

Town of Hopkinton

Budget Committee Meeting Minutes - APPROVED

Wednesday, October 14, 2015

5:30 p.m.

Town Hall

Call to Order:

Chairwoman Janet Krzyzaniak called the meeting to order at 5:30 p.m. Attendees: Janet Krzyzaniak, Don Houston, Ken Traum, Richard Horner, Amy Bogart, Virginia Haines, Deborah Norris, Richard Houston and Bill Chapin, Jr., School Board representative. Also present: Suzanne Beauchesne taking minutes.

Approval of Minutes:

Richard Horner motioned to approve the September 9, 2015 budget committee meeting minutes, as amended. Bill Chapin seconded. Motion carried 9-0.

Amendments: Page 1 Financials-Town – first paragraph, last sentence should read: Mr. Traum indicated that it was the cost of emergency management equipment which will be reimbursed by a federal grant awarded to the Town. Page 2 – Add Jr. to Bill Chapin's name.

Presentation of financials for the BOS, School Board, and CVP:

Financials – Town:

Mr. Traum presented the town's budget expense and revenue summaries through September 30, 2015. The YTD percentage of revenue received is at 64.03% that Mr. Traum said was a bit misleading since Room & Meals and Flood Control funds are received in December. Mr. Traum stated that he expects to exceed estimated revenue in Account 3220, Motor Vehicle Permits, Account 3353, Highway Block Grant, and Account 3186, Payment in Lieu of Taxes. The YTD percentage expended is at 72.17%. As reported last month, Account 4220 Fire is over estimate because of higher electric usage. The call fire fighters expense is also running high. Account 4711, Long Term Debt-Principal, is running higher than anticipated. Account 4327, Community Well, includes maintenance, some of which will be reimbursed.

Financials – School Board:

Bill Chapin, Jr. reported that Dave Luneau's father had passed away. Mr. Chapin provided a June 2015 final and audited school board budget and a September 10, 2015 monthly report. The monthly report included expenses and anticipated revenue. Food service continues to reflect a negative net balance. Mr. Chapin stated that the food service program is federally mandated and not intended as a profit center. Mr. Horner opined that perhaps combining kitchens would allow staff reduction and provide an idea of what combining the school might do. Amy Bogart asked about the additional expense of \$5,000. Mr. Chapin believed it was for a Sal's Pizza fundraiser but will verify this information. Mr. Chapin explained that Account R1990, Other Local Revenue, is the Health Trust surplus which goes down as the school year proceed and as employees use it. Mr. Chapin said he had not forgotten about Don Houston's request for a copy of the curriculum. He will provide it at the next Budget Committee meeting.

Financials – Contoocook Village Precinct:

Don Houston provided a Profit & Loss vs. Actual Budget report for the period January through September 2015. Mr. Houston indicated that the legal situation on the tank upgrade by Linda Kimball's is tenuous. The Capital Outlay Account 4900 balance will get to zero once the work continues. Deborah Norris asked about the Main Street Reservoir Project and the impact on taxpayers. Don Houston said that the Commissioners feel they are on solid ground and their position will be upheld if the issue goes to Court.

Other Business:

Chairwoman Krzyzaniak stated that she continues to be in touch with the Hopkinton Village Precinct for a replacement for Tom O'Donnell as is required by statute.

Report from Attendees of Recent Conference:

Ginni Haines, Deborah Norris, and Don Houston recently attended a Budget and Finance workshop hosted by the NH Municipal Association. All felt the conference was interesting and very useful. Workshop presenters went over basic laws of budgeting, warrant articles, and other relevant information. Attendees numbered 150 to 200 people from a number of communities throughout NH. Chairwoman Krzyzaniak mentioned that the program becomes available every year.

Sub-Committee Report:

Don Houston, Ginni Haines and Deborah Norris agreed to brainstorm ideas on how the Budget Committee might get more residents to attend Budget Committee meetings. The

subcommittee suggested email “blasts” of the meeting agenda and posting hard copies of it at various strategic locations throughout Town. After some discussion, Richard Horner moved, seconded by Don Houston, to distribute email “blasts” to Susan Covert’s mailing list and post hard copies of the agenda at Town Hall, the Town Clerk’s office, the Colonial, and the Library. Don Houston said the Committee needed to start getting numbers out to the public along with the agenda. Motion passed unanimously, 9-0.

Schedule of Meetings through March:

Chairwoman Krzyzaniak distributed a “Schedule of Meetings” for committee members to review and post to their calendars.

Public Comments:

Mike Norris and Jodie Russell were in attendance and were advised to get in touch with Robin, Assessing Assistant, to get on the email list.

Next Meeting: Wednesday, November 18, 2015 at 5:30 p.m.

Don Houston asked Bill Chapin, Jr. whether the school offered dual credit courses offered through the Tech and Southern NH University which might reduce the number of Advanced Placement (AP) courses offered. Mr. Chapin thought students were responsible to go during open blocks of the school day and the courses don’t meet credentials to go to Ivy League schools. Jodie Russell said that there are many options where students can get dual credit online.

Adjourn:

Ken Traum motioned to adjourn the meeting at 6:53 p.m. Seconded by Richard Horner. Motion carried 9-0.

Respectfully submitted,

Suzanne Beauchesne