



Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton, NH 03229-2627 - (603) 746-3170 – www.hopkinton-nh.gov

**SELECT BOARD
BUDGET WORK SESSION MINUTES
Hopkinton Town Hall – 330 Main Street
Monday, November 13, 2023
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Select Board Budget Work Session to order at 5:30 p.m. on Monday, November 13, 2023, and introduced the members of the Board.

Select Board

Members Present: Sabrina Dunlap; Ken Traum; Steven Whitley; and Jeffrey Donohoe

Staff Present: Neal Cass, Town Administrator; Dan Blanchette, Director of Public Works; TJ Hennessey, Police Chief; Jeff Yale, Fire Department Chief; and Cara Johnson, Administrative/Assessing Assistant

Elected

Official Present: Lynn Clark, Chair of Cemetery Trustees; and Gayle Kimball, Cemetery Trustee

Public Present: Loren Clement and Arnold Coda

II. ADMINISTRATIVE:

A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of November 13, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA NOVEMBER 13, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 11/13/2023	11/13/2023	APPROVE	\$227,479.34
INTENT TO CUT			
210/022/000 - OP #23-227-10-T - MAPLE ST - UNITED STATES OF AMERICA/CHUCK ROSE	11/13/2023	APPROVE	
APPOINTMENT TO OFFICE			
ECONOMIC DEVELOPMENT COMMITTEE MEMBER - GILMAN	11/13/2023	APPROVE	

VOTE: Dunlap, Traum, Whitley, and Donohoe voted in favor of the motion, no votes against. **MOTION PASSED 4-0.**

- B. The Board reviewed the Select Board Budget Work Session Minutes of Monday, November 6, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Budget Work Session Minutes of Monday, November 6, 2023.

VOTE: Dunlap, Traum, and Donohoe voted in favor of the motion; Whitley abstained.
MOTION PASSED 3-0.

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of Monday, November 6, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, November 6, 2023; Mr. Traum noted the minutes are sealed.

VOTE: Dunlap, Traum, and Donohoe voted in favor of the motion; Whitley abstained.
MOTION PASSED 3-0.

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, November 6, 2023. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, November 6, 2023; Mr. Traum noted the minutes are not sealed.

VOTE: Dunlap, Traum, and Donohoe voted in favor of the motion; Whitley abstained.
MOTION PASSED 3-0.

III. BUDGET PRESENTATIONS:

- A. Cemeteries – Cemetery Trustees Lynn Clark and Gayle Kimball:

- The Cemetery Trust Funds were discussed.
- Although there were reductions on other lines, Professional Services request is up due to the amount that has been expended from expendable trust fund not being sustainable.
- There is a significant reduction on the Memorial Gardens line by utilizing in-house services and maintenance.
- Fees were raised last year, but currently, more people are choosing cremation, so income from plot sales is less than income from plot sales for individual casket burials.

- B. Police/Animal Control – Chief Hennessey noted:

- At a 20.72% change, Contract Fees is the only line with a notable increase.
- The Police Department received almost \$75 Thousand in grants this year, which covered some equipment and overtime.
- The Police Department applied for and was selected to receive a \$125 Thousand grant for which the federal government would cover hiring, training, and salary for a new officer; it would require a 25% match by the Town.
 - Chief Hennessey shared information about the grant and a brief discussion ensued.
 - Resident Arnold Coda asked a question regarding the Select Board’s decision on this topic and how the Town Meeting vote may impact it.

- It was noted that the Board has 45 days from the date of the award to accept the terms, but a decision will likely be made sooner, since, if accepted, it would need to be included in the proposed budget.

C. Ambulance/Fire/Emergency Management – Chief Yale noted:

- Due to rising costs from providers, there is an increase on the Phones line request, which includes internet at stations and hot spots and tablets in apparatus.
- Since there have been problems with the aging emergency operations generator at the high school, and the School District does not share costs, there is an increase requested on the Generator Maintenance line. Mr. Cass explained that the generator was purchased by the Town with an emergency management grant about 15 years ago.
- In response to Mr. Traum’s question, Mr. Cass noted it may be possible to encumber for new turnout gear on the FD’s Replace Equipment/Turnout Gear line.
- With 70 missed second ambulance calls so far this year, there is a request on the AMB-Part-time Wages line for additional part-time staff.

D. Public Works Administration/Streets/Sewer – Mr. Blanchette noted:

- This year’s paving was all done in-house, from encumbered funds, so money left over on the Shimming/Paving line is requested to be encumbered for next year’s work on Briar Hill Road.
- A lot of the older equipment is in need of replacement, so the Hwy - Equipment Replacement request is up for next year. He has been using an auction site, which results in significant savings.
- Gas/oil and road salt costs have decreased, and the price of salt has been locked in until April.

E. Revenues – Mr. Cass reviewed the line items and noted:

- Overall, revenues are up about 3%.
- Decrease on Copies/Property Cards line is primarily due to availability of information online.
- It is likely the Ambulance Charges, Webster Ambulance Share, and Warner Ambulance Share lines will increase if the Fire Department adds more staff.
- Sewer User Fees line has dropped due to no longer having a shared employee.

IV. OTHER ITEMS:

Trucks on Gould Hill Road – Chair Dunlap noted that in the past two weeks, there have been two dangerous incidents, in which drivers of large semi-trucks have had problems safely making the turn from Route 103 onto Gould Hill Road. Discussion ensued among Board members, Mr. Cass, and resident Arnold Coda. It was noted that:

- Posting weight limit and alternate route—approaching from the other end of Gould Hill Road—might be options to consider.

- The owners of the businesses on Gould Hill Road should be part of the conversation regarding the best option for improving safe access to the road.
- There will either be a public hearing or an item on the agenda at a future Select Board meeting regarding this topic.

V. NONPUBLIC SESSIONS:

NONPUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Ms. Dunlap moved to go into a nonpublic session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mr. Traum seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:42 p.m. The Board returned to public session at 8:12 p.m.

Vote to seal nonpublic minutes:

Mr. Donohoe moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could harm the reputation of someone other than a member of the Board. Mr. Whitley seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes

MOTION PASSED 4-0.

NONPUBLIC SESSION IV-RSA 91-A: 3 II (d) Lease of Town Owned Property

Ms. Dunlap moved to go into a nonpublic session to discuss the sale/lease of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Mr. Traum seconded the motion.

ROLL CALL VOTE:

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Jeffrey Donohoe	Yes

MOTION PASSED 4-0.

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:12 p.m. The Board returned to public session at 8:17 p.m.

These minutes were not sealed.

VI. ADJOURNMENT

There being no further business, Mr. Whitley moved that the meeting be adjourned. Mr. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:17 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant