



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, January 12, 2026 Approved

I. CALL TO ORDER:

Chair Dunlap called the Public Meeting of the Select Board to order at 5:32 p.m. on Monday, January 12, 2026, and introduced the members of the Board.

Select Board Members Present: Sabrina Dunlap, Alyssa McKeon, Vicky Bram, and Jeffrey Donohoe (remote). Steven Whitley joined at 5:38 pm.

Chair Dunlap made a motion to allow the remote participation of Mr. Donohoe. Ms. McKeon seconded the motion, and it passed unanimously by a roll call vote.

Staff Present: Karen Hambleton, Town Administrator. Karen Robertson, Director of Planning.

Public Participants: Bonnie Christie, resident; Leif and Andy Rosenholm, resident representing Eagle Scout; Ron Klemarczyk, representing the Conservation Commission.

II. POINTS OF PRIDE (1:12)

Ms. Dunlap thanked the Department of Public Works for their tireless effort during recent storms, and everyone who has been part of the budget process including town employees, department heads, including Ms. Hambleton and Ms. Bram for her presentation. The presentation was clear and well done, and the Budget Committee asked very good questions.

Ms. Bram thanked the Library staff for the after-school winter programming.

Ms. Hambleton read an email acknowledgement from a Board member highlighting the Department of Public Works for going the extra mile to get the horseshoe pile squared away. Ms. Hambleton conveyed appreciation from a recent School Board meeting to Department of Public Works for their plowing and field maintenance at the school.

III. ADMINISTRATIVE (3:52)

I. Approval of Public Meeting Minutes of November 24, 2025

Mr. Whitley made a motion to approve the public meeting minutes of November 24, 2025. Ms. Bram seconded. The motion was unanimously approved by a roll-call vote. Chair Dunlap noted there were no non-public minutes to approve.

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CONSENT AGENDA January 12, 2026			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP Manifest 1/12/2026	1/12/2026	APPROVE	\$30,856.05
AP Manifest 1/12/2026	1/12/2026	APPROVE	\$2,769,757.22
EMPLOYEE PAYROLL DATED 1/12/2026			
DIRECT DEPOSIT: \$109,528.44			
PAYROLL CHECKS: \$11,755.56			
PREVIOUSLY APPROVED NO ACTION NEEDED			
AP Manifest Dated 12/01/2025	1/12/2026		\$72,665.78
AP Manifest Dated 12/15/2025	1/12/2026		\$5,691,757.34
AP Manifest Dated 12/29/2025	1/12/2026		\$310,323.00
Employee Payroll Dated 12/01/2025			
Direct Deposit: \$105,783.53			
Payroll Checks: \$8,517.16			
Employee Payroll Dated 12/15/2025			
Direct Deposit: \$104,114.53	1/12/2026		\$113,132.42
Payroll Checks: \$9,017.89			
ABATEMENT REQUEST RECOMMENDATIONS			
239-061-000 - 311 PUTNEY HILL ROAD	1/12/2026		
217-004-007 - 107 PEAKED HILL DRIVE	1/12/2026		

II. Approval of the Consent Agenda.

Ms. McKeon made a motion to adopt the consent agenda. The motion was seconded by Ms. Bram and approved by a roll call vote: 4 yay, 1 abstention.

IV. PUBLIC APPOINTMENTS (5:41)

I. Leif Rosenholm, Eagle Scout Project Proposal.

Mr. Leif Rosenholm requested permission to restore picnic table area near dam in Contoocook for his Eagle Scout project. Chair Dunlap requested a timeline. He would like to start in the spring. Mr. Whitley inquired about length of project. Mr. Rosenholm projects less than one month. Chair Dunlap inquired about cost. Andy Rosenholm, Mr. Rosenholm’s father, addressed the Board and presented a budget of \$2,500 - \$10,000 depending on scope of project. Ms. Hambleton noted the property is already maintained by the town so the project would not result in additional maintenance cost to the town. The Select Board green lighted the project concept. Next steps are for Mr. Rosenholm to return to the Select Board with a detailed plan. Ron Klemarczyk. has worked on several scout projects and this sounds like a good one. He noted that the area is plowed, and suggested designing something that won’t get knocked over by a plow. Discussion ensued. Mr. Rosenholm will contact Ms. Hambleton when he is ready to meet again.

V. OTHER (11:49)

I. Ron Klemarczyk, Conservation Commission, Chair presented the following items:

i. Transfer Station Fence Replacement.

Paper from recycling bins and other trash is blowing down into Deer Meadow Brook. He also expressed concern about PFAS. Mr. Klemarczyk and Mr. Blanchette will take a look at the site to discuss solutions. They will loop in Ms. Hambleton. Ms. McKeon requested a meeting with Mr. Klemarczyk, Mr. Blanchette and Ms. Christie in attendance to facilitate an agreed upon plan.

- ii. Proposed Subdivision at Farrington Corner Road and Stumpfield Road, open space land recommendation.

The Conservation Commission voted to urge the Select Board to accept the open space land that would be part of the subdivision development proposal off Farrington Corner and Stumpfield Road. In particular, the area behind the houses on Farrington Corner Road would create space for wildlife refuge parallel to the interstate. Additional open space around the Sugar Hill Road and Stumpfield Road flood control area would provide temporary wildlife refuge during floods. Mr. Whitley asked why it was a fee title rather than a conservation easement? Mr. Klemarczyk explained that the fee title requires less monitoring.

Ms. Robertson added that the proposed development off Stumpfield Road abuts the Army Corps flood control, Town forest and the Meadowsend Timberland conservation easement, which is held by the Forest Society so the proposed open space land would be consistent with the use of the abutting properties. Chair Dunlap asked for clarification on what the Commission is asking of the Select Board.

Mr. Klemarczyk clarified that the ownership of the development's open space lots will come before the town if it is approved by the Planning Board. Ms. Robertson added that it would be helpful for the developer to be aware of whether the Select Board is or is not on board with the Conservation Commission recommendation. The Select Board gave unanimous support of ownership of the open space lots as recommended by the Conservation Commission.

- iii. Wilder Trust Donation of 22 Acres to the Town

The Wilder Trust incurred a current use penalty on 2 acres of the 6 acres that they retained. Mr. Klemarczyk hopes the penalty can be waived in a show of support for acts of generosity, like land donations. Chair Dunlap asked Ms. Hambleton if waiving the penalty has been done before. Ms. Hambleton said yes. Mr. Donohoe opposes giving up the revenue. Chair Dunlap noted that this issue is an oversight - waiving the penalty was part of the original discussion.

Ms. McKeon asked for an estimate of the penalty amount. The assessor has not calculated the penalty amount. Chair Dunlap clarified that the revenue from the penalty is split with the Conservation Commission. Ms. Bram agrees we shouldn't penalize a land donation and asked if penalty is a one-time 10% of fair market value of the land? Mr. Klemarczyk confirmed, yes, with the idea that land coming out of current use would be developed. The 22 Acres in question will not be developed.

Chair Dunlap clarified that the penalty is not factored into the budget. Waiving it is a point of procedure that the Select Board overlooked. Ms. McKeon is in favor but would like more information. Ms. Hambleton will inform the Board of the penalty amount once it has been assessed. The Board will vote on whether or not to waive the penalty when that amount is known.

- II. Bonnie Christie, resident at 302 Smithfield Road. Transfer Station Fence Replacement.

Ms. Christie noted that the NH Department of Environmental Services (DES) conducts inspections and that one of the conditions of the Transfer Station Permit is to control litter to protect the environment. The last DES inspection report was in 2022. One may be coming up. Any deficiencies they might find would need to be corrected within approximately a month. Ms. Christie suggested setting a goal of at least having a plan prior to a DES inspection.

Ms. Christie asked if the Recycling Revolving Fund containing approximately \$15,808 could be used? Mr. Whitley inquired about the purpose of the fund. Ms. Christie said it is related, but she would need to look into it. Ms. Bram requested Jolene Cochrane, Transfer Station Superintendent, attend the, yet to be scheduled, meeting regarding the fence, with Ms. Christie, Mr. Klemarczyk, and Dan Blanchette, Director of Public Works.

VI. OLD BUSINESS (39:42)

- I. Larry Morgan, President of Two Villages Art Society regarding Bates Building Lease.

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Two Villages has grown in purpose. Mr. Morgan presented some updates. Two Villages has increased the quality of exhibits and has been recognized by organizations around the state including NH Magazine as best gallery. Two Villages awarded a scholarship at Hopkinton High School last year and will to it again this year. The gallery has integrated with the school with three artists' presentations at the school that were well received.

Next steps towards offering classes and demonstrations at the Bates Building. The mission is to offer space at no charge to artists and to provide a service to the town and schools. This activity is not practical to take place on the gallery level. Mr. Morgan and Annie Frye have had preliminary conversations with the Fire Chief about using the lower level in the Bates Building. The Fire Chief confirmed the egress is adequate.

Ms. Bram asked more about the Fire Chief conversation. Mr. Morgan described the egress and room capacity. Mr. Whitley asked if the entirety of the floor would be used. Mr. Morgan said one area, about 30% of the basement space, is the area of interest. The capacity is 30 people, but the classes would be more likely 8 – 10 students plus an instructor, and easels, tables and chairs.

Chair Dunlap asked what town belongings are still there. Ms. Hambleton noted that the locked archive space that holds tax and assessing records would remain unchanged. The balance of the Town records in the space being discussed would be moved to Town Hall. There is some furniture. Ms. Hambleton said Mr. Blanchette has agreed to help move things out. Mr. Morgan also indicated that there is room to continue storing town items.

Mr. Morgan noted that artist Kathleen Dustin, who has artwork in the Smithsonian and Boston Museum of Art, would like to teach. With Select Board approval, Two Villages could schedule for early summer.

Ms. Hambleton mentioned the lease. Conversations with Ms. Frye indicated Two Villages is in favor of a longer term lease and Mr. Morgan agrees. Chair Dunlap indicated that the Select Board needs to discuss the terms of the lease and will be in touch.

Mr. Morgan closed by noting the annual foot traffic last year at Two Villages was 3000 visitors. Expanded events included concerts, poetry and book readings.

II. Recording of Meetings

Ms. Hambleton received an email request from Mr. Chris Haridopolos requesting that the Housing Committee and Planning Board record their meetings and make the audio/video available to the public. Mr. Whitley asked if there is a cost implication. Ms. Hambleton said not a direct cost, but there is a staff time and training implication. Ms. Robertson is already working on recording the Planning Board meetings. Ms. McKeon is on the Housing Committee and can assist with the endeavor to provide additional access. Ms. McKeon proposed these two committees as tests, and create a training booklet to share out with other committees.

Ms. Hambleton clarified that providing audio/video of meetings is not currently required by law. Chair Dunlap polled the technical ability of committees. Mr. Klemarczyk approached the mic, he shared that four of the commissions he attends meetings for, in other towns, have a dedicated A/V person and that he supports recording but the technology is a real obstacle. Ms. Hambleton noted there was an incident recently where a meeting wasn't recorded due to technical issue. Ms. McKeon suggests addressing logistical friction over the long run. The Housing Committee and Planning Board can be the first two groups to work out the obstacles.

VII. NEW BUSINESS (1:11:23)

I. Goal Setting for 2026 and Longer

Chair Dunlap recommended that the Board set goals for the time period of 2026 - 3 years out. Ms. McKeon said the Budget Committee is in line with the general direction, she'd like high level goals and

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projects outlined by quarter with clear ownership and tracking by the Select Board. This is in support of Ms. Hambleton and everyone. Ms. Bram reviewed Budget Committee values, some of which are: delivering essential services; protecting public safety; stewarding environmental health, promoting social well-being; following all laws and regulations.

Chair Dunlap cited the Transfer Station discussion regarding recycling, stickers, green bags.

Ms. Hambleton suggested handing off items, like the Transfer Station fence, to employees. Items such as longer term financial strategy require Board attention. Ms. McKeon agreed and would like Board goal tracking rather than overreach.

Ms. Bram asked if there is a Boards and Committees avenue for assigning ownership? Not currently. Ms. McKeon requested access to a high level rundown of what the year looks like so she can be prepared and more informed. Ms. Hambleton shared there is a calendar that is 2 years+ out, updated regularly.

Ambulance Billing: Ms. Bram inquired about the ambulance billing. It is not a goal but is part of the multi-year overview Ms. McKeon is describing. That was a Q1 goal. Chair Dunlap asked if the ambulance billing is wrapped up? Ms. Hambleton reported that everyone has paid their 2025 estimate, and has an understanding now of how the estimate/billing process works. The contract itself will be revisited after the Town Meeting.

George Park: Ms. Bram concurs with Ms. Hambleton regarding letting staff do their job with Board direction. There are no funds for the park, only enough funds for bathroom replacement. Chair Dunlap suggested this gets on the annual and long-term goal list, George Park bathroom could get done in 2026, they are a siloed part of the plan that would not affect the rest of the park renovation. She suggested the Board consider forming a steering committee.

Discussion ensued regarding process of ownership, tracking and reporting on goals.

Ms. Dunlap requests Board members bring additional goals broken down by quarter to next meeting. Chair Dunlap suggested considering a special strategic planning meeting. Some goals were identified:

- New Wastewater Facility by 2035
- George Park Bathroom Renovation; Review Overall Plan
- Landfill Cap
- Transfer Station changes: Increase Recycling / Replacement for Green Bags / Sticker System
- Fence at Transfer Station for Deer Meadow Brook
- Economic and Development Position: job description and posting
- Ambulance Billing Contract
- Determine Webster Bond Length
- Riverway Park – granite benches
- Horseshoe Pile
- Merle Dustin Trust: online community engagement; access to funds.
- Board letter that goes into the Annual Town Report: Chair Dunlap will draft.
Discussion ensued about Town Report timeline.
- TIF District use of funds. Ms. Hambleton would like to discuss the TIF District and use of those funds. 1.6 million dollars. It was added to the goals list.

II. Expenses and Revenue: Ms. Hambleton reported.

Expenses

- Sewer: has 10% of its budget left. 103K budgeted 93K spent.
- General fund: 92% expended. There is another 2025 bill run next week. The \$746K remaining doesn't include the approximately \$200K we encumbered. Ms. Hambleton looked back at 2024, we

ended the year with 434K without encumbered funds. 2023 it was 824K. 2025 lands in the middle. This will strengthen the fund balance.

Revenue

- 84% collected revenues. Ms. Hambleton referenced the land use change tax that wasn't billed in 2025 due to transition of staff and assessor. That was budgeted at \$45K which may or may not be captured. Five parcels will be billed.
- Some of the PILOT agreements that have expired don't feel that they have to pay, and haven't submitted anything. The St. Methodios payment came in. There are three that need follow up with Ms. Henley.
- Land Management no further funds will come in. The state land flood control reimbursement is not expected to come in at the level budgeted. The assessor wasn't able to respond to the State when they needed information, thus we missed the reimbursement
- State Rooms and Meals tax was budgeted at \$580K hasn't been recorded yet. It was due to the Town on December 31 and was recorded on the. MS-434 as \$586K.
- Ms. Bram requested same reports at next meeting. Ms. Hambleton said yes, they will have closed 2025 by then.

Goals: Sewer was supposed to pay for itself. It doesn't. The Board would like to get a better handle on that in the coming year. A rate study has been conducted. Discussion ensued. Mr. Donohoe commented (remotely) that sooner or later the EPA will shut the place down and it will be a 20-million-dollar tab for 222 users. Mr. Whitley suggested this as a topic for strategic meeting.

