



Town of Hopkinton, NH

Office of the Select Board

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Budget Committee Meeting Minutes

Wednesday, December 11, 2013

Draft

Chairman Janet Krzyzaniak called the meeting to order at 5:30 pm at the Town Hall.

Attending: Janet Krzyzaniak–Chair, Michael Montore, Richard Horner, Terry Quinn, Thomas O’Donnell–Hopkinton Precinct Rep., Don Houston–Contoocook Village Precinct Rep., Ken Traum–Selectmen’s Rep., and David Luneau-School Board member.

Absent: David O’Keefe and Secretary Mary Whalen.

Others present: Town Administrator-Neal Cass, and Finance Director-Deb Gallant.

1. Meeting Minutes

- A. Ken Traum moved to approve the meeting minutes dated December 4, 2013. Mike Montore seconded the motion. Discussion ensued to amend the minutes with minor corrections. All were in favor of the corrected minutes. Motion passed unanimously.

2. 2014 Proposed Town Budget Follow-Up

Highlights

- A. Ken Traum presented to the Budget Committee the answers to questions received from the Committee members since last week’s meeting.

In response to the question regarding the merit pool shown in the 2014 budget and not in the 2013 budget, he informed them that yes there was a merit pool last year, and the 2% pool was allocated across all the department budgets and will be done again this year, after the performance evaluations are completed. In response to whether the Town has a wage and step increase the answer is no. The Town has grades, but no steps.

In response to the question regarding the Finance Dept. increase for computer software, Ken Traum stated the increase from 2013 budget to 2014 budget reflects 24%, but the 2013 budgeted amount did not reflect the actual cost. Actual 2013 to Actual 2014 will be 16% and further noted a Gemini back up has been included for 2014. Town Adm. Neal Cass added he is looking into whether that is needed or not. He further added initially the Police Dept. had budgeted for 2014 to replace their server, but it has been put off and removed for 2014.

In response to the question regarding Police Overtime and Training figures, Ken Traum responded it is at the same level as it has been for several years and it is an unknown factor with staffing and for investigation hours, how much overtime will be required. The Training figure includes attendance to the Academy and other training and Ken Traum added the Town currently has an Officer attending the Academy.

Ken Traum informed the Committee members that the life of a Police Vehicle or SUV is approximately four years or 100,000 miles and motorcycles ten years. It is prudent to replace vehicles at 100,000 miles, because the cost of the maintenance and repairs after that is too high. Town Adm. Neal Cass added the Police Chief tries to stretch the life of all of the vehicles.

- B. Richard Horner inquired about the \$1.00 budgeted for Emergency Management. Town Adm. Neal Cass responded it allows the Town to receive funds from the Federal Govt. If zero is budgeted, the Town would not legally be able to have money transferred to the Town.
- C. Terry Quinn inquired about the increase in the Planning & Zoning Budget on the Revenue side. Town Adm. Neal Cass stated the Town has seen significant growth with building/electrical etc. permits and added the Select Board looked into the inspections performed by the Code Enforcement Officer for the Hopkinton Fair and have determined that they will be assessing the fees for electrical inspections as well as the inspections for the rides and vendors.
- D. Don Houston inquired about the Pay By Bag history. Town Adm. Neal Cass referred to the Revenue Summary and noted the amount has remained about the same for the last few years.
- E. At 5:50PM, Hannah Hughes, of the Hopkinton High School Civics Class joined the meeting.
- F. Janet Kryzaniak reminded the members of the 1/22/14 & 1/29/14 dates for Deliberations. It was agreed to conduct a presentation for the Fire Station Warrant Article on 1/29/14. On 1/22/14 they will review all the budgets.
- G. Terry Quinn noted the Select Board had been very responsible with their process of reducing the Budget from what was presented by the Department Heads, but inquired if the bottom line could be further reduced by \$25,000. Janet Krzyzaniak added the Committee would have to be specific and recommend a reduction in line items, not the overall bottom line. Ken Traum pointed out that the 2014 budget reflects a 2.94% increase for the Town portion. Town Adm. Neal Cass added the rate increase reflects a .15 cent increase, with .10 cents for the Highway Garage Bond and .05 cents for the Town increase. Terry Quinn stated based on the discussion, he may provide specific suggestions or not. He will look at it.
- H. Mike Montore inquired about whether the Town had received any Flood money and Ken Traum replied yes. Town Adm. Neal Cass added they did not pay for two years, but in 2013 we did receive \$210,000. Ken Traum further added 18 towns were involved and expressed his appreciation to Selectmen Jim O'Brien, George Langwasser and Bryan Pellerin for their efforts in getting NH towns to receive the money from the Federal Government.
- I. Don Houston inquired about the Town Clerk/Tax Collector Budget, Salary line items. It was noted there had been three full-time employees in 2013 and for 2014 there will be two full-time and one part-time position.

3. School Update

- A. David Luneau stated the Superintendent presented the operating budget, revenues and capital reserve funds to the School Board members last night. They asked the Superintendent to look at it again and recommend reductions from \$250,000 to \$900,000.

4. Town Financials

- A. The Committee acknowledged receipt of the YTD as of 11/30/13 Town Revenue and Expense Summary reports. Revenues at 89.33% of anticipated Revenues for 2013. Expenses at 86.96% of the 2013 approved appropriations. It was further noted the 2014 Budget Worksheets provided to the Committee Members, includes the Revenues and Expenses in detail as of 12/3/13 for their review. Ken Traum added the Town expects to receive the Room & Meals Tax of about \$249,000 in late December. Town Adm. Neal Cass is watching the year end expenses closely.

5. Contoocook Village Precinct Budget

A. Don Houston provided a Budget vs. Actual Report as of 11/30/13 for their review, noting they will be in the black at year end. (Expended at 88.1%)

6. Hopkinton Village Precinct

A. Tom O'Donnell provided the figures for the Hopkinton Village Precinct as of 12/10/13, noting the balance is at \$13,414.80.

7. Public Forum

A. Chair Janet Krzyzaniak addressed the Civics Class attendee, stating the Budget Committee oversees the Town, School, Contoocook Village Precinct and Hopkinton Village Precinct budgets.

8. School Board Report Discussion

A. David Luneau explained that the Collective Bargaining Agreement that has been ratified is a four year agreement with three huge changes. Health Insurance: the \$900.00 cap has been removed. If Cadillac tax comes into play, they will be able to work to avoid the 40% tax in the 4th year of the agreement. They want to be able to operate the school outside of the normal 8-3 class schedule. They want to create new opportunities and add possible revenues through a tuition based fee for adult students. In response to busing the students for after hour classes, it was noted the School is not required to provide transportation for high school students. Dave Luneau added that they are not doing it yet, they just want the verbiage to allow it to happen, in the future, to remove the restriction.

B. Dave Luneau provided the School CIP and Debt Service to the Committee for their review.

9. Other Business

A. Chair Krzyzaniak inquired if anyone had any further business. She noted the next meeting will be held on Wednesday, January 8, 2014.

10. Adjournment

A. A motion was made by Mike Montore and seconded by Ken Traum to adjourn at 6:52pm. Motion passed unanimously.

Respectfully submitted,

Deborah Gallant,
Finance Director