

Hopkinton Budget Committee

Meeting Minutes: November 14, 2012 approved

Present: Janet Kryzaniak, Chair, David Luneau, Ken Traum, Terry Quinn, David O’Keeffe, Tom O’Donnell, Mike Montore and Karen Irwin

Absent: Tom Congoran BOS, Lance Whitehead

Janet called the meeting to order at 5:30pm

1. **Agenda Change:** A vote was taken to change the meeting agenda, in light of the fact that Neal Cass had stayed late to give the Selectmen’s report, in absence of Tom Congoran. (motion by Ken Traum, second by Terry Quinn). All in favor.
2. **Selectmen’s Report:**
 - a. Neal Cass presented town financials through October 31st. Town revenues are in good shape. The Room and Meals actual revenue to date shows zero, because the town receives the revenue from the state at year end. Pay by Bag revenue will be updated by interfund transfers at year end. Motor Vehicle revenue is slightly ahead of forecast.
 - b. Expenses YTD are on track. The selectmen’s executive expense line is over budget due to unexpected expenses for Chief Schaefer’s funeral. These will be offset by transfers from the fire dept. budget.
 - c. The Special Town Meeting is scheduled for November 27th, for the bond issue vote for rebuilding of the public works garage. Negotiations with LGD are ongoing on the settlement amount, but the selectmen don’t expect much more than the current offer of \$737,000. The final proposed DPW building costs will be established shortly.
3. **Approval of minutes:** Meeting minutes from the October budget committee meeting were approved. (Motion: Ken Traum; Second: Dave O’Keeffe)
4. **School Board Report – Dave Luneau**
 - a. School financial reports for October were not available yet.
 - b. Dave discussed upcoming important dates for the budget season calendar. The proposed dates (per Dave Luneau’s email on 11/15/2012) are as follows:
 - 11/30 - First draft of HSD budget packets will be ready
 - 12/4 - SB meeting to review first draft of budget -- discussion
 - 12/7 - Second draft of HSD budget packets will be ready
 - 12/11 - SB meeting to review second draft of budget -- discussion
 - 12/14 - Third (possibly final) draft of HSD budget packets will be ready
 - 12/18 - SB meeting to review third draft of budget -- discussion and action item to recommend a budget
 - 12/xx - SB meeting if necessary to finalize budget
 - 1/9/2013 - SB presents budget to BC (with Superintendent, Business Officer and leadership team)

1/16/2013 - SB finishes budget presentation and Q&A (with Superintendent and Business Officer), Precinct presentations

- c. Dave asked if all HBC members are signed up for the Superintendent's listserve. Steve Chamberlin sends out frequent public notices through this email. You can sign up on the district's web page.
- d. Facility Fridays: The superintendent and the school board invite all HBC members as well as the public to participate in facility tours on Fridays at 11:30am, with lunch after. The dates are 11/30/12 (Harold Martin School); 12/7 (Maple St); and 12/14 (HM/HS). The purpose is for long range facility planning.

5. Hopkinton Village Precinct – Tom O'Donnell

- a. Tom explained that the Precinct is actually comprised of two bodies: The Village Precinct – which is supported by tax revenue to pay for village lighting and expenses; and the Water Board which is supported by user fees.
- b. Tom provided a brief financial update for the Hopkinton Precinct. Karen Irwin made a request that the precinct provide a more detailed report containing budget to actual data for future meetings. Tom will look into that.

6. Contoocook Village Precinct – Ken Traum

- a. Financials: Ken reported that the expenses are in line with budget estimates YTD, and they expect to end the year a bit under budget.
- b. Revenues are understated because the most recent billing cycle was not reflected.
- c. The commissioners are beginning capital improvement planning, discussing future projects such as a possible improvement on the Gould Hill reservoir.
- d. The meter replacement project is about 95% complete.

7. Public Forum - (None) No members of the public were present

Having no other business, the meeting was adjourned at 6:12pm
(Motion: Mike Montore; Second: Ken Traum)