



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, NOVEMBER 20, 2017 APPROVED DECEMBER 11, 2017

CALL TO ORDER

Chairman Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, November 20, 2017, in the large meeting room in the Town Hall. Chairman O'Brien introduced the members of the Board. Janet Krzyzaniak led those assembled in the Pledge of Allegiance.

Members Present: Jim O'Brien, Chair, Ken Traum, Vice Chair, Steve Lux, Jr., Bob Gerseny and Sabrina Dunlap (arriving at 6:19 pm).

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

Public Present: Janet Krzyzaniak, Rich Houston, Ken Wilkens, Chris Hodgdon, Amy Carrier O'Brien, Mary Leadbeater, David Dufault, Lee Wilder, Michael Martin, Jim Fredyma, Joan Day, Russell Day, and Don Houston.

POINTS OF PRIDE: Mr. Cass highlighted Human Services and Marilyn Bresaw, Human Services Director, noting that during this time, between Thanksgiving and Christmas, Mrs. Bresaw will be coordinating meals for Thanksgiving and Christmas, as well as Operation Christmas.

Mr. Traum stated there were many residents that came to the Wood Bank on Saturday, November 18, 2017; it was well supported by the residents this year, great community spirit and very well organized.

ADMINISTRATIVE

Consent Agenda

The Board members reviewed documents for signature and approved (4-0) the Consent Agenda, taking the following action on a motion made by Mr. Traum and seconded by Mr. Lux.

CONSENT AGENDA 11-20-17

ACCOUNTS PAYABLE MANIFEST

\$43,401.24

ELDERLY EXEMPTION

Joseph Salamone Map 225 Lot 12.1

ABATEMENT

O'Brien Peter Map 208 Lot 3.D19 removed from Sandy Beach	\$144.00
Dambruoso Angelyn Map 104 Lot 40	\$56.41

REFUND

Fairpoint Communications	\$1,659.00
Green Mountain Power Corp	\$814.00

LAND USE CHANGE TAX & WARRANT

Louise and Victor Ouellette Map 223 Lot 1.7	\$4,340.00
William and Cynthia Kelso Map 223 Lot 1.2	\$4,480.00

BUILDING PERMITS

Susan E. Upton Lynch Trust replace porch joists Map 241 Lot 6
St Methodios construct 26x40' office bldg/w attach porch Map 202 lot 8

The Board reviewed the Select Board Meeting Minutes of Monday, November 13, 2017. Mr. Gerseny made a motion, seconded by Mr. Traum to approve the Public Meeting Minutes of November 13, 2017.

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

BUDGET PRESENTATIONS:

Chris Hodgdon, Capital Improvement Projects (CIP): Mr. Hodgdon first thanked all the CIP Committee members for all their hard work on this year's budget. He stated they went up 2.39% from last year. He further stated the Committee must work on a plan covering more than one year; its goal is to not have peaks and valleys in the spending. He stated the area they looked closely at was the Recreation Department requests; but they also spoke with Dan Blanchette, Director of Public Works about the road maintenance backlog. Discussion ensued, as to replacing the ambulance and if it could be pushed back another year. Mr. Hodgdon stated once the vehicle is past a certain point of use; it begins to require more care and maintenance. He further stated they have pushed out items before and it really does not save money. Discussion ensued with regards to a need for the 2nd ambulance. Mr. Cass stated this ambulance has been a challenge; it is on its third engine and it has never performed well.

Discussion ensued, with regards to fire vehicles, police cruiser and radio replacements. It was noted that we have in the past received grants for a portion of the radio purchases. Further discussion ensued, with regards to possible pushing back the purchase of a 10 wheeler, which would replace the 6 wheel vehicle we are currently using. Mr. Hodgdon replied that pushing it back would also entail pushing back the maintenance van and the zero turn mower another year. He further stated pushing items off only delays the purchase, which in turn, may increase the price.

Discussion ensued, with regards to road maintenance and the backlog that we currently have. Mr. Hodgdon stated pushing off the equipment to repair and maintain the roads will push back the work needed on the roads as well.

Discussion ensued, with regards to the renovations/repairs needed at George Park. Mr. Hodgdon stating that the CIP Committee felt that although we need a new bathroom and snack shack, we did not need a large one; they reduced the request to \$100,000 instead of the \$170,000 requested. Discussion ensued, with regards to leasing vehicles. Mr. Hodgdon stated leasing vehicles long term is not financially attractive.

Discussion ensued, with regards to the track requested by Recreation Dept, which was pushed off. Mr. Hodgdon stated it was pushed off because the school needs to do something about the drainage before anything else can be done; he also stated we are budgeting it at 1/3 cost, sharing the cost with the school and fundraising.

Discussion ensued, with regards to the Town Hall Renovations. Mr. Traum inquired if the work can be divided up over two years. Mr. Cass responded no it has to be done all at once.

Mr. Traum inquired if Mr. Hodgdon was required to cut something; where would he cut it. Mr. Hodgdon replied it would depend on the department, but shifting the cost of vehicles would help.

Mr. Hodgdon spoke to the \$80,000 for the barn at the library. He stated the Town needs to decide what they want from this structure. He is hesitant to spend money on it because they do not know the long term costs or the use of the building.

Mr. Hodgdon noted there is nothing in the CIP for the rebuilding of the baseball field. He further stated he is not comfortable with the cost estimate, and once again stating the school needs to fix the drainage first.

In regards to the Skate Park, Mr. Hodgdon stated the CIP Committee approved the \$3,000 for surveillance equipment; but did not recommend the \$17,000 for the fence. Mr. Hodgdon stated the Committee is waiting to see if the surveillance equipment helps with problem.

Chairman O'Brien thanked Mr. Hodgdon and the members of the CIP Committee for all their hard work.

OLD BUSINESS: Budget Work Session: Mr. Cass stated that he made no changes to the Warrant Articles or the Capital Reserve Accounts. He is recommending the following changes: lower the merit pool from 5% to 3.5%; decrease the shimming and paving line from \$543,000 to \$336,000 and reduce Welfare Vendors by \$5,000.00. Discussion ensued, with regards to pushing out the Highway 10 Wheeler for another year; noting that they would have to increase the maintenance line in order to cover any repairs that might be needed.

Discussion ensued and the Board agreed on the following changes and reductions:

Town Clerk/Tax Collector

Office Supplies 3,500 to 3,000

Furniture Fixtures 300 to 0
 Printing 2,200 to 2,000

Finance

Bank Fees 500 to 300
 BudCom Expense 300 to 200
 Treasurer Expense 200 to 0

Assessing

Software License 3,000 to 3,500

Personnel Administration

Merit Pool 120,212 to 84,148 This is 5% to 3.5% merit pool

Planning

Printing 500 to 200

Cemetery

Professional Services 7,000 to 2,000
 Office Supplies 250 to 0

Ambulance

Wages-Training/Refresher Courses 11,424 to 10,000
 Overtime 58,752 to 50,000
 Benefits associated with above cut
 Contract Defibrillator 4,000 to 3,000 use LUCAS machine fund
 Equipment Repairs & Maint. 3,000 to 2,500

Fire

Heating Fuel 16,050 to 15,050 – Lower Pellet Cost

DPW Admin

Heating Fuel 10,800 to 10,000 – Lower Pellet Cost

Streets & Highways

Shimming/Paving 543,000 to 336,000 5% increase each year for several years
 Equipment Repair Maint 28,000 to 32,000
 Police Vehicle Repair /Maint 5,000 to 4,000

Human Service Direct Asst. 55,000 to 50,000

Conservation 1,420 to 1

Economic Development

Professional Services 12,000 to 7,000

CAPITAL EXPENDITURES**Fire Department**

Staff car moved from 2020 to 2021

Public Works Vehicle & Equipment

6-Wheeler to 10-Wheeler moved from 2018 to 2019 - \$4,000 added to vehicle maintenance

Maintenance Van 2019 to 2020

Ferris zero-turn 2019 to 2020

Other DPW Items

George Park Bathroom/Snack Shack 2019-\$200,000 changed to 2020-\$75,000

Houston Site Design 2018 to 2021

Park Avenue Field Irrigation 2020 to 2021

Rebuild Houston Field #1 2023 to 2024

Town Hall Renovation

Access/Parking 2018 to 2019

Sewer

Sludge Removal 2020 to 2021

Equipment Replacement removed 10,000 IN 2018, 2019, 2020

Transfer Station

Trailer 1 2020 to 2021

Trailer 2 2021 to 2022

Recreation

Skate Park Fence Removed

Track & Field 1/3 2022 to 2023

Tennis Court 2020 to 2021

George Park Baseball Field Rebuild – Removed until drainage is fixed

Facilities

Police Driveway 2018 to 2019

Houston Barn Roof 2018 to 2020 – Decision needs to be made on whether to keep this building

APPOINTMENTS (continued):**Discussion of Cross Road Beaver Dam:**

Mr. Traum gave a brief update on the beaver dam; stating that they have not come to any agreement or compromise. Mr. Traum also stated that he has spoken to Lori Sommer at the Department of Environmental Services, and who is also a Hopkinton resident. Mr. Lux stated he spoke with a Fish and Game officer, Delayne Brown, who recommends preserving the road and the right of way. He also recommends installing a beaver box if the beavers come back.

Mr. Gerseny made a motion that the Select Board appoint an agent (or agents) to act on behalf of the Town of Hopkinton to remove the beaver dam from Cross Road as early in the spring of 2018 as possible, but no later than June 1, 2018. The agent (or agents) is directed to lower the water level of the beaver pond so that Cross Road is dry and functional without inundating property downstream while minimizing disruption of the beaver habitat. Two members of the Select Board will seek out appropriate candidates to serve as an agent; who should have knowledge and skill regarding both road maintenance and wildlife habitat management. The Select Board will seek funding, if necessary, from sources legally available. Mrs. Dunlap seconded the motion.

Discussion ensued, with regards to accessible of the road, disruption of habitat, when to lower the water level and changing the word “beaver” habitat to “wetland” habitat. Chairman O’Brien motioned to change the beaver habitat to wetland habitat, Mr. Gerseny accepted the change.

Mr. Traum made a motion to act before the Spring of 2018. There was no second.

Lee Wilder of the Conservation Commission stated that accessibility of the road and preserving the habitat is consistent with the Conservation Commission’s recommendation.

Mr. and Mrs. Day volunteered to help in opening up the road.

Chairman O’Brien called for a vote:

VOTE: O’Brien, Gerseny and Dunlap voting in favor of the motion; Traum and Lux voting against the motion; **MOTION PASSES (3-2).**

Mr. Gerseny and Mr. Lux volunteered to be the agents.

OLD BUSINESS (continued): Budget Work Session: Mr. Cass stated he has adjusted the revenue figure for an increase of \$42,000.00 in the following areas:

- Motor Vehicles increased from \$1,150,000 to \$1,180,000
- Ambulance Charges increased from \$260,000 to \$270,000
- Ambulance Intercept increased from \$3,000 to \$5,000
- Police Reports increased from \$1,000 to \$1,500
- Licenses decreased from \$11,000 to \$10,500

Chairman O’Brien inquired if Ambulance wages meet the criteria for salary instead of hourly pay. Mr. Cass replied that they do not meet the criteria for salary wages. Mr. Lux stated that we should not cut any emergency services.

Discussion ensued with regards to the Cemetery Sexton wages line, no changes made.

Discussion ensued, with regards to Road Maintenance and the associated costs of paving, shimming and rebuilding roads.

NEW BUSINESS: Sewer Fee Change Hearing Schedule: Mr. Cass stated the Public Hearing has been scheduled for Monday, December 11, 2017 at 6:00 at the Hopkinton Town Hall for a rate increase of \$.0002 per gallon.

Town Hall Streaming of Meetings: Mr. Cass noted that it would cost \$150.00 a month for Select Board meetings and approximately \$250.00 to do all the meetings.

Mr. Lux made a motion to move forward with streaming the Select Board meetings. Ms. Dunlap seconded the motion.

VOTE: O'Brien, Traum, Lux, Gerseny and Dunlap voting in favor of the motion; no votes against; **MOTION PASSED (5-0).**

TOWN ADMINISTRATOR UPDATES: Mr. Cass reminded the Board that all Town Offices will be closed Wednesday, November 22, 2017 through Friday, November 24, 2017 for the Thanksgiving Holiday.

OTHER: Mr. Lux informed the Board that the opening of the Visitor Center at the Depot was well attended. He stated that the Riverway Association and the Chamber of Commerce would like to place a sign on the interstate in order to pull traffic into Contoocook Village. He inquired if the Town would contribute to the cost of the sign which is approximately \$1,000.00. Mr. Gerseny stated that he believes that Economic Development Committee could help with the cost of the sign.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (I) Consideration of Legal Advice

Mr. Lux moved to go into a non-public session to consider legal advice provided by Town Counsel under the provisions of Nonpublic Session RSA 91-A: 3 II (I). Mr. Gerseny seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Lux, Gerseny, and Dunlap 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 8:17 p.m. The Board returned to public session at 8:20 p.m.

These minutes were not sealed.

ADJOURNMENT

There being no further business, motion by Mr. Lux, seconded by Mr. Traum to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 8:21 p.m.

Respectfully submitted,

Robin Buchanan

Administrative Assessing Assistant