

TOWN OF HOPKINTON
Budget Committee Meeting
Wednesday, October 10, 2018
Approved

BUDGET COMMITTEE MEMBERS IN ATTENDANCE

Janet Krzyzaniak, Don Houston, Ken Traum, Ginni Haines, Debbie Norris, Jonathan Cohen, Jim O'Brien, John Wuellenweber, Mark Zankel, and Rich Houston.

CALL TO ORDER

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

APPROVAL OF SEPTEMBER 12, 2018, DRAFT MINUTES

Ken Traum motioned to approve the September 12, 2018, Meeting Minutes. Jim O'Brien seconded the motion. Mrs. Krzyzaniak asked for any errors, corrections, or changes.

- *Debbie Norris asked to have the phrase, "She doesn't want to see cuts", deleted, on page 6, paragraph 5; because that statement does not reflect her intent.*
- *Janet Krzyzaniak asked for a change of the wording on page 2, 2nd paragraph from the bottom. The last sentence should be deleted and should read, "Last year, the Hopkinton Budget Committee suggested a figure starting at \$12M and Don Houston presented the Hopkinton Budget Committee with a way to reduce the \$30M to \$12M. This year the School Board is requesting the Facilities Committee to start at \$14M."*

There being no other changes, a vote was taken and approved by all Board Members, to approve the minutes of the September 12, 2018, Budget Committee Meeting, as amended.

ADDED TO THE AGENDA

John Wuellenweber explained that it had been a pleasure to be on the Budget Committee, but due to family commitments, he needs to step down. He introduced Candace Youngman, who would be taking his place, as Representative from the Hopkinton Village Precinct. Mr. Wuellenweber left to attend his son's soccer game, and Mrs. Youngman took Mr. Wuellenweber's place at the table.

FINANCIALS – CONTOOCCOOK VILLAGE PRECINCT

Don Houston presented the Profit and Loss Budget Performance through September 2018 and announced that they are underbudget and the system is working well. He reported that Kent Barton is the replacement for Steve Clough for the Contoocook Water Precinct.

FINANCIALS - TOWN

Ken Traum presented the Town's Revenue and Expense Summaries through September 30, 2018, explaining that they were 3/4 way through their fiscal year.

- Revenues - Where it looks like we're running a little low (59.67%), the major influence is timing. The Flood Control money of \$222,646, has come in in October. He explained that the State pays at the end of the year. The report also shows Motor Vehicle Permits running higher 2-3% above budget.

FINANCIALS – TOWN continued

- Expenses – The expenses are right in line with the budget. Mr. Traum explained that there are some timing issues, where expenses are paid in advance for the full year, so that would indicate they're running a little higher than budgeted as of the 3rd quarter. He explained that salt and gravel had been purchased for the year, that's why Highways & Streets (Dept. 4312) are running a little high; also, Welfare Vendors (Dept. 4445) is running a little high due to heating assistance, but he explained that there are other back up funds other than the town budgeted funds to assist, if necessary.

Mr. Cohen asked if the big-ticket items like Police and Fire could be broken down, due to the Programmatic Budget request.

Mr. Traum explained that the Select Board is presented with the line-by-line item expenses during the budget process and the Budget Committee receives a copy of that final proposed budget.

Ginni Haines asked about the library, regarding it being closed, what happens to the unused funds at the end of the year?

Mr. Traum explained that if there were any unused funds, the funds would not carry over. He further explained that the library staff continues to work and is continuing to get paid; he invited anyone to go over to the lower level of the Slusser Center, to see that there is a small lending library and other library programs being run there.

Rich Houston asked for an update on the large solar projects that were proposed to be put on town properties.

Mr. Traum replied that there is only one solar project that he is aware of and it's located at the Transfer Station. He explained that there is a sub-committee of Steve Whitley, Neal Cass, and himself, as well as the Chair of the Webster Select Board, and they've had preliminary discussions with Granite Apollo; they have meetings to make sure everyone is on the same page in terms of what they want from Granite Apollo – with the objective being to get a document ready for the Town Meeting in March of 2019.

