

**TOWN COUNCIL MINUTES  
BUDGET WORKSHOP MEETING  
MONDAY, JANUARY 14, 2002**

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

**PRESENT:** T. Young, D. Pichette-Volk, P. Rueppel, M. DiBitetto, R. Dion R. Holley, M. Jolin, P. Ganley, D. Duford, M. Farrell, Town Administrator. D. Pichette-Volk left at 8:15pm.

It was the consensus of the Council that the smaller budgets will be presented first.

D. Duford moved to accept each individual budget as presented and vote on them at a later time. Seconded by M. DiBitetto.

<b>Roll call vote:</b> D. Duford	yes	P. Ganley	yes
R. Holley	yes	M. DiBitetto	yes
M. Jolin	no	P. Rueppel	no
R. Dion	yes	D. Pichette-Volk	no
T. Young	yes		

**Motion carried.**

**BUDGET PRESENTATION:**

**CEMETERY:** Finance Director Diane Savoie presented the Cemetery Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>CEMETERY COMMISSION</b>						
1- 464- 01- 222	CONTRACTED SERVICES	411	0	411	411	411
1- 464- 01- 223	SURVEY	1,000	0	1,000	1,000	1,000
1- 464- 01- 424	OFFICE SUPPLIES	630	42	630	630	630
<b>TOTAL CEMETERY COMMISSION</b>		<b>2,041</b>	<b>42</b>	<b>2,041</b>	<b>2,041</b>	<b>2,041</b>

D. Duford moved to accept the budget as presented. Seconded by D. Pichette-Volk. **Motion carried.**

**BUDGET COMMITTEE:** Finance Director Diane Savoie presented the Budget Committee's Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>BUDGET COMMITTEE</b>						
1- 474- 01- 224	SECRETARIAL	2,292	1,433	3,292	2,414	2,414
1- 474- 01- 424	OFFICE SUPPLIES	400	312	500	500	500
1- 474- 01- 431	POSTAGE	54	16	54	54	54
1- 474- 01- 543	SEMINARS	250	75	250	250	250
1- 474- 01- 829	HEARINGS	300	357	300	400	400
<b>TOTAL BUDGET COMMITTEE</b>		<b>3,296</b>	<b>2,193</b>	<b>4,396</b>	<b>3,618</b>	<b>3,618</b>

R. Dion moved to accept the Budget Committee's Budget as presented. Seconded by D. Duford. **Motion carried.**

EMERGENCY MANAGEMENT: Fire Chief Mike Howard presented the Emergency Management Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>EMERGENCY MANAGEMENT</b>						
1- 461- 01- 111	WAGES	552	0	552	552	10,000
1- 461- 01- 311	EQUIPMENT MAINT.	0	116	300	300	300
1- 461- 01- 424	OFFICE SUPPLIES	0	0	500	500	500
1- 461- 01- 433	TELEPHONE	1,525	2,267	1,590	1,590	1,590
1- 461- 01- 443	TRAINING/EQUIP	1,000	555	1,000	1,000	10,000
1- 461- 01- 531	MILEAGE	0	0	900	900	900
1- 461- 01- 713	EOC EQUIPMENT/FURNISHING	2,500	3,230	0	2,750	2,750
1- 461- 01- 715	GENERATOR	121	0	121	350	350
1- 461- 01- 717	EMERGENCY COMMUNICATION	1	0	1	300	300
1- 461- 01- 815	EMERGENCY FOOD/ SUPPLIES	0	216	300	300	300
<b>TOTAL EMG. MANAGEMENT</b>		<b>5,699</b>	<b>6,384</b>	<b>5,264</b>	<b>8,542</b>	<b>26,990</b>

D. Pichette-Volk moved to accept the Emergency Management Budget as presented. Seconded by R. Holley. **Motion carried.**

ASSESSING DEPARTMENT: Director of Assessing Sandy Piper presented the Assessing Department's Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>ASSESSING DEPARTMENT</b>						
1- 407- 01- 111	ASSESSING WAGES	96,663	95,631	101,980	101,981	60,386
1- 407- 01- 223	CONTRACTED SERVICES	0	0	0	0	68,750
1- 411- 01- 229	TAX MAP MAINTENANCE	6,000	6,021	6,000	6,000	18,000
1- 407- 01- 433	TELEPHONE	1,700	1,827	2,100	2,200	2,200
1- 407- 01- 531	MILEAGE	650	767	850	900	900
1- 407- 01- 541	EDUCATION	1,000	130	1,000	1,000	1,000
1- 407- 01- 713	NEW EQUIPMENT	200	0	800	850	850
1- 407- 01- 811	GENERAL OPERATING EXPENSES	3,000	4,406	3,100	4,500	4,500
<b>TOTAL ASSESSING DEPARTMENT</b>		<b>109,213</b>	<b>108,782</b>	<b>115,830</b>	<b>117,431</b>	<b>156,586</b>

