

**HOPKINTON BUDGET COMMITTEE
TOWN HALL
NOVEMBER 17, 2010 - approved**

Members Present: Janet Krzyzaniak, Chair; Karen Irwin, Tom O'Donnell, HVP Representative; Cameron Ford, David Lancaster, Tim Carney, Marc Hemmerlein CVP, Don Lane, Jim O'Brien, Selectman Representative; David Luneau, School Board Representative; Cameron Ford,

Other present: Neal Cass, Town Administrator, Sue Strictford, Bob Blanchette, Karen Robertson and Denise Damour, Secretary

1. Minutes

Chairperson Krzyzaniak opened the meeting by reviewing the October 13 meeting minutes. Karen Irwin requested a few changes to the minutes. Jim O'Brien made a motion to approve the minutes as corrected. David Luneau seconded the motion, all were in favor.

2. Town Budget Committee

Jim O'Brien and Neal Cass presented the town budget. Budget Books were presented to each Budget Committee member. Jim and Neal also gave a power point presentation. The only salary changes in the budget are salary adjustments for employees who were not on the recently approved salary scale. David Lancaster asked if the salaries were "way off" by percentage or dollar amounts. Jim responded by saying dollar amounts. Each department head met with the Town Planning Director and the Town Administrator for the Capital Improvement Plan for the budget. The selectmen's proposed amount for the 2011 budget and warrant articles is \$6,032,000.00. They are proposing that the increase be offset by using \$393.00 from the fund balance.

*Finance: Proposed amount for 2011 is \$119,207.00. This is an increase of 4.13% from 2010. The increase is due to benefits and adjusted pay scales for some town employees. The selectmen did not give an across the board pay raise. Tom O'Donnell asked how much health and dental increased. Jim O'Brien responded with a 14.2% increase from 2010. David Lancaster posed the following question, "Do the town employees contribute to their insurance?" Jim responded in the

affirmative. It is town policy that employees contribute 7.5%. The town and the school contract together for health and dental insurance. It saves money for both departments. The increase in salaries goes into effect April 1, 2011.

*Personnel: Budget for 2010 was \$24,000.00 Proposed budget for 2011 is \$20,500.00, which is showing a 6.25% decrease. The Group Life and Disability Insurance are staying the same.

*Property Liability: Budget for 2010 was \$122,656.00. The proposed budget for 2011 is \$138,029.00, which is an increase to the budget by 12.35%. The cause for this increase is unemployment insurance and workman comp.

*Debt: Budget for 2010 was \$251,432.00. The proposed budget for 2011 is \$291,363.00, showing an increase of 28.61%. The largest increase is due to the Community Well Bond. A plan by the selectmen would be to pay off the Bohanan bond.

*Debt Interest: Budget for 2010 was \$106,470.00. The proposed budget for 2011 is \$106,479.00. Karen Irwin stated that the town would be better off paying of the Community Well Bond instead of the Bohanan Bond due to the higher interest on the CWB. The question was posed whether there were any other bonds. Bob Blanchette stated that there are four other bonds. The Sludge Bond will be paid off at the end of 2010.

*TAN (Tax Anticipation Notes): Budget for 2010 was \$2000.00. The proposed budget for 2011 is \$2000.00. Jim O'Brien stated that the town is not anticipating using this money. Karen Irwin asked for a cash flow analysis for TAN. She would like to see how close in any one month that the town came to needing this money.

*Revenues: Budget for 2010 was \$2,400,000.00. The proposed budget for 2011 is \$2,500,000.00. There are more towns' people registering new cars currently and an increase in interest and penalties. Sue Strictford stated that a lien is put on a property April 15 if the taxes remain unpaid. She also stated that foreclosures are about the

same currently as last year. The new trash contract went into effect in April and expenses have dropped. The PAYT (Pay as You Throw) revenue should be included in this budget. A line will be built to reflect this revenue.

*Town Clerk/Tax Collector: Budget for 2010 was \$254,101.00. The proposed budget for 2011 is \$260,297.00. Sue Strictford reported for this budget stating that wages are down, benefits are up as well as operating expenses. This budget shows an increase in office equipment and professional services: Keeper of the records. There is an increase in mortgages searches, books, record storage and inspections. There is no money to preserve the books. This area Sue is very concerned about. A conversation with the selectmen will be started to address this concern. Karen Irwin inquired about the expenses for computer services. Sue stated that \$7600.00 is paid once per year for the tax software.

*Planning and Zoning: Budget for 2010 was \$110,054.00. The proposed budget for 2011 is \$116,713.00, showing an increase of .6%. Benefits, wages and operating budget have all increased. Professional services have increased as well.

*Park and Recreation: Budget for 2010 was 124,654.00. The proposed budget for 2011 is \$120,843.00, showing a decrease of 3.06%. Wages and operation costs are down for Parks and Rec. There is an increase in benefits for the employees. Summer Day Camp staff wages are now paid for by the "revolving fund".

*Executive: Budget for 2010 was \$228,169.00. The proposed budget for 2011 is \$226,055.00. There is an increase in wages and benefits. The operating portion is showing a decrease. This budget is showing an increase for the Town meeting to pay for the PA system and operator.

*Assessing: Budget for 2010 was \$57,458.00. The proposed budget for 2011 is \$57,800.00. Increase in utility assessing is offset by decreases in other areas.

*Community Health: Budget for 2010 was \$14,327.00. The proposed budget for 2011 remains the same.

*Patriotic Purposes: Budget for 2010 was \$2,750.00. The proposed budget for 2011 is the same. This budget pays for Flags and Bands.

3. **Financial Updates:**

TOWN: The town is 83% of the way through the 2010 budget. Revenue is also 83% of the way through. Meals and Rooms Tax as well as the Flood Control tax will be coming at the end of December. The Transfer Station shows that overtime is \$1,000.00 over budget. There is an employee out on Maternity leave. At this time, there is no money for the Skate Board Park. There is an ad hoc committee between the town and school to look at the SBP and its current condition.

SCHOOL: David Luneau reported for this update. At this time, the amount to reduce the tax rate is going in the right direction as well as the Food Service deficit. David reported that the return to the town in 2011 would be significantly lower than in previous years. At this time, the projected return will be near \$128,000.00. Health Insurance has increased. Four teachers have requested Early Retirement. The school board meetings discussions beginning November 30 and lasting through December will be on the school budget for 2011. Meetings will be at the Maple Street School beginning at 5:30 PM.

PRECINCTS: Tom O'Donnell reported for the Hopkinton Precinct. The water department is in good shape. They have received all of their revenues. The water bills have just been distributed so not all of that revenue has been received. Mark Hemmerlien reported for the Contoocook Precinct. The budget for this precinct is \$310,800.00. The revenue is \$277,000.00. \$109,000.00 income from taxes, \$165,600.00 projected for water fees, \$50,000.00 from Capital Reserve Fund for Study of the Water Plant. Operating budget is on line where it should be.

4. **Other Issues:**

None presented

5. Public Comment and Concerns:

None presented

Motion to adjourn made by Cameron Ford, seconded by David Lancaster.
The Budget Committee meeting ended at 9:30 PM.

Respectfully submitted,

Denise A. Damour