



Town of Hopkinton, NH

Office of the Select Board

330 Main Street, Hopkinton, NH 03229-2627

Tel: (603) 746-3170 E-mail: selectmen@hopkinton-nh.gov

Fax: (603) 746-2952 Web: hopkinton-nh.gov

SELECT BOARD PUBLIC MEETING MINUTES MONDAY, NOVEMBER 2, 2015 APPROVE November 9, 2015

I. CALL TO ORDER

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, November 2, 2015, in the Town Hall. Mr. O'Brien introduced the members of the Board. Police Chief Steve Pecora led the Pledge of Allegiance.

Members Present: Jim O'Brien, Chair; Ken Traum, Vice Chair; Sara Persechino, Sue B. Strickford; and Steve Lux, Jr.

Staff Present: Neal Cass, Town Administrator; Robin Buchanan, Administrative Assessing Assistant; Deb Gallant, Finance Director; Karen Robertson, Planning and Zoning Director; Steve Pecora, Police Chief; Doug Mumford, Fire Chief; Dan Blanchette, DPW Director, Steve Clough, Assist. Superintendent of Public Works-Waste; Donna Dunlap, Library Director, & Elaine Loft, Library Trustee

Public Present: Ginny Haines, Deb Norris, Dick Horner, Rich Houston, Edith Houston, Janet Krzyzaniak, and Jodi Russell

II. ADMINISTRATIVE

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

ACCOUNTS PAYABLE MANIFEST \$86,972.10

PAYROLL MANIFEST \$74,100.15

TRANSFER OF FUNDS
Sewer Fund to General Fund \$7,729.95

COMMITTEE APPOINTMENTS

Melissa Jones-alternate Conservation Commission
James Newsom-alternate Conservation Commission
Rebecca Whitley-Recycling Committee

LETTERS

Beth Moore-thank you for your application

Jonathan Bradstreet-thank you for your application

Andrew Spahr-thank you for your application

BARN EASEMENT DEED

Gary & Linda Bell Map 105 Lot 18

VETERAN'S CREDIT

John Teaham Map 224 Lot 2

BUILDING PERMITS

Michael Dutton 1325 Hopkinton Rd renovate Veterinary Facility, apt

Robert Kimball 107 Beech Hill 259/21, repair & addition to pole barn

John Green 798 Dolly Rd 238/18 R3 Raze&construct new gar.&family rm

Christopher Grondin George Rd 264/5 Single family residence

Dorothy Martin 2241 Hopkinton Rd 240/4 deck

John Murphy 1139 Bound Tree 206/2 garage

Approval of Minutes

The Board reviewed the public meeting minutes of Monday, October 26, 2015. Mrs. Persechino made a motion, seconded by Mrs. Strickford, to approve the minutes of the Public Select Board Meeting held on Monday, October 26, 2015. Mr. Traum stated Mr. Newsom's name was misspelled and corrected. There being no further discussion, Chair O'Brien called for the vote.

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

III. BUDGET PRESENTATIONS:

Planning/Zoning: Karen Robertson presented the Planning and Zoning Budget. Mrs. Robertson informed the Board that the wages for Director and Code Enforcement are included in her budget. She is proposing a change with regards to software, discontinuing Munismart and switching to the program that Avitar has for building permits, which is Professional Services, so that is higher than last year. With regards to Planning, Mrs. Robertson stated the Planning Board will be updating the population demographics of the Master Plan in conjunction with Central NH Regional Planning Commission. Mrs. Robertson explained that most of the expenses of the department are reimbursement by applicant fees. Mr. Traum inquired if there were any fees that could be increased. Mrs. Robertson responded that we cannot increase fees to make a profit; fees are to cover expenses for advertising, certified mail, notices, etc. Mrs. Persechino inquired if the Master Plan had to be updated. Mrs. Robertson replied there is no mandate to update, however, if the Planning Board is litigated, we need the updated Master Plan to defend the Planning Board's decision. The Board thanked Mrs. Robertson.

Police Department: Police Chief Steve Pecora presented the budget for the Police Department. Police Chief Pecora stated that overall his budget is down 5.57%. He thanked Neal and Deb for the work in pulling together all the information needed for budgets. Police Chief Pecora stated there is an increase in the contract fees, due to an increase in the software used by most police departments. Discussion ensued, with regards to opiate additions, and drug testing of police officers, as well as training and future trainings. Chairman O'Brien inquired if police wages were competitive with other towns; Police Chief Pecora responded yes we are competitive.

Emergency Management: Police Chief Pecora also presented the Emergency Management budget which is \$1.00. We keep this line funded in order to apply for grants.

Animal Control: Police Chief Pecora also presented the Animal Control budget. He stated there is no increase in this budget; which is offset by the Ella Tarr Trust. Chairman O'Brien thanked Police Chief Pecora for his professionalism.

Fire Department: Fire Chief Doug Mumford presented the budget for the Ambulance and Fire Departments. Discussion ensued, with regards to wages, on-call wages, vacation and sick coverage. Fire Chief Mumford stated the ambulance had many repairs over this last year, training is up and he has been informed by Concord Hospital that they will not be supplying as many medical supplies as last year. Discussion ensued, with regards to the ambulance coverage. Fire Chief Mumford stated we are required to have two licensed EMT's to transport in the ambulance. If Ambulance 1 is out on a call; we can't send the second one out if there are not two EMT's to transport. Discussion ensued, with regards to part time wages, vacation coverage, and on call staffing. Fire Chief Mumford stated we have 6 EMT's and the State continues to require more training. A discussion ensued, with regards to increasing staff. Fire Chief Mumford stated that ambulance calls are up 11% from last year. Discussion ensued, with regards to the electric usage at the new fire station. Fire Chief Mumford stated it has dropped from what it was when they first moved in, however, he feels it is still too high. Discussion ensued with regards to the response time to an accident that occurred on Main Street in Contoocook on Saturday, October 31, 2015, which led back to a discussion about on-call EMT's.

Highway/Buildings & Grounds/Capital Projects: Dan Blanchette, PW Director presented the budget for the Highway Department. PW Director Blanchette stated he needs to purchase Bluetooth headsets to comply with the hands free law. He also stated that the shimming and paving line was up and it was not enough to fix everything. He further stated the roads are in bad shape. Discussion ensued, regarding which projects have priority. Mr. Blanchette went over various line items that changed, including equipment leases, engineering fees, maintenance repair supplies, and police vehicle maintenance. He also informed the Board that we will be running out of usable sand at the West Hopkinton pit and therefore, we will need to purchase sand. Discussion ensued, with regards to salt and gravel. Mr. Blanchette stated that during the winter, his goal is to keep the roads safe; and we are way behind on road maintenance due to the constant cutting of the shimming and paving line.

Buildings & Grounds: Mr. Blanchette presented Greg Roberts' Building & Grounds budget. He explained there is a request in the budget for a new employee. This employee would work for both the Highway and Buildings & Grounds. The building repair line is up as Mr. Roberts feels that Houston Barn is structurally deficient. Although the tennis and basketball courts are in need of repair, Mr. Roberts does not recommend repairing them, due to the lack of use. The Equipment lease line, includes pest services for all buildings, which are to be done annually.

Capital Projects: Penacook Road will be a warrant article. We also need a new spreader hanger, which was noted during a DOT Labor Inspection.

Solid Waste/Sewer/Transfer Station/Community Well: Steve Clough, Assistant Superintendent Public Works-Waste presented the budget for the Solid Waste Department. Mr. Clough stated the 2016 budget is very close to last year's budget. Discussion ensued, with regards to the future of recycling. Mr. Clough stated there will be no changes in staffing or hours. A discussion ensued, regarding fees. Mrs. Persechino inquired as to the progress on the Swap Shop. Mr. Clough replied it is coming, noting they need to do some site work first in order to place the trailer in a convenient place and not interrupt the flow of traffic through the Transfer Station. Mr. Clough noted a drop in the budget, due to the construction of the Community Well.

Sewer: Mr. Clough stated this is a forgotten department. He is in the process of setting up a meeting with the Committee. Discussion ensued, with regards to a back-up service; as we do not have employees with the knowledge or time for this service. It can be dangerous work and although he can train employees to do some of the maintenance, he will need a service to handle the rest of the maintenance.

Library: Donna Dunlop, Library Director and Elaine Loft, Library Board of Trustee, presented the budget for the Library. Mrs. Dunlop stated the budget is down by more than 1%. There are a few changes; computer services and telephone are up, and heating fuel is down. Mrs. Dunlop stated that programs are paid for out of the library budget and the support of the Hopkinton Public Library Foundation.

Finance: Deb Gallant, Finance Director, presented the budget for the Finance Department. Mrs. Gallant stated the total Finance budget is up \$300.00 due to contracts. Discussion ensued, with regards to using other banks for a better rate. Mrs. Gallant stated we need a local bank for tax deposits and therefore, we are limited as to our options.

Personnel Administration: Mr. Cass stated the Board has the merit pool at 3%, however, health insurance costs are up 10.9%. Mr. Cass stated that he and Mrs. Gallant have a meeting with Health Trust on Wednesday, November 4, 2015 to go over other options. Mr. Cass stated that dental, long term disability insurance, life insurance, training and advertising stayed the same.

Executive/Assessing/IT/Legal/Property&LiabilityInsurance/Community&Health/Programs/Economic Development/Debt/Tan/Patriotic Purposes: Mr. Cass stated that the Executive budget is up approximately \$1,300.00. Moderator and Assistant Moderator wages are up due to the increase in the number of elections in 2016. The telephone line is increased due to an upgrade in the internet service.

IT: A discussion ensued, with regards to the computer issues at the Tax Collector/Town Clerk's office.

Community & Health: Mr. Cass stated he has included requests for donations for the Red Cross and CASA.

Mr. Cass stated the 2016 budget for Legal, TAN'S and EDC remain the same as 2015.

Mr. Cass stated that Patriotic Services is for flags and the concerts on Wednesday nights. Mr. Cass stated there is a request for payment included for the concerts on Sunday.

Mr. Cass stated the Debt Schedule is in accordance with outstanding debt and includes principal and interest for the Fire Station.

PUBLIC FORUM

Dick Horner inquired if an energy audit had been done at the Fire Department to determine why the electric usage is up.

ADJOURNMENT

There being no further business, motion by Mr. Traum and seconded by Mrs. Persechino, to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Robin Buchanan,
Administrative Assessing Assistant