



Town of Hopkinton, NH

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SELECTMEN PUBLIC MEETING MINUTES MONDAY, OCTOBER 17, 2011 Approved October 24, 2011

Chairman Jim O'Brien called a regularly scheduled business meeting of the Board of Selectmen to order at 5:30 PM on Monday, October 17, 2011.

Present:

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

Public present: Ken Wilkens, Janet Krzyzaniak, Merle Dustin

I. ADMINISTRATIVE

The Board approved the following:

Vendor Disbursement and Payroll Manifests
Building/Use Permit
For Review – Selectmen's Notes and Correspondence
For Signature – Abatement for Timber Tax; Timber Warrant \$445.59

II. APPROVAL OF MINUTES

The Board reviewed the minutes of the Public Meeting October 11, 2011. Selectman Langwasser made a motion, seconded by Selectman Goddard to approve the minutes of the Public Meeting.

VOTE: Langwasser, Pellerin and Goddard
voting in favor of the motion; no votes against;
O'Brien abstaining; motion passes 3-0-1.

The Board reviewed the minutes of the Non Public Meeting October 11, 2011, Session I. Selectman Pellerin made a motion, seconded by Selectman Langwasser to approve the minutes of the Non Public Meeting.

VOTE: Langwasser, Pellerin and Goddard
voting in favor of the motion; no votes against;
O'Brien abstaining; motion passes 3-0-1.

The Board reviewed the minutes of the Non Public Meeting October 11, 2011, Session II. Selectman Langwasser made a motion, seconded by Selectman Pellerin to approve the minutes of the Non Public Meeting.

VOTE: Langwasser, Pellerin and Goddard
voting in favor of the motion; no votes against;
O'Brien abstaining; motion passes 3-0-1.

III. PUBLIC APPOINTMENTS

Marilyn Bresaw was in to present the budget for Human Services for 2012. Mrs. Bresaw stated last year the Board cut the amount in the telephone line, so although it looks like a large increase, it is the true expense. Mrs. Bresaw also noted an increase in travel due in part to having her office relocated to the Town Hall and the Food Pantry, which she accesses frequently, is at the Slusser Senior Center. A discussion ensued with regards to the amount of travel time and how often Mrs. Bresaw uses the Food Pantry. Mrs. Bresaw explained it is less expensive to get food out of the Food Pantry (which is donations) than to issue a voucher for food. She is using donated items versus using tax payer money for food purchases.

Mrs. Bresaw presented the budget for Vendor Services. Selectmen Pellerin asked if Mrs. Bresaw noticed an increase need due to the recent budget cuts. Mrs. Bresaw stated the budget cuts as well as rising prices have greatly contributed to the rise in need.

Mrs. Bresaw presented the Board a comparison of costs and case for 2010 and 2011. A discussion of fuel assistance ensued. Mrs. Bresaw stated the good weather has helped keep fuel costs down. It was also noted that medical expense is also up. Selectmen Goddard inquired if the rate of increase was increasing. Mrs. Bresaw stated yes.

Mrs. Bresaw presented the Board with her Quarterly Report. Mrs. Bresaw reported 401 clients seen, 45% of those were house calls. She further noted home visits helps to determine need. She further reports 26 households received direct assistance, 65 households received indirect assistance.

Selectmen Congoran inquired if home visits were necessary. Mrs. Bresaw stated yes. She also stated many were resistant to coming to the Town Hall as they felt there were confidentially issues. She also sees clients at the Senior Center as many live in downtown Contoocook and they can walk to the Senior Center. A further discussion ensued with regards to travelling to the Food Pantry. Mrs. Bresaw stated she is the only one available during the day for the Food Pantry. Selectmen Langwasser asked Mrs. Bresaw to see if there was a way to cut down on travel. Selectmen Langwasser inquired if mortgage payments were included in the housing figures. Mrs. Bresaw replied they could be but she further stated she has not paid a mortgage payment in a very long time. The housing line item has been rent. She further states she speaks with several people but some are not eligible for assistance. The Board had no further questions and thanked Mrs. Bresaw for the budget presentation and the work she does for the town.

Greg Roberts was in to present the Building and Grounds budget for 2012. Mr. Roberts states there are no major changes in this budget for 2012. He further noted some items are weather related. The Board thanked Mr. Roberts for his time.

Neal Cass presented the budget for Public Works as Herm Blanchette was unavailable this evening. There were no major changes to the budget. Mr. Cass informed the Board as to what projects are scheduled for next year. A discussion ensued with regards to Spring Street. Mr. Cass noted we have had several complaints. Mr. Blanchette has called in May, 2011 to schedule the removal of the pole.

However, the new pole had to go up, the lines had to be moved from the old pole to the new pole, and only the company that owns the lines can removed and place them and they must be done in order. Merle Dustin inquired if Dustin Road could be striped. Mr. Cass will check into it.

Steve Clough was in to present the budgets for Sewer, Wastewater; and Transfer Station.

Mr. Clough began with the Sewer budget. He noted there were no changes made. He informed the Board there is regulatory requirements and reporting to be done. Permits need to be renewed. When electronic report begins next year there will be requirements for the computer. He also reminded the Board there is no backup at the plant. He suggested the Board think about putting money aside to train for backup. Selectmen O'Brien inquired what would be necessary for a backup plan. Mr. Clough stated classes, hands on experience. He further added it also required time commitment. Selectmen Goddard inquired about equipment. Mr. Clough stated Garrett manages to get a long life out of the equipment but if generators fail or other equipment it could become costly. Mr. Clough further states he works hard at having employees cross trained.

Mr. Clough presented the Solid Waste budget for 2012. He noted Engineering Fees are costly and they are required for the landfill monitoring. He does not have the contract at this time and he has based it on the cost of the 2011 contract. Also this line item includes finishing the well connection to the bank owned home and removal of obsolete water treatment systems from two residences. A discussion ensued with regards to the Community Well. Selectmen Congoran thanked Mr. Clough for his work and foresight on the project.

Mr. Clough stated in order to keep things running smoothly all employees need to be well trained and cross trained.

Mr. Clough presented the budget for the Transfer Station. He noted all work at the transfer station is tied to revenue. Improving programs can increase revenue. He further noted the employees are now dealing with checking stickers and the bag for the Pay by Bag program. He stated he has cut down on the yard work in the area, and postponed some maintenance till the end of the year in an effort to cut cost. He is currently working to put in a small break room. Mr. Clough noted much of his equipment is rebuilt in order to keep the equipment running without buying new. He once again credited Garrett Hoyt and his abilities to keep the equipment running smoothly. He further noted the employees do an excellent job of running the transfer station. A discussion ensued with regards to security issues. Mr. Clough's concern is for the well house more so than the transfer station. A discussion ensued with regards to the program available and costs and cost recovery. The Board thanked Mr. Clough for his time and efforts.

IV. PUBLIC FORUM

Merle Dustin stated the Town Hall roof looks great.

Mrs. Bresaw stated she could lower her General Assistance to \$60,000 and add a request for contingency. Selectmen O'Brien asked how much was raised in donations last year. Mrs. Bresaw stated \$10,000.00. She further stated some donations are solicited and others are not.

Mrs. Dustin inquired about the plan for the handicap accessibility. Mr. Cass stated it will be part of the Warrant Articles.

Mr. Wilkens inquired about the enforcement for illegal signs. Mr. Cass replied the Highway Department is taking them off the telephone poles.

Mrs. Krzyzaniak stated the old Christmas lights have grown into the tree. The old ones need to come down and new ones set up before the snow falls. Mrs. Krzyzaniak asked when the brush on Rt. 127 would be cut. Mr. Cass noted a letter has been sent.

V. OLD BUSINESS

A discussion ensued with regards to changing to a fiscal year. Selectmen Langwasser noted the Board needs to have a very serious discussion about changing the fiscal year. The Board needs to discuss how to pay for it, etc.

Selectmen Langwasser stated he has heard there is an issue with the green bags at the Colonial Village. Mr. Cass stated there have been some issues, however, he has met with the manager and they are working to resolve those issues. A discussion ensued with regards to the order procedure.

Selectmen Langwasser inquired about Gary Rondo's situation. Mr. Cass stated all the information has been forwarded to DES.

Town Administrator Updates: Mr. Cass informed the Board the roof is will be completed this week.

He also informed the Board that Sara McNeil confirmed \$11,700 will be transferred from the Trust to the Cemetery Budget.

VI. NEW BUSINESS

VII. OTHER BUSINESS

Selectmen Congoran made a motion to go into Non Public Session with regards to RSA 91-A:3 II (a) personnel. Selectmen Langwasser seconded the motion.

ROLL CALL VOTE: O'Brien: yes; Langwasser: yes;
Congoran: yes; Pellerin: yes; Goddard: yes.

The Board entered Non Public Session at 8:00 pm. There will be no further business conducted after the Non Public Session.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant

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