

TOWN OF HOPKINTON
Budget Committee Meeting
Wednesday, April 10, 2019
Approved

BUDGET COMMITTEE MEMBERS IN ATTENDANCE

Janet Krzyzaniak, Don Houston, Ken Traum, Ginni Haines, Jonathan Cohen, Jim O'Brien, Candace Youngman, and Rich Houston. Mark Zankel was linked in via conference phone.

BUDGET COMMITTEE MEMBER ABSENT

Debbie Norris was absent.

PUBLIC PRESENT

Norm Goupil, Judi and Ralph Case.

CALL TO ORDER

Janet Krzyzaniak called the Budget Committee Meeting to order at 5:30 pm, at the Hopkinton Town Hall. Don Houston led the Pledge of Allegiance.

APPROVAL OF JANUARY 30, 2019, DRAFT MINUTES

Ken Traum motioned to approve the January 30, 2019, Draft Meeting Minutes; Rich Houston seconded the motion. Mrs. Krzyzaniak asked for any corrections or changes. There were no changes. A vote was taken to approve the January 30, 2019, minutes. The vote passed 9-0.

APPROVAL OF FEBRUARY 6, 2019, PUBLIC HEARING DRAFT MINUTES

Ken Traum motioned to approve the February 6, 2019, Draft Public Hearing Minutes; Jonathan Cohen seconded the motion. Mrs. Krzyzaniak asked for any corrections or changes. There were no changes. A vote was taken to approve the February 6, 2019, Public Hearing Minutes. The vote passed with 8 yes. Mark Zankel abstained; he wasn't present at the Public Hearing.

FINANCIALS - TOWN

Ken Traum presented the Town's Revenue and Expense Summaries through March 31, 2019, explaining that they were a quarter of the way into their fiscal year. On the Revenue side, the report shows 20.28% collected Revenue. Motor Vehicle Permits are running slightly ahead of budget. On the Expense side, the report shows 22.58% of the budget spent. Line 4312 Highways & Streets is slightly higher, because of salting the roads; and, Line 4150 Finance is running higher because of the extra time that has been needed for the Budget Committee Minutes to be transcribed.

FINANCIALS - SCHOOL

Jim O'Brien presented the February 2019 Financial Statement, explaining that they are now in a budget freeze in order to get the \$526,127 fund balance they committed to during the FY20 budget process. They are currently off by about \$134,000.

FINANCIALS - HOPKINTON VILLAGE PRECINCT

Candace Youngman reported that the Hopkinton Village Precinct held their Annual Meeting on March 21, 2019. There were 9 attendees, out of 180 residents in the Precinct. They passed all Articles and the

FINANCIALS - HOPKINTON VILLAGE PRECINCT, continued

Budget. Mrs. Youngman explained that a representative from the Water Department was there to explain the Article for the \$99,000 water system upgrade, a ballot vote was taken and passed 10-1.

FINANCIALS - CONTOOCCOOK VILLAGE PRECINCT

Don Houston reported that the Contoocook Village Precinct had their Annual Meeting. They had 2 attendees, out of 600 residents in the Precinct. He reported he only had the January 31, 2019, budget information and that shows they've spent \$23,000.

ELECTION OF CHAIR AND VICE CHAIR

Janet Krzyzaniak asked for nominations for the position of Chair of the Budget Committee. Candace Youngman nominated Janet Krzyzaniak; Don Houston seconded the motion. Jonathan Cohen nominated Mark Zankel; Ken Traum seconded the motion. Discussion followed supporting each of the nominees. A vote was taken, Janet Krzyzaniak had 5 yes votes, Mark Zankel had 4 yes votes. *A motion was made by Ken Traum, and seconded by Jonathan Cohen, to have a unanimous vote in support of Janet Krzyzaniak for Chair of the Budget Committee. The vote passed 9-0.*

Janet Krzyzaniak asked for nominations for the position of Vice Chair of the Budget Committee. *Jonathan Cohen nominated Rich Houston; Ken Traum seconded the motion. A vote was taken. The vote passed 9-0.*

PUBLIC COMMENT

Judi Case, who moved here in December, asked if it would be possible to have the YTD reporting of the budgets available on-line? Jim O'Brien explained where to find the School's reports. Ken Traum said he'd bring the suggestion to the Select Board.

PROGRAMMATIC BUDGET

Janet Krzyzaniak asked for description of items included in each line items. She explained that she feels the Budget Committee needs to be clearer in what they feel is needed and exactly what information they are looking for. Jim O'Brien suggested that this be added to the agenda for the next Budget Committee meeting. He will bring the information that will explain where they are in the Programmatic Budget, and he will include the next Fiscal Year's numbers into the budget.

