

**TOWN OF HOPKINTON BUDGET COMMITTEE**  
**Minutes of Meeting**  
**Town, School District, Hopkinton Village and Contoocook Village Precincts**  
**Wednesday, October 13, 2021**  
**\*\*APPROVED 11/07/2021\*\***

**CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE**

Jonathan Cohen called the meeting to order at 5:32pm immediately followed by the Pledge of Allegiance led by Deb Norris.

**BUDGET COMMITTEE MEMBERS PRESENT – There were 9 Members present and 1 absent.**

<b>Committee Member</b>	<b>Attendance</b>	<b>Committee Member</b>	<b>Attendance</b>
Don Houston	Present	Rich Houston	Present- Dismissed at 7:04PM
Norm Goupil	Present	Thomas Lipoma	Present
Ken Traum	Present	Christa Scura	Present
Steve Reddy	Present	Mark Zankel	Absent
Jonathan Cohen	Present	Deb Norris	Present

Attendee In Person, Neal Cass, Town Administrator

Jonathan Cohen noted that he will chair this meeting due to Mark Zankel absence and welcomed those in attendance to the meeting. He introduced newly elected Deb Norris and everyone welcomed her.

**APPROVAL OF MINUTES OF SEPTEMBER 8, 2021**

Ken Traum motioned, seconded by Norm Goupil, to approve the minutes of September 8, 2021.

Jonathan Cohen asked if there were any corrections needed.

A vote was taken to approve the motion for the approval of the minutes of the Budget Committee meeting of September 8, 2021.

<b>Committee Member</b>	<b>Vote</b>	<b>Committee Member</b>	<b>Vote</b>
Don Houston	Approved	Rich Houston	Approved
Norm Goupil	Approved	Thomas Lipoma	Approved
Ken Traum	Approved	Christa Scura	Approved
Steve Reddy	Approved		
Jonathan Cohen	Approved		

### **APPROVAL AND SEALING OF NON-PUBLIC SESSION MINUTES OF AUGUST 11, 2021**

Steven Reddy motioned, seconded by Ken Traum, to approve and seal the non-public session minutes of August 11, 2021.

Jonathan Cohen asked if there were any corrections needed.

A vote was taken to approve the motion for the approval and sealing of the non-public session minutes of the Budget Committee meeting of August 11, 2021.

<b>Committee Member</b>	<b>Vote</b>	<b>Committee Member</b>	<b>Vote</b>
Don Houston	Approved	Rich Houston	Approved
Norm Goupil	Approved	Thomas Lipoma	Approved
Ken Traum	Approved	Christa Scura	Approved
Steve Reddy	Approved		
Jonathan Cohen	Approved		

### **HOPKINTON SCHOOL DISTRICT CIP AND FINANCIAL UPDATE**

Norm Goupil introduced Dulcie Lipoma stating that she will give an overview of the CIP of the Hopkinton School District.

Dulcie Lipoma reviewed the information with the Budget Committee using a power point presentation which outlined What is CIP and other data. She reviewed Overview of CIP, CIP process and other noting that this information is not only about this year but also for use over the next few years.

Norm Goupil and the Committee thanked Dulcie stating the presentation was very informative.

Norm Goupil began his presentation of the Hopkinton School District financials using a power point presentation stating this information is being provided for better communication and that things may change. He stated that it is about having the discussions and just wanting to answer all of the Budget Committee's questions.

Ken Traum thanked Norm Goupil stating all this data brings transparency to the process.

There was a question and answer session. One item was regarding the boiler replacement from the type of fuel - whether #2 fuel or wood pellets. Norm Goupil responded that the type of boilers is being looked at.

Norm Goupil stated that the building project is done but refining what needs to be repaired and what is under warranty is needed. We should be receiving monies back and we don't know what that dollar amount will be and how these monies will be used.

Norm Goupil in conclusion stated that this information is an overview of where we are starting. Overall this Budget proposal is not what is coming to the Board. Of all of the wants/needs – we will know what is down the road. This is a historical use for the District and the Budget Committee is part of the process.

A question and answer session was held on salary of positions of Director of Curriculum and Director of Facilities in comparison to the salary of 5<sup>th</sup> grade teacher. It was pointed out that the teacher position may be at an entry level whereas the Director positions may be more seasoned positions. Norm Goupil stated that we all have a lot of questions and that is why we are going through this process.

Ken Traum questioned if fringe benefits were included in the numbers for staffing. Norm Goupil stated that he will check on this and report back.

Ken Traum questioned if COVID was factored into these numbers. Norm Goupil stated that he will check on this and report back.

Jonathan Cohen asked about the numbers regarding the Special Education. Norm Goupil stated that this number could change from now until January. It was built in to the budget to have it available. Don Houston stated that this is the most difficult thing to forecast. The impact of adding children into special education can greatly change these numbers.

Deb Norris thanked Norm Goupil for all of the information provided today.

#### **TOWN FINANCIAL UPDATES – Ken Traum**

Ken Traum reviewed the budget sheet and noted that one thing to note is the Select Board is wanting a 3.5% increase for its employees for 2022.

Next Ken moved on to the review of the Revenue and Expense Summaries stating that everything is going on the right track.

#### **CONTOOCOOK PRECINCT FINANCIALS UPDATE – Don Houston**

Don Houston reported on the financial information of the Contoocook Village Precinct referring to the spreadsheets provided stating that line 4130 Superintendent is incorrect. An extra \$3,000 was reported in error.

Don Houston reported that line 4335, Water Treatment is out of the Capital Reserve Fund and will not affect the budget.

#### **HOPKINTON VILLAGE PRECINCT FINANCIALS UPDATE – Thomas Lipoma**

Thomas Lipoma presented and reviewed the financial update for the Hopkinton Village Precinct. Everything is on track.

#### **PUBLIC COMMENT**

Jonathan Cohen opened the public comment session and noted that there was one person in attendance, Loren Clement. Jonathan asked Loren for any comments. No comment. Jonathan closed the public comment session.

#### **CONTINUED DISCUSSION OF POTENTIAL FINANCIAL METRICS AND BENCHMARKS – Thomas Lipoma**

Thomas Lipoma began his discussion on Bond Scenario Analysis – using roads as an example – using a power point presentation. He reviewed the information with the Committee.

Don Houston noted that this would be valuable to present to Capital Improvements Plan (CIP) at their next meeting in a couple of weeks. He stated the town needs to see the order of magnitude presented in this information.

Everyone thanked Tom Lipoma for his work on this.

#### **OTHER BUSINESS**

At the request of Mark Zankel at the meeting of September 8, Neal Cass was asked to provide the actual 2021 valuation and % increase from 2020, as well as the numbers of new housing and renovations that he expects will influence the 2022 town valuation. The Committee will use this information to determine whether to offer a recommendation this year.

Per this request, Neal Cass presented a spreadsheet on Tax Value and Exemptions and reviewed the findings with the Committee.

Don Houston noted that this information is very impressive and should be reported in the Town Report.

Neal Cass continued with a spreadsheet on Assessed Valuation showing the actual valuation and % increases.

Motion by Ken Traum, seconded by Tom Lipoma, to adjourn the meeting.

There being no further discussion, a vote was taken on the motion to adjourn.

<b>Committee Member</b>	<b>Vote</b>	<b>Committee Member</b>	<b>Vote</b>
Don Houston	Approved	Thomas Lipoma	Approved
Norm Goupil	Approved	Christa Scura	Approved
Ken Traum	Approved	Jonathan Cohen	Approved
Steve Reddy	Approved	Deb Norris	Approved

The meeting was adjourned at 7:41pm.

The next meeting of the Budget Committee will be on Wednesday, November10, at the Town Hall at 5:30pm.

Respectfully submitted,  
Cindy Brown, Budget Committee Minute Taker  
Town of Hopkinton