



Town of Hopkinton, NH

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**SELECTMEN
PUBLIC MEETING MINUTES
MONDAY, OCTOBER 4, 2010
5:30 PM
Approved October 12, 2010**

Chairman Jim O'Brien called a regularly scheduled business meeting of the Board of Selectmen to order at 5:30 PM on Monday, October 4, 2010.

Present:

Jim O'Brien, Chairman
George Langwasser, Selectman
Bryan Pellerin, Selectman (arriving at 5:36 pm)
Chris Lawless, Selectman
Neal Cass, Town Administrator
Robin Buchanan, Administrative Assessing Assistant

Absent: Tom Congoran

Public Present: Janet Krzyzaniak, Merle Dustin, Bev Johnson, Marion Paxton, Danny Coen
Budget Presentation by Bob Blanchette, Sue Strickford, Karen Robertson, Glen Ohlund and Neal Cass

I. ADMINISTRATIVE

The Board approved the following:

Vendor Disbursement and Payroll Manifests
Building/Use Permit
For Review – Selectmen's Notes and Correspondence
For Signature – Appointment paper for Joy Bloomfield

II. APPROVAL OF MINUTES

The Board reviewed the minutes of the Public Meeting of September 20, 2010. Selectman Langwasser made a motion, seconded by Selectman Lawless to approve the minutes of the Public Meeting.

VOTE: O'Brien, Langwasser voting in favor of the motion;
No votes against; Lawless abstaining; motion passes; 2-0-1

The Board reviewed the minutes of the Joint BOS/School Board Public Meeting of September 27, 2010. Selectmen Lawless made a motion, seconded by Selectmen Langwasser to approve the minutes of the Public Meeting.

VOTE: O'Brien, Lawless, Langwasser voting in
favor of the motion; no votes against; motion passes; 3-0

The Board reviewed the Non Public Minutes of September 27, 2010, Session I –NOT SEALED. Selectmen Langwasser made a motion, seconded by Selectmen Pellerin to approve the Non Public Minutes.

VOTE: O'Brien, Pellerin, Langwasser and Lawless voting in favor of the motion; no votes against; motion passes 4-0.

The Board reviewed the Non Public Minutes of September 27, 2010, Session II. Selectmen Langwasser made a motion, seconded by Selectmen Pellerin to approve the Non Public Minutes.

VOTE: O'Brien, Pellerin, Langwasser and Lawless voting in favor of the motion; no votes against; motion passes 4-0.

III. PUBLIC APPOINTMENTS

Town Administrator Neal Cass gave a brief overview of the budget. He noted the Budget Committee requested realistic budgets from the Department Heads. He informed the Board he met with most of the Department Heads and the figures are what the Department Heads had requested. Mr. Cass went on to explain the operating budget proposed is up about 3.4% from last year. If CIP is included it is up 5.5%.

Bob Blanchette, Finance Director, was the first to present his budget requests. He informed the Board that currently the expenses are down. Selectmen Langwasser asked why expenses were down. Mr. Blanchette indicated that Department Heads are keeping their expenses down and spending wisely. Selectmen Pellerin inquired about the Rooms and Meals revenue. Mr. Blanchette indicated it does not come in until December, and we may need to revisit Rooms and Meals in 2012. Mr. Blanchette also presented his budget for Personnel, Property/Liability and Debit Service, noting the bond payment for the community well and the Bohanan Easement is due in 2011. He also noted in 2011 the bond for the sludge will be paid. Selectmen Lawless inquired if there were penalties for prepaying a bond. Mr. Blanchette stated if the bond is from a bank there is no prepay penalties, however, if it is from the Bond Bank, you cannot prepay. As for Debit Interest, Mr. Blanchette noted the increase is due to the well and Bohanan Farm Easement. Mr. Blanchette noted the budget for the TAN is the same as last year, \$2000.00. He doesn't anticipate needing a TAN this year. He further stated the Tax Collector sends the bills for the second issue out 6 weeks ahead of the due date, which helps. May/June is usually when things are tight. He also noted Department Heads do not make any capital expenditures until after July.

Mr. Blanchette stated he was conservative with projecting the revenues for 2011. However, there are opportunities during the year to correct those figures. He is uncertain as to how Pay by Bag will affect the revenues; he stated we need at least a year in order to better understand how much revenue will be generated from PbB.

A discussion ensued with regards to the Land Use Change Tax. Mr. Cass stated the state of the economy affects the LUCT revenue line. If there is little development, the revenue is down.

Sue Strickford, Tax Collector/Town Clerk was next to present the budget for her department. She stated due to the requirements of HAVA and the elections her budget is up. She indicated the Supervisors of the Checklist need laptops. She is currently checking into a possible purchase. Mrs. Strickford also informed

the Board about the increase in overtime, noting the staff has to balance at the end of the day and that takes time after office hours.

Karen Robertson, Planning and Zoning Director, came in to present her budget for 2011. Mrs. Robertson noted the increase in last year's budget was due to the placement of code enforcement which was removed from the Fire Department budget. She indicated the wage and benefits portion of the budget has been reviewed by both Mr. Blanchette and Mr. Cass. Mrs. Robertson also reminded the Board the build out analysis needs to be updated and the Master Plan will be 10 years old in 2012. Mrs. Robertson informed the Board of the new mapping tool that is now available on-line. It is from Cartographic Associates and it not only has the maps but also have the property cards. She noted that with all the cutting from the budgets in 2009 and 2010 and the request for a realistic budget this year, some lines appear to increase dramatically. But it is actually over a period of three years.

Glen Ohlund from Economic Development Committee was also in to present the budget for 2011. Mr. Ohlund stated the need for the committee to continue to be proactive in supporting the retail community. He is requesting the same about as last year \$4,000.00. Mr. Ohlund also indicated the possibility of the hiring of a retail consultant for two days to speak to the business owners in the downtown area.

Mr. Cass presented the budget for Executive, Assessing, Health and Patriotic Purposes. Mr. Cass noted an increase in the Budget Committee Clerk line, due to the weekly meetings from November to February. It was noted Town Meeting expenses increase if the meeting is long. With regards to Assessing, the phone line has been removed, it is no longer needed. He also noted an increase in the assessment of utilities which is done by George Sansoucy, noting due to changes utilities poles will be taxed in 2011 and Mr. Sansoucy's company will be doing the assessing. He noted Patriotic Purposes is increased due to the need for new and replacements flags for veteran's graves. He has also included \$2,000 for the band concerts.

IV. PUBLIC FORUM

Merle Dustin wanted to publicly thank Herm Blanchette, Public Works Director, for removing a dangerous limb, noting the work was done within 24 hours. Mrs. Dustin also mentioned things she was able to accomplish including the flag, lights along the walk way, dead tree removal, gutters and wind barrier and cleaning of the fireplace at the Slusser Center. She also noted she was unsuccessful with the following issues: the gazebo, the lawn around the gazebo, the boundary marker that is sinking in the pond, financial support from the Farmers Market to improve the lawn area at the gazebo, improving the intersection of Houston Drive and Pine Street and the Cedar Street signs.

Mr. Cass informed the Board the signs for Cedar Street were originally made from wood. They had started to rot and so were taken down. Herm Blanchette has ordered new ones.

A discussion ensued with regards to the proposed sidewalk for Cedar Street. Selectmen O'Brien suggested a letter be sent to the Cedar Street residents with regards to the status of the sidewalk and the signs that will be placed there.

V. PUBLIC APPOINTMENTS (CONTINUED)

Danny Coen came before the Board with regards to the Contoocook Carry being allowed to use our postage permit for a mailing. Mr. Coen wanted to see the receipts from the mailing to ensure that it was not paid for by the Town. Mr. Cass handed Mr. Coen a copy of the cancelled checks from Tom and Mary Congoran that show the postage and printing were paid for by them. Mr. Coen inquired if the police coverage for the Contoocook Carry is paid by the Congorans. Selectmen O'Brien stated no. Mr. Coen stated he is not against the Contoocook Carry, noting its services are needed, however he feels the Board

doesn't allow all non profits use of its bulk mailing permit and the Board should consider the need for a policy on the matter. He noted the Hopkinton Fair pays for police coverage. It should be the same across the board. Selectmen O'Brien noted the Contoocook Carry is a Town sponsored event. Mr. Langwasser noted the money raised is distributed by the Town. Mr. Coen noted the request for contributions ask the check to be made out to the Town of Hopkinton, but it is not mailed to the town. Selectmen Pellerin indicated the Board needs to have a policy to level the playing field.

VI. PUBLIC FORUM (CONTINUED)

Joyce Andrews inquired if it was possible to have evening hours at the Transfer Station.

Selectmen O'Brien asked if there was any further public comment. There being no further comment, Selectmen O'Brien closed the Public Forum.

