



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, October 27, 2025 Approved**

I. CALL TO ORDER:

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

Select Board Members Present: Steven Whitley, Victoria Bram, and Alyssa McKeon. Chair Dunlap joined at 5:56 p.m.

Staff Present: Karen Hambleton, Town Administrator

II. POINTS OF PRIDE (1:27)

The following were recognized under Points of Pride:

- Ms. Hambleton reported that the annual Trunk or Treat event held behind the Slusser Center over the past weekend was a tremendous success. She commended the Recreation Department for organizing the event and extended appreciation to the Police Department, Fire Department, and Department of Public Works for their participation.
- Ms. McKeon added recognition to the Hopkinton PTA, Town Library, and local volunteers who contributed to the event, noting the strong community turnout.

III. ADMINISTRATIVE (1:29)

- Approval of Consent Agenda (03)

TOWN OF HOPKINTON - SELECT BOARD			
CONSENT AGENDA			
27-Oct-25			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 10/27/2025	10/27/2025	APPROVE	\$44,903.52
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 10/20/2025	10/27/2025	APPROVE	\$236,751.50
AP MANIFEST DATED 10/06/2025	10/27/2025	APPROVE	\$2,260,863.05
EMPLOYEE PAYROLL DATED 10/27/2025	10/27/2025	APPROVE	
DIRECT DEPOSIT: \$104,893.58			
PAYROLL CHECKS: \$4,615.18			
OTHER			
LCHIP- DUSTIN WOODS CONSERVATION EASEMENT ENVIRONMENTAL SITE REVIEW	10/27/2025	APPROVE	
APPOINTMENT TO OFFICE - LIBRARY BOARD OF TRUSTEES ALTERNATE- UNTIL 3/2026 - LISA PARKER	10/27/2025	APPROVE	

Mr. Whitley called for a motion to approve the Consent Agenda. Ms. Bram made a motion to approve the Consent Agenda for October 27, 2025. Ms. McKeon seconded the motion, and it passed unanimously.

- Approval of Public Meeting Minutes of September 26, 2025 (04A)
Ms. Bram made a motion to approve the Public Meeting Minutes of September 26, 2025. The motion was seconded by Ms. McKeon and was unanimously approved.
- Approval of the Public Meeting Minutes of October 14, 2025 (04B)
Ms. McKeon made a motion to approve the Public Meeting Minutes of October 14, 2025. The motion was seconded by Ms. Bram and unanimously approved with Mr. Whitley abstaining.

- Approval of Nonpublic Meeting Minutes of September 26, 2025, Session I (04C)
Ms. Bram made a motion to approve the Nonpublic Meeting Minutes of September 26, 2025 – Session I. The motion was seconded by Ms. McKeon and was unanimously approved and noting that they were not sealed.
- iv.

Approval of Nonpublic Meeting Minutes of September 26, 2025, Session II (04D)
Ms. Bram made a motion to approve the Nonpublic Meeting Minutes of September 26, 2025 – Session II. The motion was seconded by Ms. McKeon and unanimously approved with Mr. Whitley noting that the minutes were not sealed.
- v.

Approval of Nonpublic Meeting Minutes of October 14, 2025, Session I (04E)
Ms. Bram made a motion to approve the Nonpublic Meeting Minutes of October 14, 2025 – Session I. The motion was seconded by Ms. McKeon and unanimously approved with Mr. Whitley abstaining and noting that the minutes were sealed.
- vi.

Approval of Nonpublic Meeting Minutes of October 14, 2025, Session II (04F)
Ms. McKeon made a motion to approve the Nonpublic Meeting Minutes of October 14, 2025 – Session II. The motion was seconded by Ms. Bram and was unanimously approved with Mr. Whitley abstaining and noting that the minutes were not sealed.
- vii.

Approval of Nonpublic Meeting Minutes of October 14, 2025, Session III (04G)
Ms. McKeon made a motion to approve the Nonpublic Meeting Minutes of October 14, 2025 – Session I. The motion was seconded by Ms. Bram and unanimously approved with Mr. Whitley abstaining and noting that the minutes were not sealed.

IV. PUBLIC APPOINTMENTS (6:53)

- i.

Library Trustees – Adding Alternate Trustees (05)
Amy Stone, Chair of the Library Board of Trustees, presented the Trustees’ decision to amend their bylaws to allow the appointment of alternate trustees and recommended Lisa Parker for appointment as an alternate trustee. The Board confirmed that RSA 202-A:6 allows the Select Board to appoint up to three alternates. As Ms. Parker had already been appointed through the Consent Agenda, no further action was required.
- ii.

Ruby Fogg – Bates Building Bench (06)
Ruby Fogg of the Two Villages Art Society requested permission to place two benches in front of the Bates Building to enhance public gathering and accessibility. The Board supported the idea contingent upon review and approval by DPW Director Dan Blanchette.
- iii.

Two Villages – Bates Building (07)
Representative of the Two Villages Art Society, Annie Frye, discussed repurposing the former children’s library space in the Bates Building basement for art workshops and storage. The Board directed staff to coordinate with the Fire Chief, the Supervisors of the Checklist, and the Town Clerk to confirm safety compliance and potential use.

V. OLD BUSINESS (32:31)

- i.

Economic Development/Vacant Position (08)
The Board reviewed the revised mission, vision, and values statement submitted by EDC Chair Ian Hart. Mr. Hart asked the Select Board to approve the submitted mission, vision, and values. Chair Dunlap expressed concern about the phrasing of 'minimal barriers'. Mr. Whitley explained the language was meant to address municipal barriers that prevent new businesses from coming to Town or those that prevent business expansion. Ms. Hambleton noted the Board's role is to set goals for Boards and Committees that reflect the Town’s vision. Ms. McKeon suggested that the Board wait to approve the mission, vision, and values statement until the Board develops a cohesive policy for all boards and committees, and the Economic Development Director position job description is

complete. Chair Dunlap indicated that an overemphasis on bringing businesses to the community does not reflect the community development work the EDC has done. Discussion continued regarding language and intent of regulatory barriers and the ongoing work of the EDC. The discussion was tabled until the Economic Development Director's job description is finalized.

ii. Boards and Committees Discussion (09)

Ms. McKeon provided an overview of her comprehensive analysis of all Town boards and committees, noting that she was reviewing their statutory authority, charges, and online accessibility and consistency. She noted inconsistencies and shortcomings in the recruitment and job descriptions of new board and committee members, as well as a lack of consistent information about what the boards and committees do and how community members can get involved. She explained that changes should be made to improve connections and engagement. Ms. McKeon identified key features she has noticed in websites that present information more effectively. Ms. McKeon proposed that, as a first step, she look at the RSAs to ensure that the webpages for boards and committees reflect their charge under state law. She suggested updating webpages one at a time. Discussion continued about overall improvements to communication and outreach. The Board supported her proposal to begin updating committee information and charges, beginning with RSA-based committees, at the November 10, 2025, meeting. Discussion ensued regarding Library governance. Ms. Hambleton noted that when reviewing board and committee charges, the Master Plan should be consulted in addition to the RSAs. Discussion ensued about the purpose of the Master Plan and the process for updating it.

iii. 162 Pine Street Update (10)

Pine Street Easement Agreement: The Board reviewed a draft easement agreement concerning the Pine Street right-of-way. Counsel confirmed that both the Town and property owners have rights to the area. Ms. Hambleton explained that legal counsel advised that a new easement agreement would be necessary to clarify rights and responsibilities. Discussion ensued regarding maintenance, paving, and the Town's right to terminate the agreement.

Mr. Whitley made a motion to approve the agreement, provided that the non-inheritance language is added and that Public Works has no further concerns. The motion was seconded by Ms. McKeon and unanimously approved.

Mr. Whitley made a motion to authorize the Town Administrator to sign a private agreement. The motion was seconded by Ms. McKeon and unanimously approved.

VI. NEW BUSINESS (53:17)

i. Veteran's Park Request (11)

Ms. Hambleton summarized a request from the American Legion to correct the spelling of a name mentioned on the plaque at the memorial. The individual is currently in hospice. There was, at one time, a Monument Committee which now seems to be inactive. Ms. McKeon suggested asking the Historical Society. Ms. McKeon identified a Town Policy placing responsibility for the memorial on the Town. Discussion ensued about how to correct the spelling. Chair Dunlap asked that the Town Administrator notify the American Legion and the family that the Town will make the correction.

VII. TOWN ADMINISTRATOR UPDATE (2:01:34)

- Budget. Ms. Hambleton notified the Board that the Department Heads met to discuss the budget, and all staff worked hard to stay within the 3%, with only a couple of areas exceeding it. Discussion

ensued about health insurance premiums. The Board discussed the schedule for Department Head presentations and related work sessions.

- FEMA Culvert Grant. Ms. Hambleton notified the Board that, after reviewing the grant criteria and performing preliminary analysis, it was determined that the Town could not meet the minimum grant thresholds. She noted that staff would continue looking for grant opportunities.
- Five Rivers. Ms. Hambleton explained that Five Rivers is working on the Dustin Conservation Easement and will serve as the property's guardian. She noted that there are procedural requirements related to ensuring there is no hazardous material on the site. She explained that the easements will be brought forward to the Board in the next couple of months.

VIII. PUBLIC FORUM (2:06:17)

- Katherine Mitchell addressed the Board, stating that she, too, felt uncomfortable with the term barriers to development and her concerns about loosening restrictions that might impact adjacent properties. She noted that some barriers can be safeguards. She reminded the Select Board that they should be the final arbiter of what reflects that Town Vision and should be comfortable with whatever is brought forward.

IX. BOARD AND COMMITTEE UPDATES (2:09:06)

Ms. McKeon mentioned the upcoming Planning Board Public Hearings regarding proposed amendments.

X. OTHER (2:11:16)

- The Board discussed the development of the draft vision and goals.
- The Board asked for follow-up on the irrigation turn-off request from the Cemetery Committee.
- The Board discussed the status of broken water meters and the need to repair those. Ms. Hambleton noted that payments are now being made based on previous readings. The Board requested a meeting with the water precinct commissioners in early 2026.
- The Board discussed stormwater intrusion into the wastewater treatment plant.
- The Board reviewed the schedule for budget considerations, particularly related to the transfer station and the septic lagoon bond.
- The Board discussed disconnecting the septic tank for the Horseshoe site and proper procedures for discontinuing its use.
- The Board discussed the specifications and installation of the fence at the transfer station.
- The Board discussed upcoming plans for George Park and requested a broader update on planned improvements in the future- in particular, the status of new bathrooms at that site.

XI. NONPUBLIC SESSION 2:36:18

Mr. Whitley made a motion to enter into a nonpublic under RSA 91-A:3 II (b) to discuss the hiring of any person as a public employee. The motion was seconded by Chair Dunlap and unanimously approved by a roll call vote.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	Yes
Victoria Bram	Yes
Alyssa McKeon	

MOTION PASSED 4-0.

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 8:09 p.m. The Board returned to public session at 8:38 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 adversely affect the reputation of someone other than a Board member. Ms. McKeon seconded the motion and the Board unanimously approved.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	Yes
Victoria Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 4-0.

Mr. Whitley 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 and was unanimously approved by a roll-call vote.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	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 8:38 p.m. The Board returned to public session at 8:49 p.m.

These minutes were not sealed.

Mr. Whitley made a motion that the Select Board enter into a nonpublic session to consider the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community under RSA 91-A:3 II (d). The motion was seconded by Ms. McKeon and was unanimously approved by a roll-call vote.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	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 8:49 p.m. The Board returned to public session at 8:58 p.m.

These minutes were not sealed.

Mr. Whitley 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. McKeon and unanimously approved by a roll-call vote.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	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 8:58 p.m. The Board returned to public session at 9:03 p.m.

These minutes were not sealed.

Mr. Whitley 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. McKeon and unanimously approved by a roll-call vote.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	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 9:03 p.m. The Board returned to public session at 9:15 p.m.

These minutes were not sealed.

Mr. Whitley 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 and was unanimously approved by a roll-call vote.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	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 9:15 p.m. The Board returned to public session at 9:18 p.m.

These minutes were not sealed.

Mr. Whitley 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 and was unanimously approved by a roll-call vote.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Steven Whitley	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 9:18 p.m. The Board returned to public session at 9:20 p.m.

These minutes were not sealed.

XII. ADJOURNMENT

There being no further business, Mr. Whitley moved that the meeting be adjourned. Ms. Bram seconded the motion. All members voted in favor and the meeting was declared adjourned at 9:20 pm.

Respectfully submitted,

Beverly Mesa-Zendt
Executive Assistant/Grant Coordinator