R. Dion moved to accept the Assessing Department's Budget as presented. Seconded by P. Ganley. **Motion carried.**

BUILDING DEPARTMENT: Kenneth Andrews, Code Enforcement Officer, presented the Building Department's Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>BUILDING DEPARTMENT</b>						
1- 411- 01- 111	BUILDING WAGES	73,024	73,013	78,227	109,426	109,426
1- 417- 01- 114	HEALTH OFFICER	1,200	1,200	1,200	2,400	2,400
1- 411- 01- 222	CONTRACTED SERVICES	1,400	240	1,400	1,400	1,400
1- 411- 01- 229	TAX MAP MAINTENANCE		Moved to Assessing Dept.		0	0
1- 411- 01- 251	PRINTING & FORMS	1,000	1,725	1,000	1,000	1,000
1- 411- 01- 433	TELEPHONE	1,900	2,554	2,000	2,700	2,700
1- 411- 01- 527	GAS	969	997	1,169	890	890
1- 411- 01- 531	MILEAGE	0	0	0	1,800	1,800
1- 411- 01- 541	EDUCATION	1,500	2,149	1,700	2,000	2,000
1- 411- 01- 542	BOCA MEETING	2,500	2,500	2,500	2,500	2,500
1- 411- 01- 713	NEW EQUIPMENT	3,000	1,753	3,000	8,000	6,000
1- 411- 01- 811	GENERAL OPERATING EXPENSES	1,500	1,286	2,700	3,000	3,000
<b>TOTAL BUILDING DEPARTMENT</b>		<b>87,993</b>	<b>87,417</b>	<b>94,896</b>	<b>135,116</b>	<b>133,116</b>

P. Ganley moved to accept the Building Department's Budget as presented. Seconded by D. Pichette-Volk. **Motion carried.**

FAMILY SERVICES DEPARTMENT: Director of Family Services Joy Buzzell presented the Family Services Department's Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>FAMILY SERVICES</b>						
1- 42001- 111	FAMILY SERVICES WAGES	36,338	20,819	38,188	38,002	38,459
1- 42001- 433	TELEPHONE	1,628	1,329	1,628	1,500	1,500
1- 42001- 531	MILEAGE	600	31	500	300	300
1- 42001- 541	EDUCATION	600	590	700	700	700
1- 42001- 713	EQUIPMENT	500	276	500	500	500
1- 42001- 941	TOWN WELFARE	50,000	75,339	50,000	85,000	75,000
1- 42001- 943	PROGRAM DEVELOPMENT	5,000	5,041	5,000	4,500	4,500
<b>TOTAL FAMILY SERVICES</b>		<b>94,666</b>	<b>103,425</b>	<b>96,516</b>	<b>130,502</b>	<b>120,959</b>

R. Dion moved to accept the Family Services Department's Budget as presented. Seconded by P. Ganley. **Motion carried.**

FINANCE DEPARTMENT: Director of Finance Diane Savoie presented the Finance Department's Budget.

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>FINANCE DEPARTMENT</b>						
1- 404- 01- 111	FINANCE WAGES	68,486	70,381	71,868	92,741	92,741
1- 404- 01- 227	AUDIT	10,610	13,988	15,000	15,500	15,500
1- 404- 01- 251	PRINTING & FORMS	2,000	2,176	2,500	2,500	2,500
1- 404- 01- 433	TELEPHONE	1,350	1,810	1,680	2,000	2,000
1- 404- 01- 531	MILEAGE	200	120	200	200	200
1- 404- 01- 541	EDUCATION	425	770	425	670	670
1- 404- 01- 713	NEW EQUIPMENT	1	335	300	2,450	2,450
<b>TOTAL FINANCE DEPARTMENT</b>		<b>83,072</b>	<b>89,580</b>	<b>91,973</b>	<b>116,061</b>	<b>116,061</b>

R. Dion moved to accept the Finance Department's Budget as presented. Seconded by P. Ganley. **Motion carried.**

TAX DEPARTMENT: Town Clerk Leslie Nepveu presented the Tax Department's Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>TAX DEPARTMENT</b>						
1- 414- 01- 111	TAX DEPARTMENT WAGES	94,401	93,997	112,859	111,124	111,124
1- 414- 01- 241	STATE FEES	3,250	0	3,250	3,250	3,250
1- 414- 01- 243	REGISTRY OF DEEDS	1,500	204	1,750	1,750	1,750
1- 414- 01- 251	PRINTING	4,250	5,622	4,375	4,500	4,500
1- 414- 01- 433	TELEPHONE	1,350	2,097	1,800	2,220	2,220
1- 414- 01- 531	MILEAGE	150	0	150	150	150
1- 414- 01- 541	EDUCATION	1,200	65	1,200	1,200	1,200
1- 414- 01- 713	NEW EQUIPMENT	100	0	475	425	425
1- 414- 01- 715	RECORDS PRESERVATION	0	0	1,700	1,700	1,700
1- 414- 01- 716	COMPUTER UPGRADE	1,995	1,900	0	0	0
1- 414- 01- 811	GENERAL OPERATING EXPENSES	1,900	2,344	2,100	2,900	2,900
1- 414- 01- 812	TOWN OF HOOKSETT AUTOMATION	0	0	11,222	3,000	3,000
<b>TOTAL TAX DEPARTMENT</b>		<b>110,096</b>	<b>106,229</b>	<b>140,881</b>	<b>132,219</b>	<b>132,219</b>

P. Ganley moved to accept the Tax Department's Budget as presented. Seconded by R. Dion. **Motion carried.**

ADMINISTRATION BUDGET (Continued from January 2, 2002): Town Administrator Mike Farrell presented the Administration Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	DEPARTMEN REQUEST	ADMIN REQUEST
<b>STREET LIGHTS</b>						
1- 401- 36- 951	STREET LIGHTS	45,000	44,913	45,000	45,000	45,000
<b>TOTAL STREET LIGHTS</b>		<b>45,000</b>	<b>44,913</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>HYDRANT MAINTENANCE</b>						
1- 401- 41- 953	HYDRANT MAINTENANCE	106,568	105,847	114,338	115,032	115,032
<b>TOTAL HYDRANT MAINTENANCE</b>		<b>106,568</b>	<b>105,847</b>	<b>114,338</b>	<b>115,032</b>	<b>115,032</b>
<b>LEGAL</b>						
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
<b>TOTAL LEGAL</b>		<b>53,500</b>	<b>62,786</b>	<b>54,500</b>	<b>53,500</b>	<b>53,500</b>
<b>MISC. ACT/ASSOCIATIONS</b>						
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	HOOKSETTITES	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
<b>TOTAL MISC. ACT/ASSOCIATIONS</b>		<b>94,851</b>	<b>95,105</b>	<b>101,897</b>	<b>104,836</b>	<b>104,836</b>
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
<b>TOTAL ADMINISTRATION</b>		<b>1,783,000</b>	<b>1,631,797</b>	<b>2,031,240</b>	<b>2,269,472</b>	<b>2,269,472</b>

R. Dion moved to accept the Administration Budget as presented. Seconded by R. Holley. **Motion carried.**

**CAPITAL BUDGET:** Town Administrator M. Farrell presented the Capital Budget.

						<b>2002-03</b>	<b>2002-03</b>
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	DEPARTMENT REQUEST	ADMIN REQUEST
<b>CAPITAL BUDGET</b>						
<i>CAPITAL PURCHASES</i>						
	Various capital purchases (see attached for detail)					
<b>TOTAL CAPITAL PURCHASES</b>		<b>38,826</b>	<b>39,897</b>	<b>91,312</b>	<b>446,529</b>	<b>155,895</b>

**Capital Budget -- FY 2002/2003**

<u>Description</u>	<u>Amount</u>
Fire Computer Equipment Lease	23,084
Quint Lease (A)	132,811
	155,895

(A) Quint has not been purchased at this time. Amount of lease is the amount disclosed in the 2001/2002 #8 Warrant Article.

R. Dion moved to accept the Capital Budget as presented. Seconded by R. Holley. **Motion carried.**

DEBT BUDGET: Town Administrator M. Farrell presented the Debt Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2000-01 APPROP.	2000-01 ACTUAL	2001-02 APPROP.	2002-03 DEPARTMENT REQUEST	2002-03 ADMIN REQUEST
<b>DEBT SERVICE</b>						
<b>BOND PRINCIPLE PAYMENTS</b>						
1- 401- 51- 843	1985 SEWER	125,000	125,000	125,000	125,000	125,000
	TIF DISTRICT BOND				260,000	260,000
	ELMER AVE. SEWER BOND				49,200	49,200
1- 401- 51- 845	1996 SAFETY CENTER	115,000	115,000	115,000	115,000	115,000
<b>TOTAL BOND PRINCIPLE</b>		<b>240,000</b>	<b>240,000</b>	<b>240,000</b>	<b>549,200</b>	<b>549,200</b>
<b>BOND INTEREST PAYMENTS</b>						
1- 401- 56- 843	1985 SEWER	52,837	52,837	42,043	30,325	30,325
	TIF DISTRICT BOND				135,207	135,207
	ELMER AVE. SEWER BOND				10,000	10,000
1- 401- 56- 845	1996 SAFETY CENTER	73,342	73,342	66,864	60,404	60,404
<b>TOTAL BOND INTEREST</b>		<b>126,179</b>	<b>126,179</b>	<b>108,907</b>	<b>235,936</b>	<b>235,936</b>
<b>TOTAL DEBT SERVICE</b>		<b>366,179</b>	<b>366,179</b>	<b>348,907</b>	<b>785,136</b>	<b>785,136</b>

M. DiBietto moved to accept the Debt Budget as presented. Seconded by R. Dion. **Motion carried.**

Meeting adjourned 9pm.

Respectfully submitted,

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Tina M. Paquette  
Administrative Assistant

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Michel N. Jolin  
Town Council Secretary