



Town of Hopkinton, NH

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, NOVEMBER 18, 2013

Approved November 25, 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 18, 2013, in the Town Hall large meeting room. Mr. O'Brien introduced the members of the Board. Janet Krzyzaniak led the group in the Pledge of Allegiance.

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

Staff Present: Neal Cass, Town Administrator, Jessica Bailey, Recreation Director; Don Lane, Cemetery Trustee, Deb Gallant, Finance Director, and Robin Buchanan, Administrative Assessing Assistant

Public Present: Ken Wilkens, Janet Krzyzaniak and Louise Carr, students from the High School Civics Class

II. ADMINISTRATIVE

Consent Agenda

Board members reviewed documents for signature and approved unanimously the Consent Agenda taking the following action on motion made by Mr. Traum and seconded by Mrs. Persechino:

Accounts Payable Manifest	\$102,078.82
Payroll Manifest	\$ 72,355.37
Building Permit	Sandra Burney Map 209 Lot 27
Veteran's Exemption	French Map 239 Lot 40
Settlement Order	Scott & Amy Miller

Approval of Minutes

The Board reviewed the non-public meeting minutes of November 13, 2013. Mr. Traum made a motion, seconded by Mrs. Strickford to approve the non-public meeting minutes of November 13, 2013.

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

III. PUBLIC FORUM

Janet Krzyzaniak stated the agenda was not on the web and she has a difficult time following the screen.

IV. BUDGET WORK SESSION

Select Board Chair O'Brien inquired if there were any changes to the revenue side of the budget. Mr. Cass responded he has added \$20,000 to Motor Vehicle; \$1,000 to Planning and \$5,000 to Building Permit fees for a total of \$26,000.00

A discussion ensued with regards to Account 3290 Other Licenses and what the estimated revenue should be.

With regards to expenses, a discussion ensued about the legal expense line. Discussion ensued with regards to dropping the expense down to \$20,000, however, it was left at \$25,000.

Discussion ensued with regards to the best way to decrease expenses, including, but not limited to, postage line, swap shop, plowing for the school.

Don Lane, Cemetery Trustee informed the Board that Jerry Babson has retired. Mr. Lane is in to discuss the use of the Cemetery Trust Fund for care of the cemeteries. Mr. Lane stated he has spoken with Terry Knowles. He further stated, funds can only be spent on perpetual care for the lot the money was collected for. The principal of the money cannot be touched, only the interest can be used. Select Board Chair O'Brien inquired when the Trust came into existence. Mr. Lane responded that he did not know the date. A discussion ensued, with regards to have a maintenance fund instead of perpetual care. Mr. Cass will contact Town Counsel and then follow up with Terry Knowles. Select Board Chair O'Brien asked Mr. Lane to find out when the funds came into existence and how many plots were pre-trust and how many are post-trust. Select Board Chair O'Brien thanked Mr. Lane for coming in.

Jessica Bailey, Recreation Director and Louise Carr from the Recreation Committee, are in to discuss possible budget cuts. Mrs. Bailey gave the Board an update as to the status of the skateboard park.

A discussion ensued with regards to using the Recreation Revolving Fund, to pay part of the Recreation Director's salary. Mrs. Carr was concerned that using the revolving fund would become a regular practice. She stated the intent of the money is for programs. She stated the Recreation Committee has been good stewards of the money. She further stated she has seen programs grow a lot. She further stated this money is a cushion. Select Board Chair O'Brien stated a percentage of the Recreation Director's time is spent on programs and perhaps that % of time should be compensated by the Revolving Fund. A discussion ensued, with regards to a possible fee structure change. Mrs. Carr stated keeping costs down allows everyone to participate. She further stated town employee should be paid out of the general fund.

Mrs. Bailey stated \$10,000 is a lot to make up in one year. Mrs. Persechino suggested only \$5,000 from the Revolving Fund with the understanding that the subject could be revisited next year. Mr. Langwasser stated the budgets that were received from Department Heads would have increased the tax rate too much. It is the Board's job to cut. He noted there is one part time position paid out of the Revolving Fund and in the budget there is a proposal for a second part time position.

Mrs. Strickford inquired how big are we going to get. Recreation is not a top priority. She is not in favor of adding a second part time position.

Select Board Chair O'Brien stated the Board should think about Mrs. Persechino's idea, as budgeting is only going to get harder. He thanked Mrs. Carr and Mrs. Bailey for coming in.

A short discussion, ensued with regards to the 250th Anniversary Committee.

Select Board Chair O'Brien asked the Board if there were any other suggestions to cut the budget. Mrs. Persechino suggested cutting the Select Board salaries.

Select Board Chair O'Brien asked Mr. Cass to transfer the \$2000 in Economic Development to the 250th Anniversary Celebration.

Mrs. Strickford inquired if there is land the Town could sell. Mr. Cass stated it would help the fund balance next year.

A discussion ensued, with regards to the money in the Cemetery Trust Funds. Select Board Chair O'Brien asked Mr. Cass to put the money back into the budget as he is not sure if money can be spent from the Cemetery Trust Fund. Mr. Cass will get clarification for the next meeting.

A discussion ensued, with regards to using money from the Recreation Revolving Fund to pay part of the Recreation Director's salary.

A discussion ensued, with regards to the Swap Shop. Mrs. Persechino is in favor of funding the Swap Shop. Mr. Traum would like it funded out of the CIP.

Select Board Chair O'Brien inquired of Mrs. Persechino's suggestion to cut the selectmen's pay. Mr. Langwasser and Mrs. Strickford responded they are against it.

It was noted that with the changes made, it reflects a tax increase of \$.33. A discussion ensued, with regards to other possible cuts; however, no decisions were made.

V. OLD BUSINESS

Select Board Chair O'Brien asked for the Board for names for the Fire Station Committee. The Board agreed to ask the following residents to serve on the committee: Tom Krzyzaniak, Don Houston, Bethann McCarthy, Danny Coen. Also on the committee will be Jim O'Brien, Neal Cass, the architect and the builder.

NON-PUBLIC SESSION II-RSA 91-A: 3 IV (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: Select Board Members Langwasser, Strickford, Persechino, Traum and Chair O'Brien voted in favor, 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 8:20 p.m. The Board returned to public session at 8:55 p.m.

Vote to seal nonpublic minutes:

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

VOTE: Select Board Members Langwasser, Strickford, Persechino, Traum and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

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VOTE: Select Board Members Langwasser, Strickford, Persechino, Traum and Chair O'Brien voted in favor, 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 8:55 p.m. The Board returned to public session at 9:15 p.m.

Vote to seal nonpublic minutes:

Mr. Langwasser moved to seal the minutes of the just completed nonpublic session permanently.

Mrs. Persechino seconded the motion.

VOTE: Select Board Members Langwasser, Strickford, Persechino, Traum and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

ADJOURNMENT

There being no further business, motion by Ms. Persechino, seconded by Mr. Traum to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 9:16 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant

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