VII. OLD BUSINESS

Mr. Cass inquired if the members of the Board had reviewed the Investment Policy that was handed out at the last meeting. Mr. Cass noted the changes were required due to new laws. Selectmen Pellerin made a motion to adopt the changes in the Investment Policy Version 002 dated October 4, 2010. Selectmen Langwasser seconded the motion.

VOTE: O'Brien, Langwasser, Lawless and Pellerin
voting in favor of the motion; no votes against; motion
passes 4-0.

Selectmen O'Brien inquired as to the status of the community well. Mr. Cass indicated it is on schedule and on budget. The pipes will be arriving soon, the digging of trenches is progressing and the water has passed the DES tests. The pump house is not yet complete.

VIII. NEW BUSINESS

The Board discussed the request for appointment of Joy Bloomfield to the Municipal Operations Improvement Committee. Selectmen Lawless made a motion to accept the appointment of Joy Bloomfield to the Municipal Operations Improvement Committee. Selectmen Langwasser seconded the motion.

VOTE: O'Brien, Langwasser, Lawless and Pellerin
voting in favor of the motion; no votes against; motion
passes 4-0.

The next item up for discussion was a request for a sign. This sign would be placed at the entrance of the Bohanan Farm Easement. The request for the sign is for a larger sign than allowed. Mr. Cass indicated the Planning Board would need a hearing for public input. Selectmen Pellerin noted the committee went to a sign designer and the designer noted the need for the size is to make it large enough for drivers to see it. A sign that would meet the regulations would not be effective. Selectmen Pellerin noted it is similar to the design of the sign at the entrance of Houston Park. At this time, Digit Taylor from the Open Space committee arrived. She noted Herm Blanchette has approved of the location for the sign. It was also noted that 5 Rivers Trust is paying for the sign.

Selectmen Langwasser noted while he was on the web site, he noticed that the Human Services page has not been updated since 2004. He would like more recent information put up. Selectmen Lawless indicated he has contacted someone he knows and inquired as to the cost of setting up a new web site. He will continue to update the Board.

Selectmen O'Brien noted the PbB grace period ended today, October 4, 2010. Mr. Cass indicated he was at the Transfer Station in the morning and there were a few people that were upset, but for the most part things ran smoothly. Selectmen Langwasser asked if Dockman's was only picking up the green Hopkinton bags. Mr. Cass answered yes.

Janet Krzyzaniak stated there was some confusion as the senior apartment complexes were not notified that they had to use the bags also. Mr. Cass stated the staff is doing an excellent job and Mrs. Krzyzaniak indicated the staff was very well trained.

IX. OTHER BUSINESS

Town Administrator Updates-Mr. Cass noted the Road Committee has is a six member committee with a selectmen. The committee currently has only 3 members now. They have produced no minutes and have not met in 2 years. Selectmen O'Brien stated he would like to see the committee revived. Mr. Cass will look into.

Mr. Cass informed the Board that Bev Johnson had been in to see him with regards to the Slusser Center. It was noted that all groups using the Center must have insurance and pay for the usage of the Center if the group using the Center charges a fee. Mr. Cass will write a letter to Mrs. Johnson explaining that all groups need insurance in order to use the Center.

Selectmen O'Brien asked the Board if they would like to discuss the budget presentations that were heard this evening. It was the consensus of the Board to discuss those items next week in order for the Board to look over the budgets.

Merle Dustin inquired who was in charge of the Senior Center while Justin is on vacation. Mr. Cass indicated there is a contact list on the desk at the Senior Center. Volunteers are locking the Center in the evening and the police department will be checking the doors to ensure they are locked while Justin is away.

Mrs. Dustin noted an article in the paper which indicated that some of the signatures obtained on the petition with regards to the Human Services office were people who did not reside in Hopkinton. She wanted to know if indeed there were signatures from people from out of town. Mr. Cass replied yes there was one page with several signatures from out of town.

Marion Paxton noted the sign by the Police Department indicated the location of a conservation easement is large enough for people to read and perhaps the sign for Bohanan Farm should be about that size.

There being no further business, Selectmen Lawless made a motion to enter into two (2) non public session with regards to RSA 91-A:3 II (a). Selectmen Langwasser seconded the motion.

ROLL CALL VOTE: O'Brien: yes; Langwasser: yes;
Lawless: yes; Pellerin: yes. No votes against, motion
passes, 4-0.

The Board entered non-public session at 8:20 pm.

Respectfully submitted,

Robin Buchanan

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Administrative Assessing Assistant

These minutes are not official until approved by the Board of Selectmen at their meeting.