



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, NOVEMBER 4, 2013 APPROVED November 13, 2013

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, November 4, 2013, in the large meeting room in the Town Hall. Mr. O'Brien introduced the members of the Board. Police Chief Steve Pecora led the group in the Pledge of Allegiance.

Members Present: Jim O'Brien, Chair, George Langwasser, Vice Chair, Sue B. Strickford, Sara Persechino and Ken Traum

Staff Present: Neal Cass, Town Administrator and other Department Heads for the time of their budget presentation.

II. ADMINISTRATIVE

Consent Agenda

Board members reviewed documents for signature and approved unanimously (5-0) the Consent Agenda taking the following action on motion made by Mrs. Persechino and seconded by Mr. Langwasser:

Item	Date	Action	Comment
Building Permit	11/4/2013	Approved	18-20 seat café - 390 Main St. - 105-045
Request Funds from CRF	11/4/2013	Approved	\$23,537.96 from Highway Vehicle CRF
Transfer Funds From Sp. Revenue	11/4/2013	Approved	Pay-by-bag Fund \$10,808.16
Transfer Funds From Sp. Revenue	11/4/2013	Approved	Pay-by-bag Fund \$69,957.36
Transfer Funds from Revolving Fnd	11/4/2013	Approved	Recreation Revolving - \$3,645.41
Transfer from Donation Fund	11/4/2013	Approved	Fire Auxilliary Fund \$712.50
Transfer from Conservation Fund	11/4/2013	Approved	\$89.62
Account Payable Manifest	11/4/2013	Approved	Ch# 49352-49412 - \$338,884.81
Payroll Manifest	11/7/2013	Approved	Direct Deposit - \$45,701.08 Checks # 29907-29939 - \$23,596.16 TOTAL = \$69,297.24

Approval of Minutes

The Board reviewed the public meeting minutes of October 28, 2013. Mr. Traum made a motion, seconded by Mrs. Persechino to approve the minutes of the Public Select Board Meeting held on October 28, 2013. There being no discussion, Chair O'Brien called for the vote.

VOTE: O'Brien, Langwasser, Strickford, Persechino and Traum voting in favor of the motion; no votes against. MOTION APPROVED 5-0.

The Board reviewed the non-public meeting minutes of October 28, 2013. Mr. Langwasser made a motion, seconded by Mrs. Strickford to approve the non-public meeting minutes Session I of the Select Board Meeting held on October 28, 2013. There being no discussion, Chair O'Brien called for the vote.

VOTE: O'Brien, Langwasser, Strickford, Persechino and Traum voting in favor of the motion; no votes against. MOTION APPROVED 5-0.

The Board reviewed the non-public meeting minutes of October 28, 2013. Mrs. Persechino made a motion, seconded by Mr. Langwasser to approve the non-public meeting minutes Session II of the Select Board Meeting held on October 28, 2013. There being no discussion, Chair O'Brien called for the vote.

VOTE: O'Brien, Langwasser, Strickford, Persechino and Traum voting in favor of the motion; no votes against. MOTION APPROVED 5-0.

Announcement of Fire Station Construction Manager

Mr. O'Brien announced that Bonnette, Page and Stone Corp. (BPS) will be the Construction Managers for the fire station project. Three firms were interviewed and the Board chose BPS. They will help to obtain a Guaranteed Maximum Price (GMP) for the project for presentation to Town Meeting in March.

III. BUDGET WORK SESSION

Jed Merrow – Conservation Commission

Mr. Merrow said that there are two distinct parts of what is done by the Conservation Commission. One is the annual operating items which include special events, maintenance and camp, and the other is land preservation which includes purchase of land, easements and conducting surveys. He continued that they wish to cover land preservation with the 35% of the Land Use Change Tax (LUCT) that they receive each year, and the operating items through the town operating budget. Since 2008 there has been no money appropriated in the town operating budget, but in 2001-2008 the budget was in the range of \$1,700. The Conservation fund presently has over \$70,000 in it with an average of \$21,000 added annually from the LUCT.

Police Chief Steve Pecora – Police Department, Animal Control, Emergency Management

Chief Pecora reviewed the department budget as presented. Discussion focused on the pay for officers with the Chief noting that we have lost one officer in the last several years, but have lost 10 in the last 10 years. The cost for equipping and training a new officer far exceeds any pay increase that could be given to retain officer. Additionally, the experience of the officer is lost when he leaves. The department is staffed 24 hours per day, seven days per week. A Hopkinton officer responds whenever there is a call.

The Animal Control budget was reviewed. There are an average of 12 calls per month including dog complaints, animal neglect, and cruelty to animals. The majority of this budget is offset by income from the Ella Tarr Trust.

NONPUBLIC SESSION RSA 91-A II (A) PERSONNEL

Mr. Langwasser moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mr. Traum seconded the motion.

VOTE: O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5-0).

The Board, Police Chief and the Town Administrator went into nonpublic session, as recorded separately, at 6:15 p.m. The Board returned to public session at 6:28 p.m.

Vote to seal nonpublic minutes:

Mr. Langwasser moved to seal the minutes of the just completed nonpublic session for a period of one year. Mr. Traum seconded the motion.

VOTE: O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

Fire Chief Doug Mumford – Fire Department, Ambulance

Chief Mumford reviewed the Fire Department budget noting that training cost are up due to both an increase in training and an increase in the cost of each course. On the Ambulance budget he spent time explaining the allocation of wages.

Don Lane, Nancy Miner, Chris Hamm – Cemetery Budget

Mr. Lane noted that they plan to take down more trees this year as well as continue repairing stones finishing Contoocook Cemetery and then moving to Old Hopkinton Cemetery. New Hopkinton Cemetery stones were completed this past year. He also noted that Dick Schoch blew out the water lines in the cemeteries recently and discovered accumulated maintenance on the line that needed to be done. Mr. Lane also said that the principal in the Cemetery Trust Fund is \$426,000 with accumulated interest of \$266,000 for a total just over \$700,000.

Donna Dunlop and the Library Trustees – Library Budget

Ms. Dunlap reviewed the Library budget saying that the current and past budgets were looked at to create the 2014 budget. The library has been as prudent as possible with energy cost. A newsletter was distributed outlining the things that happen at the library. Mrs. Strickford asked if closing an additional day had been considered and the response was that there have been requests for additional hours.

Marilyn Bresaw – Human Services

The Human Services Administration and Welfare Vendor Payment budgets were reviewed with no questions. Mrs. Bresaw said that she thought she could get by with \$60,000 for Welfare Vendors, but her committee had recommended the \$65,000 that is shown in the Department Budget.

IV. OTHER BUSINESS**Next Meeting**

The Board decided to meet next Wednesday, November 13 instead of Tuesday to avoid a conflict with the Planning Board.

Fire Station Building Committee

Mr. O'Brien suggested that a couple members of the public be added to the Fire Station Building Committee. Board members will bring names of people to consider to the next meeting.

V. NONPUBLIC SESSIONS**NONPUBLIC SESSION RSA 91-A II (B) HIRING**

Mr. Traum moved to go into a non-public session regarding hiring under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Mrs. Persechino seconded the motion.

VOTE: O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

The Board, the Town Clerk/Tax Collector and the Town Administrator went into nonpublic session, as recorded separately, at 7:40 p.m. The Board returned to public session at 8:36 p.m.

These minutes were not sealed.

NONPUBLIC SESSION RSA 91-A II (A) PERSONNEL

Mr. Traum moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mrs. Persechino seconded the motion.

VOTE: O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:36 p.m. The Board returned to public session at 9:00 p.m.

Vote to seal nonpublic minutes:

Mr. Langwasser moved to seal the minutes of the just completed nonpublic session indefinitely. Mrs. Persechino seconded the motion.

VOTE: O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

NONPUBLIC SESSION RSA 91-A II (A) PERSONNEL

Mr. Traum moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mrs. Persechino seconded the motion.

VOTE: O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 9:00 p.m. The Board returned to public session at 9:38 p.m.

Vote to seal nonpublic minutes:

Mr. Langwasser moved to seal the minutes of the just completed nonpublic session indefinitely. Mrs. Persechino seconded the motion.

VOTE: O'Brien, Langwasser, Strickford, Persechino, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (5–0).

VI. ADJOURNMENT

There being no further business, motion by Mr. Langwasser, seconded by Mr. Traum to adjourn the meeting.

VOTE: O'Brien, Langwasser, Strickford, and Traum voted in favor, none opposed and the Chair declared the motion to have carried unanimously (4–0).

Chair O'Brien declared the meeting adjourned at 9:39 p.m.

Respectfully submitted,
Neal A. Cass, Town Administrator