

TOWN COUNCIL MINUTES
BUDGET WORKSHOP MEETING
WEDNESDAY, JANUARY 2, 2002

The meeting was called to order at 6:30pm.

PRESENT: Chairman T. Young, D. Pichette-Volk, P. Rueppel, M. DiBitetto, R. Dion, R. Holley, M. Jolin, D. Duford, M. Farrell-Town Administrator, P. Ganley absent.

It was the consensus of the Council that the Budget Workshops meet from 6:30pm to 9:00pm.

D. Duford moved that no meetings be held on a Thursday and meet on Monday's.
Seconded by P. Rueppel

M. DiBitetto moved to amend the motion to meet January 2, 14, 15, 16, 24 and 26, 2002.
Seconded by R. Dion. **Amendment carried unanimously.**

Chairman Young re-stated the amended motion: to meet on January 2, 14, 15, 16, 24 and 26, 2002 and to eliminate the meeting on January 10, 2002. **Original motion as amended carried unanimously.**

D. Duford moved that the meeting on, Saturday, January 26 be from 8:00am to 11:00 am.
Motion Carried.

D. Duford requested that Council receive a specific agenda for each budget workshop.

Councilor Young, with the advisement of M. Farrell, stated that a rough schedule would be: January 14 - Administration, January 15th - Police and Transfer, January 16th - Fire & Highway would be presenting and that a more specific schedule would follow from Administration.

2002/2003 TOWN BUDGET PRESENTATION:

M. Farrell reviewed a memo from C. Watson, Town Planner, regarding "Potential Future Planning Projects" that may affect Departmental Budgets, stating the Department Heads had to keep these potential 1700 new housing units, which amounts to almost a 50% increase, when developing their budget. **(See Attachment #1)**

M. Farrell then discussed an Employee Analysis Chart **(See Attachment #2)**, explaining that this year's proposed budget is all about people and services. Last year's budget was all about capital equipment. This year's budget is requesting the addition of 10.5 (full time) employees. The cost will be approximately \$310,000.

M. Farrell then explained several other new budget items and their tax impact. **(See Attachment #3)**

P. Rueppel asked if there were to be a default budget what would the figures be.

M. Farrell stated that those figures would be ready for the next meeting.

D. Duford asked when would EMS Advisory Committee be ready to make a report to the Council.

M. DiBitetto stated that they had their first substantial meeting early this December. He would expect, on a preliminary basis, to have more information during this budget cycle within the next two Council Workshop meetings.

M. Farrell stated that according to the Police Chief any of the movement toward those goals would have to be instituted through budget warrant articles from the EMS Advisory Committee. The updating of EMS will not be done all at once it will be phased in.

M. Farrell highlighted the major increases in each department and Diane Savoie, Finance Director, also gave interpretation for a clearer understanding on some of these items. **(See Attachment #4)**. Council reviewed and discussed as presented.

BUDGET BOOK CONTENTS:

D. Savoie stated that the book was put together through her historical experience in that she has taken into account department's requests and comments that have come to her in the past three years.

Capital Improvements: is blank because the Planning Board cancelled their last meeting due to stormy weather. Once the information has been received she will forward it to each Council member to be inserted in their book.

Tax Rate in History: In past years, there have been discussions on what the tax rate was in previous years and what has been the increase in our valuations. This data has been compiled and placed in this section.

Vehicle Inventory: A list of the vehicles and the property the Town has insured.

Town Trust Funds: Shows project name/description, the balance in each fund and who the agent is to expend funds.

Historical Information:

D. Savoie thought it would be helpful to have historical information for each department as the Building Department has had. Therefore this is now done for every department. The only one missing is the Fire Department, they will submit theirs shortly and it will be forwarded to each Council member to be inserted in their book.

New Sections:

Pay As You Throw
Warrant Articles

R. Dion congratulated D. Savoie on a very well put together budget package.

T. Young stated in the last three years there has been a substantial improvement on the data, and how the data has been put together; it helps, here, in the decision-making.

D. Pichette-Volk said that last year the Budget Committee had a copy of the same budget book and the care taken made a different, the Budget was passed as submitted.

M. Farrell gave full credit to Diane; she does an excellent job putting the package together. Through his constant requests, the Department Heads have learned over the years the more detail they can provide, keeping records and track of things, the easier it would be to explain and justify why each department is making their request.

ADMINISTRATION BUDGET: Town Administrator, Mike Farrell, presented the Administration Budget. The Council reviewed and discussed part of the budget. The Administration's Budget will be continued at the next Council Budget Workshop.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPART REQUEST	2002-03 ADMIN REQUEST
ADMINISTRATION DEPARTMENT						
PUBLIC OFFICIALS SALARY						
1- 401- 01- 111	TOWN COUNCIL	14,000	12,188	14,000	14,000	14,000
1- 401- 01- 113	SEWER COMMISSION	5,000	3,125	5,000	5,000	5,000
1- 401- 01- 115	POLICE COMMISSION	1,200	1,200	1,200	1,200	1,200
1- 401- 01- 117	TRUSTEES OF TRUST FUNDS	1,800	1,800	1,800	1,800	1,800
1- 401- 01- 119	SUPERVISORS OF CHECKLISTS	1,800	1,800	1,800	1,800	1,800
TOTAL OFFICIALS SALARY		23,800	20,113	23,800	23,800	23,800
ADMINISTRATIVE SALARIES						
1- 401- 06- 111	ADMINISTRATIVE SALARIES	121,624	124,495	136,160	157,073	157,073
1- 401- 06- 112	WAGE POOL	19,267	19,267	0		0
TOTAL ADMINISTRATIVE SALARIES		140,891	143,762	136,160	157,073	157,073
OFFICE EXPENSE						
1- 401- 11- 211	TOWN REPORTS	8,700	7,171	8,700	8,700	8,700
1- 401- 11- 221	COMPUTER CONTRACTS & MAINTENANCE	11,000	16,267	18,851	35,483	35,483
1- 401- 11- 251	PRINTING	500	585	800	800	800
1- 401- 11- 252	COUNCIL NEWS LETTER	2,500	3,442	2,800	3,400	3,400
1- 401- 11- 253	ADVERTISING	1,000	1,135	1,000	2,000	2,000
1- 401- 11- 424	OFFICE SUPPLIES	5,300	4,806	3,300	5,500	5,500
1- 401- 11- 431	POSTAGE	10,000	9,332	11,000	13,000	13,000
1- 401- 11- 433	TELEPHONE	7,500	9,518	8,120	10,150	10,150
1- 401- 11- 527	GASOLINE	1,000	801	1,000	1,000	1,000
1- 401- 11- 541	EDUCATION & MEMBERSHIP	5,030	6,831	5,030	29,275	29,275
1- 401- 11- 711	NEW EQUIPMENT	2,000	478	8,979	7,430	7,430
1- 401- 11- 735	OFFICE EQUIPMENT RENTAL	8,735	5,779	6,735	7,655	7,655
1- 401- 11- 745	DRUG & ALCOHOL TESTING	0	1,992	2,000	2,000	2,000
1- 401- 11- 811	GENERAL OPERATING EXPENSES	5,614	2,800	5,560	5,560	5,560
TOTAL OFFICE SUPPLIES		68,879	70,937	83,875	131,953	131,953
ELECTIONS						
1- 401- 16- 213	CHECKLISTS	600	0	1,300	1,300	1,300
1- 401- 16- 215	TOWN MEETING	3,884	7,107	2,729	4,787	4,787
1- 401- 16- 217	SPECIAL TOWN MEETING	500	0	500	500	500
TOTAL ELECTIONS		4,984	7,107	4,529	6,587	6,587

INSURANCE						
1- 401- 26- 921	LIABILITY	88,000	85,164	88,000	92,000	92,000
1- 401- 26- 924	CALL FIRE	300	432	350	500	500
1- 401- 26- 925	WORKERS COMPENSATION	163,200	99,305	82,461	95,000	95,000
1- 401- 26- 927	UNEMPLOYMENT COMPENSATION	7,500	6,366	7,500	7,500	7,500
1- 401- 26- 929	SOCIAL SECURITY	110,000	102,164	96,000	131,858	131,858
1- 401- 26- 933	MEDICARE	48,500	51,850	61,702	69,919	69,919
	2000/2001 WARRANT ARTICLE	9,555	8,195			
TOTAL INSURANCE		427,055	353,476	336,013	396,777	396,777
BENEFITS						
1- 401- 31- 931	HEALTH INSURANCE	540,749	473,149	770,453	870,628	870,628
1- 401- 31- 932	LIFE & DISABILITY INSURANCE	44,928	39,496	49,452	49,452	49,452
1- 401- 31- 934	TOWN ADMINISTRATOR ICMA CONTRIBUTION	4,522	4,348	6,700	6,700	6,700
1- 401- 31- 935	NH RETIREMENT	154,921	168,503	232,184	234,603	234,603
1- 401- 31- 936	DENTAL INSURANCE	42,372	30,332	44,939	39,931	39,931
1- 401- 31- 938	PENSION	4,000	4,000	4,000	4,000	4,000
1- 401- 31- 939	HEALTH INSURANCE REIMBURSEMENT	5,980	7,755	8,400	9,600	9,600
TOTAL BENEFITS		797,472	727,583	1,116,128	1,214,914	1,214,914
STREET LIGHTS						
1- 401- 36- 951	STREET LIGHTS	45,000	44,913	45,000	45,000	45,000
TOTAL STREET LIGHTS		45,000	44,913	45,000	45,000	45,000
HYDRANT MAINTENANCE						
1- 401- 41- 953	HYDRANT MAINTENANCE	106,568	105,847	114,338	115,032	115,032
TOTAL HYDRANT MAINTENANCE		106,568	105,847	114,338	115,032	115,032
LEGAL						
1- 401- 46- 821	ATTORNEY FEES	40,000	41,699	35,000	40,000	40,000
1- 401- 46- 824	LEGAL ADS	1,500	538	1,500	1,500	1,500
1- 401- 46- 825	MISC/DAMAGES	8,000	8,434	8,000	8,000	8,000
1- 401- 46- 827	UNION NEGOTIATION FEES	4,000	12,115	10,000	4,000	4,000
TOTAL LEGAL		53,500	62,786	54,500	53,500	53,500
MISC. ACT/ASSOCIATIONS						
1- 401- 61- 910	COMMUNITY ACTION	10,455	10,455	10,978	11,526	11,526
1- 401- 61- 911	MEMORIAL DAY	1,750	1,750	1,750	1,750	1,750
1- 401- 61- 912	SO. NH PLANNING	6,095	6,095	6,363	7,404	7,404
1- 401- 61- 913	NH MUNICIPAL ASSN.	5,352	6,703	6,700	7,050	7,050
1- 401- 61- 914	VISITING NURSE	7,402	7,402	7,402	7,402	7,402
1- 401- 61- 915	AMBULANCE SERVICE	47,796	47,795	52,575	52,575	52,575
1- 401- 61- 916	TRI-COUNTY WASTE	1	0	0	0	0
1- 401- 61- 917	AMERICAN RED CROSS	0	0	1,129	1,129	1,129
1- 401- 61- 918	APPRECIATION NIGHT	4,500	3,736	4,500	4,500	4,500
1- 401- 61- 919	HOOKESETTITES	3,500	3,500	3,500	3,500	3,500

1- 401- 61- 920	HISTORICAL SOCIETY	1,000	955	1,000	1,000	1,000
1- 401- 61- 921	OLD HOME DAY	2,000	2,000	1,000	2,000	2,000
1- 401- 61- 922	EMPLOYEE APPREC. NIGHT	5,000	4,714	5,000	5,000	5,000
TOTAL MISC. ACT/ASSOCIATIONS		94,851	95,105	101,897	104,836	104,836
1- 401- 71- 101	UNANTICIPATED EXPENSES	10,000	168	10,000	10,000	10,000
1- 401- 71- 102	ECONOMIC DEVELOPMENT	10,000	0	5,000	10,000	10,000
TOTAL ADMINISTRATION		1,783,000	1,631,797	2,031,240	2,269,472	2,269,472

D. Pichette-Volk moved to adjourn. Seconded by R. Holley. **Motion carried unanimously.**

Meeting adjourned at 9:30pm.

Respectfully submitted,

Tina M. Paquette
 Administrative Assistant

Michel N. Jolin
 Town Council Secretary