



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, NOVEMBER 5, 2018 BUDGET SESSION DRAFT

CALL TO ORDER

Chairman Jim O'Brien called this regular meeting of the Select Board to order at 5:30 p.m. on Monday, November 5, 2018, in the large meeting room in the Town Hall. Chairman O'Brien introduced the members of the Board.

Members Present: Jim O'Brien, Chair; Ken Traum, Vice-Chair; Sara Persechino, Sabrina Dunlap and Steven Whitley.

Staff Present: Neal Cass, Town Administrator, Robin Buchanan, Administrative Assessing Assistant, Deb Gallant, Finance Director; Karen Robertson, Planning & Zoning Director, Lynn Clarke, Judy Hampe and Gayle Kimball, Cemetery Trustees; Donna Dunlop, Library Director; Paula Simpkins, Recreation Director and Marilyn Ceriello Bresaw, Human Services Director.

Absent: Chuck Gangel, Town Clerk/Tax Collector

Public Present: Ginny Haines and Library Trustees

Mr. Traum led those in attendance the Pledge of Allegiance.

ADMINISTRATIVE

The Board reviewed documents for signature and approved (5-0) the consent Agenda, taking the following action on a motion by Mr. Traum and seconded by Mr. Whitley.

ACCOUNTS PAYABLE MANIFEST

\$38,962.06

INTENT TO CUT

Rodney Rood, Jr. Map 247 Lot 24 Mast State Forest

VETERAN'S CREDIT

Kate Lyn Smuctok Map 221 Lot 37

REFUND OF TAXES

Bruce Burns overpayment Map 102 Lot 15 Sub 2 \$715.00

PERSONNEL ACTION FORM

Fire Department resignation Liam Smith

Fire Department resignation Evan Levy

The Board reviewed the Joint Select Board Meeting Minutes with the School Board of Thursday, October 25, 2018. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Public Meeting Minutes of October 25, 2018.

VOTE: O'Brien, Traum, Persechino, Dunlap and Whitley voting in favor of the motion; no votes against, MOTION APPROVED 5-0.

The Board reviewed the Public Select Board Meeting Minutes of Monday, October 29, 2018. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Public Meeting Minutes of Monday, October 29, 2018.

VOTE: O'Brien, Traum, Persechino, Dunlap and Whitley voting in favor of the motion; no votes against, MOTION APPROVED 5-0.

The Board reviewed the Non-Public Select Board Meeting Minutes of Monday, October 29, 2018, Session I. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non-Public Meeting Minutes of October 29, 2018, Session I.

VOTE: O'Brien, Traum, Persechino, Dunlap and Whitley voting in favor of the motion; no votes against, MOTION APPROVED 5-0.

The Board reviewed the Non-Public Select Board Meeting Minutes of Monday, October 29, 2018, Session II. Mr. Traum made a motion, seconded by Mr. Whitley to approve the Non-Public Meeting Minutes of October 29, 2018, Session II.

VOTE: O'Brien, Traum, Persechino, Dunlap and Whitley voting in favor of the motion; no votes against, MOTION APPROVED 5-0.

Chairman O'Brien thanked Neal Cass and Deb Gallant for all the work that went into preparing the 2019 budget for the meeting tonight.

BUDGET PRESENTATION:

Planning and Zoning: Karen Robertson, Planning Board Director, presented the 2019 Planning and Zoning budget. Mrs. Robertson stated there is an overall increase in the budget of 1.63% or \$1,893.00. Mr. Traum inquired about the stipend for the Planning and Zoning Board chairs noting that the money had not been spent. Mrs. Robertson stated the checks were recently issued and are not in the totals for October. Mr. Traum also inquired about the Dues and Subscriptions line, which is also not spent. Mrs. Robertson stated that as new building codes are approved; new code books are issued, and we have to purchase them. Chairman O'Brien inquired how are things going in Planning and Zoning. Mrs. Robertson replied that they have just finished 2 solar ordinances, stating no additional burden has been placed on individuals, the ordinances were related to large scale projects.

At this time, Mr. Traum updated the Board with regards to his meeting about the lease with GraniteApollo, noting the draft should be ready by the next meeting.

Town Clerk/Tax Collector: As, Chuck Gangel, Town Clerk/Tax Collector was not present at the meeting, Chairman O'Brien asked Deb Gallant, Finance Director, to present the budgets for the Town Clerk/Tax Collector's Office and the Elections budget. Mrs. Gallant stated that there is a 6.14% decrease in the Town Clerk/Tax Collector's budget.

Elections: Mrs. Gallant stated that the Election budget has also decreased by 59.04% because there will be less elections in 2019 than we had in 2018.

Finance: Mrs. Gallant presented the Finance budget for 2019. She stated that there is a 2.03% increase in the budget, due to increases in contracts, computer software, however, the largest increase is in the Budget Committee Minutetaker line, which has been increased by \$1,725.00. Mrs. Gallant explained that the Budget Committee has met more times than anticipated and she will go over budget in that line for 2018. Mr. Traum stated that the Budget Committee is aware that they have overspent this line item.

Personnel Administration: Mrs. Gallant presented the budget for Personnel Administration noting that the merit pool raises are reflected in this line until it is approved and then disbursed among the departments, otherwise this, budget has increased by 2.49%. She stated the dental insurance has gone down; but workers compensation and health insurance each increased by approximately 4%.

Debt: Mrs. Gallant stated this is the principal and interest on bonds. She noted that in 2019, Open Space #4 will be paid in full and Open Space #1, # 3, & the Community Well bond will be paid in full in 2020.

TAN: Mrs. Gallant stated we have not had to use a Tax Anticipation Note in several years, however, we keep the line funded in case we need to borrow money before the 2nd issue of the tax bills.

Chairman O'Brien thanked Mrs. Gallant for presenting both the Town Clerk/Tax Collectors budgets as well as her budgets.

Cemeteries: Lynn Clark, Chair, Judy Hampe and Gayle Kimball presented the budget for the Cemetery Trustees, which has an increase of 22.06%. Ms. Clark stated the Cemetery Sexton's hours have been increased, because the sexton has taken over some of the duties that the Trustees were handling. Ms. Clark stated there is also a 75% increase in the professional services line, which includes gravestone repair and mapping of Old Hopkinton Cemetery. Ms. Clark stated there is confusion by not having the cemeteries mapped. Discussion ensued, with regards to perpetual care and how that is funded. Mr. Traum inquired about the sexton line. Ms. Clark stated he is doing more of the work and the process runs smoother when there is a point person.

Library: Donna Dunlop, Library Director stated that before she presented the budget, she would like to thank all of those who have helped make the transition from the Library to the Slusser Center run smoothly after the fire of August 3, 2018. Mrs. Dunlop also informed the Board that Bergeron Construction, out of Keene, NH, has been hired to repair the Library. She anticipates that the project will be finished approximately 3 months from the start date. Mrs. Dunlop stated there is a 2.03% increase in the library, mostly due to heating fuel. She also stated that we now have the opportunity to tighten up the systems in the Library and the heating of the building will be looked at. Mrs. Dunlop stated before the fire, all the lights had been retrofitted for LED and the Library was realizing a savings. She stated the staff has been visiting other libraries to see what they are doing. Mrs. Dunlop also wanted to thank all of those that have donated to the library since the fire; noting that donations are over \$100,000.

Recreation: Paula Simpkins, Recreation Director presented the budget for 2019. She stated there is an overall decrease of .043%. She stated that she struggled last year with the Pond Staff. Lifeguards were difficult to find, and she was often called down to the pond to assist. She stated the Slusser Center is busy and has been able to accommodate all requests since the Library fire, however, that will mean an increase in electricity and heating costs. Mr. Whitley inquired about the increase in equipment lease and contracts. Ms. Simpkins stated that as the use of the Kimball Cabins has become year-round, she would like to have porta potties there all year. She stated that area is well used, and she would like to see that continue. She also noted since Jed Merrow has moved, she will need more help with clearing the ice at the Cabins for skating. She stated it is hard working with only volunteers and clearing it is weather dependent.

Human Services: Marilyn Ceriello Bresaw, Human Services Director, presented the budget. She stated the overall budget has an increase of .76%. As for the Welfare Vendor Payment portion of the budget the request is the same amount as requested in 2018. She stated that there is great support in this town for the Human Services Departments. She also wanted to clear up a misconception about the Contoocook Carry. The Contoocook Carry is now a private, non-profit organization. Mrs. Bresaw stated she has been receiving calls from people stating that they have been told to call her about the Contoocook Carry or that they have been denied. She wants people to understand that the Contoocook Carry is no longer a town function, but a private non-profit organization. She noted that the Lions Club, Rotary and private donations help with fuel assistance, as the cost of fuel has increased. Mr. Traum inquired as to the amount of households Mrs. Bresaw is servicing. She replied about 30 active households.

Executive: Mr. Cass stated that this budget is up about 1.43% due to heating fuel increases.

IT: Mr. Cass stated there are no changes in this budget for 2019. He stated that 2018 will go over budget, due to the recent move of the Town Clerk/Tax Collector's Office.

Assessing: Mr. Cass stated that this budget is up 10.64% due to cloud costs. Also, Mr. Cass is proposing going with Avitar for the property assessment cards on line, as the CIA cards do not provide a sketch. He further stated that 2019 will be a revaluation year and it would be best to have all the cards on line.

Legal: Mr. Cass stated there is no change in the legal budget.

Community Services: Mr. Cass stated there is no change in this budget. He added that this budget helps to fund Meals on Wheels and the requested amount is based on population.

Patriotic Purposes: Mr. Cass noted that this budget is down about 50%, as we do not have to purchase as many flags this year. Mr. Cass also noted this is also where funds come from to pay for the Town Band concerts.

EDC: Mr. Cass stated that this budget has increased a total of 61.27%, due to the proposal to hire a Community Development Director, who would oversee the work of the EDC and to provide professional leadership to the group, encourage development within the Town, and help to develop the two TIFF Districts. Mr. Traum inquired if other towns employ a Community Development Director. Mr. Cass replied yes.

Chairman O'Brien thanked all the Department Heads who presented their budgets this evening.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (b) Hiring

Mr. Whitley moved to go into a non-public session to discuss an issue involving hiring a person as a public employee under the provisions of Nonpublic Session RSA 91-A: 3 II (b). Mr. Traum seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Persechino, Dunlap, and Whitley voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:15 p.m. The Board returned to public session at 7:30 p.m.

Vote to seal nonpublic minutes:

Mr. Traum moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Ms. Dunlap seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Persechino, Dunlap, and Whitley voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 7:31 p.m.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant