



SELECT BOARD PUBLIC MEETING MINUTES
Hopkinton Town Hall – 330 Main Street
Monday, March 2, 2026 - Approved

I. CALL TO ORDER:

Chair Dunlap called the Public Meeting of the Board to order at 5:35 p.m.

Select Board Members Present: Sabrina Dunlap, Steven Whitley, Victoria Bram, Alyssa McKeon and Jeffrey Donohoe.

Staff Present: Karen Hambleton, Town Administrator

II. POINTS OF PRIDE (1:48)

The following were recognized under Points of Pride:

- Ms. Hambleton announced that the Library received a grant from NH Humanities in partnership with PBS to participate in Big Watch, a statewide viewing of American Revolution new film directed by Ken Burns on March 31 at 6pm. Grant pursued by Sara Hoeth.
- Vicky Bram reminded those present that this Thursday afternoon the Inventors Club presentation would take place at 3:30pm.
- Ms. McKeon thanked all who organized the town dog election.
- Ms. Hambleton thanked those who put together the Town Report and voting.
- Ms. Dunlap recognized everyone who organized events throughout March. She also thanked Mr. Donohoe for serving.
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III. ADMINISTRATIVE (6:15)

i. Approval of Consent Agenda

Ms. Bram made a motion to approve the Consent Agenda. The motion was seconded by Mr. Whitley and was unanimously approved.

CONSENT AGENDA			
March 2, 2026			
ITEM	DATE	ACTION	COMMENT
AP Manifest			
AP Manifest Dated 3/02/2026	3/2/2026	APPROVE	\$2,123,304.55
2025 TRANSFER OF FUNDS			
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$939.90
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$72,729.84
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$2,124.53
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$19,211.06
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$5,550.80
2025 Transfer of Funds (TIF District)	3/2/2026	APPROVE	\$598,944.00
2025 Closeout Pay by Bag	3/2/2026	APPROVE	\$33,563.24
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$669.16
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$154,239.28
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$576.00
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$79,856.48
2025 3rd & 4th Quarter Transfer of Funds	3/2/2026	APPROVE	\$226.98
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP Manifest Dated 2/17/2026	3/2/2026		\$2,148,059.88
AP Manifest Dated 2/12/2026	3/2/2026		\$116,025.99
RIGHT TO BURY			
Right To Bury - Donald Patscheider - Memorial Garden	3/2/2026	APPROVE	
INTENT TO CUT WOOD OR TIMBER			
OP #25-227-16-T 208/093/000 - Pine Street	3/2/2026	APPROVE	
ABATEMENT REQUEST RECOMMENDATION			
101-021-000: 33 Pine Street	3/2/2026	APPROVE	
OTHER			
Appointment to Office Form, Town Clerk/Tax Collector - Emily Cenielloa - Term Expires 2027	3/2/2026	APPROVE	
2027 Forest Fire Warden Deputy Reappointment Form - Sean Weldon - 3 Year Term	3/2/2026	APPROVE	

- ii. Approval of Public Meeting Minutes of January 12, 2026
Mr. Whitley made a motion to approve the Public Meeting Minutes of January 12, 2026. The motion was seconded by Mr. Donohoe and was unanimously approved.

IV. PUBLIC APPOINTMENTS (8:21)

- i. Ms. Mesa-Zendt: Community Economic Development Job Description and Select Board Role

Ms. Mesa-Zendt introduced herself, she is attending the Board meeting at Ms. Hambleton's request. As Ms. Mesa-Zendt prepared the Select Board summary of goals, listened to board discussions, and through conversations with Ms. Hambleton, it has occurred to Ms. Mesa-Zendt that what is missing is a discussion on what a long-range planner does and how that intersects with the CEDC job position.

In preparing for this evening, Ms. Mesa-Zendt cited: The American Planning Association (APA) on long range planning guidance, gaps and services that have been noted in past year or so by current and past administrators, staff, boards, and committees; The CEDC job description; and the *Role Comparison: CEDC VS. Town Planner*.

Ms. Mesa-Zendt acknowledges the good work and discussion that has been done so far it has been thorough. She highlighted some of the Board's goals that might intersect with the

CEDC position: increased transparency, cultivate opportunities for meaningful public involvement, access, responsiveness, evaluate the need to overhaul the town website. ‘Vibrant Community’ to promote quality of life, recreation, open space objectives. Identifying priorities and implementation steps for achieving those goals. Two specific items emerged in the Board’s conversations George Park, and River Way Park improvements jumped out as areas that will need additional support from the CEDC position.

Current planning vs. long range planning. According to the APA current, daily development planning includes zoning, permitting, and 1-5 year needs. Long range focuses on 10-12 year visions, master plan, capital improvements, and sustainability. Ms. Mesa-Zendt noted that she understands the Board’s wish to cultivate the long-range vision for the community, set the direction and provide a clearer path.

Ms. Mesa-Zendt provided a matrix of definitions of current vs. long-term planning. Current planning is referred to as regulatory, quasi-judicial. Long range planning is strategic and sometimes referred to as legislative. Ms. Mesa-Zendt described the variety of key responsibilities held by current and long-term planning, and how they can be distributed between departments depending on the town or state.

Housing Service Gaps. Ms. Mesa-Zendt reviewed the current Planning Director’s job, and the former CEDC Director job description and identified some gaps. Updating the Master Plan is one of the big ones. It is not the sole responsibility of the Planning Director. It requires input from the Board, committees, public and other stakeholders.

Interdepartmental initiatives and cross pollination on shared objectives.

Website updates, communication, media, access, engagement.

Grant writing. Public outreach. The master plan which should be the beacon and with which the Board goals should align.

Considerations: An entry-level planning position that integrates public engagement, economic development, communication and long-range planning gaps. This position would be similar to what is already written but would add communication across departments. Support long-range objectives, as a liaison to EDC and housing committee and support the Planning Director.

Produce promotional documents. Work with Grants position, Ms. Zendt passed around a draft of entry level planning position that combines long range planning with emphasis on communication.

Business outreach could still be a gap. Chamber of commerce usually handles that, but this position could.

Mr. Whitley asked about highlights. They are the areas of alignment with former job description and former job description.

Ms. Dunlap asked if this would make sense for a full-time position. It could potentially be if the Business outreach is added. It could begin part-time and with support of the team, it could grow.

Mr. Whitley asked about business outreach and the Chamber of Commerce vs town staff person. Hopkinton doesn’t rely on a Chamber to fulfill this piece. He would hate for this to fall to the wayside.

Ms. McKeon asked if this position falls within the scope of the TIF. Ms. Mesa-Zendt said it could continue to support the TIF objectives.

The Select Board thanked Ms. Mesa-Zendt for her presentation.

- ii. Ron Klemarczyk, Chair of Hopkinton Conservation Commission

Mr. Klemarczyk announced that Karen Robertson, Director of the Planning Department is making a presentation on wetlands at the public library, Thursday, March 5 at 6:30 pm. The Commission is in conversation with the Stockwell family about Lot 4 on Jewett Road. Lot 4 was on the original open space list of lots of interest. It's surrounded by conservation land.

The Commission was contacted by the Stockwell family about a land sale for conservation purposes - 6 acres, with the provision of the Commission paying for a subdivision on Lot 7 that would not belong to the town.

The money would come out of the conservation fund. No cost to the town. The Stockwell's are proposing to subdivide Lot 7 into three, 30 acre lots. The Town would get 20-25 acres for wetlands protection and an access corridor that would connect conservation lands.

Ms. Dunlap confirmed the Mill Pond location. Mr. Whitley asked if Lot 4 is already subdivided.

Mr. Klemarczyk said no, it is combined with Lot 6 on the deed because of the mill. Mr. Donohoe inquired about future subdivisions. Mr. Klemarczyk doesn't know beyond the current proposal of three 30 acre lots. Mr. Donohoe said one lot could result in 20 houses potentially.

Ms. Dunlap asked if the Commission recommends this unanimously and if there were any concerns.

Mr. Klemarczyk said one member was hoping for more conservation land, but yes, the vote was unanimous.

Mr. Whitley confirmed that the three 30 acre lots would have frontage on Jewett Road and that the Mill Brook bisects all of them and asked how much wetland there is. He wondered how the three 30 acre lots could be developed with the brook bisecting them. Mr.

Klemarczyk said there is a utility (power line) right of way on the second lot that takes up a large area. Ms. Dunlap and Ms. McKeon had questions about enforcing conservation on the private land slated to be developed. Mr. Klemarczyk responded that is something that would have to be written into the deed.

Discussion ensued.

V. NEW BUSINESS (53:50)

i. Letter from the Residents at The Meadows

Jean Lightfoot 186 Deer Path, Contoocook. Resident of The Meadows.

Deer Meadows Park and The Meadows was developed by the Price family. Price gave tenants notice that the property was going to be sold, and that there was a buyer. With help from Resident Community Group, the residents from both parks formed separate cooperatives, and prepared an offer and financing that matched the offer Mr. Price had from a buyer in Minnesota. Mr. Price did not accept the residents' offer. The residents have a right to sue him for up to 10%. They are in the process of doing that.

Ms. Lightfoot said that the sale closed at the end of December. The leases costs were going up April 1. The current resident rent went up over the legal amount. They put together a petition and organized mediation. In February, a resident had a buyer for his house. When the buyer filled out the land rental agreement, he learned that new residents would have a 99.2% increase on the land rental so the buyer backed out. The seller was not aware either. Ms. Lightfoot said that none of the residents knew about the increase.

The residents need a lawyer but they don't have money, which is an issue. Mr. Hart has been working with the residents. Ms. Lightfoot understands that the Select

Board can't do much. She is asking if the Zoning Board might have some ability to protect the owners.

Chair Dunlap asked if there are any resources at the state level. Ms. Lightfoot said that Senator Hassan has been in touch. It is a nationwide problem of private corporations buying up these manufactured home parks, hospitals, nursing homes and reselling them after making money off the tenants or residents. Ms. Bram asked how many residents are impacted. Ms. Lightfoot said 70 in The Meadows and 60 in Deer Meadow Park. Chair Dunlap went to an Executive Council meeting in Goffstown where another coop is experiencing this issue. She is aware of this issue but doesn't think the Board has any leverage to help. Ms. Lightfoot agrees, she is hoping maybe the Zoning Board might have some ability.

Mr. Donohoe asked about the original sale amount. Ms. Lightfoot said they offered 6 million, the same amount the other buyer offered. Chair Dunlap asked if Ms. Lightfoot reached out to 603 Legal Aid. Yes she has. She doesn't qualify.

Ms. McKeon asked if they contacted legal aid. They might be able to provide resources even if they can't help you. Ms. Lightfoot said they are meeting with lawyers who will provide a 45-minute consultation. The newspaper article helped, they received a lot of input.

Chair Dunlap and Mr. Whitley offered that there may be more resources pro bono. Ms. Lightfoot provided her contact information. Ms. Bram asked if she had the contact for Granite State Legal Aid. She does, and they are in touch.

Joan Mirantz approached the microphone. She had a Zoom call with Senator Hassen's investigative aid. They got right back to her, to set up a forum at the end of March. The Board thanked them both for coming in and asked them to please be in touch.

VI. TOWN ADMINISTRATOR UPDATES (1:15:44)

- Ms. Hambleton passed along a reminder from Town Moderator, Ms. Persechino, to give her their schedules and any conflicts that you have. You can email them to Ms. Hambleton as well and she will pass them on.
- At the last Board meeting Ms. Hambleton said she put plans in the shared drive for Georges Park bathroom. Mr. Blanchette is moving forward on quotes. He is chasing them for a May 18th start. The tunneling also begins at this time. If he can get in earlier to prep the area he will. Ms. Bram asked if the school is aware of when the construction will begin. Ms. Hambleton said yes.
- Karen Whiteneck reached out to Ms. Hambleton with a painting of Gould Hill that her husband painted. She would like to donate it to the Town. Mr. Whitley asked if the Board has the authority to accept this type of gift. Ms. Hambleton said yes. Ms. McKeon concurred saying that she had this discussion with Mr. Cass when she first came on board. The Board has to have a hearing for gifts over 5K in value. Ms. Hambleton will let Ms. Whiteneck know that the Board is interested. Ms. Bram said if the painting doesn't come with a decent frame she is in favor of buying one.
- Mr. Blanchette has priced out a 4X4 Ram Truck: gasoline, 8 cylinder, roof clearance lamps, all the things he needs. The price is \$44,424.00. Ms. Hambleton drafted a motion. Ms. Bram asked if this truck is in the Capital Improvement Program. Ms. Hambleton confirmed that it is. Ms. Bram asked how much was budgeted for the truck. Ms. Hambleton said \$70,000.00. The balance will remain in the fund. Mr. Whitley asked

