and Sawyer, and NHDES:

We are committed to safeguarding our community's health, natural resources, and waterways by enhancing and maintaining our stormwater collection system. Through the asset management program, we aim to prevent pollution and protect outfall locations along the Contoocook River while optimizing available resources for a sustainable impact.

Ms. Lemieux reviewed the following components of the Stormwater Asset Management Program.

- Points of Contact
- Vision Statement
- Records Review and Development of GIS Asset Inventory
- Level of Service Goals
- Prioritization/Risk Assessment Framework
- Capital Improvement Planning Tool
- Implementation/Communications Planning
- Other Discussion Items

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Ms. Bram asked how the condition assessment prevents pollution. Mr. Lemieux explained that the assessment helps identify where there might be illegal or illicit

discharge into the system. A discussion was held regarding the limitations of the asset inventory and the additional information needed to ensure the program operates effectively. Mr. Whitley inquired about how changes in storm severity and frequency might impact the program. Ms. Lemieux explained that the program is maintained and adjusted annually.

A discussion ensued regarding how future rounds of funding could be utilized to complete the inventory assessment. Sarah Ridyard addressed the Board and explained the CWSRF funding cycle for planning grants and larger loan projects.

V. OLD BUSINESS (1:08:34)

i. Extension to the On-Call Contract for Services with Hazen and Sawyer (07)

Ms. Hambleton explained that the Town was in a three-year contract with Hazen and Sawyer, and there are remaining and additional task orders still pending with Hazen and Sawyer. Ms. Lemieux addressed the Board and explained that there are ongoing tasks that fall under the general services aspects of the contract. The on-call contract enables the Town to proceed with several task orders, allowing it to undertake multiple related projects without competitive bidding. Mr. Whitley asked about how the new rate structure would affect existing projects. Ms. Lemieux stated that cost estimates were conservative and that she anticipated that the new rate structure would not impact the work. Mr. Donohoe inquired about the status of the bond related to the Wastewater Infrastructure Assessment and whether the funds were available. Staff indicated that the Executive Committee of the State Legislature had approved the money.

Mr. Donohoe made a motion to approve the Extension to the On-Call Contract for Services with Hazen and Sawyer. The motion was seconded by Mr. Whitley and unanimously approved.

ii. Contract with Hazen and Sawyer for Wastewater Infrastructure Condition Assessment (08)

Mr. Donohoe made a motion to authorize a contract with Hazen and Sawyer for a Wastewater Infrastructure Condition Assessment, provided that there are no changes to the overall project scope. The motion was seconded by Mr. Whitley and unanimously approved.

iii. Summer Concert Series Reimbursement (09)

Chair Dunlap requested that the Board review all the documents related to the Trust to understand better the original intent of the Trust and any limitations on expenditures. The Board decided to wait until Ms. McKeon to continue the conversation about the use of Trust funds.

iv. Horseshoe Pile (10)

Ms. Hambleton indicated that she spoke with the Public Works Director. She summarized the previous discussion of the Board, noting that more discussion was needed, although there was a general commitment to stabilizing the Horseshoe pile. Public Works Director Dan Blanchette addressed the Board, summarizing some of the site improvements that have already been implemented since the building was demolished. Mr. Blanchette sought approval from the Select Board to stabilize the pile for winter by placing it on a concrete pad with protective fencing. He also requested approval for relocating the sign. Ms. Hambleton reminded the Board that she had requested a sketch to assist the Town in determining the best placement and method of protection. Jeff Dearborn addressed the Board and provided details about how the horseshoes could be relocated and stored until the concrete slab was built, as well as the willingness of volunteers to support his effort. Ms. Hambleton stated that she had spoken with Primex about

policies and protections for volunteers, as well as potential liability. Ms. Hambleton indicated that the sample waiver requires the project to be scoped and the work to be supervised.

Byron Carr addressed the Board and expressed interest in taking the undesirable horseshoes. Louise Carr addressed the Board and suggested that they consider waiting for final placement until spring, and asked that the Board consider using building materials that are long-term and maintenance-free and offered support from volunteers. Ms. Carr requested that the Board consider additional input for the final structure, as well as her unofficial group's willingness to continue meeting, generating ideas, and undertaking fundraising efforts. Mr. Donohoe indicated that he believed this could be helpful, provided there was an understanding that the Board would be responsible for the final decision. Chair Dunlap indicated that members of the Board would coordinate with volunteers and the Town Manager to develop a schedule for removing the horseshoes with volunteer support. Ms. Carr indicated that she would be the point of contact for the volunteers.

George Park Bathroom

Mr. Blanchette provided an update on the construction of bathrooms at George Park, indicating that the work was ongoing but would not be completed this year.

v. Towing Policy (11)

Chair Dunlap summarized the discussion regarding the towing policy to date. The Board decided that, although the issue was important, developing a thorough policy would be time-consuming and should be deferred to another time. It was noted that the Police Department's practice is to use the local towing company unless a request is made to use another company, and that this has been effective as an unofficial policy for utilizing local services.

VI. NEW BUSINESS (1:26:51)

i. Budget Goals (12)

Ms. Hambleton asked if the Board had any guidance about where they would like to see the budget come in. The Board expressed interest in hearing what the Budget Committee has to say. Ms. Bram stated that the Budget Committee has reviewed the School Board's process and that the Board could utilize some of the school district's budget framework as a starting point. Mr. Donohoe stated that a primary goal would be to monitor inflation and limit it to a 3% increase, noting that fuel costs had decreased. Ms. Bram confirmed that fuel costs were below projected expenditures for this time of the year. A discussion was held regarding the timing of the joint meeting with the School Board.

ii. Boards and Committees Discussion (13)

The Board deferred this discussion until Ms. McKeon was present to lead the discussion.

iii. Bates Building Lease (14)

Mr. Donohoe stated that the rent on the Bates building has not been raised since 2021. A discussion ensued regarding the language of the 2025 warrant article related to the lease and whether the building should be offered at market rate. The Board reviewed expenses related to the maintenance, utilities, and taxes on the building. Mr. Donohoe suggested moving the discussion to a nonpublic meeting. The Board asked Ms. Hambleton to inquire about the plans and needs of the current tenants.

iv. Review and Approve Updated Job Description (15)

Ms. Hambleton explained that the Administrative/Assessing Assistant has tendered her resignation, and consequently, the job description has been reviewed, with some edits made to

that description. Ms. Hambleton asked the Board to review the changes before they were posted. The Board noted some typographical errors and other minor changes.

Mr. Whitley made a motion to approve the job description with the changes noted. The motion was seconded by Mr. Donohoe and unanimously approved.

v. Economic Development Position (16)

The Board discussed the ongoing vacancy created by the resignation of the Economic Development Director. Mr. Whitley stated that the consensus of the Economic Development Committee (EDC) would be to fill the position in some capacity, but that there has also been discussion about restructuring Planning and Community Development as part of the discussion and incorporating economic development as part of that restructuring. He indicated that filling the position can be addressed more easily than restructuring an entire department and is the higher priority. Ian Hart, Chair of the EDC, addressed the Board. Chair Dunlap expressed interest in posting the position. A discussion ensued regarding the work of the Economic Development Committee and metrics for measuring meaningful success. The Board decided to proceed with the posting of the position after it receives additional input on the position from the Budget Committee. Ms. Hambleton stated that the job description may need to be revised to include some of the community development work that has been contemplated as part of the duties. Mr. Donohoe and Mr. Whitley agreed to revise the job description and to track the changes for review by the full Board. Mr. Whitley also indicated that it would be appropriate to get input from the Economic Development Committee. Ms. Hambleton requested that the draft be shared with other affected departments for review and input. She suggested considering measurable goals when developing the position to ensure its future success.

VII. TOWN ADMINISTRATOR UPDATES (2:20:45)

Ms. Hambleton summarized a request from the Fire Department to expend \$16,208 to purchase a used boat. This item is identified in the Fire Department Vehicle and Repair Capital Improvement Plan. Questions were raised concerning the Town's purchasing policy and whether the Town would need to invite other bids/cost estimates. Mr. Donohoe asked if purchasing a new boat, which he indicated was only 20% more expensive, was a better choice. The Board reviewed the Town's purchasing policy and asked Ms. Hambleton to bring the item back with some comparative estimates.

VIII. PUBLIC FORUM (2:26: 14)

- **Gail XXXX** addressed the Board remotely. **Gail XXX** requested that the Board assess the commercial value of the rental space for the Bates Library, rather than considering the Town's costs. She suggested that this is a better way of determining a fair rate.
- Public comments were provided regarding the Economic Development Director position, the Town's Towing Policy, the Horseshoe pile, and the Summer Concert Series.
 - EDC.** The commenter asked if the EDC saves tax dollars and if there is any evidence that it brings in tax revenue. The commenter stated that the work downtown is more about revitalization than economic development and that this is viable as well. The commenter stated that if the position is charged with community development, is this an appropriate expenditure for the TIF?
 - Towing Policy.** The commenter inquired about the repercussions for the Town if it were to adopt a policy and the policy were not adhered to for some reason.

Horseshoe Pile. The commenter inquired whether the Community would consider installing a couple of horseshoe pits to commemorate the history of horseshoes at the site.

Summer Concert Series. The commenter inquired whether the organizers **had** requested an amount that exceeded the interest on the fund. Mr. Donohoe responded that the Board was working to decide whether only to consider spending interest on the fund or to spend some of the principal, and that decision had not been made. Mr. Donohoe provides information about past requests for funding and what prompted the Board to review the policy. He suggested reaching out to the event organizers to determine the optimal amount needed for the concert series.

IX. OTHER (2:37:36)

Ms. Bram conveyed a request from the Budget Committee for an updated list of road repairs. Ms. Bram requested an update on the sale of landlocked parcels that were approved for sale by the Board last year.

X. NONPUBLIC SESSION 2:40:19

Chair Dunlap made a motion to enter into a nonpublic under RSA 91-A:3 II (c) and RSA 91-A:3 II (e). The motion was seconded by Ms. Bram and was unanimously approved by a roll-call vote.

The Board concluded the public portion of the meeting at 8:12 PM and entered into a nonpublic session.