

TOWN COUNCIL MINUTES
BUDGET WORKSHOP MEETING
MONDAY, JANUARY 6, 2003`

The meeting was called to order at 6:37pm.

Present: Chairman M. DiBitetto, D. Pichette-Volk (present at 7:50pm), P. Rueppel, P. Loiselle, M. Ruel, R. Holley, P. Ganley, M. Farrell – Town Administrator. Excused: M. Jolin, R. Dion.

2003/2004 TOWN BUDGET PRESENTATIONS.

M. Farrell stated that a new approach was taken this year to arrive at the 2003/2004 budget. His goal is to present a balanced budget, meaning that the tax rate, for the Town portion, would not change from current year which is \$7.53. If you use the total operating budget figure of \$10,439,000 and add to it \$730,000, which is the same amount in, warrant articles of last year, for the CIP, you get the exact same tax rate we have currently which is \$7.47. There is one minor exception, the budget does not include any salary increases, and they are all flat funded. If you add a 3% cost of living to all the employees that would cost approximately \$45,000 and that would give yield a \$7.53 tax rate and note that this doesn't include the merit pool, which will be discussed at a later date. School, State School Tax and County have been zeroed out with only figures in the Town portion. He worked from the back with the revenue side then moving forward to the expense side. Using certain assumptions that there will be a 4% increase in the overall valuation of the Town. The War Service Credit, Overlay, and Shared Revenues are all the same as the previous year. The same amount of one million dollars in the Unreserved Fund Balance will be used. The revenue is estimated at \$4,403,000 not counting real estate taxes. Requests for Capital expenditures far exceeds available revenues by \$528,124. If spending does not exceed \$975,459 the tax rate will stay the same but once spending goes over that amount then the tax rate goes up. If the entire amount that is requested would be funded then the tax rate would go up 66 cents.

Supplemental requests are made up of essential items and new items. Essential items are listed because the Departments feel they are needed items. The departments should have the chance to explain and give the Council the opportunity to then make the decision. This will allow the Council to determine the level of service that will be provided to the citizens of Hooksett. Granted people will want services, new services and not to cut services, but when looking at holding the line on taxes some services have to be cut. He has done the cutting for Council but the Council has the opportunity to add services back in.

P. Rueppel gave compliment to Diane Savoie, Finance Director, on how nicely the budget book had been put together.

M. Farrell stated that each year D. Savoie takes comments and suggestions that were mentioned to her throughout the year and finds a way to include them in the new budget. Everything in the book is of great value. She does a great job.

BUDGET BOOK CONTENTS:

Diane Savoie, Finance Director, stated that the Planning Department will now be located in Community Development and Transfer Station will be located under Solid Waste. The Budget recap pages show all of the components, 2001/2002 appropriations vs. actual, 2002/2003 current year appropriations. The Council/Budget Recommendations column is to see before the default budget that Town Council and the Budget committee voted on these particular figures; this is there for use as an analytical tool only. The last two columns are also for use as an analytical tool representing increases and decreases for 2002/2003.

Using Highway as an example, bottom of the page indicates revenues for 2001/2002 and an explanation for the supplemental budget. In the past this was at the end of the book and was cumbersome to refer to, therefore, it has been relocated to this cover page to give a quick overview. Using the Police Department as another example where they have asked for five new employees for six months there are two charts one showing 6 month figures and the other showing 12 month figures. For each new employee request there is an analysis sheet similar to this one. In the Administration budget under benefits section you will see that there is a recap of all the employees and how much the salaries are and how much the benefits are. The CIP section was voted on by CIP and Planning Board Committees. After the Fire Department

budget there is a proposed fire station at Exit 10 to which the Fire Chief will be speaking on. The CIP has a request for a building at Exit 10 that's why the Fire Chief put in a potential budget.

M. Ruel asked when someone speaks to the Exit 10 issue would the TIF district money be addressed.

D. Savoie stated the TIF money is being used to pay off the bond.

M. Farrell stated that the current funds for the TIF are dedicated to the bond unless a new development occurs in the district then that money would potentially be available for other additional expenditures.

