



Town of Hopkinton, NH

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**SELECT BOARD
PUBLIC MEETING MINUTES
MONDAY, AUGUST 8, 20
HOPKINTON TOWN HALL
APPROVED August 22, 2016**

II. 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, August 8, 2016 at the Town Hall. Chairman O'Brien introduced the members of the Board.

Chairman O'Brien asked Bob Gerseny to lead the Pledge of Allegiance.

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

Staff Present: Neal Cass, Town Administrator, Dan Blanchette, Director of Public Works, and Robin Buchanan, Administrative Assessing Assistant

Public Present: Janet Krzyzaniak, Ken Wilkens, Ginny Haines

I. POINTS OF PRIDE

Mr. Cass noted an e-mail received by Robin with regards to a quick response by Mr. Gerseny in his capacity as a Cemetery Trustee. He also noted appreciation to Dan Blanchette and the highway crew for all their hard work during the road reconstruction.

Mr. Cass stated that Recreation Director Paula Simpkins, has received many compliments this year with regards to the Summer Camp and Pond employees. We have not had one single complaint this summer. And Mr. Cass also received a thank you letter.

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 Mrs. Strickford.

ACCOUNTS PAYABLE MANIFEST	66,993.74
	106,147.64

PAYROLL MANIFEST	73,275.60
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BUILDING PERMITS

Michelle & Kirk Wheeler Map 218 Lot 1.5 relocate wall
 David & Doreen Smith Map 204 Lot 20 removal of 2 decks construct new
 Eric Buck construct cape w/attached deck Map 210 Lot 6.2

INTENT TO CUT

Peter & Efner Holmes Map 215 Lot 2
 Stephen & Elaine Rust Map 249 Lot 15

TRANSFER OF FUNDS

Sewer Fund Account to General Fund		19373.67
Special Revenue Accounts to General Fund		8,437.50
Kimball Cabins	118.22	
Spirit Skate Park	4,694.23	
Human Services Donations	2,215.00	
Hopkinton FD Auxiliary	85.05	
Fire Station Reno	1,325.00	
Senior Center Rental Exp to General Fund		81.18
Police McKercher Fund to General Fund		503.19
Public Safety Revolving Fund to General Fund		485.62
Recreation Revolving Fund to General Fund		25,405.98
Application for Payment from Expendable Trust Fund Accounts		16,987.27
Town Facilities Trust Fund	14,939.00	
Recreation Facilities Trust Fund	2,048.27	
Application for Payment from Capital Reserve Fund Accounts		23,755.00
Police Vehicles/Equip. Capital Reserve	425.00	
Sewer System Equip/Sludge Removal CRF	21,000.00	
Road Bridge Rehabilitation Capital Reserve	2,330.00	

DEPUTY WARDEN APPOINTMENT FORM

Matthew Demers

RIGHT TO BURY

Michelle Sarazin
 Barbara Windhurst

VETERAN'S CREDIT

Tennis David & Wendy Map 245 Lot 60

CURRENT USE LAND CHANGE TAX & WARRANT

Helen McDevitt Map 253 Lot 28.1	904.00
William McDevitt Map 253 Lot 28.2	852.00

YIELD TAX

Travers Dennis Map 247 Lot 21.1	785.86
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Approval of Minutes:

The Board reviewed the Select Board Meeting Minutes of Monday, July 25, 2016. Mr. Traum made a motion, seconded by Mr. Lux, to approve the Public Meeting Minutes of July 25, 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.

IV. APPOINTMENTS

Dan Blanchette, Director of Public Works: Mr. Blanchette was in to update the Board on the road projects and to inform them that there has been a change of work order. Noting there is not enough base on Penacook Road for hot top. After discussions with the engineer, they agreed that we need to dig out the sand at least 12 inches down, put down a geotextile fabric with 8" of crushed stone on top of the fabric, then paving. Mr. Blanchette stated it has been reviewed by Hoyle and Tanner and it will delay us by approximately one week.

Mr. Traum made a motion to accept the change of work order, as presented by Dan Blanchette. Mr. Gerseny seconded the motion.

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

V. OLD BUSINESS**i. 2017 Budget**

1. Schedule: Mr. Cass went over the schedule as outlined in the Board's packets. It was noted that the CIP Committee time line needs to be added in.

2. Priorities and Goals: Merit pool increase, holding the tax rate level, and a discussion regarding the search for a new fire chief.

3. Merit Pool Amount: Discussion ensued with regards to the merit pool, which started at 3% and was increased to 5%.

Mr. Cass presented a revised Pay Rate Grade chart. He noted that we only have two positions, which need to be adjusted. This is separate and distinct from the merit pool.

Mr. Gerseny made a motion to approve the Pay Rate Grade chart as presented. 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.

ii. Sealing/Unsealing of Nonpublic Minutes: Discussion ensued, with regards to how best to handle the sealing and unsealing of non-public minutes, how best to write those minutes and minutes involving personnel should stay sealed.

iii. Cemetery Trustees Update: Mr. Gerseny stated that the Cemetery Trustees have been meeting frequently due to two new members. It was decided by the Cemetery Trustees that the software will be moved from the Tax Collector/Town Clerk's building to the Town Hall so the staff at the Town Hall could maintain it. With regards to the ROW running along Bob and Billie Jean Arseneault's property, Mr. Lane, Cemetery Trustee, was in favor of opening up a ROW out to Little Tooky Road, which has been deemed not cost effective. The Cemetery Trustees have tabled the matter.

VIII. PUBLIC FORUM

No comment from the public.

VI. NEW BUSINESS

i. Review and Acceptance of 2015 Audit: Mr. Cass stated the audit for 2015 has been completed with no recommendations from the Auditors. Mr. Gerseny made a motion to accept the 2015 audit as presented. 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.

ii. Financial Review-End of July: Mr. Cass stated there have been no significant changes since the last time.

iii. Bruce Johnson NHMA Floor Policy Proposal: Mr. Johnson, Webster Selectman has a proposal to see "if New Hampshire Municipal Association will support legislation to reduce local property taxes by 1) fully funding the NH Education Trust fund as defined in RSA 198:38 and 2) significantly reducing the amount of \$363 million to be raised by the state property tax as defined in RSA 76:3 with any reduction to be replaced from other state revenues."

Discussion ensued, with regards to the NHMA Floor Proposal. Mr. Lux made a motion to endorse the NHMA Floor Policy Proposal. Mr. Traum seconded the motion.

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

VII. TOWN ADMINISTRATOR UPDATE

i. Road Projects: Previously discussed with Dan Blanchette, Director of Public Works

ii. Fire Station Solar: Mr. Cass stated that the solar should be done at the Fire Station this week. The Board will be touring the Fire Station with Senator Dan Feltus on Wednesday, August 10, 2016.

IX. OTHER

Mr. Cass stated that staff will be receiving CPR recertification; two classes have been scheduled.

Discussion ensued, with regards to setting up a meeting with the Select Board and the Hopkinton Fair Board. Mr. Cass stated that Fire Chief Shawn Murray will be meeting with the Hopkinton Fair Board.

Mr. Lux inquired about the recent damage to Rowell Bridge, in which another truck tried to fit into the covered bridge. There is no structural damage. Discussion ensued with regards to posting the bridge for passenger cars only.

ADJOURNMENT

There being no further business, motion by Mr. Lux, seconded by Mr. Gerseny to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant