



Town of Hopkinton

Office of Select Board

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**SELECT BOARD
BUDGET WORK SESSION MINUTES
Hopkinton Town Hall – 330 Main Street
Monday, November 27, 2023
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Select Board Budget Work Session to order at 5:31 p.m. on Monday, November 27, 2023, and introduced the members of the Board.

Select Board

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

Staff Present: Neal Cass, Town Administrator; and Cara Johnson, Administrative/Assessing Assistant

Public Present: Numerous high school students and Loren Clement

Before proceeding to the items on the agenda, Chair Dunlap and Mr. Traum expressed condolences to the family of Bonnie Cressy, who recently passed away. Mrs. Cressy volunteered and served the Town of Hopkinton in multiple capacities for decades, including nearly 20 years as Treasurer.

Mr. Traum thanked everyone at Riverside Pizza and all the volunteers for continuing this great tradition of providing Thanksgiving dinner to numerous Hopkinton residents.

Chair Dunlap thanked the Recreation Department and all those involved with another very successful Turkey Trot, which raised funds for Hopkinton Human Services programs and the Hopkinton Food Pantry.

II. ADMINISTRATIVE:

- A. Approval of the Consent Agenda – The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of November 27, 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 27, 2023			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 11/27/2023	11/27/2023	APPROVE	\$1,852,133.79
RIGHT TO BURY			
#1215 - CONTOOCCOOK VILLAGE - F/319/4 AND F/322/1	11/27/2023	APPROVE	

OTHER			
CAP AREA MUTUAL AID FIRE COMPACT APPROPRIATIONS REQUEST LETTER	11/27/2023	APPROVE	
APP FOR ONE-EVENT TOWN ALCOHOL PERMIT - STARRY STARRY WEEKEND	11/27/2023	APPROVE	

VOTE: Dunlap, Traum, Whitley, Lipoma, and Donohoe voted in favor of the motion; no votes against. **MOTION PASSED 5-0.**

- B. Gould Hill Trucking Hearing – Mr. Cass noted that the Board had requested there be a public hearing regarding the truck traffic on Gould Hill Road, and he suggested the date of January 9, 2024; it was agreed this would be a good date for the hearing.
- C. Ground-Mount Solar Array Proposals – Mr. Cass shared that, in response to the Requests for Proposals, there was one submission. After going through the process and review of the proposal, everything looked good. There is a grant in the amount of \$250 Thousand plus a refund of \$90 Thousand for this project. After a brief discussion of the details of the refund, Mr. Traum made a motion, seconded by Mr. Whitley, to approve the proposal by Revision Energy for the ground-mount solar array. Mr. Traum added that, with the larger array, this will produce 90-plus percent of the electricity needs for the lagoon station.

VOTE: Dunlap, Traum, Whitley, Lipoma, and Donohoe voted in favor of the motion; no votes against. **MOTION PASSED 5-0.**

III. FINALIZATION OF THE 2024 SELECT BOARD BUDGET:

After Chair Dunlap and Mr. Traum thanked Mr. Cass for providing the updated information and budget books, discussion regarding particular line items ensued among Board members and Mr. Cass, and the following were among the items noted:

- The recommended amount for the Budget (Committee) Minute Taker was reduced to \$1,800, since this would likely become one of the responsibilities of a person hired to fill the new Part-Time Executive Assistant/Grant Coordinator position.
- The recommendation to keep the \$15 Thousand Regulatory Audit in the PB Professional Services line and eliminate the \$10 Thousand Code Audit from the Housing (Committee) Professional Services line came after a lengthy discussion, in which not all members of the Board were in agreement. It was added that affordable housing should receive priority attention in the Planning Board’s audit.
- Mr. Cass confirmed that the proposed amounts for Hwy Sand and Hwy Salt need to stay as they were.
- The consensus among Board members is to eliminate one position in the TS Part-Time Wages line and add one position in the TS Full-Time Wages line. This decision came after discussion of the details, including the need for an updated ordinance and fee schedule, and the specification that the person filling this new position would be responsible for enforcing the ordinance.
- If approved at a public hearing, the currently proposed new TS Commercial Tipping Fee, effective February 1, would be \$150 per ton; this is the amount recommended by NRRA.
- There is a \$20 Thousand solar option in Miscellaneous Revenue at the Transfer Station.

- Mr. Cass reviewed the list of potential budget changes he provided to the Board.
- Mr. Lipoma reviewed his road funding recommendations from the previous week’s work session.
- Mr. Cass provided clarification of items from the previous week’s work session:
 - FD Conferences/Training: A lot of the training was pushed off during COVID, so more people are able to participate next year.
 - Solid Waste Professional Service: The \$60 Thousand for engineering is correct; the explanation and information is provided in the updated budget book.
 - The 4-year total of associated costs for the proposed Police Dept. grant were provided in the Board’s packet of information.

Discussion regarding the Transfer Station, road funding, CRFs, various Fund Balance usage options, and Warrant Articles ensued. It was noted that Mr. Traum will highlight the personnel changes, including the plus/minus of work hours, and why these changes were made, in his presentation.

Mr. Whitley made a motion, seconded by Mr. Traum, to approve the budget as discussed this evening, with the \$100 Thousand for the Road and Bridge CRF to be a separate Warrant Article.

VOTE: Dunlap, Traum, Whitley, Lipoma, and Donohoe voted in favor of the motion; no votes against. **MOTION PASSED 5-0.**

IV. ROLE OF THE BUDGET COMMITTEE PRESENTATION:

Mr. Cass reminded everyone that on Wednesday, December 6, at 5:30 p.m., at Town Hall, the New Hampshire Municipal Association will give a presentation on the Role of the Budget Committee. He noted that this interacts with the role of the governing body, so wanted to highlight that the Select Board members are invited to attend.

Mr. Traum added that he will be presenting to the Budget Committee on Wednesday, December 13, at 5:30 p.m., at Town Hall, and the Community Power Committee will be holding a public hearing at Town Hall on Monday, December 4, at 6:00 p.m.

V. ADJOURNMENT:

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Traum seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:15 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant