

**TOWN OF HOPKINTON**  
**Budget Committee Meeting**  
**Wednesday, November 18, 2020, at 5:30 p.m.**  
**Remote Meeting**  
**\*Approved on December 9, 2020\***

**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](http://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](mailto: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](http://www.hopkinton-nh.gov).

Mark Zankel began the meeting with an attendance roll call.

<b>Committee Member</b>	<b>Attendance Anyone Else in the room</b>	<b>Committee Member</b>	<b>Attendance Anyone Else in the room</b>
Norm Goupil	Present and alone	Steve Reddy	Present and alone
Janet Krzyzaniak	Present and alone	Thomas Lipoma	Present and alone
Ken Traum	Present and alone	Rich Houston	Present - with Edith Houston
Don Houston	Present and alone	Mark Zankel	Present and alone
Ginni Haines	Present and alone	Jonathan Cohen	Not present

There were 9 Budget Committee Members present.

Ken Traum led the Pledge of Allegiance.

**APPROVAL OF WEDNESDAY, OCTOBER 14, 2020, DRAFT MINUTES**

Ken Traum motioned to approve the October 14, 2020, Meeting Minutes. Norm Goupil seconded the motion. Mr. Zankel asked for any corrections or discussion.

Norm Goupil corrected the amount for additional cost for the marketing expenses in the Superintendent’s search. The correction will be made in the October 14, 2020, minutes. Mr. Goupil clarified that the actual Bond Rate proposed to the Town is \$1.15/\$1,000 not \$1.04/\$1,000, as stated at the October 14, 2020, meeting.

A roll call vote was taken to approve the October 14, 2020, minutes with the corrections addressed:

<b>Committee Member</b>	<b>Vote</b>	<b>Committee Member</b>	<b>Vote</b>
Norm Goupil	Approved	Steve Reddy	Approved
Janet Krzyzaniak	Approved	Thomas Lipoma	Approved
Ken Traum	Approved	Rich Houston	Abstain, wasn’t there
Don Houston	Approved	Mark Zankel	Approved
Ginni Haines	Abstain, wasn’t there		

The vote passed – 7 approved, 2 abstentions because they were not present at the meeting.

All data and 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>.

**REVISIT CALENDAR FOR BUDGET COMMITTEE AND TOWN/SCHOOL DISTRICT ANNUAL MEETINGS**

Mark Zankel recalled that at the October 14, 2020 meeting, a draft calendar from Neal Cass was discussed. Since that time, the Select Board and the School Board have met and talked about their scheduling needs.

Ken Traum explained that he and Norm Goupil were tasked by their respective boards to look into the subject of when elections for Town and School officers, as well as when to hold the business sessions for the respective boards, should be held. To date they have had one Zoom meeting that included other members of their boards. He anticipates no change in the schedule for the Budget Committee. They are awaiting clarification from the Municipal Association regarding the dates necessary for the election of officers and the business portions. They are also anticipating that the meetings will be held via Zoom. Ken Traum explained that the Town Budgets will be presented on December 9, 2020 to the Budget Committee.

Norm Goupil explained that the School Board would not have accurate information to be able to present to the Budget Committee until January 13, 2021.

Janet Krzyzaniak and Thomas Lipoma expressed their disappointment in not being able to hear the School’s Budget information earlier than January 13<sup>th</sup>, as requested, because it doesn’t give enough time to give feedback or ideas and have them acted upon.

**REVISIT CALENDAR FOR BUDGET COMMITTEE AND TOWN/SCHOOL DISTRICT ANNUAL MEETINGS, continued**

Jonathan Cohen joined the meeting at approximately 5:45 pm.

Norm Goupil explained that the School Board’s presentation and budget format, due to feedback from the Budget Committee and the community, is going to be much different than it has been. Their Finance Committee is working on narrowing down an appropriate format, but they are waiting for confirmed numbers to come in. He explained that the School Board has their first presentation to the community on December 3, 2020. The other presentations are on December 10, December 17, and December 22 or January 7, 2021.

Mark Zankel explained that there would be four weeks for back and forth discussion if the Budget Committee receives the School Board’s budget on January 13, 2021, because the Public Hearing is scheduled for Wednesday, February 10, 2021. Mr. Zankel asked that Mr. Goupil keep the Budget Committee informed regarding the format that they will be using, so that the Budget Committee might be able to provide feedback. Mr. Goupil explained that he would bring whatever he can to the Committee, after checking back with the School’s Finance Committee.

**Budget Committee Upcoming Meetings and changes to the schedule:**

Wednesday, December 2, 2020 - 5:30 pm

- CANCELLED

Wednesday, December 9, 2020 - 5:30 pm

- Presentation of the Budgets for the Town, Hopkinton Village Precinct, and Contoocook Village Precinct

Wednesday, December 16, 2020 - 5:30 pm

- Follow up of the Budgets for the Town, Hopkinton Village Precinct, and Contoocook Village Precinct

Wednesday, January 6, 2021 – 5:30 pm

- CANCELLED - unless something comes up

Wednesday, January 13, 2021 – 5:30 pm

- Presentation of the School Budget

Wednesday, January 20, 2021 – 5:30 pm

- Follow up of the School Budget

Wednesday, January 27, 2021 – 5:30 pm

- Budget Committee deliberations, if needed

Wednesday, February 3, 2021 – 5:30 pm

- Budget Committee deliberations, if needed

Wednesday, February 10, 2021 – time to be determined

- Public Hearing on all budgets

**TOWN UPDATES – KEN TRAUM**

Ken Traum explained that they are going to refinance the existing Road Bond and Fire Station Bond at the same time as they go out for the new Road Bond, going through the NH Municipal Bond Bank. He explained that if the rate is 1.5% (and it may be less than that), it would result in a \$230,000 savings in interest costs over the life of the existing bonds.

Ken Traum explained that the Town has started developing their budget. Their initial numbers would result in a 16% increase in the Town portion of the tax rate, as a starting point. He explained that because of the State revenue issues, they are assuming that the Town will be receiving \$140,000 less from the State next year (from room and meals, highway funds or the municipal increase that was received last year). He explained that the over drivers relate to the increase in the State Retirement Funds. He explained that they meet Monday nights at 5:30 pm to discuss the budget and the community is welcome to attend.

## **TOWN UPDATES – KEN TRAUM, continued**

Mr. Traum gave an update on the solar array at the Transfer Station explaining that there has been a meeting with the representatives from both Towns and the company and they are planning a much larger array than had originally been planned. He explained that everything other than what will be at the Transfer Station will be in Webster. As far as Hopkinton is concerned, they are expecting to get the same amount of revenues from it as was presented at the Town Meeting. Where originally it was thought that all the electrons would be going through the Transfer Station to the grid will be going through Webster. Mr. Traum explained that, tentatively, Monday, November 23, 2020, the company will be making a presentation to the Select Board. They are still expecting to still receive \$150,000/year, once it's up and running.

Mr. Traum explained that the Select Board had another meeting regarding a mask ordinance. It is his expectation that within a number of weeks, there will be one.

Mr. Traum answered Janet Krzyzaniak's question regarding the cost of the Town's portion of the work done for the new road that goes into the back of the Middle/High School was \$22,772, plus the Town's employees' labor. Mrs. Krzyzaniak asked for a full breakout of costs for this project, including the labor, for the School and for the Town.

Mr. Traum answered Jonathan Cohen's question regarding a greater breakdown of the account that included planning and building fees, ambulance fees, police, and fire fees. He explained that on the Revenue Summary provided for tonight's meeting, they are broken out.

Mr. Traum answered the question of what the net cost to Hopkinton taxpayers for ambulance service and for the Transfer Station. He explained that, looking at the prospective budget for 2021, the net cost to Hopkinton taxpayers for the ambulance would be about \$417,000 and that this number may change as they go through the budget process. The net cost to Hopkinton taxpayers for the Transfer Station is about \$336,000. Mr. Traum explained that the \$336,000 is after green bag revenue.

## **TOWN FINANCIALS UPDATES – KEN TRAUM**

Ken Traum explained that his update includes the full Revenue and Expense Reports, that are by line item, so that it could be seen what the Select Board receives on a monthly basis.

Mr. Traum presented the Town Budget Revenue Summary through October 31, 2020, explaining that the Town is ten months into their Budget year. He explained that the items that don't look quite in line are:

3186 Payment in Lieu of Taxes - this is regarding St. Methodios, Neal Cass is working with them

3220 Motor Vehicle Permits - is running slightly above budget

3352 Room & Meals Tax - is due to timing and money coming from the State later in the year.

3357 Flood Control - is due to timing and money coming from the State later in the year.

3404 Transfer Station Income - is running on the low side due to payments to be received from Webster

3359 Other from State - is in excess of budget because of COVID related revenues accounted for that went to Police and First Responder stipends, more PPE, and election costs.

Mr. Traum presented the Town Budget Expense Summary through October 31, 2020.

4290 Emergency Management - \$88,551 was stipends relating to COVID going to First Responders per State guidance

4195 Cemeteries – is running high but will be reimbursed out of their own Reserve Trust Fund

Mr. Traum explained that there were no other items that stand out. It is their hope that the highway crews won't need to salt, sand, and plow much this year, explaining that this is an expense that they don't have any control over.

## **HOPKINTON SCHOOL DISTRICT GENERAL UPDATE – NORM GOUPIL**

Norm Goupil answered Janet Krzyzaniak's question about how much the District paid for work at George Park. That amount, according to Steve Chamberlin, is about \$24,000.

Mr. Goupil answered Jonathan Cohen's question regarding an additional boiler at Harold Martin School. He explained that each school has two boilers. Mr. Goupil explained that at Harold Martin, the boiler is an older boiler that was installed in 1988, which is in line to be replaced.

Mr. Goupil answered Mark Zankel's question regarding when the last time a study was done regarding alternate fuels. He explained that a study was done in 2010 when a propane boiler was installed. He explained that it is time to do another study because much has changed since 2010.

Norm Goupil explained that the firm is receiving applications for the Superintendent search. The firm is going through the applications and comparing them against what the School Board had written as a proposal. December 8, 2020, the firm will be meeting with the eight or nine community members that were selected to go through the application process. The final step will then be getting the applications to the School Board that have been selected.

Ken Traum explained that in Concord, they are going to retain their interim superintendent because there aren't people applying for the job. Is that not the case for us?

Mr. Goupil explained that he has not heard a number yet.

Norm Goupil gave an update on the Facilities Project. He explained that everything that the taxpayers had voted on has gone through. He explained that since the last Budget Committee meeting, they will be finishing the roof at Maple Street by December 1, Harold Martin has new units going into the Kindergarten section to help with ventilation circulation, the fire pump will be delivered at Harold Martin by December 15 and be working by the end of December, because they want to be able to utilize the grant from the State.

Mr. Goupil explained that there have been problems. He explained that there has been an additional leak at the High School and the Building Committee made a recommendation to the School Board to approve \$44,360, as an add out, to repair the leak. He explained that BPS will warranty their work on the room for the next 20 years.

Mr. Goupil explained that at Harold Martin, the steel is being erected and they are on the second floor now and things are looking great. He explained that an additional add out that needed to be approved was \$14,935 for replacement of the intercom system at Harold Martin. He explained that this needed to be approved early, because the wiring needs to go behind the walls before they can start forming them.

Mr. Goupil explained that the monthly report that was provided by BPS was to give the Budget Committee a snapshot of where this project is going, what changes have been made, and what is being done in the scope of moving forward for all three schools.

Norm Goupil explained that their Finance Committee is working on a way to make their budget presentation more informative to the community and to the Budget Committee. He explained that he will do his best to bring an example to the Budget Committee so that feedback can be provided. He explained that the budget process that has been worked with is based on budget units, by building. He explained that the presentation will be very similar to how the Town presents their budget.

Norm Goupil explained that at their last Finance Committee meeting they discussed warrant articles that will be brought to the School Board to finalize before bringing them to the District Meeting. One potential warrant

**HOPKINTON SCHOOL DISTRICT GENERAL UPDATE – NORM GOUPIL, continued**

article is HB1558 – explaining we agreed with the Town to allow up to 2.5% to be retained in the Unreserved Fund Balance. Legislation has changed that to 5.0%. The Board agreed to a Warrant Article that would go to the Town allowing the School Board to retain up to 5.0%.

The other potential Warrant Article that will come to the School Board will be the Interest from the Bond explaining that the interest from the bond is projected to be between \$5,000 and \$10,000. He explained that this could be used for flooring or in other areas in the schools. He explained that in order to use the interest on a bond project they would have to get permission from the town. If it's not agreed to, the extra interest would go into the Unreserved Fund Balance. Mr. Goupil explained that they are accruing interest on the bond money they have received that is in a savings account.

The last potential Warrant Article that will come to the Town would be to create a Technology Capital Reserve Fund, that will result in a certain amount of money to be set aside for technology for the District.

Mr. Goupil explained that these Warrant Articles will all require a Public Hearing, if funds were to be withdrawn from them.

**HOPKINTON SCHOOL DISTRICT FINANCIAL UPDATE – NORM GOUPIL**

Norm Goupil explained that on November 19, 2020, there will be a Public Hearing to discuss whether or not to accept CARES Act and the Supplemental Public-School Response Fund money (\$200 per student), which is up to \$191,000. He explained that what is unique about this act is that they must use this money by December 30, 2020. He explained that Michelle Clark was able to take these grants and retroactively use every expense that was COVID related. Michelle Clark will present a report that details everything that was spent that will be able to be applied to this grant. He explained that the \$46,000 that was going to be taken out of the Maintenance Trust Fund for the ventilation in the Kindergarten area will be moved to an expense to be applied to this grant.

Mr. Goupil presented the September 2020 Financial Statement prepared by Michelle Clark. He explained that they have received more payments from the Town at this time than in prior years. And, since last month, they have ordered an additional \$20,000 in PPE items, bringing the total to just under \$80,000. Food Service related, since last month they have seen sales go up a little bit, however they are still very light.

Mark Zankel asked, as we enter the new budget year, how the current budget is serving the school and the students. Has the school been able to absorb the changes that were asked for an approved by the taxpayers? Have there been expected or unexpected detrimental impacts in terms of teacher/student ratios or in the curriculum?

Mr. Goupil explained that he would bring the questions back to the School Board for their input.

Don Houston asked if there were any updates on how the Teacher Contract negotiations are going.

Mr. Goupil said that he had no updates on that. He does know they are negotiating.

**CONTOOCCOOK PRECINCT FINANCIAL UPDATE – DON HOUSTON**

Don Houston answered Jonathan Cohen's question regarding fluoride being offered in the precinct water supply. Mr. Houston reported that this is not offered as part of the system at this point.

Mr. Houston reported that they will be meeting on November 19, 2020, to develop this year's budget. He explained there was no new news on the current budget and that everything was moving along as expected and

**CONTOOCOOK PRECINCT FINANCIAL UPDATE – DON HOUSTON, continued**

budgeted. They do have a contractor picked for the replacement of the water pipe on Main Street, which is on Linda Kimball’s property and work will begin soon, before the ground freezes. He did explain that the contract with Linda does give them two more years, but they are trying to get it done this year.

**HOPKINTON VILLAGE PRECINCT FINANCIAL UPDATES – THOMAS LIPOMA**

Thomas Lipoma reported that they will begin their budgeting processes on November 19, 2020. They don’t expect anything to change from previous years. He reported that one thing to note is that the 2020 tax rates has been set and the percent increase in the Hopkinton Precinct is by far the largest, but the actual amount of increase is much smaller than that.

**PUBLIC COMMENT**

There was no public comment.

**ANY OTHER BUSINESS**

Mark Zankel reported that he had a request from a community member who asked for the email of a Budget Committee member. He explained that he has requested that Neal Cass set up an email account for him as Chair of the Budget Committee and it is now listed on the Town’s web site. He explained that if an email comes in that is directed to another Budget Committee member, he will forward that email.

**MOTION TO ADJOURN**

Ken Traum motioned to adjourn at 7:00 pm. Rich Houston seconded the motion.

A roll call vote was taken:

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

The vote passed 10-0.

Respectfully submitted,  
Tammy Clay