DATES FOR THE BUDGET PROCESS IN JANUARY

Janet Krzyzaniak expressed her frustration with not having the School District Budget information early enough to be able to discuss and process the information properly. She requested that the School Board start their budget process 2 weeks earlier. This would allow the Final Hearing of the Budget Committee to be 2 weeks before the end of January. Jim O'Brien said that he would bring this back to the School Board for consideration. Don Houston explained that the 2 weeks are critical in order to be able to process the information. Jim O'Brien asked that a calendar be put together, for the next meeting, so that committee members could see where all the deadlines and hearings are.

OTHER BUSINESS TO COME BEFORE THE BOARD

Minute Taker Budgeted Cost

Discussion took place about reducing the amount of content in the Budget Committee Minutes. It was decided that the Minutes will be presented, in a more condensed format, in order to save the Town money and the Minute Taker hours of transcribing. This format will be re-evaluated after a couple of meetings, to make sure the Budget Committee and the community are happy with the content.

OTHER BUSINESS TO COME BEFORE THE BOARD, continued

School Updates

Jim O'Brien shared a Memo from Michelle Clark that included a table that describes the areas of the budget reductions to adjust for the operating budget warrant article that was voted in on March 9th and used to complete the MS22 form. This shows the line items/functions where the \$250,000 reductions will be taken from. He explained that none of these figures are set in stone, they are still being discussed.

School - Facilities

Jim O'Brien explained that the School Board has agreed that there will be a Facilities Building Committee. The recommended core group will have 2 members of the School Board, Jay Burges, Steve Chamberlin, Michelle Clark, and the Principals of the schools (or their designee). Community members, who have specific expertise, will be engaged in the process as the project moves forward. The decisions made to date are:

- 1) Norm Goupil and Jim O'Brien will be the 2 School Board Members.
- 2) Norm Goupil and Jim O'Brien will put together a charge for the committee.

Mr. O'Brien explained that on April 18, 2019, the charge will be finalized. He is doubtful that any work will begin this summer, there are too many details in the RFP process. He did explain that the roofs will be bundled into the projects to receive the best pricing.

School - Lead Found in the Water – This wasn't part of the budget.

Jim O'Brien explained that SB 247 requires school districts to do lead testing of their drinking water. He reported that there was one location at Harold Martin, in a staff area, that had results above the state limit, and that action is being taken. Mr. O'Brien explained that the School Board is having conversation about the other 23 faucets that registered for lead at some level, because there are some Grants available for those areas that tested above a certain level. Mr. O'Brien explained that the cost for this required mediation, and any other measures decided on by the School Board, were not included in the budget.

Facilities Recommendation

Rich Houston suggested that the Facilities Committee consider a heat abatement.

- When replacing the roofs – please consider using white stone to reflect some of the heat away.
- Please consider glazed windows – to reflect the heat away.
- Active cooling – put in inexpensive air conditioners in each of the upper rooms of our schools.

Norm Goupil explained to Mr. Houston that these were the type of comments their committee would be looking for from the community.

Don Houston suggested the following Agenda Items be added for next meeting

- The Budget Committee needs to prepare a 3-5 year forecast of what the overall budget numbers for School, Town, and Precincts should look like, with an objective percentage increase. That would explain where the total tax rate would be going in the upcoming years. He explained that this falls on the Budget Committee, because they are the only ones who look at all of the budgets holistically.
- Contracts for the teachers need to be more transparent, to help the public be more involved. He explained that per the RSA it's not a requirement to keep the negotiations secret, it's a choice. He explained that this request would be more impactful if the Budget Committee agreed to this and posed the request to the School Board.
- Should the Budget Committee have a Web Site type approach of information available that we have discussed, or found useful in our discussions?

Don Houston suggested the following Agenda Items be added for the next meeting

- The Budget Committee should put forward a statement saying that we should be putting more money in certain locations. The \$8,000,000-\$10,000,000 worth of road work that our town has is totally un-funded. This should have just as much criticism to it as the negligence of the Schools not doing their maintenance. The Budget Committee should be preparing the public by telling them we should be putting more money away for road improvements. Ken Traum responded, that if the Budget Committee were to recommend to the Select Board, that they should be looking into doing a road bond, the Select Board would certainly consider that.

Janet Krzyzaniak suggested an Agenda Item

- Budget Guidelines – What we would like to see for budgets this year?

UPCOMING BUDGET COMMITTEE MEETINGS

Wednesday, May 8, 2019, at 5:30 pm

The need for additional meetings in the summer months will be decided at the next meeting

MOTION TO ADJOURN

Jonathan Cohen motioned to adjourn at 7:30 pm. Ken Traum seconded the motion. There was no further discussion. A vote passed 8-0 (Mark Zankel had left the meeting.)

Respectfully submitted,
Tammy Clay