



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
Tuesday, November 12, 2024
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Budget Work Session of the Select Board to order at 5:33 p.m. on Tuesday, November 12, 2024, and introduced the members of the Board.

Select Board

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

Staff Present: Neal Cass, Town Administrator; Karen Robertson, Planning Director; Kelly Henley, Finance Director; Paula Simpkins, Recreation Director; Anna Wells, Economic Development Director; Rose Jansen, Library Director; and Cara Johnson, Administrative/Assessing Assistant

Town Clerk/Tax

Collector Present: Christine Johnson

Before proceeding, Chair Dunlap and Mr. Traum thanked everyone involved for all their work with every facet of the election, which went smoothly and had outstanding turnout. Mr. Traum also noted appreciation for those involved with the Veterans Day ceremony.

II. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (4-0) the Consent Agenda of November 12, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Donohoe:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA NOVEMBER 12, 2024			
<u>ITEM</u>	<u>DATE</u>	<u>ACTION</u>	<u>COMMENT</u>
AP MANIFEST			
AP MANIFEST DATED 11/12/2024	11/12/2024	APPROVE	\$2,138,000.68
PREVIOUSLY APPROVED - NO ACTION NEEDED			
AP MANIFEST DATED 11/4/2024			\$620,466.13
EMPLOYEE PAYROLL DATED 11/4/2024			\$99,008.04
DIRECT DEPOSIT: \$96,587.18			
PAYROLL CHECKS: \$2,420.86			

ABATEMENT REQUESTS			
224-045-000 - 100 DUSTIN RD - 2022 BARN REMOVED BUT STILL ON CARD	11/12/2024	APPROVE	\$367.46
224-045-000 - 100 DUSTIN RD - 2023 BARN REMOVED BUT STILL ON CARD	11/12/2024	APPROVE	\$17.69
SOLAR EXEMPTION APPLICATIONS			
227-023-002 - 50 ORCHARD WAY	11/12/2024	APPROVE	\$5,000.00
238-053-000 - 93 HIGH POND RD	11/12/2024	APPROVE	\$5,000.00
VETERAN CREDIT APPLICATION			
102-044-005 - 56-E MAPLE ST	11/12/2024	APPROVE	\$4,500.00
PROPERTY TAX			
TAX COLLECTOR'S WARRANT - 2024 PER 2	11/12/2024	APPROVE	\$17,102,793.00
YIELD TAX			
OP #24-227-04-T - 248-002-003 - 960 BRIAR HILL RD	11/12/2024	APPROVE	\$2,330.73
OP #24-227-07-T - 206-012-000 - 1926 CLEMENT HILL RD	11/12/2024	APPROVE	\$753.31
OTHER			
RIGHT TO BURY - CONTOOCOOK VILLAGE CEM - F/318/2 & 3 AND F/319/2 & 3	11/12/2024	APPROVE	
APPOINTMENT TO OFFICE - LIBRARY TRUSTEE - UNTIL 3/2025 ELECTION - DILLON	11/12/2024	APPROVE	
PERSONNEL ACTION FORM - TERMINATION	11/12/2024	APPROVE	
PERSONNEL ACTION FORM - NEW HIRE PT	11/12/2024	APPROVE	
PERSONNEL ACTION FORM - NEW HIRE PT	11/12/2024	APPROVE	
NOTICE RE: NO TITLE SEARCH - DFAULT LAND (CHAIR DUNLAP ONLY)	11/12/2024	APPROVE	
NOTICE RE: ELECTRONIC FILING OF FORMS - DFAULT LAND (CHAIR DUNLAP ONLY)	11/12/2024	APPROVE	

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

- B. The Board reviewed the Select Board Public Meeting Minutes of October 28, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Public Meeting Minutes of October 28, 2024.

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

- C. The Board reviewed the Select Board Nonpublic Meeting Minutes of October 28, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Meeting Minutes of October 28, 2024. Mr. Traum note the minutes were not sealed.

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

III. BUDGET PRESENTATIONS:

A. 2025 Budget Overview – Mr. Cass presented some slides and an overview of the budget process; thanked everyone for all their work on the budgets; and noted the following general items:

- No new staffing proposed.
- 3.0% Merit Pool is included.
- NH Retirement has a slight decrease in cost, effective July 1.
- Health insurance rates are going up 4.9%, effective July 1.
- Dental rates are going up 5%, effective July 1.
- Heating oil budgeted at \$3.25/gallon (was \$4.00/gallon in 2024).

The following department heads reviewed some of the line items in their proposed budgets, and there were periodically questions and brief discussions pertaining to individual line items:

- B. Planning/Zoning – Karen Robertson
- C. Town Clerk/Tax Collector/Elections – Christine Johnson
- D. Finance/Personnel Administration/Insurance/Debt Service – Kelly Henley
- E. Recreation – Paula Simpkins
- F. Economic Development – Anna Wells
- G. Library – Rose Jansen
- H. Executive/IT/Assessing/Legal/Government Buildings/Regional Planning/Patriotic Purposes/Housing/Human Services – Mr. Cass

Mr. Cass noted that next week’s work session will include department heads from the Police, Fire, and Public Works Departments (except Transfer Station). The Transfer Station discussion will take place during the following week’s work session, when the Webster Select Board will be in attendance, and the Public Hearing on Transfer Station fees will be held.

IV. NONPUBLIC SESSION:

There were no nonpublic sessions.

V. ADJOURNMENT:

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All members voted in favor and the meeting was declared adjourned at 6:47 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant