



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 AND PUBLIC HEARING MINUTES
Hopkinton Town Hall – 330 Main Street
Monday, November 25, 2024
Approved**

I. CALL TO ORDER:

Chair Dunlap called this Budget Work Session of the Select Board to order at 5:35 p.m. on Monday, November 25, 2024, and introduced the members of the Board.

Select Board

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

Webster Select Board

Members Present

(Zoom): David Hemenway; Normandie (Dee) Blake; and Marlo Herrick

Staff Present:

Neal Cass, Town Administrator; Dan Blanchette, Public Works Director; and Cara Johnson, Administrative/Assessing Assistant

Public Participants

(Zoom): Amanda Gilman and Alyssa McKeon

II. ADMINISTRATIVE:

- A. The Board reviewed documents for signature, and approved (3-0) the Consent Agenda of November 25, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Lipoma:

TOWN OF HOPKINTON - SELECT BOARD CONSENT AGENDA NOVEMBER 25, 2024			
ITEM	DATE	ACTION	COMMENT
AP MANIFEST			
AP MANIFEST DATED 11/25/2024	11/25/2024	APPROVE	\$393,115.93
AUTHORIZATION OF REFUND			
2024 P1 INVOICES THAT EXCEEDED TOTAL TAX LIABILITY	11/25/2024	APPROVE	\$17,190.00
ABATEMENT REQUEST			
101-039-000 - 49 KEARSARGE AVE - REVISED ASSESSMENT NOT IN SYSTEM	11/25/2024	APPROVE	\$701.00
INTENT TO CUT			

250-011-000/250-011-003 - BRIAR HILL RD/50 OLD STAGECOACH RD	11/25/2024	APPROVE	
APPOINTMENT TO OFFICE			
CAPITAL IMPROVEMENT PLANNING COMMITTEE - 2 YEARS - FOLEY	11/25/2024	APPROVE	

VOTE: Dunlap, Traum, and Lipoma voted in favor of the motion; no votes against.
MOTION PASSED 3-0.

- B. The Board reviewed the Select Board Budget Work Session Minutes of November 18, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Budget Work Session Minutes of November 18, 2024.

VOTE: Dunlap, Traum, and Lipoma voted in favor of the motion; no votes against.
MOTION PASSED 3-0.

- C. The Board reviewed the Select Board Nonpublic Session Minutes of November 18, 2024. Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the Select Board Nonpublic Session Minutes of November 18, 2024; Chair Dunlap noted that the minutes are not sealed.

VOTE: Dunlap, Traum, and Lipoma voted in favor of the motion; no votes against.
MOTION PASSED 3-0.

III. BUDGET PRESENTATION – Joint meeting with the Webster Select Board:

Mr. Blanchette reviewed some of the line items in his proposed budget, and there were periodically questions from Board members of both towns, with brief discussions and explanations pertaining to individual line items related to the following:

- Transfer Station
- Solid Waste – Landfill
- Solid Waste – Community Well
- Transfer Station Capital Expenditures
- Transfer Station Revenue

IV. PUBLIC HEARING – UPDATE TO TRANSFER STATION FEES:

Mr. Blanchette reviewed the Transfer Station fees, discussion ensued, and the following was noted:

- Passenger car tire fee at \$5/tire
- Brush/Stumps changed to no charge for passenger trucks and up to one-ton trucks and trailers up to 8 feet; any larger vehicles/trailers will stay at \$30/load
- Tube televisions removed from list
- Exemption for the first 100 pounds of weighed materials

Via Zoom, residents Alyssa McKeon and Amanda Gilman asked questions related to brush/stump fees and Chuck Rose, Inc., a logging company, grinding these materials. Chair Dunlap and Mr. Lipoma explained that there had been no charge for smaller loads of brush/stumps until August 2024, but it was recommended that there should be a return to no charge for smaller loads, since Chuck Rose is not charging for their annual brush/stump grinding.

There being no additional questions or comments, Chair Dunlap closed the Public Hearing.

For Hopkinton, Mr. Traum made a motion, seconded by Mr. Lipoma, to approve the updated schedule of Transfer Station fees, as amended tonight.

VOTE: Dunlap, Traum, and Lipoma voted in favor of the motion; no votes against.
MOTION PASSED 3-0.

For Webster, Mr. Hemenway made a motion, seconded by Dee Blake, to approve the updated schedule of Transfer Station fees, as amended tonight.

ROLL CALL VOTE:
Hemenway: Yes
Blake: Yes
Herrick: Yes
MOTION PASSED 3-0.

Mr. Cass noted the fees would become effective December 1, 2024. Mr. Hemenway asked if there would be a 30-day lag on the effective date, so Mr. Cass added that he would confirm the date.

V. CAPITAL EXPENDITURES UPDATE:

Mr. Cass noted the CIP Committee is still working on their changes, and will be meeting again tomorrow morning. With a projected image of the spreadsheet, he pointed out the changes he has made since the original spreadsheet was given to Board members and the items on which the CIP Committee is working. Although no recommendations have been made by the CIP Committee yet, the following was noted:

- We are in the process of buying a new ambulance
- Fire Department is largely protective gear, but ladder truck replacement is the really the driver behind these figures
- CIP Committee will tour the library for follow up on the windows
- Chargers (cruisers) are no longer being manufactured, so we can eliminate a line in Police Cruisers and Accessories, as the new vehicles will be Durango SUVs, with no cruisers
- Since Police Department radios were all purchased at the same time, through a grant many years ago, they are all scheduled for replacement
- Revaluation has come down substantially, as most of this work is yearly, so it is in the operating budget; the exception is the next revaluation year in 2029
- Town Hall renovation items have been adjusted, as we can look into working with current amount

- Highway has a pretty consistent schedule, with some replacement vehicles scheduled for next year
- Road and Bridge has numerous items to be discussed and decisions to be made
- Have been looking at sewer user fees and there should be discussion of this at a December meeting
- CIP Committee will be discussing several Recreation Facilities items, but more money has been added to complete the bathrooms and baseball field at George Park
- Still work to do, but total is down \$300 Thousand from the original version

Discussion ensued regarding some of the lines in Recreation Facilities, Transfer Station, and Road and Bridge. Additionally, details of scenarios for road and bridge work funding options and Town Meeting were discussed. Before moving to the next segment of the meeting, it was emphasized that the majority of increases are from the Capital Reserve, not from the Operating Budget.

VI. PREPARATION OF THE SELECT BOARD BUDGET:

Mr. Traum noted that because the department heads and Mr. Cass did such a good job with the budgets, there are few items for review. Mr. Cass proceeded with items he recommended for consideration:

- Exec – Overtime: drop from \$1,977 to \$1,500
- Exec – Telephone: drop from \$7,632 to \$5,952
- Exec – Memberships/Conferences: drop by \$400
- Exec – Advertising: drop by \$500
- Exec – Dues/Subscriptions: drop by \$102
- Exec – Town Meeting Expenses: drop by \$990
- Exec – Reference Books/Subscript. eliminate (\$150)

Moving to other areas, with some input from Mr. Traum, Mr. Cass made these recommendations:

- Legal – Legal Services: drop by \$2,500
- AS – Professional Services: encumber \$25 Thousand from 2024 into 2025 to keep level at \$56,370
- AS – Online Assessment Cards: eliminate (\$11)
- Government Buildings
 - Electricity – Town Hall: drop by \$300
 - Electricity – Bates Building: drop by \$120
 - Electricity – Slusser Center: drop by \$600
- Advertising and Regional Associations
 - Central NH Reg. Planning Dues: have exact amount, which is slightly lower; will change
- TC/TC Overtime: should be able to drop from \$1,700 to \$1,000, but will ask TC/TC about this
- Cem – Professional Services: suggested drop from \$27,174 to \$17,174, but there will be further discussion of this

- Election – Expenses: encumber the \$3,500 for the ballot machine from 2024 to take it out of 2025
- Pers. Adm. – Health Ins. Ded.: drop from \$11,500 to \$10,000
- PB – Overtime: drop by \$500
- EM – Grant Expense: eliminate this line (\$7,500)
- TS – Telephone: drop by \$200
- PW – Dues/Conf./Train./Mileage: drop from \$2,000 to \$1,800
- TS – Electricity: can come down a little
- TS – Gasoline/Oil: drop to \$7,400
- Community Well – Prof. Services: drop to \$1,500
- Community Well – Electricity: drop to \$3,600

Brief discussion ensued regarding Rec – Kimball Pond Wages (lifeguards) and Rec – Part Time Wages (ice clearing), and the consensus among the Board members present was to address these topics in the future.

Before adjourning, thanks were extended to everyone who contributed; regarding recreation opportunities/facilities and cemeteries, resident Alyssa McKeon (Zoom) noted her thoughts on the importance of providing services to current residents in town, while being respectful to those who have passed; and the Board reviewed topics to be covered at next week’s Budget Work Session.

VII. ADJOURNMENT:

There being no further business, Chair Dunlap moved that the meeting be adjourned. Mr. Traum seconded the motion. All members present voted in favor and the meeting was declared adjourned at 7:59 p.m.

Respectfully submitted,

Cara Johnson
Administrative/Assessing Assistant