Mr. Houston asked about the revenue that could be produced from this solar project.

Mr. Traum ballparked the figure at \$100,000-\$200,000, and that any revenue would have to be shared between the two towns.

Ginni Haines asked what's happening with the EDC Committee, now that a couple of the driving forces are gone?

Mr. Traum explained that Steven Whitley has taken the lead as a representative for the Select Board, and that he is looking for committee members.

FINANCIALS - SCHOOL

Jim O'Brien presented reports that were done through August 2018. He explained that Michelle Clark explained to him that it was too early to recognize any trends.

Mr. O'Brien presented a draft, that he received today, on the Programmatic Budget Expenditure Budget. He explained that Michelle Clark worked with their vendor and the report was created with information requested by the Budget Committee and the School Board and they created a template

FINANCIALS – SCHOOL continued

in the financial system. He further explained that Michelle hasn't reviewed this report yet to make sure that numbers are accurate or if the accounting codes were accurately allocating the funds to the correct accounts, but that she would be working on this.

Ken Traum asked if it would be difficult to provide the same information for prior fiscal years?

Mr. O'Brien explained that once they work with the vendor to create a template and the function codes are verified, they should be able to provide this information.

Mr. Zankel asked if the Benefits line included the benefits for all personnel? He also asked if the salary costs were in the individual areas.

Mr. O'Brien explained that the benefits included benefits in each area, and that the salaries are in the additional class lines by school.

Debbie Norris asked what the Building Projects included?

Mr. O'Brien responded that he'd get an answer back to the committee amount that line, because he wasn't sure.

Jonathan Cohen asked about transportation – The report shows it broken down by school but then there is an additional amount in the School District line.

Mr. O'Brien said that he would find the answer to that question.

Rich Houston asked what the ESY meant and included?

Mr. O'Brien said that he would find out the answer to that question.

It was suggested that ESY was the Extended School Year and included the cost for students that needed extra summer help to be ready for the upcoming school year.

Don Houston asked why the Core Academics is missing in the Middle and High School lines?

Mr. O'Brien explained that the Core Academics are further broken down in the lines below the zeros for the Middle and High School.

Mr. O'Brien further explained that this was a draft and that he'd take the questions being asked, get further clarification, and have another draft ready for the next meeting. He wanted to thank Steve Chamberlin and Michelle Clark for putting this report together.

Mr. O'Brien provided an updated Memorandum from Steve Chamberlin that included the updated Enrollment as of 10/1/2018, which shows that we have 1,008 students currently enrolled in our schools, up from 977 enrolled last year.

Mr. O'Brien updated the Budget Committee regarding the boiler at the Middle High School. He explained that there was a Public Hearing to discuss the options, and after that Public Hearing the School Board discussed and voted not to proceed with taking \$120,000 out of the School Building and Repair Fund, because it wouldn't leave them with a lot of money in that fund. Steve Chamberlin is working with the facilities operators to see what the options are to move forward with using the system we currently have and spend more time to come up with another alternative. He further explained that something does need to happen, due to the DES order, and ignoring it isn't an option.

FINANCIALS – SCHOOL continued

Mr. O'Brien gave an update on the Security Grant that the School District has received and some of the work that's being done at the schools. He explained that, moving forward, keeping the Facilities Project in mind, that some of the work done through this Grant may factor into what was needed to be done in that project.

He explained that it was important, community-wide, to keep everyone updated on the kind of technology that they are applying in the schools; as a district, there are two different things going on as far as security, in the schools.

- The first would be described as a soft approach – in that administrators, teachers, and other school personnel are working to ensure that the culture within the school is a safe place for all children. If there is a problem, there is a culture in which that problem is addressed before it becomes an issue.
- The second is the hardening of the schools. The two things that are being done have to do with access to the school facilities, as well as cameras in the schools. Mr. O'Brien explained that there have been cameras in the high school for many years. The District applied for a \$400,000 grant from the State of NH. They were awarded \$397,000 for the Security Project, which was 80% from the State and 20% from the Town. He explained that as the School Board and the Administration thought about the Security Grant, they also considered how the Performance Contract, as far as energy efficiency and performance issues, would coincide with the work being done through this Grant. For example, exterior doors were paid for with the Performance Contract and interiors doors came out of the Security Grant.

Mr. O'Brien provided information on what is being done and what has been done:

Part I: Approved Entry System

Mr. O'Brien explained, that if you went in to Maple Street School today, you'd go through the Performance Contract replaced energy efficient front doors, then you'd enter the airlock, the second set of interior doors, have been replaced with the new security doors - they will be locked.

If you're entering any of the school buildings, you will need to have a key card that will be assigned to all staff. If you're a visitor, there will be an intercom system, you will ring a buzzer and you will need to be visually identified before entering the building.

There will be approved entry systems at each school – Harold Martin and Maple Street each have one approved entry, and Hopkinton Middle/High School will have two approved entries (one at the main entrance and then one at the gym entrance).

Part II: Monitored Access System

Mr. O'Brien explained that these doors will be used by staff, who would have key cards. He explained that these cards would look more like punch cards; the teacher or custodian could either have a card or a PIN code to enter.

The system that will be purchased allows for dual passes, it allows for two types of access. It allows for designated times that people can have access to the building – such as for deliveries. The system allows for the high school students, if they lose their card, that card can be shut off and they get reissued a new card. It also allows for tracking of who is coming and going.

FINANCIALS – SCHOOL continued

Part III -Video System

Mr. O'Brien explained that when the video system was being designed, both Chief Pecora and Chief Yale were involved in the walk-through phase, as well as school administrators, and the engineer who is working on this project. They all worked together to identify areas to make sure proper surveillance and recordings would take place. These areas are all in public places such as halls and common areas, they are not in classrooms or other private areas.

At Harold Martin there will be 11 indoor and 6 outdoor cameras, at Maple Street there will be 11 indoor and 13 outdoor cameras, and at Hopkinton Middle High School there will be 15 indoor and 14 outdoor cameras.

Mr. O'Brien explained that this is not a surveillance system, there is not the staff available for live surveillance; these cameras are recording and if there has been a problem they can go back and review the area. Mr. O'Brien isn't sure how long the recordings are kept, he explained that the School Board has created a Camera Policy. The Police Department will have access to the feed and they are able to monitor the cameras, if necessary.

Funding Update

Mr. O'Brien reported that the \$397,000 Security Grant was received from the State. To date \$235,000 has been spent – these costs include:

- Costs for upgrades to the fiber feed into the buildings to accommodate the new security system (\$4,000)
- Interior doors that were replaced to accommodate the locking systems (\$54,000 for all schools)
- Contract with Bennett Engineering (\$22,000) who assisted with writing the RFP and quality control needed for the security system
- Contract with Johnson Controls (\$155,000), who is the vendor for the cameras and security system

He explained that a lot of this work is already in place. The School Board is hoping to have the cameras and security in place by December.

Mark Zankel asked if the project can be done within the \$397,000 budget?

Mr. O'Brien explained that there are some additional items that are being discussed, such as upgrades to the software systems, and some additional cameras and doors they'd like to include. He explained that the \$155,000 contract came in under budget and that with that they are looking to see what Phase 2 might look like. He explained that the whole project would come within the budget.

Mark Zankel asked how the work being done relates to the Facilities Proposal that will come forward; he remembers that the Security Upgrades were a large ticket item in the first proposal. He asked if this will obviate the need for many or most of those?

Mr. O'Brien replied that he wasn't sure if the Security Grant would replace all the items that are on the security list for the schools, but what they are doing makes the schools safer.

Building Project

Mr. O'Brien announced that the School Board hasn't received the supplemental charge for the Building Committee and Harriman to come back with crunch numbers. They are on the agenda, to make a presentation, at the next meeting that will be held on Thurs., Oct. 18, 2018, at 5:30 pm, at the

FINANCIALS – SCHOOL continued

Maple Street School. The School District has invested in the streaming technology and the meetings will now take place at Maple Street School and it will be live-streamed.

Debbie Norris commented that all this information is important. She proposed that there needs to be a way for the community to also be informed about what's been accomplished.

Mr. O'Brien agreed that it would be important to share with the community how their tax dollars are being spent. He asked if anyone had suggestions on how this could be done to please share them.

FINANCIALS - HOPKINTON VILLAGE PRECINCT

Janet Krzyzaniak welcomed Candace Youngman as the new Budget Committee Representative for the Hopkinton Village Precinct.

HBC BUDGET MEETING SCHEDULE

Janet Krzyzaniak presented the meeting schedule that goes through the rest of the fiscal year. She explained that the Budget Committee Meetings, identified on the calendar, should be attended by the Committee. This calendar will be posted on the Town Meeting Calendar.

AUDIO PROBLEMS WITH THE LIVE-STREAM REPORTED

Mark Zankel received a text, during the meeting, explaining that the audio on the live stream wasn't working for some of the speakers. Mrs. Krzyzaniak said that she asked for someone to investigate this, and Neal Cass is working on it. It appears that the softer speaking people are not being heard.

PUBLIC COMMENT

No public attended this meeting.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

Ken Traum reported that a motion passed by the Select Board, at their last meeting, and upon advice from council, to temporarily move the Town Clerk/Tax Collector's Office to the Town Hall in Hopkinton, with a start date to be determined, and an end date to be on or around March 31, 2019, and that motion passed. He explained where the location of the Clerk's Office would be in the Town Hall. Mr. Traum explained that this move is temporary at this point; it may prove, by March, to be more economical. The official start time is to be determined, but most likely will be within a couple of weeks.

Janet Krzyzaniak said that she was asked about the number of teachers that we have in the school system. She was wondering if the Budget Committee could get a readout from 2013-2018, for each year, that includes how many teachers we had. This person asked, if when the school enrollment went down, did we lose teachers, and then did we hire more teachers as the numbers went up.

Mr. O'Brien explained that he needed to know if she wanted information on just teachers in the classroom staff or does she want the support service staff included?

Don Houston suggested that including both numbers separately would be helpful. Rich Houston explained that on Page 290 of the 2017 Town Report, some of the numbers are broken down by location.

PROGRAMMATIC BUDGETS

Candace Youngman shared excerpts that she found from a Google Search by putting in a search for Programmatic Budgets for School Districts. Mrs. Youngman felt that the information found is pertinent to our situation. She explained that this information would be helpful for the Committee, because this Committee is responsible for the budget process for the Town and the School. One of the articles supports breaking costs down by schools versus of lumping them all together as one big budget, that way the community can see where the money is going at different age levels in the system, in better detail. She feels that the information would be beneficial.

There are several articles within this search that relate to the pros and cons for Programmatic Budgets for School Districts. The links are:

www.gfoa.org/sites/default/files/PK12_4C.pdf

www.gfoa.org/sites/default/files/PK12_BPdocPCR_4D-DevelopBudgetDoc.pdf

www.gfoa.org/sites/default/files/PK12_BPdocPCR_3B_EvalPrioritizeResources.pdf

Don Houston explained that by tracking expenses by location and then planning/looking ahead 3-5 years - the Programmatic Budget format would include expenses for the programs from prior years, and then allow a look forward to upcoming expenses, and how they will need to be funded.

UPCOMING BUDGET COMMITTEE MEETINGS

November 14, 2018

December 12, 2018

MOTION TO ADJOURN

Ken Traum motioned to adjourn at 6:45 pm. Jonathan Cohen seconded the motion. There was no further discussion. A vote was taken, and all Committee Members approved.

Respectfully submitted,
Tammy Clay