I. Capital Improvement Program

The CIP Committee voted to recommend to the Board the same plan you saw in the presentation. Ms. Hambleton built warrant articles off of that unless the Board has any changes. Ms. McKeon asked about one change the Board had discussed. Ms. Hambleton asked if it was the \$2K appropriation. The CIP Committee didn't feel the Maintenance Trust Funds were in their purview. They are not capital improvements and are under the \$10K threshold. Mr. Donohue agreed that maintenance is not a capital improvement. This will be part of a strategic conversation planned. If the Board wants \$2K added to the Payroll Liability Trust Fund, the Board has to vote to add it to the warrant.

Ms. McKeon moved to add \$2000 to the Payroll Liability Trust Fund. Mr. Whitey seconded and the motion was approved unanimously by roll-call vote.

VIII. TOWN ADMINISTRATOR UPDATES (2:06:30)

- i. Land fill cap. The Town was given an \$800K ballpark estimate for a full fix. Nobis does not generally recommend a partial fix, but they would like to prevent further erosion. A partial fix could deal with redoing the portion of the cap that was affected and the drainage around it. Dan asked if we can piecemeal it. Fix the specific areas affected, then go to big fix later. Nobis pointed out that any work might tie in well with the lagoon closure and could save on mobilization costs.

Nobis will get some numbers on the partial fix. They believe DES will see this as a maintenance issue as long as the liner has not been breached, which it looks like it hasn't been.

- ii. Comcast Franchise Agreement: This contract gives them permission to operate in town. The town makes money. Discussion ensued. The Town is working to eliminate all Comcast service in town, shifting to TDS. The Town has also changed paid services to TDS and reduced monthly bill by \$960. With TDS, the Town is getting faster internet speed and bundling when possible. In the end, the Town is getting more for the money.
- iii. Electric Rate: There are 14 or 15 electric bills for the Town. Some were on community power (12.7 cents), some on Constellation. The Constellation rate of 8.5 cents has expired and service

- has defaulted to Eversource at 11 cents per kwh. Beverly will dive in and get another contract and investigate what moving off of community power will mean. That will be the next audit.
- iv. The draft Select Board Meeting Schedule for 2026 was based on last years. Some rescheduling was done around holidays and other events.
 - v. Ambulance Billing: Did everyone get their questions answered? Mr. Donohue asked if everyone paid. Webster and Warner paid their estimates. Discussion ensued.

IX. PUBLIC FORUM (2:20:17)

Scott Clay of 1677 Bound Tree Road regarding hazardous waste day this year. In 2025, he was turned away due to a filled quota. Is it possible to raise the quota or increase the event to twice a year? Ms. Hambleton said it is currently coordinated with the Town of Henniker. Chair Dunlap suggested looking at what that might cost. Mr. Clay reiterated how important it is to encourage people to do the right thing and dispose of pesticides, etc. properly rather than down the drain.

Lauren Clement 86 Maple Street regarding Hazardous Waste Day. Loren suggested offering an alternative location that might cost money, but at least it would be an option for those being turned away due to a full quota.

Regarding Board goals: George Park: Mr. Clement agreed that it is time for a steering committee. The bathroom leech field has to be decommissioned and will need an additional pump to connect to town sewer system.

Mr. Clement asked if there is an updated road list? Was the water hook up across the street concluded? The Slusser Center Food Assistance Program is in limbo due to staff transition. Regarding the Transfer Station fence, he stated that chain-link fencing is not inexpensive. Would what is planned be tall enough, effective? Regarding the recent lot donation and the back 6 acres being non buildable. ADU's are now legal, buildings can possibly turn up.

Regarding recording meetings, Mr. Clement offered that the Planning Board seems to be most important as it sets zoning amendments and updates that the town votes on. School Board meetings take place at the same time too, so it's helpful to have video. Select Board met with different departments this past year and the meetings weren't recorded. He suggested updating verbiage to indicate that off-site meetings are not recorded.

