



# **Town of Hopkinton, NH**

## **Office of the Select Board**

330 Main Street, Hopkinton, NH 03229-2627

Tel: (603) 746-3170 E-mail: [selectmen@hopkinton-nh.gov](mailto:selectmen@hopkinton-nh.gov)

Fax: (603) 746-3049 Web: [hopkinton-nh.gov](http://hopkinton-nh.gov)

**SELECT BOARD  
PUBLIC MEETING MINUTES  
MONDAY, NOVEMBER 19, 2018  
BUDGET SESSION  
Approved December 10, 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 19, 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 and Paula Simpkins, Recreation Director

**Public Present:** Steve Lux

Steve Lux led those in attendance in 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 Ms. Persechino.

**CONSENT AGENDA November 19, 2018**

**ACCOUNTS PAYABLE MANIFEST**

\$47,826.21

**PAYROLL**

**BUILDING PERMITS**

Davis Blaine 47 Clough Rd Map 202 Lot 19 8x20 addition to existing shed

**GROUND LEASE AGREEMENT (2 COPIES)****PERSONNEL ACTION FORM**

Gary Nielson Recreation new hire

Benjamin A Bynum Town Clerk/Tax Collector Office new hire

**TRANSFER OF FUNDS**

Recycling Account to General Fund	\$2,125.00
-----------------------------------	------------

Capital Reserve Fund Accounts to General Fund	\$4,695.23
---	------------

**Local River Management Advisory Committee Nominee Form**

Linda Rayton

David White

Douglas Giles

Mr. Traum inquired about a fourth nominee for the Local River Management Advisory Committee. Mr. Cass stated he has received it and will forward it to the Committee.

The Board reviewed the Select Board Meeting Minutes of Monday, November 12, 2018. Mr. Traum made a motion, seconded by Ms. Persechino to approve the Public Meeting Minutes of November 12, 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, November 12, 2018, Session I. Ms. Persechino made a motion, seconded by Mr. Traum to approve the Non-Public Meeting Minutes of November 12, 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, November 12, 2018, Session II. Ms. Persechino made a motion, seconded by Mr. Traum to approve the Non-Public Meeting Minutes of November 12, 2018, Session II.

**VOTE:** O'Brien, Traum, Persechino, and Whitley voting in favor of the motion; no votes against, Dunlap abstaining; MOTION APPROVED 4-0-1.

**BUDGET WORK SESSION:**

Election Officials Salary: Discussion ensued with regards to elected officials' salaries, with regards to the Town Clerk/Tax Collector's office. Mr. Cass put together a salary range of Town Clerk/Tax Collectors with populations ranging from 4,333 to 8,685 residents. Ms. Persechino inquired how much the salary has gone up; Mr. Cass replied every year. Mr. Cass explained we moved to merit based raises a few years ago, however, there is no evaluations done on elected officials. Ms. Persechino estimated that the Town Clerk/Tax Collector's salary has increased approximately \$5,000 over the last 3 years; which is more than the cost of living.

Chair O'Brien stated he has come up with a few areas to cut; he noted these are only suggestions and they are up for discussion.

Discussion ensued, with regards to reducing the merit pool from 3.5% to 3.0%. No decision was made during this discussion.

The Board discussed and agreed to the following changes: Cut the line for a Community Development Director (for EDC) in the amount of \$22,200.00, which is a want not a need, radio equipment (capital reserve account) cut \$7,500; and cut the bailer for the transfer station in the amount of \$25,000.

Discussion ensued, with regards to the Town Hall Renovation. Ms. Dunlap inquired if there are safety concerns. Mr. Cass replied that the cement pad that the pillars sit on is crumbling.

Discussions ensued, on the following subjects: Recreational Facilities, George Park renovations, access road into George Park, bathrooms and concessions stand, the Bates Building and the DPW request for a full time position.

Discussion ensued, with regards to the Capital Reserve Funds, the Board moved the vibratory roller purchase (\$145,000) in Public Works Vehicles and Equipment CRF from 2019 to 2021, moved the \$30,000.00 proposed appropriation from Sludge Removal 2019 to 2020, in the Town Facilities Maintenance Trust moved the \$5,000.00 for the Town Hall ceiling repairs to 2020 and reduced the Transfer Station CRF appropriation from \$50,000.00 to \$30,000.00.

With regards to the Buildings and Grounds budget, the Board reduced the original appropriation of \$20,000.00 for buildings repairs to \$17,500.00. With regards to the Ambulance budget, the Board reduced wages/training from \$11,860 to \$10,900.00, Overtime Wages were reduced from \$55,000.00 to \$52,500.00, which in turn resulted in a \$49.00 reduction in Medicare and a \$1,041 reduction in NH Retirement contributions.

With regards to the Cemetery Trustees budget, the Board reduced the sexton's wages from \$12,000.00 to \$10,560.00, resulting in a reduction in Social Security and Medicare for a

combined total of \$110.00. The Board reduced the Professional Services line from \$3,500.00 to \$2,800.00

Discussion ensued, with regards to health insurance, the school's health insurance plan and the differences between the two. The Board did not change this line item.

Discussion ensued, with regards to the Finance Department and the clerk position. Although possible changes were discussed, the Board asked Mr. Cass to speak to the Finance Director before making any changes.

With regards to the Town Clerk/Tax Collector Budget the following reductions were made due to changes in staff: Part-time wage line in the amount of \$29,069 has been reduced to zero (0), resulting in a reduction in Social Security and Medicare, telephone line in the amount of \$3,360.00 reduced to \$2,400.00. The following line items were also reduced: electricity in the amount of \$2,150.00 to \$960.00, heating fuel in the amount of \$3,000.00 has been reduced to \$1,500.00, water/sewer line from \$400.00 to \$100.00 and office supplies from \$3,500.00 to \$3,000.00.

With regards to the Election budget, it was reduced by \$300.00.

Discussion ensued, with regards to the Transfer Station CRF, which resulted in the Board lowering the 2019 appropriation from \$50,000.00 to \$30,000.00.

Discussion ensued, with regards to the Library, resulting in a reduction of \$5,000.00 in the Library Repairs/Maintenance line from \$6,164.00 to \$1,164.00.

Discussion ensued, with regards to the Bates Building and whether to sell, rent, or donate the building as there are restrictions in the deed. No decisions were made.

Ms. Dunlap left the meeting at 8:16 pm.

Discussions ensued, with regards to the budget process, what the Budget committee will be looking for, and employees' health insurance and merit pool.

### **ADJOURNMENT**

There being no further business, there was a motion by Ms. Persechino, seconded by Mr. Traum to adjourn the meeting at 9:00 pm.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant