



**SELECT BOARD
PUBLIC MEETING MINUTES
Hopkinton Town Hall – 330 Main Street
Tuesday, October 14, 2025 - Approved**

I. CALL TO ORDER:

Chair Dunlap called this Public Meeting of the Select Board to order at 5:39 p.m., on Tuesday, October 14, 2025, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Victoria Bram; and Alyssa McKeon

Staff Present: Karen Hambleton, Town Administrator; Jeff Yale, Fire Department Chief; and Beverly Mesa-Zendt, Grant Coordinator

Public Participants: Sean LaBrie, resident; Loren Clement, resident/representative of community skate park group; Katherine Mitchell, resident; and Bonnie Christie, resident (via telephone, as Zoom was not working correctly)

II. POINTS OF PRIDE:

Ms. Hambleton noted that the HOP grant project recently closed out, with the Town being awarded \$43,750; the Housing Committee and Ms. Mesa-Zendt were the primary shepherds of this project. She also announced that Hopkinton was selected as a recipient of the 2025 bronze designation in the national SolSmart program, for its efforts toward reducing energy costs and promoting solar options in the community. A plaque denoting this achievement will be displayed in Town Hall. Ms. Hambleton noted appreciation to the Energy Committee, Planning Director Karen Robertson, and Ms. Mesa-Zendt for their work in this area.

Ms. McKeon highlighted the creative efforts and fundraising ideas of the Hopkinton PTA.

Ms. Bram thanked everyone involved with the horseshoe moving project, and noted that she and Chair Dunlap worked with the group on the weekend, when 17 pallets were filled with horseshoes. It was determined that there were about 550 horseshoes per pallet, and there are many more to be moved. The horseshoes will be stored indoors for the winter and the plan is to work with the DPW next year on the permanent placement and plaque installation. Ms. Bram also noted that [with Mr. Donohoe and Mr. Whitley not in attendance] this evening was the first time an all-female Board has presided over a Hopkinton Select Board meeting.

III. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (3-0) the Consent Agenda of October 14, taking the following action on a motion made by Ms. Bram and seconded by Ms. McKeon:

CONSENT AGENDA			
OCTOBER 14, 2025			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 10/14/2025	10/14/2025	APPROVE	\$112,371.31
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 9/29/2025			\$144,374.49
AP MANIFEST DATED 9/15/2025			\$192,163.88
INTENT TO EXCAVATE			
OP #25-227-01-E - 202 & 9	10/14/2025	APPROVE	
OTHER			
101-024-000/101-025-000 - RIVERSIDE DR/28 RIVERSIDE DR - SETTLEMENT AGREEMENT & RELEASE OF CLAIM	10/14/2025	APPROVE	

VOTE: Dunlap, Bram, and McKeon voted in favor of the motion, no votes against;
MOTION PASSED 3-0.

- B. In reviewing the Select Board Public Meeting Minutes of September 22, 2025, it was noted that in the section regarding renewal of the Hazen and Sawyer on-call contract and the wastewater infrastructure condition assessment contract, there needed to be information about who would be authorized to sign the documents.

Ms. Bram made a motion to allow Chair Dunlap or Town Administrator Hambleton to sign on the Town’s behalf all documents related to the Hazen and Sawyer on-call contract renewal and wastewater infrastructure condition assessment contract. Ms. McKeon seconded the motion.

VOTE: Dunlap, Bram, and McKeon voted in favor of the motion, no votes against;
MOTION PASSED 3-0.

With the addition of this motion noted, Ms. Bram made a motion to approve the Select Board Public Meeting Minutes of September 22, 2025. Ms. McKeon seconded the motion.

VOTE: Dunlap and Bram voted in favor of the motion; McKeon abstained; no votes against;
MOTION PASSED 2-0.

- C. The Board reviewed the Nonpublic Session III Meeting Minutes of September 8, 2025. Ms. Hambleton noted that at a previous meeting, there was a question regarding whether these minutes were sealed or not sealed. Notation was discovered that these minutes were sealed. Ms. Bram made a motion to approve the Select Board Nonpublic Session III Meeting Minutes of September 8, 2025. Ms. McKeon seconded the motion. Chair Dunlap confirmed that these minutes were sealed.

VOTE: Dunlap, Bram, and McKeon voted in favor of the motion, no votes against;
MOTION PASSED 3-0.

- D. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of September 22, 2025. Ms. McKeon made a motion to approve the Select Board Nonpublic Session I Meeting Minutes of September 22, 2025. Ms. Bram seconded the motion. Chair Dunlap noted that the minutes are sealed.

VOTE: Dunlap and Bram voted in favor of the motion; McKeon abstained; no votes against;
MOTION PASSED 2-0.

- E. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of September 22, 2025. Ms. McKeon made a motion to approve the Select Board Nonpublic Session II Meeting Minutes of September 22, 2025. Ms. Bram seconded the motion. Chair Dunlap noted that the minutes are sealed.

VOTE: Dunlap and Bram voted in favor of the motion; McKeon abstained; no votes against;
MOTION PASSED 2-0.

- F. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of September 22, 2025. Ms. McKeon made a motion to approve the Select Board Nonpublic Session III Meeting Minutes of September 22, 2025. Ms. Bram seconded the motion. Chair Dunlap noted that the minutes are sealed.

VOTE: Dunlap and Bram voted in favor of the motion; McKeon abstained; no votes against;
MOTION PASSED 2-0.

IV. PUBLIC APPOINTMENTS:

- A. Review of Stormwater, Wastewater, and Lagoon Projects – Accompanied by a slide presentation visible to those in attendance at Town Hall, Ms. Mesa-Zendt provided an overview of projects completed and projects currently underway, detailing the work being done and the implementation timeline. Highlights included:

- Wastewater Asset Management Plan: Grant funded portion is complete and it is now in the staff maintenance portion.
- Stormwater Asset Management Plan: Nearing completion of the grant funded portion of this project, and will soon be in the staff maintenance portion.
- Wastewater Condition Assessment: This project will run from next month through April 2026.
- Sludge Removal at the Wastewater Treatment Facility: This project will run from next month through June 2026.

B. Fire Chief Yale – the following topics were addressed and detailed:

- Under the Fire Department Rescue Equipment line of the CIP, the Fire Department is looking to purchase a new boat, to replace a decades-old, inflatable boat that is very worn and not holding air well. Chief Yale noted that the boat they would like to purchase had been used for limited demonstration-only purposes, which would mean a savings of nearly \$4,500, and would include all necessary components.

Discussion of details ensued, and Chair Dunlap made a motion to move forward with the purchase of the new (demo) rescue boat. Ms. Bram seconded the motion.

VOTE: Dunlap, Bram, and McKeon voted in favor of the motion, no votes against; **MOTION PASSED 3-0.**

- Regarding special duty ambulance detail, Chief Yale proposed a streamlined system for providing quotes for ambulance service for events in the area. He suggested a total fee of \$576 for four hours, which would include two providers at \$60 per person per hour (totaling \$480), plus a 20% administration fee (\$96).

Discussion ensued regarding the details of this idea, and Ms. Hambleton suggested that in the future, consideration should also be given to equipment fees, such as wear and tear on the vehicle. It was also noted that as costs rise, the fee should be revisited. Consensus was that all Board members present supported Chief Yale's proposal.

- Noting that the Town does not currently have a policy in place for special event permits and audit, Chief Yale recommended establishing a process and application, so that various Town departments, such as Fire, Police, Public Works, and Administrator, would be aware of necessary details for these events, should need arise for Town services or emergency contact.

Discussion ensued regarding the numerous details involved and what types of questions should be on an application of this type. The Board members present supported Chief Yale's ideas and goal of working with other Town departments to have a process in place by next summer.

- C. Sean LaBrie: Map 221, Lot 082 – Mr. LaBrie provided information regarding his understanding of some of the history of the land adjacent to his property, noting that access to his driveway is via Town-owned land that has a 30-foot wide, mostly dirt strip that runs along the depth of his parcel, beginning at Pine Street, and going back toward the Houston Fields, Town Library, and Slusser Center parcel. His request is to have this strip of land paved, as he says it is in disrepair, and he would like to know the best way to go about making this happen.

Discussion ensued regarding possible options and Chair Dunlap suggested Ms. Hambleton consult with Town Counsel before any decisions are made.

- D. Skate Park Update – Loren Clement announced that since speaking with the Select Board about the skate park at a meeting last year, the skate park has become a 501(c)(3) nonprofit organization. He noted that the group has been quite active over the past year and provided a detailed update on their activities, accomplishments, and plans.

V. OLD BUSINESS:

- A. Accept Mediated Agreement – The Board reviewed the agreement and Ms. Bram made a motion to approve the proposed settlement agreement between AUS, LLC, and the Town of Hopkinton, to resolve AUS, LLC’s appeal for tax year 2023. Ms. McKeon seconded the motion.

VOTE: Dunlap, Bram, and McKeon voted in favor of the motion, no votes against;
MOTION PASSED 3-0.

- B. Summer Concert Series Reimbursement – The Board briefly discussed this reimbursement and some of the details, noting that the motion was inadvertently missed at a previous meeting.

Ms. Bram made a motion to disburse \$500 to Discover Contoocook, as partial reimbursement for the 2025 Summer Concert Series. Chair Dunlap seconded the motion.

VOTE: Dunlap, Bram, and McKeon voted in favor of the motion, no votes against;
MOTION PASSED 3-0.

Chair Dunlap emphasized that she and Ms. McKeon thought the dollar amount should have been higher.

- C. Horseshoe Pile Update – The Board members added more details to the earlier discussion of the pile and discussed possible plans for the display.

VI. NEW BUSINESS:

There were no items for New Business.

VII. TOWN ADMINISTRATOR UPDATES:

Ms. Hambleton noted the following:

- Regarding the cracks in the cap at the landfill, Nobis has dug some test pits to see if they can determine what made the cap slide and what formed the cracks.
- Lab tests indicated that there was no water contamination by the resident who violated usage of the community well.
- The annual joint meeting with the School Board is next Tuesday evening at 5:30 at the Maple Street School.
- The quote for the door keypad came in at around \$3,000 to \$4,000; she is still waiting for the quote on the electronic crash bar for the door.

VIII. PUBLIC FORUM:

Residents Katherine Mitchell, Loren Clement, and Bonnie Christie (via telephone) asked questions and/or made comments on the following:

- The shortage of parking spaces in the Contoocook Village business area has been an ongoing problem, and the recent opening of the new restaurant has added to the demand for parking. It is hoped that the Town will address this problem in the near future.

Discussion ensued among Board members and Ms. Hambleton, regarding the state of parking and pedestrian safety in Contoocook Village, possible options for improvement, and how these subjects may tie in with ideas the Economic Development Committee may have.

- It was suggested that the Town might consider adding parking spaces on Town-owned properties in the Contoocook Village business area.
- There was a question regarding whether anyone is monitoring the various Transfer Station-related topics, such as making sure only authorized residents are using the facility and if there has been any more thought or discussion of the electronic gate. Concern was expressed regarding the Transfer Station fence that has not yet been installed and the Transfer Station trash pickup day that has not yet happened.

Discussion ensued among Board members and it was noted that, due to multiple circumstances, these topics have not received attention in recent months, but they will be revisited in the coming months.

IX. BOARD COMMITTEE UPDATES:

Ms. Bram noted there was a nice Budget Committee meeting recently, and she will be meeting with Ms. Hambleton and Ms. Mesa-Zendt next week, to discuss some of the Budget Committee notes.

X. OTHER:

There were no items for Other.

XI. NONPUBLIC SESSIONS:

Chair Dunlap made a motion that the Select Board enter into a nonpublic session to discuss an issue which could affect the reputation of someone other than a Board member under RSA 91-A:3 II (c). The motion was seconded by Ms. McKeon was unanimously approved by a roll-call vote.

ROLL CALL VOTE:

Sabrina Dunlap, Chair	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 3-0.

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 8:08 p.m. The Board returned to public session at 8:20 p.m.

Vote to seal nonpublic minutes:

Ms. Bram moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could adversely affect the reputation of someone other than a Board member. Ms. McKeon seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 3-0.

Chair Dunlap made a motion that the Select Board enter into a Nonpublic Session to discuss consideration or negotiation under the provisions of Nonpublic Session RSA 91-A:3 II (e). The motion was seconded by Ms. Bram and unanimously approved.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 3-0.

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 8:21 p.m. The Board returned to public session at 8:30 p.m.

These minutes were not sealed.

Chair Dunlap made a motion that the Select Board enter into a Nonpublic Session to discuss consideration or negotiation under the provisions of Nonpublic Session RSA 91-A:3 II (e). The motion was seconded by Ms. Bram and unanimously approved.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 3-0.

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 8:31 p.m. The Board returned to public session at 8:47 p.m.

These minutes were not sealed.

I. ADJOURNMENT

There being no further business, Ms. Bram 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 p.m.