He asked how committees follow Robert Rules regarding public/non public.

Mr. Clement has questions about the Payroll Liability Trust Fund. Is unused employee vacation time and overtime a surplus that can go into the trust? No, employee salary budget includes vacation and overtime and is a separate fund from the Payroll Liability Trust Fund. Discussion ensued. Ms. McKeon clarified that the \$2K going into the Payroll Liability Trust Fund is not in perpetuity. Ms. Hambleton can use salary surplus from an unfilled position to fund the Payroll Liability Trust Fund. This requires a warrant. Board will consider where the surplus money can go. Mr. Whitley asked Ms. Hambleton what her recommendation would be. Ms. Hambleton indicated that Ms. Henley would likely recommend not spending any of the surplus. The lagoon closure is a large project requiring upfront payments prior to reimbursement requiring a healthy fund balance.

Mr. Klemarczyk approached the mic. Regarding the 6 acres kept by the Wilders, there is already a house on the property, not all of that 6 acres is under current use.

X. BOARD AND COMMITTEE UPDATES (2:35:35)

The Housing Committee didn't meet this month due to lack of a quorum. Economic Development Committee hasn't met, lack of quorum. Energy Committee usually takes December off. Mr. Donohoe said the Waste Reduction Committee hasn't met. The Budget was presented and given tentative thumbs up from Budget Committee. The Board still has opportunity to make changes. Mr. Whitley said the budget has been discussed at length and he is good with where it is. Chair Dunlap said cutting will end up cutting things people want or need. Ms. McKeon asked about TIF and how that works. Mr. Clement approached the mic and stated that it appears that the TIF warrant can be amended. Discussion regarding amending the TIF ensued. Mr. Whitley noted that it is a risk to dip into or rescind the pool of money. It is money that wouldn't need to be borrowed should it be

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needed in the future. Ms. Hambleton and Ms. Henley calculated what the tax rate would be without the TIF districts and it would be approximately 4 cents lower. Chair Dunlap commended the Budget Committee for a thoughtful and well-done presentation.

XI. NONPUBLIC SESSION (2:53:22)

Nonpublic RSA 91-A:3 II (a) Personnel, RSA 91-A:3 II (c) Reputation 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. Mr. Whitley seconded the motion, and it was unanimously approved by a roll call vote.

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Vicky Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 5-0.

The Board and Town Administrator went into nonpublic session, as recorded separately, at 8:29 p.m. The Board returned to public session at 8:39 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 (a) Personnel. Mr. Whitley seconded the motion, and it was unanimously approved by a roll call vote.

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Vicky Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 5-0.

The Board and Town Administrator went into nonpublic session, as recorded separately, at 8:39 p.m. The Board returned to public session at 8:48 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 (c) Reputation. Mr. Whitley seconded the motion, and it was unanimously approved by a roll call vote.

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Vicky Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 5-0.

The Board and Town Administrator went into nonpublic session, as recorded separately, at 8:48 p.m. The Board returned to public session at 9:09 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. Chair Dunlap seconded the motion and the Board unanimously approved.

ROLL CALL VOTE:

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

MOTION PASSED 5-0.

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

Sabrina Dunlap	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes
Vicky Bram	Yes
Alyssa McKeon	Yes

MOTION PASSED 5-0.

The Board and Town Administrator went into nonpublic session, as recorded separately, at 9:09 p.m. The Board returned to public session at 9:37 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
Jeffery Donohoe	Yes
Victoria Bram	Yes
Alyssa McKeon	Abstain

MOTION PASSED 4-0-1.

XII. ADJOURNMENT

Mr. Donohoe moved that the meeting be adjourned. Ms. McKeon seconded the motion. All members voted in favor and the meeting was declared adjourned at 9:37 p.m.

Respectfully submitted,

Kim Marcellino
Administrative/Assessing Assistant