



Town of Hopkinton, NH

Office of the Select Board

330 Main Street, Hopkinton, NH 03229-2627

Tel: (603) 746-3170 E-mail: selectmen@hopkinton-nh.gov

Fax: (603) 746-3049 Web: hopkinton-nh.gov

SELECT BOARD PUBLIC MEETING MINUTES MONDAY, AUGUST 7, 2017 Approved August 21, 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, July 24, 2017, in the large meeting room in the Town Hall. Chairman O'Brien introduced the members of the Board. Chairman O'Brien led those assembled in the Pledge of Allegiance.

Members Present: Jim O'Brien, Chair, Ken Traum, Vice Chair, Bob Gerseny and Sabrina Dunlap. Absent: Steve Lux, Jr.

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

Public Present: Janet Krzyzaniak, Virginia Haines, Ken Wilkens and Arnold Coda.

POINTS OF PRIDE: Mr. Cass read a letter from Mary Cowan complimenting Office Danforth and Office Hindle for their quick response, compassionate and professionalism during a recent incident in which a car hit a dog that ran into the street.

Mr. Cass also informed the Board that Robin Buchanan has been steadily working on getting the property files prepared for scanning, removing duplicate, and other paperwork no longer pertaining to the files.

ADMINISTRATIVE

Consent Agenda

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

CONSENT AGENDA 08-07-17

ACCOUNTS PAYABLE MANIFEST

\$210,838.86

\$149,385.17

PAYROLL	\$73,700.98
----------------	-------------

TRANSFER OF FUNDS

Sewer Fund Account to General Fund	\$8,627.03
------------------------------------	------------

Public Safety Revolving Fund to General Fund	\$12,552.79
--	-------------

BUILDING PERMITS

Robert Kimball Map 259 Lot 21.1 install solar roof mount

NOTIFICATION OF ABATEMENT

Bruce & Thongkum Yocum Map 245 Lot 44	\$1,196.49
---------------------------------------	------------

Michael Mullen Map 223 Lot 10	\$208.61
-------------------------------	----------

Patricia Temple Estate Map 247 Lot 3	\$6,527.78
--------------------------------------	------------

David Bostic Map 225 Lot 91	\$595.49
-----------------------------	----------

George Carroll Map 105 Lot 45	\$180.86
-------------------------------	----------

Robert & Nancy Donnelly Map 239 Lot 49	\$1,264.03
--	------------

William & Shirley Donoghue Map 223 Lot 52	\$976.39
---	----------

Shawn Erickson Map 245 Lot 68	\$1,177.11
-------------------------------	------------

David & Wendy Tennis Map 245 Lot 60	\$91.12
-------------------------------------	---------

Land Use Change Tax and Warrant

Slim Dollar Realty Associates, LLC	\$5,100.00
------------------------------------	------------

Dimitri Tsihlis no charge per prior agreement

Grantley Sargris no charge per prior agreement

Letters

Officer Danforth-Thank you

Office Hindle - Thank you

The Board reviewed the Select Board Meeting Minutes of Monday, July 27, 2017. Mr. Traum made a motion, seconded by Mr. Gerseny, to approve the Public Meeting Minutes of July 24, 2017. Mr. Gerseny stated he would like the paragraph about the Cemetery Trustees to be amended to reflect that Norm Miner is leaving the position of sexton. Chair O'Brien called for a vote.

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

APPOINTMENTS: Farmer's Market request to serve alcohol at Slusser Center

Virginia Haines, representing the Farmer's Market explained to the Board that the Farmer's Market will be hosting a Farm to Table Dinner on Saturday, September 9, 2017 at the Slusser Center and would like to offer a tasting of cider, wine and beer through the Every Day Café. There will be no cash bar. Serving sizes for alcohol will be small cups and all proceeds, after expenses paid, will be donated locally. Discussion ensued, with regards to the Town's policy of no alcohol in town facilities. However, it was noted that the Board made an exception for a toast during a celebration of life at the Slusser Center.

Mrs. Krzyzaniak stated that she is opposed to having alcohol served. She stated that town policy is there for a reason.

Discussion ensued, with regards to the possible liability. Mrs. Haines stated that it would be Every Day Café that assumes responsibility as it is their license. Mrs. Haines also stated that the focus of this event is the food not the alcohol.

Mr. Gerseny made a motion to allow the Farmer's Market to serve alcohol at the Farm to Table event contingent upon the Farmer's Market having insurance for the event as well as all licenses. Mr. Traum seconded the motion.

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

Mrs. Haines also stated that for the past two Saturdays, the septic truck has been at the gazebo to the clean out the port-a-potties during Farmer's Market. She is requesting that they clean out at a different time. Mr. Cass will call the company to reschedule the day.

OLD BUSINESS: Warner Gun Range Decision:

Mr. Cass stated that the decision was put up on the Town's Facebook page as well as the Town's website. Now we wait for the Warner ZBA to meet. Ms. Dunlap stated that from the discussion on Facebook, many people are confused about what the decision means. Discussion ensued, as to whether the Board should make a statement about the decision. Discussion also ensued, with regards to the legal bills for this court action.

A member of the audience stated that she wanted to thank the Select Board for listening to the residents, with regards to the Warner Gun Range.

NEW BUSINESS:

i. 2016 Preliminary Audit Report: Mr. Cass stated the preliminary report arrived, there was nothing significant noted, except there was no Management Letter. Mr. Cass spoke with the auditors who stated no letter was enclosed because there were no issues. Mr. Cass asked them to send a letter stating there were no issues.

ii. 2017 YTD Financial Review: Mr. Cass stated revenues are good; we are ahead of projected revenues in Motor Vehicle and Ambulance fees. Mr. Cass states we are also doing well on the expense side. He also stated that Vendor payments were lower this year.

iii. Public Hearing on Unanticipated Funds-Road Funds from State: Mr. Cass stated we have received approximately \$163,000 from the State for Roads. We will be holding a public hearing to accept that money on Monday, August 21, 2017 during the regular schedule meeting. Director of Public Works, Dan Blanchette will be attending the public hearing.

iv. 2018 Budget Items:

1. 2018 Budget Schedule: Mr. Cass handed out the Budget Schedule for the 2018 budget process.
2. 2018 Budget Goals: Discussion ensued, with regards to how to instruct Department Heads, as they begin the budget process. The Board agreed to the goal of a level tax rate.
3. 2018 Target Merit Pool Amount: Discussion ensued as to what to set the percentage for the merit pool. The Board agreed to set the pool at 5%.

PUBLIC FORUM: Janet Krzyzaniak asked when the house near the Fairgrounds will be torn down. It is now without windows or doors. Mr. Cass will check into it.

Arnold Coda inquired if the Board is going to update the policy on alcohol. He also stated that the auditor's report in the Town Report is not timely. Mr. Cass stated that the report is available at the Town Hall long before it goes into the Town Report. Mr. Coda suggested the Board move the fiscal year. Mr. Coda also stated that he believes the 5% merit pool is a good idea as raises in the private sector are much higher. He noted that many employees have been here for a long time and stuck with it, when there have been no raises.

Chairman O'Brien stated the Board has discussed changing the fiscal year, however, have decided against it.

TOWN ADMINISTRATOR UPDATES: Mr. Cass stated that Senior Luncheon will be held at Elm Brook Park on Wednesday, August 9, 2017 beginning at noon.

Mr. Cass stated work has begun on Briar Hill Road and it will be closed Monday, August 7 and Tuesday, August 8, 2017.

Mr. Cass also stated the Spreader Hanger at the Highway Garage is almost complete. The majority of the work was done in-house.

ADJOURNMENT

There being no further business, motion by Mr. Traum, seconded by Mr. Gerseny to adjourn the meeting. Voted 4-0 in favor of the motion. The meeting adjourned at 7:00 p.m.

Respectfully submitted,
Robin Buchanan, Administrative Assessing Assistant