



# 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, November 10, 2025, Approved**

## I. CALL TO ORDER:

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

**Select Board Members Present:** Chair Dunlap, Steven Whitley, Victoria Bram, Alyssa McKeon (arrived at 5:34), and Jeffrey Donohoe

**Staff Present:** Karen Hambleton, Town Administrator, and Dan Blanchette, Public Works Director

**Town of Webster Select Board Members Present:** David Hemingway, Marlo Herrick, and John E. Clark

**Town of Webster Staff:** Russ Tatro, Assistant to the Town Administrator

## II. ADMINISTRATIVE (2:05)

Chair Dunlap stated that there was no consent agenda.

## III. BUDGET PRESENTATIONS (2:11)

### i. Cemeteries- Cemetery Trustees

Gayle Kimball and Kelly Lewis presented the 2026 Cemetery Budget proposal, noting that the Trustees have chosen to continue operating without a Sexton for another year. Trustees are managing sales, burial marking, and overall administration directly.

Key discussion points included the following items.

Professional Services:

- Landscaping (Pinnacle Landscaping) costs are approximately \$49,000.
- Trustees propose reducing their trust fund contribution from \$20,000 to \$18,000 to align with expected income.
- Ground Penetrating Radar (GPR):
  - Initially budgeted at \$12,000, reduced to \$6,000 after updated estimates.
  - Purpose: to map ledge/rock formations in the Old Hopkinton Cemetery.
  - Without GPR, new plot sales in the old cemetery would remain suspended due to the ledge.
- Maintenance (Trees, Shrubs, Fencing):
  - \$6,000 requested for trimming, brush clearing, and minor fence repair.
  - Trustees suggested Public Works could assume some seasonal duties (e.g., turning water on/off).
  - Memorial Gardens: Mowing costs are approximately \$1,800 per year.
  - The possibility of DPW managing this task was discussed.
- Revenue and Trust Management:
  - Only income, not principal, from the Perpetual Care Trust can be spent.
  - Trustees previously drew from expendable funds that are now depleted.
  - Interest revenue has declined; portfolio has grown 8% but income generation is limited.
- Future Planning:
  - Potential mapping project for Contoocook Cemetery to open additional lots.
  - Trustees noted Contoocook and New Hopkinton Cemeteries have capacity.

Discussion ensued regarding town appropriations, trust fund revenue, and expenditures for 2025. The Board agreed to invite Kelly Henley back to explain revenue sources. The Board confirmed that the GPR line item was reduced from \$12,000 to \$6,000. The Board determined that the approximate 2026 Town Impact was \$24,875 (after trust offsets and GPR reduction).

ii. Joint meeting with the Webster Select Board (24:50):

• **Transfer Station & Solid Waste**

Dan Blanchette presented the budget for the Hopkinton-Webster Transfer Station, noting that he expected an increase in transport and disposal costs and that the Town was working on a contract for services. He noted that utilizing the Town's own trailers results in higher fees from at least one company and that if the Town utilized those services, he anticipated selling the trailers. The Board discussed the impact of trailer purchases and sales on the Capital Improvement Plan (CIP). Mr. Blanchette explained that a reasonable expected increase would likely be about \$77,000 in the Transfer Station Budget. The Board acknowledged that potential changes may occur once the quotes are finalized. A Webster Select Board member asked about the cost of phones and the internet. Discussion ensued regarding all the facilities served on the site. Mr. Blanchette discussed increases in building maintenance costs due to the facility's age. Maintenance and longevity concerns noted; no action taken.

Ms. Hambleton indicated that the Town was doing an audit of all communications systems. The Board and Town of Webster Select Board discussed the following topics related to the Transfer Station.

• **Landfill Cap**

Ms. Hambleton explained that there would be costs associated with repairing the landfill cap, which was damaged by rainstorms.

• **Septage Lagoons**

Ms. Hambleton discussed the savings achieved by disposing of residuals from the Wastewater Treatment Facility at the Septage Lagoons. Discussion ensued about the issuance of bonds, terms, and debt service. The Town of Webster Select Board raised concerns that the repayment term was 20 years, rather than the expected 10 years they had represented to their voters. It was decided that the Town of Hopkinton would reach out to determine if the term could be amended to 10 years, and if so, there would be no need for a second meeting on this topic. The Board agreed that if the amendment was not possible, a joint follow-up meeting would be scheduled — possibly on December 1 or December 8, depending on schedules.

• **Transfer Station continued**

The Board discussed the use of the Transfer Station by non-residents/Webster residents. Mr. Blanchette explained that Public Works had explored non-resident access control through the potential use of an RFID gate system, which would cost approximately \$40,000 based on estimates. He explained that other methods have included updating stickers and doing spot checks on Saturdays. He stated that the current focus remains on sticker checks and education.

The Board requested information about the fence, and Mr. Blanchette responded that the temporary snow fence is to be removed in winter; a longer-term metal option is to be considered in the spring.

• **Community Well**

Mr. Blanchette explained that budget costs related to the Community Well were attributable to the following items.

- Arsenic filter replacement.

- Pump failures and need for backup pumps.
- Installation of drive-by water meters to prevent misuse.
- Some residents overuse water for car washing and pools when the community well is only utilized for potable water, and they have wells for those purposes.

Mr. Blanchette stated that his department was working to install new meters, which will improve monitoring.

The Board discussed using the CIP to manage one-time costs at the Community Well rather than including them in the departmental budget. Mr. Blanchette noted that the Community Well had historically been managed as its own item in the budget, rather than under the Transfer Station CIP.

Mr. Blanchette noted the historical practice of reducing budgets after one-time purchases.

- **Other Topics**

The following topics were addressed.

- Dumping fees at the Transfer Station: Discussion regarding when fees would be finalized.
- Future Coordination: Discussion about a potential joint meeting, possibly remote, in January to discuss the updated fee schedule.
- Ambulance Fees: Discussion about finalizing the agreement between Hopkinton and Webster and setting new rates.
- Community Power: Updates on Community Power staffing.

The Webster Select Board and Assistant to the Town Administrator left the meeting at 7:53.

- EDC Vacant Position: Discussion about the mission and goals of the EDC and budgetary considerations related to the filling of the Economic Development position. The Board decided to discuss the issue further with EDC Chair Ian Hart.

#### IV. **NONPUBLIC SESSION (1:11 second video)**

*Mr. Whitley made a motion to 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 by a roll-call vote.*

#### **ROLL CALL VOTE:**

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

#### **MOTION PASSED 5-0.**

The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 8:30 p.m. The Board returned to public session at 8:52 p.m.

#### Vote to seal nonpublic minutes:

*Mr. Donohoe 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. Mr. Whitley seconded the motion and the Board unanimously approved.*

**ROLL CALL VOTE:**

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

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The Board and the Town Administrator went into a nonpublic session, as recorded separately, at 8:52 p.m. The Board returned to public session at 9:24 p.m.

Vote to seal nonpublic minutes:

*Mr. Donohoe 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. Mr. Whitley seconded the motion and the Board unanimously approved.*

**ROLL CALL VOTE:**

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

**MOTION PASSED 5-0.**

**V. ADJOURNMENT**

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Whitley seconded the motion. All members voted in favor and the meeting was declared adjourned at 9:24 pm.

Respectfully submitted,

Beverly Mesa-Zendt  
Executive Assistant/Grant Coordinator