what the turnaround is to get the truck, is it available. Ms. Hambleton. said she is not sure, but the price quote is state pricing from Hillsboro Chrysler Dodge Jeep Ram. Mr. Whitley made a motion to authorize the purchase of a 4x 4 Dodge Ram pick-up truck with equipment for the Department of Public Works. Funding is to come from the Public Works Vehicle and Equipment Capital Reserve Fund in an amount not to exceed \$45,000.00 for the truck that the Director of Public Works has asked us to purchase on their behalf Ms. McKeon seconded. It passed unanimously by roll call vote.

Ms. Bram said nice work to Mr. Blanchette, seems like a good price for what it is.

- The second ambulance was broadsided during the last snowstorm. It is out of service. The Fire Chief runs the second ambulance in storms so the new ambulance is still in service. Ms. McKeon asked if everyone is ok. Ms. Hambleton said yes. They are waiting on the insurance adjuster to have a look at it. Ms. Bram asked if there will be legal consequences for the other driver. Ms. Hambleton isn't aware of what action has been taken regarding that. The other driver ran a stop sign, hit the ambulance then a pole. The car was totaled. Chief Yale is working up a plan for a replacement ambulance. He is looking for a used ambulance in good condition because of the recent purchase of a new ambulance.

Ms. Bram asked if it would be reasonable to ask Chief Yale to keep track of how many second ambulance calls are missed while this ambulance is out of operation. It might be an opportunity to get data. Ms. Hambleton said she can certainly ask. She said the Fire Department does currently keep records of all calls.

- The Pulse Survey draft is in the google drive. It is a post-town meeting survey. Ms. Hambleton asked for suggestions. Ms. Bram said she isn't familiar with the term pulse survey. Is there anything in particular about it. Ms. McKeon said it means it is very short and quick survey. Mr. Whitley asked for more information about what data Ms. Hambleton is hoping the survey will provide. Ms. Hambleton asked if there are any questions that the Board has – about town meetings, how they can be improved, etc. Discussion ensued. Ms. McKeon asked what the distribution plan is? After the Town Meeting. Ms. Bram read some of the questions aloud for the public. Mr. Donohoe suggested creating a postcard with a QR code on it to hand out at the meeting. Ms. McKeon said that would be great, it could be posted at the Library and on the town website.

VII. NONPUBLIC SESSION (1:32:49)

Mr. Whitley made a motion to enter into a nonpublic under RSA 91-A:3 II (d) and at the conclusion of that there will be another nonpublic 91-A3 (a). After that we will come back into public session. Chair Dunlap seconded. and was unanimously approved by a 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 Town Administrator went into nonpublic session, as recorded separately under RSA 91-A:3(d), at 7:19 p.m. The Board returned to public session at 7:58 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. Mr. Donohoe 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.

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.

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 Town Administrator went into nonpublic session, as recorded separately under RSA 91-A:3 a, at 7:59 p.m. The Board returned to public session at 8:19 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. Ms. McKeon 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.

VIII. RESUME PUBLIC SESSION (2:49:16)

Mr. Donohoe moved to resume public session Ms. McKeon seconded. The motion was approved unanimously by roll-call vote.

IX. BOARD GOALS (2:49:27)

Chair Dunlap thanked Ms. Mesa-Zendt for pulling together the Board's discussion on goals a few weeks ago. It has been very helpful. Chair Dunlap recommended pushing the discussion out until March 16th, after the Town Meeting. Mr. Whitley agreed the document is very helpful. He expressed concern about the lack of business outreach, goals and other items related to the

CEDC job description. The CEDC job description will also be on the March 16th Select Board agenda.

IX. VOTING DAY

Ms. McKeon asked about recommended dress code and responsibilities. Business casual. Ms. Persechino will have information about job duties. If there are any issues with the voting machines, call Ms. Persechino or the assistant moderator over for help.

Mr. Whitley said there will be down time. Lunch and dinner are provided by Riverside Pizza. Ms. Persechino will have a head count. Food is for all workers.

XI. TOWN MEETING (2:53:47)

The Board inquired about the opportunity to repair the cap and replace culvert in the same year. Ms. Hambleton emailed Nobis. They haven't heard back from DES. DES determines the requirements. Ms. McKeon noted a previous discussion about pros and cons of doing a partial repair. Ms. Hambleton said the conversation may become, regardless of what DES says, do we want to do both in the same year and how are we going to fund the projects.

Ms. Bram noted the conversation with Mr. Feller regarding the capital reserves. What projects might we consider not doing? Houston Barn, Town Hall renovations. He said these aren't high priority issues. These items wouldn't bring the 800K needed, but they are the lowest hanging fruit.

Ms. McKeon asked what the price tag is on the cap. Ms. Hambleton said \$800K ballpark for total repair. \$450K partial with no guarantee it would hold. Mr. Donohoe asked if Webster is going to pay a portion. Ms. Hambleton said there hasn't been formal discussion. This is uncharted territory and she was not sure of the process. She recommended funding the \$800,000 then getting reimbursed to move the project forward.

Ms. Bram asked about a partial fix and stated even the full repair is not guaranteed. Ms. Hambleton said no, but the partial will deal with the area of cracks. The issue is the drainage. Full repair would repair the drainage in more areas beyond the current site of damage.

Ms. Hambleton said there will need to be some money in the Town Hall Renovation fund, especially if there are new hires. \$75,000 or \$100,000. The building has run out of available office space for new hires. Mr. Whitley asked if money from the Road and Bridge Rehabilitation fund was going to be put into the sludge removal project.

Ms. Bram said yes. Mr. Whitley said Article 4 of the Warrant could be amended on the floor of the Town Meeting to pull money from the Road and Bridge Rehabilitation to fund the Transfer Station Equipment and Facilities fund.

Ms. Bram clarified that the Capital Reserve is different than the maintenance trust. Ms. Bram proposed language on how to propose this to the body politic.

Discussion ensued regarding priorities and funds.

XII. NEW BUSINESS CONT. (3:33:53)

- NH Department of Energy Bill
Chair Dunlap is not in favor of signing the bill on net metering. Ms. McKeon asked what the deadline is. Chair Dunlap said that the metering raises prices but doesn't benefit everyone. Mr. Whitley said the Energy Committee voted to support it and asked the Select Board to support it. His understanding is that the bill would make net metering available for municipal projects beyond the expiration period. The Energy Committee has already agreed to sign it.
- Job description for Deputy Town Clerk/Tax Collector

Ms. Hambleton noted there were only a few minor changes, mostly formatting but that it still needs approval.

Mr. Whitley moved to approve the job description. Mr. Donohoe seconded and the motion was approved unanimously.

XII. PUBLIC FORUM (3:47:4)

ii. Loren Clement

Mr. Clement asked about the ambulance damage and Ms. Brams' suggestion about keeping statistics to justify purchasing one. Maybe it would be good to track any loss of wages for the ambulance drivers, and hours if hours are cut. He asked if the driver who hit the ambulance insured.

Mr. Clement asked about the Article 5 appropriations for Expendable Trust Funds and whether the Town Hall is funded as part of Town Facilities or another way. Mr. Whitley said yes, the trust funds are set up, but they don't have enough cushion to draw from for these projects.

Housing committee is on Thursday and they will do their best to put it on YouTube live.

X. NON-PUBLIC SESSION

Mr. Whitley moved that the Board enter into nonpublic RSA 91-A3, II (c), II (e), II (a). Upon conclusion of those sessions the Board will not conduct any additional public business. Ms. Bram seconded and the motion was approved unanimously by 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 Town Administrator went into nonpublic session, as recorded separately under RSA 91-A:3(c) at 9:20 p.m. The Board returned to public session at 9:27 p.m.

These minutes were not sealed.

The Board and Town Administrator went into nonpublic session, as recorded separately under RSA 91-A:3(a) at 9:27 p.m. The Board returned to public session at 9:31 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. Ms. McKeon 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.

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.

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 Town Administrator went into nonpublic session, as recorded separately under RSA 91-A:3 a, at 9:31 p.m. The Board returned to public session at 9:45 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. Ms. Bram 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.

I. ADJOURNMENT

Mr. Donohoe moved that the meeting be adjourned. Chair Dunlap seconded the motion. All members voted in favor and the meeting was declared adjourned at 9:45 p.m.

Respectfully submitted,

Kim Marcellino
Administrative/Assessing Assistant