



Town of Hopkinton, NH

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**SELECT BOARD
BUDGET WORKSHOP
TUESDAY NOVEMBER 1, 2016
HOPKINTON TOWN HALL
APPROVED November 7, 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 Tuesday, November 1, 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, Deb Norris, Paula Simpkins, Recreation Director, Dan Blanchette, Director of Public Works, Steve Pecora, Police Chief, Shawn Murray, Interim Fire Chief, and Chuck Gangel, Town Clerk/Tax Collector.

III. NONPUBLIC SESSION-RSA 91-A:3 II (I) 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 (I). 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 and the Town Administrator went into nonpublic session, as recorded separately, at 5:30 p.m., and returned to public session at 6:00 p.m.

Police Chief Steve Pecora led the Pledge of Allegiance.

II. ADMINISTRATIVE

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

CONSENT AGENDA 11-01-16

ACCOUNTS PAYABLE MANIFEST \$16,669.13

PAYROLL MANIFEST \$73,872.62

BUILDING PERMITS

Temporary Special Event Sign: Hopkinton Women's Club Holiday Tree Lighting
Loretta Jones 766 Jewett Rd addition Map 257 Lot 43

OVERPAYMENT OF PROPERTY TAXES \$5,292.28

Corelogic \$1,267.00

CitiMortgage \$4,025.28

INTENT TO CUT

Cynthia & Bruce Salisbury (Supplemental to Operation 16-227-13)

TIMBER TAX WARRANT

Salisbury Map 249 Lots 16, 22.1 & 22.2 \$4,420.65

TRANSFER OF FUNDS

\$3,105.99

From Kimball Cabins to General Fund \$233.80

From Human Services Donations to General Fund \$655.36

From Hop FD Auxiliary to General Fund \$154.97

From Fire Station Reno's to General Fund \$627.96

Slusser Center Donation to General Fund \$1,433.90

TRANSFER OF FUNDS

\$744.05

Slusser Center Rental Expense to General Fund \$744.05

TRANSFER OF FUNDS

\$58,362.75

Public Safety Revolving Fund to General Fund

TRANSFER OF FUNDS

\$1,508.29

Recreation Revolving Fund to General Fund

Transfer of Funds

\$13,047.98

Sewer Fund to General Fund

Transfer of Funds

\$1,681.47

Recreation Revolving Fund to General Fund

APPLICATION FOR PAYMENT FROM CAPITAL RESERVE	\$19,462.96
PW/HWY Vehicles Capital Reserve Fund	

ABATEMENTS

Hopkinton Retreat LLC, Map 208 Lot 99 Sub lots 5-21 & 23, 24, 25, 26 all merged to 208-99	\$121.00
Baron, Royce & Cindy Map 208 Lot 3-G31 trailer removed from Sandy Beach	\$110.00
Darseny Tim Map 208 Lot 3.G31 trailer removed from Sandy Beach	\$231.00
O'Brien, Peter Map 208 Lot 3-D19 trailer removed from Sandy Beach	\$141.00

Approval of Minutes:

The Board reviewed the Select Board Meeting Minutes of Monday, October 24, 2016. Mr. Traum made a motion, seconded by Mr. Gerseny, to approve the Select Board Meeting Minutes of October 24, 2016. There being no discussion, Chair O'Brien called for a vote.

VOTE: Traum, Strickford, Lux and Gerseny voting in favor of the motion; no votes against; O'Brien abstaining; MOTION APPROVED 4-0-1.

The Board reviewed the Select Board Non Public Meeting Minutes of Monday, October 24, 2016. Mr. Traum made a motion, seconded by Mr. Gerseny, to approve the Non Public Meeting Minutes of October 24, 2016, Session.

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

III. BUDGET PRESENTATIONS

Paula Simpkins, Recreation Director: Mrs. Simpkins stated that increases in the 2017 budget are due to increases in the wages for the Recreation Clerk and for the Kimball Pond Staff. Mrs. Simpkins explained that for a few years, the Recreation Clerk's wages were taken from the Revolving Fund. However, wages should not be covered with money from the Revolving Fund; so it is now in the operating budget.

Discussion ensued, with regards to lining the fields and as to what the Revolving Fund can and cannot be used for. Mrs. Simpkins stated the Recreation Department will not be lining the fields.

Steve Pecora, Police Chief: Police Chief Pecora stated the driver in the 2017 budget for the Police Department is contracts and benefits. He further stated there are reductions in the telephone and electric lines, however, increases are in the software, uniforms and cleaning of uniforms. Discussion ensued, with regards to the hours of the Administrative Clerk increasing from 32 hours to 40 hours. Discussion ensued, with regards to two (2) part-time employees vs one (1) full time employee.

Police Chief Pecora stated that the 2017 Emergency Management budget remains the same.

Police Chief Pecora stated in August, 2016 he received a request for funding from the Merrimack County Advocacy Center. The Advocacy Center provides support for victims of violent crimes. Employees of the Advocacy Center are trained to work with victims and it helps to eliminate the re-interviewing of the victim. The request is for \$2,000.00. Police Chief Pecora also sits on the Board of the Advocacy Center. The fund raising letter goes out to all cities and towns in Merrimack County and this is their first request for funds.

Dan Blanchette, Director of Public Works: Mr. Blanchette stated it is crunch time as the Highway Department is finishing up its large road projects. Mr. Blanchette stated that Building and Grounds budget is now under the Highway Budget. Mr. Blanchette stated that Alcohol and Drug Testing has increased, as well as uniforms and cleaning, and office supplies. Discussion ensued, with regards to alcohol and drug testing. Mr. Cass stated it is a requirement of DOT.

Discussion ensued, with regards to shimming and paving and fuel for the vehicles. Discussion ensued, with regards to engineering costs for the culverts, as well as other culverts throughout the town. Discussion ensued, with regards to Stickney Hill Bridge being on the red list, as well as possible temporary fixes.

With regards to Building and Grounds, Mr. Blanchette stated there is an increase in part time wages, as he kept Ken Soucy on during the winter months. He stated that the alarm for Rowell Bridge will go to cellular. Discussion ensued, with regards to field use and maintenance. Mr. Blanchette stated that Greg Roberts has also looked at the Buildings and Grounds budget and is comfortable with the level it is funded at.

Steve Clough, Environmental Systems: Mr. Clough stated there are not many changes in the Transfer Station Budget, except for wages and the increase is due to bring everyone in compliance with the pay scale. Mr. Clough stated part time wages have decreased because a long term part time employee has left. A discussion ensued, with regards to increasing fees. Mr. Clough stated any increase would be a very unpopular move.

With regards to the Solid Waste budget, Mr. Clough stated costs are for monitoring, which have decreased since the wells went in. Discussion ensued, with regards to monitoring costs.

With regards to the Sewer budget, Mr. Clough stated improvements were made in 2016 and costs were funded by the users. There was also a rate increase. Mr. Clough stated the system is old, pumps need to be replaced and the electric has been upgraded. Mr. Clough stated manholes need to be rebuilt.

Shawn Murray, Interim Fire Chief: Interim Fire Chief Murray stated the budget has increases due to the building maintenance and inspections of the systems at the Pine Street station. Discussion ensued, with regards to hiring a new fire chief.

With regards to the Ambulance budget, Interim Fire Chief Murray stated that the budget for the ambulance service is level funded.

Discussion ensued, with regards to the Organizational Chart that Interim Fire Chief Murray has provided the Board. Discussion ensued, with regards to ambulance calls, second calls missed, shortage of personnel and fire prevention personnel.

Revenues: Mr. Cass stated that revenues are up; including motor vehicles, room and meals, and the Highway Block grant. He also stated that the flood control money is now stable.

It was decided that Capital Expenditures will be discussed at the next meeting.

V. ELECTION COVERAGE: Mr. Cass stated the Attorney General is expecting the entire Select Board to be at the election on Tuesday, November 8, 2016. Chuck Gangel, Town Clerk/Tax Collector stated that the test for the voting took place today, November 1, 2016, and everything went well. Discussion ensued, with regards to the election. Mr. Gangel stated that absentee ballots will be hand counted and that will not begin until 7:00 pm. Mr. Gangel also inquired if the Town Clerk/Tax Collector office could open at 11:00 am on Wednesday, November 9, 2016, as he expects election night counting will go late into the evening on Tuesday, November 8, 2016.

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

Mrs. Strickford 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. Gerseny 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 Town Clerk/Tax Collector Chuck Gangel and the Town Administrator went into nonpublic session, as recorded separately, at 8:40 p.m. The Board returned to public session at 8:47 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).

VI. FIRE DEPARTMENT STRUCTURE: Discussion ensued, with regards to the options for the position of Fire Chief. Options included full time chief, part time chief, and/or safety director. Discussion ensued, with regards to timeline, discontinuing with MRI and hiring Mr. Murray, as a part time interim fire chief, while we continue to search for full time and advantages of having a safety director. Discussion also included a possible fire prevention

position. Discussion ensued with regards to morale at the Fire Station and the competition between full time employees and call employees. Discussion ensued, with regards to Steve Pecora, Police Chief, handling the operations at the Fire Department on a temporary basis.

Mrs. Krzyzaniak stated that the members of the Fire Department do not seem to have respect for the current administration. She believes that the new chief should also be an EMT, so that he can assist on second ambulance calls.

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 10:20 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant