



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, OCTOBER 26, 2015 APPROVE November 2, 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, October 26, 2015, in the Town Hall. Mr. O'Brien introduced the members of the Board. Ken Traum 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 and Robin Buchanan, Administrative Assessing Assistant, Deb Gallant, Finance Director, Paula Simpkins, Recreation Director, Marilyn Ceriello-Bresaw, Human Services Director, Chuck Gangel, Town Clerk/Tax Collector, and Carol Harless Assistant Town Clerk/Tax Collector.

Public Present: Ginny Haines, Don Lane, Christine Hamm, and Susan Lawless, Cemetery Trustees; Deb Norris, Budget Committee; Jed Merrow, Conservation Commission members.

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. Strickford.

ACCOUNTS PAYABLE MANIFEST \$1,367,929.79

REQUEST FOR DISBURSEMENT
Franklin Savings Bank Final Request \$8,790.05

TRANSFER OF FUNDS
Pay by Bag to General Fund \$17,258.53
Pay by Bag to General Fund \$42,741.47

PAF
Highway Dept change in employee status
Recreation Dept hiring new employee part time

VETERAN'S CREDIT
Doughty-DENY Resides in Warner

BARN EASEMENTS DEEDS

Jones
Chevion
Burkhardt
Simms
Drescher

Town Hall Rental

Kasich for America

Right to Bury**Approval of Minutes**

The Board reviewed the public meeting minutes of Monday, October 19, 2015. Mr. Traum made a motion, seconded by Mrs. Persechino, to approve the minutes of the Public Select Board Meeting held on Monday, October 19, 2015. There being no 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:

Budget Overview: Mr. Cass reported that the Department Heads met with the Capital Improvement Plan Committee and there will be a meeting on Thursday, October 29, 2015 to finalize things. Mr. Cass also reported that all Department Heads met on Thursday, October 15, 2015, and presented their budgets to each other. Mr. Cass went on to say that the budgets presented tonight are what the Department Heads have requested. Mr. Cass went over those items on the budget that will increase, such as Health Insurance and New Hampshire Retirement. He also noted that there will be four elections this year instead of one, like last year, and therefore the Town Clerk/Tax Collector's budget will be up. It was noted that money is also in the budget for the updating of the Master Plan. Mr. Cass stated Ambulance Overtime, Highway Shimming and Paving, Highway Equipment and Engineering also will go up. He also reported the Police Department should be less, due to changes in staffing and oil heat will be down as well. Mr. Cass also reported new request items in 2016's budget include an additional full time position in Buildings and Grounds, a request for funds from the Conservation Commission, Penacook Road construction, a Spreader Hanger, repairs to fields at George's Park, tennis court repairs and Houston Field repairs.

As it was not yet 6:00 pm, Chairman O'Brien decided to go over the four applications for two vacant positions on the Conservation Commission for alternates. The Conservation Commission has recommended Melissa Jones and James Newsom. Mrs. Strickford made a motion to approve Melissa Jones and James Newcomb as alternates for the Conservation Commission.

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

Town Clerk/Tax Collector: Chuck Gangel and Carol Harless presented the Town Clerk/Tax Collector budget to the Board. Mr. Gangel stated his budget will be affected by the number of elections there will be in 2016. There will be four elections as compared to last year's one. Elections will also have an effect on the Supervisors of the Checklist wages, which are included in the Town Clerk/Tax Collector budget. Mr. Traum inquired about the book preservation line. Mr. Gangel responded the office does one book a

year; and it is in the best interest to continue funding. Mrs. Strickford stated that she had heard that some people have been turned away from registering their cars because of computer issues. Discussion ensued, with what those computer issues were. Mr. Cass will contact Computech to set up a meeting about the computers. Mr. Gangel also stated there are issues with the building that need to be addressed: a leaking roof, exterior needs to be pressure washed, and the carpet needs cleaning or replacement. Mr. Cass inquired if he had spoken to Greg Roberts with regards to the leaking roof. Mr. Gangel replied that he had spoken to Garrett about it. Mr. Cass will set up a meeting soon. Chairman O'Brien thanked Mr. Gangel and Ms. Harless for coming in.

Cemetery Trustees: Don Lane, Chris Hamm and Susan Lawless presented the budget for the Cemetery Trustees. A slide presentation by Mrs. Lawless showed what improvements have been made to Contoocook Cemetery Memorial Gardens, Old Hopkinton Memorial Gardens and Blackwater Cemetery. Mr. Lane stated there are many visitors to the cemeteries and the Trustees felt it was important to improve the condition of the cemeteries, as they had had complaints about the Memorial Gardens. Discussion ensued with regards to the seasonal employee wages. The Trustees stated they need to use the seasonal employee for more tasks than he is currently doing. Mr. Lane stated a volunteer fixed the wrought iron fence at Putney Cemetery. Mrs. Lawless inquired if in house labor could be used for some of the work that is needed. Mr. Cass will discuss it with Dan Blanchette, PW Director. Discussion ensued, with regards to plot fees. Mr. Lane stated our prices are competitive. Mr. Lane also stated that the whole Cemetery Trustee budget is only up \$25.00 from last year. Chairman O'Brien thanked the Cemetery Trustees for all the work that was done on the cemeteries this year.

Conservation Commission: Jed Merrow presented the Conservation Commission budget to the Board. Mr. Merrow thanked the Board for all their hard work. He stated the operating budget for the Conservation Commission includes purchases of land, stewardship fees, trails, and land management, Kimball Cabins, sending a camper to Conservation Camp in the summer and the trail walk for the 250th celebration this year and maintaining the trails website. Mr. Merrow stated they often use in-town resources. Mr. Merrow stated the Conservation Commission is requesting \$1,500.00 this year. A source of income for the Conservation Commission is 35% of all monies collected from the Land Use Change Tax. This money is used for land conservation purposes. Mr. Merrow inquired about the possibility of increasing that percentage. Discussion ensued, including that an increase in the percentage of Land Use Change Tax would have to be a warrant article and voted on at Town Meeting. Mr. Merrow stated a separate fund is used for the maintenance of Town Forests. Mrs. Persechino stated that the Conservation Commission does valuable work and the budget does not reflect that value.

Human Services: Marilyn Ceriello-Bresaw presented the Human Services budget to the Board. Mrs. Bresaw stated she reduced her telephone line and conference/training line. With regards to Account 4445, it is the same as last year. Discussion ensued, with regards to the donation account, which helps fund those items not covered by welfare guidelines, but that we feel are necessary. Mrs. Bresaw stated her concerns for the future are that people seems to be heading back to the thinking that people don't deserve help, the senior population and those on fixed income who earn too much money to qualify for help; but not enough money to make ends meet. The Board thanked Mrs. Bresaw for all her time and effort.

Recreation: Paula Simpkins presented the budget for the Recreation Department. Mrs. Simpkins explained that wages were higher due to the hot summer and the need for adequate staff at the pond. Discussion ensued, with regards to lining the fields, whose responsibility it is to line the fields, and if that responsibility is with the correct person or persons. Mr. Cass will speak with Steve Chamberlin, School Superintendent regarding this issue. Discussion ensued, with regards to the football team games and practices with regards to field use. Discussion also ensued with regards to swim lessons and the cost to teach those lessons as well as the price charged. Mrs. Simpkins stated the higher the cost to the public, the fewer people will attend. The Board thanked Mrs. Simpkins for her work.

A discussion ensued, with regards to changing the percentage of the Land Use Change Tax that the Conservation Commission receives. Chairman O'Brien stated that their accounts seem to have a fairly steady level and the Town is paying for the bond and interest. He doesn't feel that amount needs to be increased.

Mr. Lux raised an issue in regards to the Fire Department Payroll. Mr. Cass will look into it with Deb Gallant, Finance Director.

Mrs. Persechino stated there is a vacancy on the Recycling Committee and inquired if Mr. Cass had received an application. Mr. Cass replied no, not yet.

ADJOURNMENT

There being no further business, motion by Mr. Lux and seconded by Mr. Traum, to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant