



## **Town of Hopkinton, NH**

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**SELECT BOARD  
PUBLIC MEETING MINUTES  
MONDAY, OCTOBER 24, 2016  
HOPKINTON TOWN HALL  
APPROVED November 1, 2016**

### **I. CALL TO ORDER**

Select Board Vice-Chair Ken Traum called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, October 24, 2016 at the Town Hall. Mr. Cass led the pledge of Allegiance.

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

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

**Public Present:** Ken Wilkens, Janet Krzyzaniak, Karen Robertson, Planning & Zoning Director, Chuck Gangel, Town Clerk/Tax Collector, Don Lane, Cemetery Trustees, Jed Merrow and Lee Wilder, Conservation Commission, Donna Dunlop and Elaine Loft, Library, Marilyn Ceriello-Bresaw, Human Services, Ginny Haines, and Deb Norris

### **II. ADMINISTRATIVE**

The Board members reviewed documents for signature and approved unanimously (4-0) the Consent Agenda, on motion made by Mr. Gerseny and seconded by Mr. Lux.

#### **ACCOUNTS PAYABLE MANIFEST**

1,353,010.98

#### **BUILDING PERMITS**

McCormack Marcia 178 South Shore 2 bedroom addition Map 208 Lot 55

103 Kearsarge, LLC 874 Main St change of Use Sage & Twine Map 101 Lot 80

Marks Brian K 308 Main St renovate 2 bedrooms Map 106 Lot 25

Durand Lynn 633 Maple St 2 signs YAYA Organics Map 227 Lot 44  
Michael Dutton requires special exception DENY

**INTENT TO CUT**

Skyfair Inc. Map 221 Lot 18

**Sewer Tax Levy 2016**

57,294.50

**VETERAN'S CREDIT**

William Surran Map 266 Lot 31

**Letters**

Dial-A-Ride re space at Slusser Center

Elaine Rust-regretfully accept resignation from the Recycling Committee

**TIMBER TAX WARRANT**

Anders Hogblom Map 260 Lot 19.1

48.41

**Approval of Minutes:**

The Board reviewed the Select Board/School Board Meeting Minutes of Monday, October 17, 2016. Mrs. Strickford made a motion, seconded by Mr. Lux, to approve the Select Board/School Board Meeting Minutes of October 17, 2016. There being no discussion, Vice Chair Traum called for a vote.

**VOTE:** Traum, Strickford, Lux and Gerseny voting in favor of the motion;  
no votes against; MOTION APPROVED 4-0.

The Board reviewed the Select Board Public Meeting Minutes of Monday, October 17, 2016. Mr. Lux made a motion, seconded by Mrs. Strickford, to approve the Select Board Public Meeting Minutes of October 17, 2016.

**VOTE:** Traum, Strickford, Lux and Gerseny voting in favor of the motion;  
no votes against; MOTION APPROVED 4-0.

The Board reviewed the Select Board Non Public Meeting Minutes of Monday, October 17, 2016, Session I. Mr. Gerseny made a motion, seconded by Mrs. Strickford, to approve the Non Public Meeting Minutes of October 17, 2016, Session I.

**VOTE:** Traum, Strickford, Lux and Gerseny voting in favor of the motion;  
no votes against; MOTION APPROVED 4-0.

The Board reviewed the Select Board Non Public Meeting Minutes of Monday, October 17, 2016, Session II. Mr. Gerseny made a motion, seconded by Mrs. Strickford, to approve the Non Public Meeting Minutes of October 17, 2016, Session II.

**VOTE:** Traum, Strickford and Gerseny voting in favor of the motion; no votes against; Lux abstaining. MOTION APPROVED 3-0-1.

### **III. BUDGET PRESENTATIONS**

Mr. Cass stated he and Deb Gallant, Finance Director, have met with all the Department Heads. The major drivers of this budget are the merit pool, health insurance increase, workers' compensation, the Fire Department, EDC and the road rehabilitation bond. The Board should finalize the budget by November 21, 2016.

**Planning/Zoning, Karen Robertson:** Mrs. Robertson reminded the Board that the YTD figure is only until end of September, 2016. Mrs. Robertson stated there are only minor adjustments in the budget for 2017. The major change is in the Professional Services line, eliminating the money for street addresses and going with E-911 as they provide the service at no charge. Mrs. Robertson informed the Board that she has budgeted to update two (2) chapters of the Master Plan in 2017. The Transportation and Community Facilities chapters will be updated. The Planning Board will be working with Central NH Regional Planning, who is receiving state funds to help offset the costs to the Town. Mrs. Robertson stated the increase for this year's budget is \$441.00 over last year's budget.

**Elections, Chuck Gangel:** Mr. Gangel started off by thanking Neal Cass and Deb Gallant for all their work on the budget. Mr. Gangel stated that starting in 2017; election expenses will be split from the Town Clerk/Tax Collector, in order to get a better handle on those expenses as they can vary from year to year, depending on the number of elections. Mr. Gangel stated the Ballot Clerk and the Supervisors of the Checklist wages have been increased for 2017.

**Town Clerk/Tax Collector, Chuck Gangel:** Mr. Gangel stated Professional Services has been increased for the 2017 Budget. Professional Services include mortgage searches for liens and deeds, and vital record preservation. All other line items have stayed the same. Discussion ensued, with regards to wages, overtime and fuel.

**Cemetery Trustees, Don Lane:** Mr. Lane stated that the Cemetery Trustees have one part-time seasonal employee. Mr. Lane stated that Professional Services, which includes mowing, repair of monuments, grading of cemetery roads and data development are all included in this line item. Mr. Lane stated that Blackwater Cemetery needs work, as well as maintaining the Memorial Gardens. He also stated that shutting the water on and off at the cemeteries can be costly. Discussion ensued, with regards to perpetual care.

**Conservation Commission, Jed Merrow:** Mr. Merrow stated the Commission is requesting \$1,420.00. He further stated that the Town funded the Commission until 2008, when the recession hit. Mr. Merrow stated the Conservation Commission expenses include sending a camper to conservation camp, trail openings, dues to NHACC and Five Rivers Conservation Trust, workshops and seminars. Mr. Merrow also stated that the Commission has helped with the kayak ramp at Bohanan Farm, Kimball Cabins, and the trails. He further stated the Commission receives 35% of the change of use land tax, which varies from year to year. Mr. Merrow stated there is approximately \$46,000.00 in the Conservation Commission fund.

Discussion ensued with regards to the cost of holding a conservation easement. Vice-Chair Traum stated the Town is currently paying on Open Space bonds.

**Library, Donna Dunlop, Director and Elaine Loft:** Mrs. Dunlop stated the Library budget has remained flat except for increases in three (3) line items: part-time wages, computer services and custodial supplies. Mrs. Dunlop stated that fuel costs have been lower, as well as repairs and maintenance. She further stated that Friends of the Library are an asset to the Library. Mrs. Dunlop stated she is in the process of long range planning and will have the results at the end of the year. She further stated we have 30 non-resident members at the Library. Mr. Traum inquired as to revenue generating funds. Mrs. Dunlop stated that any money from copies, book sales, and lost books go to offset the book budget.

**Executive/Assessing/Legal:** Neal Cass presented the Executive budget stating the Personnel budget increased. He further stated that heating and postage have decreased; website maintenance has increased a little as we have upgraded the website. Mr. Cass stated that assessing is down, legal has remained the same.

**Human Services, Marilyn Ceriello-Bresaw:** Mrs. Bresaw stated only the telephone line is up in the Operating Budget for 2017. Mrs. Bresaw stated she is requesting \$55,000.00 for the Welfare Vendor budget. She further stated that YTD she has expended \$44,220.00. She also stated that there is no increase in the amount of people; just an increase in the cost to help those people. Housing is a major expense and paying rent for some is a more efficient way to spend the money, as a homeless individual or family can cost the Town much more. Mrs. Bresaw stated that Eversource is stricter now; requiring more money to reinstate the power. Mrs. Bresaw stated the amount of Fuel Assistance is unknown at this time. Discussion ensued with regards to the Contocook Carry, which has become a non-profit and will be distributing the funds themselves.

**Financial, Neal Cass:** As Finance Director, Deb Gallant, was out of the office today, Mr. Cass presented the budget. The only significant change in the budget would be in the wages due to the wage scale that the Board has adopted.

**Personnel Administration, Neal Cass:** Mr. Cass stated that this budget has the merit pool and insurance costs, which are two main drivers of the entire budget.

**EDC, Bob Gerseny:** Mr. Gerseny stated the EDC budget request has increased for 2017 as the EDC has been regenerated and is currently working towards economic development. Mr. Gerseny stated the increase is for a market study of Maple Street/Route 202 & 9/189, Exit 6, support for the Chamber of Commerce, an infrastructure study, design and planning, and speakers. Mr. Gerseny stated the EDC is also submitting zoning changes with regards to the zoning lines, as many pass through the middle of properties and buildings.

#### **IV. OTHER ITEMS:**

**Update on Stickney Hill Road Bridge:** Mr. Cass stated that a letter has been sent from the State regarding the bridge. We will be posting a sign for a 6 ton weight limit. As this bridge is

not on the aid list until 2024, so we will need to explore other remedies to extend the life of the bridge.

**Fire Department Structure:** Discussion ensued with regards to whether this discussion should be in non-public. Chairman O'Brien telephoned in during the discussion. The decision was made to go to a non-public session.

**NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (a) Personnel**

Mrs. Strickford 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. Gerseny seconded the motion.

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

The Board including Mr. O'Brien via phone, and the Town Administrator went into nonpublic session, as recorded separately, at 7:32 p.m. Mr. O'Brien left the meeting at 8:30 p.m. The Board returned to public session at 9:02 p.m.

**Vote to seal nonpublic minutes:**

Mr. Gerseny moved to seal the minutes of the just completed nonpublic session for a period of 2 years. Mrs. Strickford seconded the motion.

**VOTE:** Select Board Members Traum, Strickford, Lux, and Gerseny voted in favor, and the Vice Chair declared the motion to have carried unanimously (4-0).

**ADJOURNMENT**

There being no further business, motion by Mr. Lux, seconded by Mrs. Strickford to adjourn the meeting. Vote 4-0 in favor of the motion. The meeting adjourned at 9:04 p.m.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant