



Town of Hopkinton, NH

Office of the Select Board

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**SELECT BOARD
PUBLIC MEETING MINUTES
MONDAY, NOVEMBER 12, 2018
BUDGET SESSION
Approved November 19, 2018**

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 12, 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 (arriving at 5:41 p.m.)

Staff Present: Neal Cass, Town Administrator, Robin Buchanan, Administrative Assessing Assistant, Deb Gallant, Finance Director; Steve Pecora, Police Chief; Jeff Yale, Fire Chief and Dan Blanchette, DPW Director.

Public Present: Ginni Haines, Janet Ward, Bonnie Christie and Michael Borek, Nanci A. Schofield and Chris Schadler, Webster Select Board members.

Police Chief Steve Pecora 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 by Mr. Traum and seconded by Ms. Persechino.

CONSENT AGENDA November 12, 2018

ACCOUNTS PAYABLE MANIFEST

\$22,212.64

PAYROLL

\$76,014.57

BUILDING PERMITS

Andrew Ashton 331 Briar Hill Rd deny per Hopkinton Zoning Ordinance

Timothy Neville 137 Gage Hill 3x5 Entry

Maureen Bland 554 Camp Merrimack Rd Hopkinton

Barbara Unger 78 Old Henniker Rd Hopkinton

PERSONNEL ACTION FORM

PAF Town Clerk/Tax Collector Office Lisa Davis resignation

MTAG Grant Letter to Robin LeBlance

2018 Sewer Tax Levy 2nd billing

\$59,071.21

ABATEMENT

US Cellular (Sansoucy assessing error)

\$29,307.00

Verizon (Sansoucy assessing error)

\$848.00

VETERAN'S CREDIT

David Tennis-Disabled 100%

Michael Bilodeau - veteran

Michael & Rebecka Standefer deny does not meet residency requirement

The Board reviewed the Select Board Meeting Minutes of Monday, November 5, 2018. Ms. Persechino made a motion, seconded by Mr. Traum to approve the Public Meeting Minutes of November 5, 2018.

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

The Board reviewed the Non-Public Select Board Meeting Minutes of Monday, November 5, 2018. Mr. Traum made a motion, seconded by Ms. Persechino to approve the Non-Public Meeting Minutes of November 5, 2018.

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

BUDGET PRESENTATION:

Police Department: Police Chief Steve Pecora stated that the Police Department budget for 2019 has an overall increase of 1.29%. He noted that the part time line item has been decreased due to a new law that part timers can only work 24 hours in a work week. He also stated that the Grant line has also been reduced as there are fewer federal dollars going to New Hampshire. He noted that the following lines increased: Investigative Services, Contracts, Heating and Gas.

Mr. Traum inquired about staffing. Chief Pecora stated he had two (2) full time officers leave in 2018, both moved out of state. Currently there is one officer at the academy and he will graduate on December 14, 2018. Mr. Traum inquired about line items that are under spent. Chief Pecora stated that those line items will be spent by the end of the year. Mr. Traum inquired as to the condition of the driveway at the Police Department. Chief Pecora stated there are many frost heaves and the walkway 15 falling apart. It has become a hazard. Dan Blanchette, DPW Director, stated the parking lot and the walkway needs to be ripped up and replaced.

Emergency Management: Chief Pecora noted this budget is in the amount of \$1.00 and is there as a placeholder that allows us to apply for grants.

Animal Control: Chief Pecora stated that this budget has stayed level. He also noted that 40% of this budget is offset by the Ella Tarr Trust Funds.

OTHER: MTAG Grant: Mr. Cass stated the letter of support for this grant is in the sign folder. Mr. Cass stated that the zoning ordinance will be for the 2020 Town Meeting. Mr. Cass stated that Stuart Arnet is reviewing everything. Mr. Whitley stated that EDC will be going over it at their meeting on Thursday, November 15, 2018. Mr. Traum inquired about warrant articles from EDC for March, 2019. Mr. Whitley stated there will be one warrant article to clarify the language in the TIFF District to allow residential housing.

Mr. Whitley made a motion to move forward with the MTAG grant and sign the letter of support as written. Mr. Traum seconded the motion.

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

Mr. Traum stated that he ran into Dave Luneau, who informed him that the State Reps. would like to meet with the Select Board. Mr. Cass will set up a time.

Fire Department: Fire Chief Jeff Yale stated that the Fire Department budget for 2019 has an overall increase of .63%. He noted there are very few changes. He noted that the Deputy Chief position is still vacant; states that he has been using his Captains for those responsibilities. Fire Chief Yale noted that the computer software line is up about 12.95%, due to software expenses.

Fire Chief Yale noted that the mutual aid line is down, which is due to the efforts of the coordinator for the Mutual Aid Compact; adding that the Coordinator is doing an excellent job. Fire Chief Yale stated there was a slight increase in pellets this year. He noted that the stove is working well. Mr. Traum inquired about the qualifications of employees. Fire Chief Yale stated that he currently has four (4) people that will be qualified soon. He noted that classes cost upwards of \$800.00. Mr. Traum inquired about the gear line item, noting that it has not been expended. Fire Chief Yale stated he has recently ordered gear and that bill will be coming in shortly.

Ambulance: Fire Chief Yale noted that the Ambulance budget for 2019 has increased by 2.51%. Fire Chief Yale stated the largest increase is in Wages-Training/Refresher Courses. He noted that Comstar Ambulance rates have increased. Fire Chief Yale also noted that he has offsetting revenues in the amount of \$407,000.00. Mr. Traum inquired about how the revenues are calculated. Mr. Cass indicated that it is a formula that is used across the board.

Public Works Administration: Dan Blanchette, DPW Director, presented the Highway budget for 2019. Mr. Blanchette noted that the overall increase in the budget is 6.98%. He stated that he needs to hire an additional full-time person now and another later in 2019. Mr. Traum inquired if there was a slow-down period. Mr. Blanchette stated that there use to be one; but no longer.

Streets & Highways: Mr. Blanchette stated the overall increase in this budget for 2019 is 1.98%. He noted that shimming and paving is up by 5% and that tires/tubes/chains is up by 16.67%. Discussion ensued, with regards to the CIP items for the Public Works Department.

Buildings & Grounds: Mr. Blanchette stated the Buildings & Grounds budget for 2019 has increased by 6.05%, with the largest increase in building repair. Mr. Blanchette noted that Horseshoe Tavern, Houston Barn and some town buildings need repairs and maintenance.

Sewer: Mr. Blanchette noted that the overall budget has decreased by 3.40%. WSO operates the plant now, so many line items are no longer funded.

Transfer Station: Mr. Blanchette stated the Transfer Station budget for 2019 reflects a 1.46% increase. He stated computer software has increased, as well as overtime wages and demolition fees. Mr. Blanchette stated that equipment repairs/maintenance and building repairs/maintenance was originally one line item and he has separated them into two line items. With regards to the CIP, Mr. Blanchette stated the bathrooms including floor, and ceiling tiles need to be replaced and the Recycling Building needs to be reconstructed. He stated he is also waiting on a price for a bailer.

Discussion ensued with the Webster Select Board with regards to the CIP.

Mr. Traum inquired about the tipping fees, Mr. Blanchette replied that it is not the fees that have increased, but by the number of loads.

Solid Waste-Landfill: Mr. Blanchette stated that this budget is up 21%, which is due to the additional number of tests that Nobis will have to conduct in 2019.

Community Well: Mr. Blanchette stated this budget has increased by 4.17% overall, noting that electricity has increased 25%.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (d) Lease of Property

Mr. Traum moved to go into a non-public session to discuss the leasing of property under the provisions of Non-Public Session RSA 91-A:3 II(d). Mrs. Persechino 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 Hopkinton Select Board, the Webster Select Board and the Town Administrator went into non-public session, as recorded separately, at 7:20 pm. The Board returned to public session at 7:37 pm.

Revenues: Mr. Cass stated that the budget for Revenues has been increased by .72%, adding that there are not many changes from 2018. Mr. Traum inquired about the St. Methodios PILOT, and if their new buildings would impact the PILOT. Mr. Cass replied yes. Mr. Traum inquired about increasing the rent at Horseshoe Tavern. Mr. Cass stated there are issues with the building and increasing the rent is not appropriate.

Mr. Cass stated the Warrant Articles show an increase of 8.84%. Discussion ensued, with regards to the warrant articles.

With regards to the CIP, Mr. Cass stated the majority of the changes related to George Park, most everything else was left unchanged. He noted that we replace the ambulance every 5 years. Mr. Cass stated that the track was for 2026 and the CIP Committee felt strongly that George Park was not big enough to accommodate the track with all the fields. Recommendations are to construct the track in another location. Discussion ensued, with regards to the school drainage issue at George Park.

Discussion ensued, regarding bond payments and how they are shown in the budget and CIP.

The Board decided that each member should come to the next meeting on Monday, November 19, 2018 with their recommendations of any changes to the 2019 proposed budget.

Mrs. Dunlap left the meeting.

NON-PUBLIC SESSION IV-RSA 91-A: 3 IV (c) Reputation:

Mrs. Persechino moved to go into a non-public session to discuss an issue which could affect the reputation of someone other than a Board member under the provisions of Nonpublic Session RSA 91-A:3 II (c). Mr. Traum seconded the motion.

VOTE: Select Board Members O'Brien, Traum, Persechino and Whitley voted in favor, and the Chair declared the motion to have carried unanimously (4-0).

The board and town Administrator went into nonpublic session, as recorded separately, at 8:22 pm. The Board returned to public session at 8:40 pm.

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

VOTE: Select Board Members O'Brien, Traum, Persechino, and Whitely voted in favor, and the Chair declared the motion to have carried.

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 8:40 pm.

Respectfully submitted,
Robin Buchanan
Administrative Assessing Assistant