



Town of Hopkinton, NH

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**SELECT BOARD
BUDGET WORKSHOP AGENDA
MONDAY, NOVEMBER 7, 2016
HOPKINTON TOWN HALL
APPROVED November 14, 2016**

I. CALL TO ORDER

Select Board Chair Jim O'Brien called this budget workshop session of the Select Board to order at 5:30 p.m. on Monday, November 7, 2016 at the Town Hall.

Members Present: Jim O'Brien, Ken Traum, Sue B. Strickford, Steve Lux, Jr. and Bob Gerseny

Staff Present: Neal Cass, Town Administrator, and Robin Buchanan, Administrative Assessing Assistant

Public Present: Janet Krzyzaniak, Ginni Haines, Deputy Fire Chief Jeff Yale, Steve Reale, Dick Schoch, Jamie Schoch, Steve Pecora, Police Chief, and Rich Houston

II. NONPUBLIC SESSION-RSA 91-A:3 II (l) Legal Advice

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 (l). Mr. Lux seconded the motion.

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

The Board, Mike Shelton, Jake Schoch, Dick Schoch, and the Town Administrator went into nonpublic session, as recorded separately, at 5:30 p.m., and returned to public session at 6:20 p.m.

Vote to seal nonpublic minutes:

Mr. Lux moved to seal the minutes of the just completed nonpublic session for a period of two weeks. Mr. Traum seconded the motion.

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

Deputy Fire Chief Jeff Yale led the Pledge of Allegiance.

III. ADMINISTRATIVE

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

ACCOUNTS PAYABLE MANIFEST \$408,735.89

BUILDING PERMITS

Cub Scouts Temporary Special Event Sign Permit

Russell & Joan Day 63 Cross Road change business use from landscaping to furniture

James & Amy Stone 262 Penacook ground mounted solar panels

INTENT TO CUT

Elaine & Stephen Rust-Supplemental Map 249 Lot 15

TIMBER TAX WARRANT

Elaine & Stephen Rust Map 249 Lot 15 \$219.45

RIGHT TO BURY

Scout & Marlene Martell

CURRENT USE APPLICATION

Peter & Efner Holmes Map 215 Lot 2

TRANSFER OF FUNDS

Pay by Bag to the General Fund \$18,000.00

ABATEMENTS

Stephen & Kimberly Lajoie Map 101 Lot 16 \$152.78

Sandy Beach Map 208-3-F12 \$578.24

Sue Hayden 1st issue Map 208-3-D26 \$99.00

Sue Hayden 2nd issue Map 208-3-D26 \$99.00

Approval of Minutes:

The Board reviewed the Select Board Meeting Minutes of Tuesday, November 1, 2016. Mr. Traum made a motion, seconded by Mr. Lux, to approve the Select Board Meeting Minutes of November 1, 2016. There being no discussion, Chair O'Brien called for a vote.

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

The Board reviewed the Select Board Non Public Meeting Minutes of Tuesday, November 1, 2016. Mr. Lux made a motion, seconded by Mr. Traum, to approve the Non Public Meeting Minutes of November 1, 2016, Session I.

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

Mr. Lux made a motion to seal the Non Public Minutes of Tuesday, November 1, 2016, for two weeks. Mr. Traum seconded the motion.

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

The Board reviewed the Select Board Non Public Meeting Minutes of Tuesday, November 1, 2016. Mr. Traum made a motion, seconded by Mr. Lux, to approve the Non Public Meeting Minutes of November 1, 2016, Session II.

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

Mr. Traum made a motion to unseal the Non Public Minutes of Tuesday, November 1, 2016, Session II. Mr. Lux seconded the motion.

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

III. APPOINTMENTS

Deputy Fire Chief, Jeff Yale: Chairman O'Brien stated the Board is currently looking to break with MRI and has been discussing options. One option could result in more responsibility for the Deputy Fire Chief and the Board would like to know how he feels about this and if he will be able to accept more responsibility. This would only be temporary while the Board goes through the hiring process for either a full or part time fire chief. Deputy Chief Yale stated that things are different this time, as he is currently working out of town in Londonderry. He stated he could play more of a role on nights and weekends. Discussion ensued, with regards to whether the position should be full or part time. Discussion ensued, with regards to some of the issues with the Fire Department. Discussion ensued, with regards to recruiting. Discussion ensued, with regards to the Fire Department Budget. Chairman O'Brien thanked Deputy Chief Yale for his input.

V. ELECTION COVERAGE: Mr. Cass stated that everything has been set up for the election on Tuesday, November 8, 2016.

PUBLIC FORUM: Jake Schoch stated that Dan Blanchette, Director of Public Works, is doing a great job.

Mrs. Strickford thanked the Police Department and the Fire Department for escorting the Hopkinton Soccer Team during the tournament.

Mr. Traum thanked Mr. Cass for all his work on the budget and polling issues.

The Board took a 5 minute break.

III. APPOINTMENTS: (continued): Chairman O'Brien invited Police Chief Steve Pecora to come forward to further discuss Fire Department Structure. Chairman O'Brien stated that the Fire Department is having a hard time during the transition; and there needs to be better leadership. The Board is now asking Police Chief Pecora to oversee the Fire Department and handle the administrative work for the Fire Department, while they begin the hiring process for a permanent fire chief. Discussion ensued, as to the work load, the differences between police and fire, delegating workload, and the amount of hours involved. Discussion ensued, with regards to internal challenges the Fire Department has.

IV. BUDGET WORK

Presentation of Complete Budget: Mr. Cass gave a short presentation with regards to possible cuts in the budget. Mr. Cass stated one of the major drivers is health insurance. He should know more after a meeting with Health Trust on Wednesday, November 9, 2016. Discussion ensued, with regards to using a portion of the fund balance. Discussion ensued with regards to one-time expenses, digitalizing the property files, two (2) studies for EDC (Economic Development Committee).

Mr. Cass stated that revenues are up.

With regards to Capital Items, Mr. Cass stated that the CIP Committee is tentatively scheduled on Monday, November 21, 2016. Mr. Cass went over areas for reduction, noting most changes are within the Fire Department due to the transition it will be going through.

A discussion ensued with regards to when to give notice to MRI. Discussion ensued as to how to move forward. Two members of the Board and Mr. Cass will be speaking with Police Chief Pecora in regards to more detail about the transition; then the full Board will meet with Police Chief Pecora to reaffirm the conversation and terms. The Board will then be speaking with Interim Chief Shawn Murray. After discussion with Interim Chief Murray, the Board will notify MRI of its decision when to terminate the contract. Discussion ensued, with regards to whether or not there are statutory requirements for a Fire Chief. Mr. Cass replied no there are not. Discussion ensued with regards to the hiring process and projected start date of April, 2017.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (b) Hiring

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

VOTE: Select Board Members O'Brien, Traum, Strickford, Lux, and Gerseny 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 8:45 p.m. The Board returned to public session at 8:55 p.m.

Vote to seal nonpublic minutes:

Mr. Gerseny moved to seal the minutes of the just completed nonpublic session. Mrs. Strickford seconded the motion.

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

ADJOURNMENT

There being no further business, motion by Mrs. Strickford, seconded by Mr. Gerseny to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 8:57 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant