

TOWN OF HOPKINTON
Budget Committee Meeting
Wednesday, January 27, 2021, at 5:30 p.m.
Remote Meeting
Approved

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mark Zankel called the Budget Committee Remote Meeting to order at 5:30 p.m. Mr. Zankel read the Right-to-Know Law remote meeting checklist as follows:

As Chair of the Hopkinton Select Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.

We are utilizing the Zoom platform for this electronic meeting. All members of the committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 1-646-558-8656 and meeting ID: 892 1128 8232, or by clicking on the following website address: <http://zoom.us/j/89211288232>.

b) Providing public notice of the necessary information for accessing the meeting.

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on Town of Hopkinton's website: www.hopkinton-nh.gov and on the Town of Hopkinton's Facebook page.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.

If anyone has a problem, call (603) 746-8242 or email: townadmin@hopkinton-nh.gov.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let us start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know Law.

This meeting is being recorded and will be available to watch later. The link will be available on the Town Website www.hopkinton-nh.gov.

All supporting information referred to in these minutes can be found at the following link <https://www.hopkinton-nh.gov/budget-committee/agenda/agenda-supporting-documents>.

Mark Zankel began the meeting with roll call attendance.

Committee Member	Attendance Anyone Else in the room	Committee Member	Attendance Anyone Else in the room
Norm Goupil	Present – Alone	Steve Reddy	Present – Alone
Don Houston	Present – Alone	Jonathan Cohen	Present – Alone
Janet Krzyzaniak	Present – Alone	Rich Houston	Present – Alone
Ken Traum	Present – Alone	Thomas Lipoma	Present – Alone
Ginni Haines	Present – Alone	Mark Zankel	Present – Alone

There were 10 Budget Committee members present.

Others Present – Steve Chamberlin, District Superintendent; Michelle Clark, District Business Administrator; Neal Cass, Town Administrator.

Jonathan Cohen led the Pledge of Allegiance.

APPROVAL OF JANUARY 20, 2021, DRAFT MINUTES

Ken Traum motioned to approve the January 20, 2021, Draft Meeting Minutes. Janet Krzyzaniak seconded the motion. Mr. Zankel asked for any clarifications or corrections. There were none. A roll call vote was taken to approve the January 20, 2021, minutes.

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Approved	Steve Reddy	Approved
Don Houston	Approved	Jonathan Cohen	Approved
Janet Krzyzaniak	Approved	Rich Houston	Approved
Ken Traum	Approved	Thomas Lipoma	Approved
Ginni Haines	Approved	Mark Zankel	Approved

The vote passed 10-0

DISCUSSION OF ASSESSMENT VALUATION FOR USE IN BUDGETING

Neal Cass explained that based on how they are on April 1st. He continued that although all the renovations and new construction have building permits, the Town does not track process in advance of the April 1 property visit by the assessor, so this information does not help in estimating the total Town valuation. All added value from renovations and new construction is added into the software system. The assessing software calculates the added value at the 2019 rates, because that was when the last revaluation was completed. Every five years the calculations in the software are updated based on the current property sales. Mr. Cass noted that although the current market is seeing substantial property value increases, these increases will not be reflected in the assessed values until the next revaluation in 2024.

Steve Reddy made a motion to recommend the use of 0.5% increase over the 2020 assessment valuation to be used in the 2021 budgets. Ken Traum seconded the motion. Mark Zankel asked for discussion. Neal Cass reported that would mean a \$3.9M valuation increase. Norm Goupil explained that the School Board wants to continue to utilize the 2020 valuation of \$780M. Budget Committee members shared their concern about the use of two different numbers in the budgets and that this should have been discussed earlier in the budget process. Mr. Zankel explained that the Budget Committee was not aware that the Town and School District were proposing to use different assessment valuations until very recently, after both budgets had been presented. Steve Reddy made a motion to table the vote until later in the meeting.

TOWN BUDGET UPDATE – KEN TRAUM

Ken Traum reported that the updated Select Board budget pages and tax rate estimation presented are consistent with last week’s presentation - there is a \$1,000 difference in the amount of the Fund Balance to be used for 2021 and the rounding of the Final Tax Impact brings the result down to a 4.11% increase.

TOWN BUDGET UPDATE, continued

Mr. Traum explained that the Select Board, at the last Town Meeting, received approval to enter into a \$1.8M Road Bond. In the December 9, 2020, presentation, they conservatively estimated a 1.5% interest rate. The interest rate came in at 0.76%. The original Road Bond and the Fire Station Bond, which was also refinanced as part of the package, will be saving taxpayers \$300,000, over their remaining lives of those bonds. To get the low interest rate, the lenders required a higher payment in 2021, \$57,144 more than was included in the December 9, 2020, presentation.

The other two changes taken by the Select Board, at their last meeting, were:

- The amount of the Fund Balance to be applied to reduce the 2021 tax rate, because the year end 2020 Revenues and Expenses, are coming in about \$50,000 better than first estimated. The Select Board opted to apply that \$50,000 to reduce the need for tax revenues.
- The Select Board decided to adopt the CIP Committee’s recommendations for the 2021 Budget of a \$40,000 reduction in appropriations. This will result in delaying the irrigation at Park Avenue fields and not making an additional appropriation for dam maintenance.

The net impact of these actions is a reduction of about \$33,000 in the amount previously proposed for the Town taxes, or a reduction in the percentage increase from 4.78% to approximately 4.11%.

Ken Traum explained that the Capital Reserve, Ambulance line reflects replacement of an ambulance every 10 years.

HOPKINTON VILLAGE PRECINCT BUDGET UPDATE – THOMAS LIPOMA

Thomas Lipoma reported there was a slight increase in the Water Budget of \$50, based on rate changes.

HOPKINTON SCHOOL DISTRICT FINANCIAL UPDATES – NORM GOUPEL

Norm Goupil reported that \$134,000 was allocated to the School District for the COVID fund; this money needed to be used by December 31, 2020. They were only able to use \$109,000 because of COVID delays, the laptops have not been received. The balance needs to be sent back to the State by the end of January 2021. The Fire Suppressant Grant also needed to have everything in place by December 31, 2020, to get the \$62,000. He also reported that meal counts continue to be low, due to remote learning.

HOPKINTON SCHOOL BUDGET UPDATES – STEVE CHAMBERLIN

Steve Chamberlin shared the following:

Preliminary savings due to the changes in the instructional model due to remote learning:

	7/1/19-12/31/19	7/1/20-12/31/20	savings
Substitutes	\$61,258.01	\$52,097.29	\$9,160.72
Electricity	\$60,854.25	\$56,089.68	\$4,764.57
Athletic Transportation	\$20,849.13	\$9,434.80	\$11,414.33
Special Education			\$11,000.00
Facilities Supplies (non-PPE)	\$20,923.21	\$5,469.93	\$15,453.28
1 Instructional Assistant position not filled (HMHS)			\$30,000.00
Instructional supplies	\$21,390.88	\$17,781.18	\$3,609.70
First Student (Dec 11- Feb 1, non fuel)			\$7,000.00
		Total	\$92,402.60

HOPKINTON SCHOOL BUDGET UPDATES, continued

Insight into the projected \$542 Fund Balance for the FY22 Budget

Key Points

- Ms. Clark provides an estimate of the anticipated fund balance on each monthly financial. This estimate is made by a "gross" look at revenue received and anticipated minus expenses paid or anticipated. She factors in the foodservice obligation in this process as well. She also looks at what has not been expended and could be expended through the end of the year.
- The specific areas of the Budget with fund balance is not determined until preparation for the audit.
- Likely areas to see a surplus are:
 - o Professional Development (workshops/ college courses)
 - o Technology - as grants received were able to fund pandemic related equipment.
 - o Utilities (electricity, transportation)
 - o Early retirement is a swing item - less than three accept - increase fund balance, four accept decrease fund balance. Currently, less than three are expected to take the offer of early retirement off
- If there are concerns about meeting the projected fund balance level, spending can be limited (budget frozen).

Mr. Chamberlin reported that five early retirement applications had originally been received. One person withdrew their request, and they had another email from another candidate who was asking about the process.

Mr. Chamberlin explained that it has been his practice to not appropriate funds, proactively, for food service in the budget. What sustains Food Service is the revenue they get from people who buy lunches and from the State National School Lunch Program. This year, because students haven't been buying lunch that deficit needs to be covered by the Fund Balance. The Government Stimulus pays per meal and the number of students taking advantage of them is low. Also, the stimulus money does not support the staffing.

Michelle Clark explained that for each Monthly Financial Statement, the operating deficits projected to be covered by the Fund Balance are already factored in and reflected in the General Fund financials.

Contract Info

Collective Bargaining Comparison - Regional- January 26 - For the 20-21 School Year

School District	Hopkinton	Bow	Concord	Kearsarge	Hills-Deering	Merrimack Valley
First Step	\$39,675	\$39,645	\$44,984	\$40,205	\$43,902	\$39,662
Middle Step						
(M7)	\$56,890	\$55,892	\$64,957	\$56,723	\$60,570	\$53,531
Top Step	\$76,082	\$77,981	\$88,304	\$76,107	\$75,324	**\$60,057
Health Ins. Share	0%	3%	5%/15%	6%	15%	10/14/20
Average	\$66,722	<u>\$64,452</u>	\$76,083	\$65,661	\$63,698	\$56,035
Teacher Salary						
Personnel % of Budget	74%	79%	79%	72%	Not Available	** Ten Steps - Off Step Compensation

HOPKINTON SCHOOL BUDGET UPDATES, continued

Health Insurance in the District

There is a chart, on the school website that provides historical information regarding health insurance.

Notables

- For years there was an employee cap on health insurance. The employee cap, once met, meant 100% of a future health insurance increase was the employer's responsibility.
- Two significant changes in health insurance have been achieved - removing the cap and moving to a consumer driven, site of service, health plan. The current cost of District health insurance is less than the HMO plan of four years ago.
- Though the town has a 90% - 10% cost share, the town share of the HMO plan premium is more than the school Site of Service plan, at 100% premium (including the contribution to the Health Reimbursement Account (HRA)).
- Additional information will be provided at the meeting.

Tax Rate Breakdown – Hopkinton



New Hampshire
Department of
Revenue
Administration

2020
\$29.25

**Tax Rate Breakdown
Hopkinton**

Municipal Tax Rate Calculation

Jurisdiction	Tax Effort	Valuation	Tax Rate
<u>Municipal</u>	\$4,884,220	\$780,889,991	\$6.25
County	\$2,003,056	\$780,889,991	\$2.57
Local Education	\$14,516,242	\$780,889,991	\$18.59
State Education	\$1,379,446	\$749,331,291	\$1.84
Total	\$22,782,964		\$29.25

Village Tax Rate Calculation

Jurisdiction	Tax Effort	Valuation	Tax Rate
Contoocook Village	\$272,007	\$166,875,550	\$1.63
Hopkinton Village	\$18,084	\$48,875,455	\$0.37
Total	\$290,091		\$2.00

Tax Commitment Calculation

Total Municipal Tax Effort	\$22,782,964
War Service Credits	(\$207,900)
Village District Tax Effort	\$290,091
Total Property Tax Commitment	\$22,865,155

11/5/2020

HOPKINTON SCHOOL BUDGET UPDATES, continued

Chronology of Hopkinton School District Fund Balance and Projected Tax Rate Impact

TAX YEAR	SCHOOL DISTRICT FUND BALANCE	POTENTIAL IMPACT OF BALANCE RETURNED TO THE TOWN TO THE TOWN TAX RATE
2013	\$328,909	-\$.45 per Thousand
2014	\$368,608	-\$.61 per Thousand
2015	\$470,375	-\$.78 per Thousand
2016	\$486,087	-\$.79 per Thousand
2017	\$561,126	-\$.91 per Thousand
2018	\$526,127	-\$.85 per Thousand
2019	\$464,635	-\$.60 per Thousand
2020	\$392,966	-\$.50 per Thousand

The strong financial performance of the District as a whole is reflected in its governmental funds as well. As the District completed the year, its general fund reported a combined fund balance of \$1,666,633, an increase from last year's ending fund balance of \$1,320,451. In early August, the budget was frozen to ensure the fund balance indicated during the 2020-21 budget process is achieved. In addition, during the fiscal year, the District dealt with the impact of the Global pandemic, which caused the schools to close 3.5 months. The pandemic positively affected the fund balance as of June 30, 2020. The School Board set aside funds for purchases necessary for following year to accommodate education during a pandemic and building need. The District's sound fiscal management policies and procedures have historically resulted in positive general fund balance to ultimately offset taxes. Other factors contributing to this positive fund balance include items, which must be budgeted for but may or not be expended. The appropriate

breakdowns of the 2019-2020 general fund savings are as follows:

Personnel (Salaries)	\$ 284,716
Personnel (Benefits)	240,481
Early retirement, course reimbursements & professional development activities (contractual agreements)	155,025
Revenue received above anticipated	145,505
Supplies information access fees, books, etc.	103,440
Dues and fees, etc.	34,481
Repair and Maintenance	15,517
Contingency Article	11,687
Transportation telephone, postage, printing, etc.	11,260
Overspent in contracted services and equipment lines	(155,561)
Decrease in Committed Fund Balance	55,562
Decrease in Prepaid Expense	14,017
Transfer to Article X funds per 2013 W A # 1 0	(238,521)
Reserve for technology needs as approved at July 23, 2020 School Board Meeting	(171,087)
Reserve for Hopkinton Middle High School bleacher repair and refurbish as well as Harold Martin School Catholic replacement of underground storage tank as approved at July 23, 2020 School Board Meeting	(53,556)
Reserve for student learning needs per June 25, 2020 School Board Meeting	(40,000)
Reserve to replace hot water heater #2 at HMHS as approved at 6/25/20 SBM	(20,000)
General Fund Balance Returned to Town	\$392,966

QUESTIONS FROM THE BUDGET COMMITTEE TO THE SCHOOL BOARD

A brief discussion took place regarding health care costs and coverage.

PUBLIC COMMENT opened at 7:00 pm

Bob Matteo, 108 Park Avenue – Regarding the health insurance, is there a way to compare the amount provided per teacher, comparatively to the other districts? Is the health insurance cost rolled into the percentage of the personnel budget (the 74%) cost?

Steve Chamberlin explained that there wasn't a way to get specific rates per Town. Michelle Clark explained that the 74% is based on the number she is thinking that are choosing the health buy out or the health insurance.

Public Comment closed at 7:06 pm

Mark Zankel explained the process going forward.

It is the Budget Committee's task is to convene and lead a Public Hearing on the Draft Budgets and Budget related Warrant Articles, which will take place on Wednesday, February 10, 2021. It is the responsibility of the Budget Committee is to determine which Budgets they will recommend. This is an important time to signal the Budget Committee's concurrence with the Budgets and the associated Warrant Articles or decide that the Budget Committee is not in concurrence, and then the bodies will decide what they need or want to do. The Budgets will be presented to the Budget Committee and voted on one-by-one.

ASSESSMENT VALUATION FOR USE IN BUDGETING, continued from the beginning of the meeting.

Should there be one assessed valuation figure that both the School District and the Town use in their budgeting process and, if so, what number should be used (0%, +0.5%, or +1.0%)?

Steve Reddy withdrew his motion from earlier in the meeting because he didn't feel the Budget Committee was in consensus with using a particular percentage.

Don Houston made a motion that the Budget Committee recommends the use of the State Approved 2020 Assessment Valuation, by all bodies, for use in budgeting and tax rate projections. Norm Goupil seconded the motion. Mr. Zankel asked for discussion on this motion. There was no discussion. A vote was taken.

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	No
Don Houston	Yes	Jonathan Cohen	No
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	No	Thomas Lipoma	No
Ginni Haines	Yes	Mark Zankel	No

The motion did not pass, 5-5. Discussion took place about what information is being used to help create the current budgets, and if the same information should be used by both the School and the Town in their budgeting process.

Steve Reddy made a motion that the Budget Committee recommend the use of the State Approved 2020 Assessment Valuation plus 0.5%, by all bodies, for use in budgeting and tax rate projections. Thomas Lipoma seconded the motion. Mr. Zankel asked for comments or discussion on this motion. Discussion took place about whether this amount was too conservative. The question was asked if the percentage used by the School and the Town needs to be the same. A comment was offered that this needs to be decided before the budgeting process begins, and it's too late for this year's budgeting process. Most Budget Committee Members agreed that the assessment valuation number should be the same for both the School and the Town.

Mr. Zankel called for a vote:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	No	Steve Reddy	Yes
Don Houston	No	Jonathan Cohen	Yes
Janet Krzyzaniak	No	Rich Houston	No
Ken Traum	Abstain	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed - 5 Yes, 4 No, 1 Abstain.

BUDGET COMMITTEE PROPOSED BUDGETS FOR PRESENTATION AT THE PUBLIC HEARING - FEBRUARY 10, 2021

HOPKINTON VILLAGE PRECINCT

Thomas Lipoma made a motion that the Budget Committee accept the 2021 Hopkinton Village Precinct total appropriations of \$304,747, with the estimated taxes to be raised of \$17,696. Steve Reddy seconded the motion. Mr. Zankel asked for any discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

CONTOOCOOK VILLAGE PRECINCT

Don Houston made a motion that the Budget Committee accept the 2021 Contoocook Village Precinct total appropriations of \$492,221, with the estimated taxes to be raised of \$278,171. Ken Traum seconded the motion. Mr. Zankel asked for any discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

TOWN

Ken Traum made a motion that the Budget Committee approve the Warrant Article for the Operating Budget of \$7,662,087. Janet Krzyzaniak seconded the motion. Mr. Zankel asked for any discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Ken Traum made amotion that the Budget Committee approve the Warrant Article of \$706,000 for the Capital Reserve Fund.

TOWN, continued

Jonathan Cohen seconded the motion. Mr. Zankel asked for any discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Ken Traum made a motion that the Budget Committee approve the Warrant Article of \$72,500 for the Trust Funds. Jonathan Cohen seconded the motion. Mr. Zankel asked for any discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Ken Traum made a motion that the Budget Committee approve the Warrant Article of \$61,300 for Individual Financial Software. Janet Krzyzaniak seconded the motion. Mr. Zankel asked for any discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Ken Traum made a motion that the Budget Committee approve the Warrant Article of \$110,000 for Pay-by-Bag. Jonathan Cohen seconded the motion. Mr. Zankel asked for any discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Ken Traum made a motion that the Budget Committee approve the Warrant Article of \$3,200 for the Senior Center Rental Special Revenue. Janet Krzyzaniak seconded the motion. Mr. Zankel asked for any discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes

Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

SCHOOL

Norm Goupil made a motion that the Budget Committee approve School District Article II: To see if the School District will vote to raise and appropriate the Budget Committee’s recommended amount of \$21,732,059 for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the district, or to take any other actions in relation thereto. Don Houston seconded the motion. Mr. Zankel asked for discussion. Michelle Clark reported that the tax rate impact would be \$1.28/\$1,000. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0

Norm Goupil made a motion that the Budget Committee approve School District Article III: To see if the School District will vote to approve the cost items included in the collective bargaining agreement reached between the Hopkinton School Board and the Hopkinton Educational Association which calls for the following changes in salaries and benefits at the current staffing level: FY 2021-2022, Estimated Increase \$241,331, and further to raise and appropriate this amount for the upcoming fiscal year. Jonathan Cohen seconded the motion. Mr. Zankel asked for discussion. It was shared that this has been a very challenging year for our teachers, their compensation is fair and not exorbitant, the increase in this contract is well deserved. A vote was taken.

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Norm Goupil made a motion that the Budget Committee approve School District Article V: To see if the School District will vote to authorize, indefinitely until rescinded, to retain year-end, unassigned General Funds in an amount not to exceed, in any fiscal year, 5 percent of the current fiscal year’s net assessment, in accordance with RSA 198:4-b, II. Steve Reddy seconded the motion. Mr. Zankel asked for discussion. There was none. A vote was taken.

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Norm Goupil made a motion that the Budget Committee approve School District Article VI: to see if the School District Town will vote to raise and appropriate the sum of \$10,000 for the purpose of the Facility Project and to authorize the use of that amount of June 30 Fund Balance for this purpose. This amount

BUDGET COMMITTEE PROPOSED BUDGETS FOR PRESENTATION AT THE PUBLIC HEARING - FEBRUARY 10, 2021
SCHOOLS, continued

represents the interest earned on Bond proceeds that was transferred to the General Fund on or before June 30. Ken Traum seconded the motion. Mr. Zankel asked for discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Norm Goupil made a motion that the Budget Committee approve School District Article VII: To see if the School District will vote to establish a Technology Expendable Trust Fund per RSA 198:20-c, V, for the purpose of purchasing technology equipment and to raise and appropriate \$25,000 to be placed in the fund, and authorize the School Board to transfer up to \$25,000 from the Year End Undesignated Fund Balance (surplus) available on June 30,2021; further to name the School Board as agents to expend from the fund, or take any further action in relation thereto. Ken Traum seconded the motion. Mr. Zankel asked for discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

Norm Goupil made a motion that the Budget Committee approve School District Article VIII: To see if the School District will vote to raise and appropriate \$150,000 to be added to the School District Building Repair and Maintenance Fund, established March 5, 1993, and renamed at the March 9, 2019, School District Meeting and authorize the School Board to transfer up to \$100,000 from the Year End Undesignated Fund Balance (surplus) available on June 30, 2021, for that purpose, with the balance amount of \$50,000 to come from general taxation, or to take any other action in relation thereto. Ginni Haines seconded the motion. Mr. Zankel asked for discussion. There was none. A vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Yes	Steve Reddy	Yes
Don Houston	Yes	Jonathan Cohen	Yes
Janet Krzyzaniak	Yes	Rich Houston	Yes
Ken Traum	Yes	Thomas Lipoma	Yes
Ginni Haines	Yes	Mark Zankel	Yes

The motion passed 10-0.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- Preparation of HBC Report for Hopkinton Town Annual Report
 - Rich Houston offered to prepare the report, which is due February 9, 2021.
- The guidance from the Budget Committee is that the School and Town use the State Approved 2020 Assessment Valuation, plus 0.5%, for use in budgeting and tax rate projections. Each body can ultimately decide what figure they are going to use, but they should make their decision clear when presenting their budgets.
- There will not be a meeting on Wednesday, February 3, 2021.

PROCESS TO BE FOLLOWED AT THE PUBLIC HEARING

- There will be called to order and an opening statement will be made by Mark Zankel.
- The four representatives will present their budgets to the public.
 - Slides for each presentation.
 - Open to the Public for discussion after each presentation.
- Vote by the Budget Committee after all presentations are complete and public comment has been heard.
- Suggestions
 - Name and Address of speaker.
 - Time limit of three minutes.
 - No speaking twice until all first-time speakers have been heard.
 - Keep repetition of agreements limited.
 - Time for the meeting to end - suggestion of 11 pm.
- Forms that need signatures, procedure to be determined.

UPCOMING MEETINGS

Wednesday, February 10, 2021 – 6:00 pm via Zoom

- Public Hearing on all budgets

Thursday, February 11, 2021 – SNOW DATE

- Public Hearing on all budgets

Saturday, March 20, 2021

- SCHOOL District Meeting

Saturday, May 1, 2021

- TOWN Meeting

MOTION TO ADJOURN

Janet Krzyzaniak motioned to adjourn at 8:45 pm. Norm Goupil seconded the motion. A roll call vote was taken:

Committee Member	Vote	Committee Member	Vote
Norm Goupil	Approved	Jonathan Cohen	Approved
Janet Krzyzaniak	Approved	Ginni Haines	Approved
Steve Reddy	Approved	Rich Houston	Approved
Ken Traum	Approved	Thomas Lipoma	Approved
Don Houston	Approved	Mark Zankel	Approved

The vote passed 10-0.

Respectfully submitted,
Tammy Clay