



Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-3170 - www.hopkinton-nh.gov

**SELECT BOARD
PUBLIC MEETING MINUTES
MONDAY, NOVEMBER 18, 2019
APPROVED NOVEMBER 25, 2019**

CALL TO ORDER

Chairman O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, November 18, 2019, in the Dunlap Room at the Town Hall. Chairman O'Brien introduced the members of the Board.

Members Present: Jim O'Brien, Ken Traum, Sabrina Dunlap and Anna Wells.
Absent: Steven Whitley

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

Public Present: Janet Krzyzaniak and 2 students from Hopkinton High School

Janet Krzyzaniak led those in attendance in the Pledge of Allegiance.

ADMINISTRATIVE

The Board 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 Mrs. Wells.

The Board reviewed the Select Board Meeting Minutes of Monday, November 4, 2019. Mr. Traum made a motion, seconded by Mrs. Wells, to approve the Public Meeting Minutes of Monday, November 4, 2019.

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

Consent Agenda 11-18-2019

ACCOUNTS PAYABLE MANIFEST

\$25,693.57

PAYROLL MANIFEST

BUILDING PERMITS

L Eric Schlepphorst 1257 Briar Hill 241-44 Shed
Thomas Bloch 283 Rolfe Pond Rd 209/20 Screened room
Chris Johnson Wildwood 223/.01 Residence

POLE PETITION (2) COPIES

The Board reviewed the Select Board Minutes of Tuesday November 12, 2019. Mr. Traum made a motion, seconded by Ms. Dunlap, to approve the Public Meeting Minutes of Tuesday, November 12, 2019.

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

Mr. Traum wanted to recognize all the volunteers who showed up at the Sean Powers Wood Bank on Saturday, November 16, 2019, to help cut, stack and deliver wood to our neighbors in need.

Chairman O'Brien noted that DES approved our permit to replace the culvert on Stickney Hill Road. He added that Weaver Brothers has already been on site placing equipment.

BUDGET WORK SESSION: Chairman O'Brien stated that for the past two weeks, we heard from the Department Heads with regards to their budget requests. He noted that on Friday, November 15, 2019, he and Mr. Traum spoke with Mr. Cass regarding some potential cuts to the 2020 budget. He further stated that the list of potential cuts was e-mailed to all the Board Members and we will be discussing those items tonight.

Mr. Traum stated he will walk through the changes in Revenues to see if they are all in agreement, Mr. Cass will track those changes, so we can see the impact they will have.

Mr. Traum stated in Revenues, we will make an adjustment of \$108,798 of additional revenue. He noted that they increased the Land Use Change Tax (LUCT) up by \$5,000.00. Mrs. Wells noted that 35% of that Land Use Change Tax goes to the Conservation Commission, if the percentage were increased, as a request may come forward, that would reduce that line. Chairman O'Brien asked Mr. Cass to flag this for the Board to discuss the possibility of an increase to the LUCT to the Conservation Commission. It was noted that it would have to be a Petitioned Warrant Article.

Mr. Traum went over and the Board agreed to the following increases/decreases in Revenue:

PILOTS up \$9,900 which are tied to increased assessments
Business Licenses increased \$300
Rooms & Meals Tax decreased \$1,500
Highway Block Grant increased \$2,500

State/Federal Forest Reimbursement increased \$7
Flood Control Reimbursement increased \$7,500
Other Revenue from State increased \$49,391 (municipal aid grant)
Ambulance Charges increased \$25,000
Police Reports increased \$200
Webster Transfer Station Reimbursement increased \$5,000
Recycling Receipts increased \$,5000
Sale of Town Property increased \$1,000
Fines & Forfeits decreased \$500

Chairman O'Brien stated that some Expense lines were cut. He noted that small cuts in the budget were made to keep us more in line with actual expenses. The Board agreed to the following cuts made to Department Expenses:

Administration:

Overtime Administrative Assessing Assistant decreased \$200
Printing the Town Report decreased \$800
Advertising decreased \$400
Town Meeting decreased \$200 (noting the National Honor Society has donated their services for childcare in the previous years)
Office Supplies decreased \$500
Select Board Expenses decreased \$3000

IT Services: decreased \$1,000

Town Clerk/Tax Clerk Office: Chairman O'Brien stated that during the 2018 merit wage discussion, it was noted that this position, which is elected, was receiving the same merit raise as employees, however, was not based on performance as with employees. Chairman O'Brien stated that during those discussions the Board set the rate for three (3) years. He further noted they did this in comparison to other towns. Ms. Dunlap added she believed it was a fair approach to the position. Chairman O'Brien noted that the change was made to the wage line of the Town Clerk/Tax Collector.

Town Clerk/Tax Collector Wages decreased by \$3,189.
Part-Time Wages decreased \$5,077 nothing this position is scheduled to work 15 hours a week. Chairman O'Brien asked Mr. Cass to flag this item for discussion next week with the Town Clerk/Tax Collector.
Overtime decreased \$1,593 bringing it in line with previous years.
Telephone (and internet) decreased \$2,200. Mr. Cass noted this is in regards to the alarm that is no longer at the Bates Building.
Professional Services decreased \$1,200
Office Supplies decreased \$500

Discussion ensued, with regards to the Advertising line in the Town Clerk/Tax Collector's budget. Mr. Cass noted that this was to advertise for the Supervisors of the

Checklist meetings. Chairman O'Brien asked Mr. Cass to flag this for discussion next week, and the possibility of moving it to the Election Administration Budget.

Finance:

Trustees of the Trust Funds bookkeeper decreased by \$730. Chairman O'Brien stated that the person in this position will be leaving at the end of the year. Mr. Cass noted that this line is a stipend for one of the Trustees to do the bookkeeping. He noted that this is by statute and the decrease in the line reflects that.

Legal Fees decreased by \$5,000.

Personnel Administration:

Employee Advertising line was decreased by \$1,000. Chairman O'Brien noted that this was more in line with what we have been spending.

Planning:

Professional Services decreased by \$7,200. Chairman O'Brien noted this amount was for scanning the planning files, which includes large maps. Discussion ensued with regards to doing a larger scanning project and putting the cost in the Capital Improvement Plan.

Discussion ensued, regarding health care costs. Chairman O'Brien would like Mr. Cass to look into other plans, including the school's plan and to flag it for discussion next week. He also asked Mr. Cass to discuss it with the staff. Mr. Cass noted that some of the increase is due to a change in status of employees.

Government Buildings:

Telephone Bates Building increased to \$350

Heating Town Hall decreased to \$600

Heating Bates decreased to \$600

Building Repairs decreased by \$5,000

Cemeteries:

Cemetery Sexton decreased \$6,180. Mrs. Wells stated that the Cemetery Trustees made a compelling case as to hardworking the Cemetery Sexton is. She further noted that it appears that he works more hours than is he actually paid for. Discussion ensued with regards to using the reserve fund to compensate for the decrease and adjusting the hours. Mrs. Wells noted that the cemetery work will only increase, because a cemetery gets bigger not smaller. Ms. Dunlap suggested that we increase the hours to twenty-five (25) hours at 32 weeks for a total of \$12,000. The line item was changed to reflect a decrease of \$3,300 instead of \$6,180.

Ambulance:

Wages-Training/Refresher Courses FT decreased \$860

Comstar increased \$1,500 due to increase in transports

Fire Department:

Deputy Fire Chief Stipend decreased \$1,600 zeroing out the line. Chairman O'Brien noted that Fire Chief Yale had indicated this money was not needed.

Buildings & Grounds:

Ground Maintenance decreased \$10,000. It was noted this was the watering station, and that Dan Blanchette, Director of Public Works, agreed with the decrease.
Equipment Lease decreased \$8,400

Conservation Commission:

Land Conservation Costs decreased \$2,500 to zero it out
Office Supplies decreased \$1,500 to zero out

Economic Development:

Chamber of Commerce Support decreased \$750.
Engineering decreased \$5000.
Community Relations decreased \$750.

Discussion ensued with regards to the TIFF Districts and the EDC request for a Community Development Director, shared funding for the position coming from the TIFF, and having a short term contract vs. an employee.

Mr. Traum inquired if there was any further information on refinancing the Fire Station bond. Mr. Cass replied no.

Discussion ensued, with regards to using some of the fund balance to offset the tax impact.

Discussion ensued with regards to a possible road bond, noting that if we went with a bond, the Engineering costs of \$30,000 in the Streets & Highway budget would be paid out of the bond.

Ms. Dunlap stated we need to take a closer look at healthcare. Mr. Cass noted that we are in a pool with the school, which helps to keep costs low.

OTHER:

Mr. Cass gave an update on the Rail Trail issue. He noted they are working to take the trees down that need to be removed and on Thursday, November 21, 2019, a company is coming in to mark where the pipes are and to bring in loam to cover them.

The Board thanked Mr. Cass for all the work he has done on the 2020 Budget.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:00 p.m.

Select Board Meeting, November 18, 2019

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant