TOWN OF HOPKINTON
Budget Committee Meeting Minutes – DRAFT
Wednesday, August 17, 2016

CALL TO ORDER
Chairwoman Janet Krzyzaniak called the meeting to order at 5:30 pm, at the Town Hall. Attendees: Janet Krzyzaniak, Don Houston, Ken Traum, Richard Houston, Deborah Norris, John Wuellenweber, Virginia Haines, Mark Zankel, and Matthew Cairns, School Board Representative.

Absent: Amy Bogart

Public Attendees: None

MINUTES
Ken Traum motioned to approve the May 11, 2016, Budget Committee meeting minutes as presented. Mark Zankel seconded. Motion carried unanimously.

WELCOME
Tammy Clay was welcomed as the new Minute Taker.

FINANCIALS – Town
Mr. Traum presented the Town's Budget Expense and Revenue Summaries through July 31, 2016. The town works on a calendar year budget so the summaries shows 58.34% through the year.

The Revenues shows significantly under what is expected is because the States pays much later in the year and not on a monthly basis.

Chairwoman Krzyzaniak asked if the Motor Vehicle Permits were coming in on a regular basis and Mr. Traum replied that they come in on a monthly basis and that they were slightly ahead of budget.

Mr. Zankel asked about the Flood Control money and Mr. Traum reported that that also comes in at the end of the year.

The Expenses are 58.34% through the year and they've spent approximately 57.61% of the budget. Line 4290 Emergency Management stands out due to expense relating to grant money that has not yet been received. Mr. Traum stated that they're keeping an eye on 4220 Fire because it may come in slightly higher than budget due to having to hire the professional management company. Mr. Traum says that next year they're not quite sure how to budget that line because of an interim chief for the calendar year.

A question was asked about the solar panels. Mr. Traum explained that they are paying a set rate per kilowatt rate for the first 7 years. Then they'll have to decide if they want to buy the panels or not.

A couple of Budget & Finance Workshops presented by the Municipal Association are going to be held in September and it was encouraged for Budget Committee Members who have not attended to consider attending this workshop.

FINANCIALS – School Board
Matthew Cairns, Chairman of the School Board, reported that there wasn't much to report tonight because the new school budget began July 1, 2016. The School Board is meeting tomorrow morning. Mr. Cairns stated that the June 2016 Audited numbers are in and they are returning $486,086.67 to reduce the tax rate for 2016. A report will be presented at the next Budget Committee Meeting to explain year-end moves that took place to help maximize the returns to the town. The School Board is working on reconfiguring their reports so that they will be more understandable, with tracking. They are also open to working on a better way to communicate between the School Board and the Budget Committee by having a joint meeting, so that everyone is talking the same language.

Amy Bogart had asked, by email, about the climbing wall. Mr. Cairns explained that they went back and looked and found that the climbing wall was included in the 2015/16 budget.

Richard Houston stated that Steve Chamberlin said that he went off budget and hired an additional Kindergarten teacher and was wondering how off budget that put us. Mr. Cairns explained the funds were found with reductions of salaries due to retirements that took place. Mr. Houston asked about the status of the school consolidations. Mr. Cairns said that the committee are still meeting and giving guidance. There are difference scenarios available that they're still sorting through. Money was spent, from the budget, to have a demographic study done by an outside source, to help determine if the growth areas are to be of concern or a trend. Mr. Cairns also shared that there will be a new website for the school.

Mr. Zankel asked for the data from the School Board could be passed on to the Budget Committee. Virginia Haines asked if it was possible to have a master calendar for all town meetings taking place to be posted in one place.

FINANCIALS – Hopkinton Village Precinct
Nothing to present

FINANCIALS – Contoocook Village Precinct
Nothing to present

DISCUSSION ON WHAT THE HOPKINTON BUDGET COMMITTEE WANTS/EXPECTS FROM THE TOWN AND SCHOOL CONCERNING THE BUDGET PROCESS. The process necessary to make changes after the budgets have been presented to the Budget Committee.
Ginni Haines said she attended the last Selectmen's Meeting and said Mr. Traum was discussing how he would approach department heads on how to focus on their budgets. Mr. Traum explained that they had a lot of give and take about who should be setting priorities. They decided that Neal Cass should be given direction that they'd like a level tax rate for this coming year with priorities to 5% merit raise and money (they're not sure how much yet) for economic development for projects.

Don Houston said that he was very surprised, that at the very end of the whole process, the Budget Committee was told if they had questions about what the contracts were, they should have told the School Board that that was part of the whole budget. The total School Budget package (contracts and budget) should be presented because it shows how it will impact the tax rate. Mr. Houston feels that the Budget Committee should give the School Board some sort of indication of what the total picture, a clearer picture of what the budget should look like as far as percentage increases, so that can be used in the negotiations with the Union so that they know where the budget stands. Mr. Cairns said that the

Joint Meeting would help both committees by building a workable timeline so that both parties are working together and better understanding each other.

Mr. Houston shared a 10 year tax projection forecast and explained that having this available to work with, even as a guestimate, would be one way to look ahead and have a clearer picture of the future budget needs. Mr. Cairns said that 3 or 5 year plan might be easier to start with because the School Board does need to look ahead to what needs addressing long term as far as salaries, maintenance, safety and accreditation.

PUBLIC COMMENT

No members of the public were present.

HOPKINTON BUDGET COMMITTEE – through the end of March 2017

The Hopkinton Budget Committee will meet on the 2nd Wednesday of each month through December, then there will be multiple meeting per month. The schedule of all meetings will be posted soon.

OTHER BUSINESS

Reminder of the School Board Meeting to be held Thursday, August 18, 2016, at Maple Street School, 7:30 am. Hopkinton Budget Committee Members are encouraged to attend.

NEXT MEETING

Wednesday, September 14, 2016, 5:30 pm, at the Town Hall

ADJOURN

Rich Houston motioned to adjourn the meeting at 6:35 pm. Seconded by Ken Traum. Motion carried unanimously.

Respectfully submitted,

Tammy Clay