



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, December 22, 2025 - Approved

Due to illness, the agenda was streamlined.

I. CALL TO ORDER:

Chair Dunlap called the Public Meeting of the Board to order at 5:30 p.m.

Select Board Members Present: Chair Sabrina Dunlap, Alyssa McKeon, Jeffrey Donohoe.

Staff Present: Karen Hambleton, Town Administrator.

II. ADMINISTRATIVE

i. Approval of Consent Agenda (03)

TOWN OF HOPKINTON - SELECT BOARD

CONSENT AGENDA

22-Dec-25

ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
PREVIOUSLY APPROVED - NO ACTION NEEDED			
EMPLOYEE PAYROLL DATED 12/4/2025	12/22/2025	APPROVE	
DIRECT DEPOSIT: \$105,783.53			
PAYROLL CHECKS: \$8,517.16			
EMPLOYEE PAYROLL DATED 12/18/2025	12/22/2025	APPROVE	
DIRECT DEPOSIT: \$104,114.53			
PAYROLL CHECKS: \$9,017.89			
AP MANIFEST DATED 12/01/2025	12/22/2025	APPROVE	\$72,665.78
AP MANIFEST DATED 12/15/2025	12/22/2025	APPROVE	\$5,691,757.34
OTHER			
PERSONNEL ACTION TRANSFER STATION PART-TIME HIRE (34 HR./WK.) (\$15/HR)	12/22/2025	APPROVE	

Mr. Donohoe made a motion to approve the consent agenda. The motion was seconded by Ms. McKeon and unanimously approved.

III. PUBLIC APPOINTMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

- i. Contract for Wastewater Assessment/Scoping (08)
Mr. Donohoe moved that the Select Board enter into a contract for professional services with Hazen and Sawyer for a condition assessment of the existing gravity sewer system infrastructure consistent with the loan agreement approved by the Governor and Executive Council on July 30, 2025. The motion was seconded by Ms. McKeon and unanimously approved.
- ii. Encumber Funds (11)
The Town Administrator presented Board encumbered with documents to encumber the following funds from 2025 to 2026:
 - \$160,000 for shimming and paving
 - \$20,000 for the Wastewater Condition Assessment and Scoping.Ms. McKeon moved to approve the encumbrances. Mr. Donohoe seconded and the motion was unanimously approved.
- iii. Authorization to Request Funds for the Dustin Conservation Easement (12)
Ms. McKeon moved that the Select Board authorize the Town Administrator, Karen Hambleton, to request Source Water Protection Grant funds from the NH Department of Environmental Services. The motion was seconded by Mr. Donohoe and unanimously approved.

VI. TOWN ADMINISTRATOR UPDATES

VII. PUBLIC FORUM

VIII. BOARD COMMITTEE UPDATES

IX. OTHER

X. NONPUBLIC SESSION

Nonpublic RSA 91-A:3 II (a) Personnel and RSA 91-A:3 II (e) Legal

Chair Dunlap made a motion that the Board enter into a non-public session under Nonpublic RSA 91-A:3 II (a) Personnel. Ms. McKeon seconded the motion, and it was unanimously approved by a roll call vote.

Sabrina Dunlap	Yes
Jeffrey Donohoe	Yes
Alyssa McKeon	Yes

MOTION PASSED 3-0.

The Board and Town Administrator went into nonpublic session, as recorded separately, at 5:36 p.m. The Board returned to public session at 5:50 p.m.

These minutes were not sealed.

Chair Dunlap made a motion that the Board enter into a non-public session under Nonpublic RSA 91-A:3 II (e) Legal. Ms. McKeon seconded the motion, and it was unanimously approved by a roll call vote.

Sabrina Dunlap	Yes
Jeffrey Donohoe	Yes
Alyssa McKeon	Yes

MOTION PASSED 3-0.

The Board and Town Administrator went into nonpublic session, as recorded separately, at 5:50 p.m. The Board returned to public session at 5:57 p.m.

These minutes were not sealed.

XI. ADJOURNMENT

Mr. Donohoe made a motion to adjourn. The motion was seconded by Ms. McKeon and unanimously approved.

The meeting was adjourned at 5:57 PM.

Respectfully submitted,

Kim Marcellino
Administrative/Assessing Assistant