M. Rule asked if we get additional revenue above and beyond what it owed on the bond then that money could be used to pay off the bond early or for TIF district related expenses.

M. Farrell stated you would have to modify the plan first. Right now the two choices are pay off the bond early or return the money to the general fund without a modification of an economic development plan in the TIF. Council can amend the plan and make the final decision on how the money is used.

D. Savoie stated that in the back of the book under Town Funds she has added more information. Balances are as of November 30, 2002 for TIF District Bond, School Impact Fees and the others listed on page 2. Trust Fund balances are also as of November 30, 2002. The bottom of the last page I-4 indicates Police, Fire and Recreational value those are applications the Building Department has received to date. The funds have not been collected because the Certificate of Occupancy has not been issued; therefore the figures are guesstimates. Vehicle Inventory is the same format. The Default Budget was arrived by taking the default budget from last year plus or minus new obligations. Last year's warrant article for the Fire Department's union contract included new salaries and this was added to the proposed default budget. The salaries must be added because they are contractual. The NH Retirement System increased rates for Police and Fire, which are mandatory for the Town to pay.

COMMUNITY DEVELOPMENT:

PLANNING DEPARTMENT: Town Planner Charles Watson and Jo Ann Duffy presented the Planning Department's Budget. C. Watson stated the new items being requested are \$21,000 for Professional Services to hire a consultant to develop a Performance Zoning District, which would be incorporated into the Hooksett Zoning Ordinance; \$40,000 for Fiscal Impact Analysis to hire a consultant to develop an impact fee for roads; and \$47,000 in the capital budget to provide funds for the GIS maintenance.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2001-02 APPROP.	2001-02 ACTUAL	2002-03 APPROP.	2002-03 Council/Budget Recomm	2003-04 DEPARTMENT REQUEST	2003-04 ADMIN REQUEST	2003-04 SUPPLEMENTAL BUDGET
COMMUNITY DEVELOPMENT DEPARTMENT								
1-454-01-111	WAGES	81,315	80,074	81,315	137,423	149,877	85,517	66,684
1-451-01-223	PROF. SERVICES	1	0	1	1	21,000	21,000	
1-454-01-424	OFFICE SUPPLIES	5,478	5,920	5,478	7,725	2,720	2,720	
1-454-01-431	POSTAGE	6,151	5,028	6,151	6,655	6,151	6,151	
1-454-01-433	TELEPHONE	1,800	2,038	1,800	2,000	3,240	2,540	700
1-454-01-443	TRAINING	3,920	2,297	3,920	4,000	4,500	4,000	500
1-454-01-543	TRAVEL EXPENSE	5,022	4,816	5,022	5,324	7,244	6,044	1,200
1-454-01-713	NEW EQUIPMENT					3,370	3,370	
1-454-01-811	GENERAL OPERATION					4,500	4,500	
1-454-01-829	HEARING EXPENSE	5,150	5,490	5,150	5,150	6,000	6,000	
1-454-01-850	FISCAL IMPACT ANALYSIS	15,000	10,500	15,000	15,000	40,000	40,000	
1-454-01-860	MASTER PLAN UPDATE	10,000	18,745	10,000	0	1	1	

1- 454- 01- 865	RECORDS PRESERVATION				4,360	4,360	4,360	
1- 454- 01- 870	GIS MAINTENANCE	0	0	0	0	0	0	
TOTAL COMMUNITY DEV.		133,837	134,908	133,837	187,638	252,963	186,203	69,084

REVENUES FOR 2001/2002

Zoning Board Hearings	6,688
Planning Board Hearings	19,597
Ordinance Copy Income	1,086
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	27,371

SUPPLEMENTAL BUDGET

Supplemental wages considers a 3% COLA on July 1, 2003.

Wages, telephone, travel and training for the engineer has been placed in the supplemental budget.

M. Ruel moved to accept the Planning Department's Budget as presented. Seconded by P. Loiselle.
Motion carried unanimously.

HIGHWAY DEPARTMENT:

Dale Hemeon, Highway Department Manager, presented the Highway Department's Budget.

D. Hemeon stated that due to increasing amounts of subdivisions the amount of road maintenance is getting much larger and therefore requested one new employee. \$33,000 is requested for Contracted Services for catch basin cleaning.

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2001-02 APPROP.	2001-02 ACTUAL	2002-03 APPROP.	2002-03 Council/Budget Recomm	2003-04 DEPARTMENT REQUEST	2003-04 ADMIN REQUEST	2003-04 SUPPLEMENTAL BUDGET
HIGHWAY DEPARTMENT								
HIGHWAY ADMINISTRATION								
1- 437- 11- 111	WAGES	86,968	38,009	86,968	83,143	83,165	83,165	2,387
1- 437- 11- 317	UNIFORMS	8,060	8,203	8,060	10,030	7,930	7,930	
1- 437- 11- 424	OFFICE SUPPLIES	2,500	2,306	2,500	2,500	2,500	2,500	
1- 437- 11- 433	TELEPHONE	3,692	5,419	3,692	5,692	6,004	6,004	
1- 437- 11- 541	EDUCATION & TRAINING	600	870	600	2,600	2,600	2,600	
1- 437- 11- 711	TECH. SUPPLIES	2,400	0	2,400	1	500	500	
1- 437- 11- 713	NEW EQUIPMENT	1,000	511	1,000	1,000	1,000	1,000	
1- 437- 11- 989	AUTOCAD SYSTEM	600	0	600	1	1	1	
1- 437- 11- 999	MISC.	1	439	1	0	1	1	
TOTAL HIGHWAY ADMINISTRATION		105,821	55,757	105,821	104,967	103,701	103,701	2,387
ROAD MAINTENANCE								
1- 437- 21- 111	WAGES	255,244	256,231	255,244	296,195	297,354	275,729	39,050
1- 437- 21- 275	RENTAL & CONTRACTED SERVICES	16,000	10,718	16,000	59,900	62,230	29,230	33,000
1- 437- 21- 311	MAINT & REPAIR OF EQUIPMENT	0	45	0	0	0	0	

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1- 437- 21- 421	CONSTRUCTION MATERIAL	50,000	50,231	50,000	55,000	55,000	55,000	
1- 437- 21- 429	SALT/SAND FOR HIGHWAYS	61,000	60,969	61,000	65,000	65,000	65,000	
1- 437- 21- 529	GAS & DIESEL FUEL	22,000	20,345	22,000	20,000	20,000	20,000	
1- 437- 21- 711	NEW/REPLACEMENT EQUIPMENT	30,400	30,341	30,400	34,600	29,515	29,515	
1- 437- 21- 712	SALT/SAND FOR RESIDENTS	1,000	0	1,000	1,000	1,000	1,000	
1- 437- 21- 987	PLOW EDGES & CHAINS	3,000	3,192	3,000	3,000	3,000	3,000	
TOTAL ROAD MAINTENANCE		438,644	432,072	438,644	534,695	533,099	478,474	72,050
MISC. HIGHWAY								
1- 437- 41- 981	RESURFACING	220,000	220,000	220,000	220,000	220,000	220,000	
TOTAL MISC. HIGHWAY		220,000	220,000	220,000	220,000	220,000	220,000	0
FLEET MAINTENANCE								
1- 437- 52- 111	WAGES	61,838	64,798	61,838	68,679	63,471	63,471	1,893
1- 437- 52- 311	HIGHWAY MAINTENANCE & REPAIR	42,000	22,891	42,000	45,000	45,000	45,000	
1- 437- 52- 313	POLICE VEHICLE MAINTENANCE & REPAIR	15,000	12,261	15,000	20,000	20,000	15,000	5,000
1- 437- 52- 314	FIRE VEHICLE MAINTENANCE & REPAIR	36,000	52,496	36,000	36,000	48,500	48,500	
1- 437- 52- 315	ADMINISTRATION VEHICLE MAINT. & REPAIR	1,100	3,472	1,100	1,100	2,000	2,000	
1- 437- 52- 316	PARKS & RECR. MAINTENANCE & REPAIR	1,000	2,051	1,000	2,000	2,000	2,000	
1- 437- 52 317	MISC. TOWN VEHICLE REPAIRS	10,000	0	10,000	10,000	10,000	10,000	
1- 437- 52- 318	BUILDING VEHICLE MAINTENANCE & REPAIR	1,100	1,794	1,100	2,000	1,000	1,000	
1- 437- 52- 319	TRANSFER STATION VEHICLE MAINT & REPAIR	8,500	5,158	8,500	8,000	6,000	6,000	
1- 437- 52- 320	RUBBISH VEHICLE MAINT & REPAIR	2,200	4,348	2,200	2,200	8,000	4,000	4,000
1- 437- 52 322	GROUPS MAINTENANCE	1,500	1,220	1,500	1,500	1,500	1,500	
1- 437- 52- 421	SHOP SUPPLIES, SERVICES & TOOLS	3,933	10,339	3,933	3,958	7,633	7,633	
TOTAL FLEET MAINTENANCE		184,171	180,828	184,171	200,437	215,104	206,104	10,893
TOTAL HIGHWAY DEPARTMENT		948,636	888,657	948,636	1,060,099	1,071,904	1,008,279	85,330

REVENUES FOR 2001/2002:

Highway Block Grant	157,749
Excavation Fee	100
Plowing	8,520
Miscellaneous	188
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	166,557

SUPPLEMENTAL BUDGET

Supplemental wages considers a 3% COLA on July 1, 2003.

Supplemental road maintenance wages includes 1 new employee.

Rental & contracted supplemental budget includes money to clean catch basins.

PARKS AND RECREATION:

Dale Hemeon, Parks and Recreation Director, presented the Parks and Recreation Budget.

D. Hemeon stated that field maintenance has increased and now includes the new field on Route 3A, Peter'sbrook Field and the proposed new middle school which will add 15 acres of field therefore he has

requested two new employees one to be a foreman. New equipment line includes a request in the amount of \$12, 000 for a new Lazer Mower Dec. A new line was added for water usage at Peter'sbrook due to Central Water charging the Town.

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PARKS & RECREATION DEPARTMENT								
1- 444- 01- 111	WAGES - PARKS & RECREATION	55,249	55,011	55,249	13,614	32,760	0	32,760
1- 444- 02- 111	WAGES - GROUNDS MAINTENANCE	64,510	46,619	64,510	68,248	109,506	81,919	18,372
1- 444- 01- 112	WAGES - FUN IN THE SUN	18,832	18,404	18,832	21,448	21,448	21,448	
1- 444- 01- 311	MAINTENANCE & REPAIRS	37,750	30,308	37,750	36,500	46,250	46,250	
1- 444- 01- 433	TELEPHONE	1,000	889	1,000	1,000	1,000	1,000	
1- 444- 01- 529	GAS & DIESEL FUEL	0	142	0	0	0	0	
1- 444- 01- 713	NEW EQUIPMENT	13,900	12,176	13,900	12,400	12,800	12,800	
1- 444- 01- 810	GENERAL OPERATION - FUN SUN	4,420	4,122	4,420	4,420	4,420	4,420	
1- 444- 01- 811	GENERAL OPERATIONS	13,200	7,860	13,200	12,200	16,900	16,900	
TOTAL PARKS & RECREATION		208,861	175,531	208,861	169,830	245,084	184,737	51,132

REVENUES FOR 2001/2002

Fun in the Sun	22,658
Parks & Recreation	3,200
Ski Program	1,260
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	27,118

SUPPLEMENTAL BUDGET

- Supplemental wages considers a 3% COLA on July 1, 2003.
- Supplemental parks & recreation wages includes wages for a new foreman.
- Supplemental grounds maintenance wages includes wages for a new position.

D. Pichette moved to accept the Parks and Recreation's Department's Budget as presented. Seconded by P. Rueppel. **Motion carried unanimously.**

ADMINISTRATION DEPARTMENT:

M. Farrell, Town Administrator, presented the Administration Department's budget.

M. Farrell stated the in the near future there will be three servers on line and our need for a part time computer technician is becoming greater. The wage pool is un-funded in the supplemental budget. Liability insurance has seen some increase as our three-year guarantee rate program ended. There was an increase in the property portion and exposures. The Unemployment Compensation, Social Security and Medicare in the supplemental budget are all associated with all the new positions within the entire budget. Page 29 outlines the cost of 11 new employees and 3 part-time employees. NHMA's health insurance premiums have increased modestly by 7½ %. Miscellaneous damages for \$9,000 in supplemental column are there for pending and possible settlements for items that are not covered by insurance. Ambulance Service line of \$8,000 is due to service increase.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2001-02 APPROP.	2001-02 ACTUAL	2002-03 APPROP.	2002-03 Council/Budget Recomm	2003-04 DEPARTMENT REQUEST	2003-04 ADMIN REQUEST	2003-04 SUPPLEMENTAL BUDGET
ADMINISTRATION DEPARTMENT								
PUBLIC OFFICIALS SALARY								
1- 401- 01- 111	TOWN COUNCIL	14,000	12,500	14,000	14,000	14,000	14,000	
1- 401- 01- 113	SEWER COMMISSION	5,000	4,625	5,000	5,000	5,000	5,000	
1- 401- 01- 115	POLICE COMMISSION	1,200	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	1,800	
1- 401- 01- 119	SUPERVISORS OF CHECKLISTS	1,800	1,800	1,800	1,800	1,800	1,800	
TOTAL OFFICIALS SALARY		23,800	21,925	23,800	23,800	23,800	23,800	0
ADMINISTRATIVE SALARIES								
1- 401- 06- 111	ADMINISTRATIVE SALARIES	136,160	134,327	136,160	158,356	163,867	143,067	22,754
1- 401- 06- 112	WAGE POOL			0	42,591	47,277		47,277
TOTAL ADMINISTRATIVE SALARIES		136,160	134,327	136,160	200,947	211,144	143,067	70,031
OFFICE EXPENSE								
1- 401- 11- 211	TOWN REPORTS	8,700	7,665	8,700	8,700	8,700	8,700	
1- 401- 11- 221	COMPUTER CONTRACTS & MAINTENANCE	15,851	20,729	14,651	25,283	18,500	18,500	
1- 401- 11- 251	PRINTING	800	1,111	800	800	950	950	
1- 401- 11- 252	COUNCIL NEWS LETTER	2,800	1,257	2,800	3,400	3,500	3,500	
1- 401- 11- 253	ADVERTISING	1,000	1,303	1,000	2,000	1,500	1,500	
1- 401- 11- 424	OFFICE SUPPLIES	3,300	6,245	3,300	5,500	6,000	6,000	
1- 401- 11- 431	POSTAGE	11,000	10,751	11,000	13,000	13,000	13,000	
1- 401- 11- 433	TELEPHONE	8,120	12,256	8,120	10,150	13,950	13,950	
1- 401- 11- 527	GASOLINE	1,000	1,953	1,000	1,000	1,600	1,600	
1- 401- 11-	MILEAGE					300	300	
1- 401- 11- 541	EDUCATION & MEMBERSHIP	5,030	6,898	5,030	19,075	29,275	29,275	
1- 401- 11- 711	NEW EQUIPMENT	8,979	1,871	8,979	7,430	7,300	7,300	
1- 401- 11- 735	OFFICE EQUIPMENT RENTAL	6,735	6,372	6,735	7,655	9,795	9,795	
1- 401- 11- 745	DRUG & ALCOHOL TESTING	2,000	1,597	2,000	2,000	2,000	2,000	
1- 401- 11- 811	GENERAL OPERATING EXPENSES	5,560	2,395	5,560	5,560	5,900	5,900	
TOTAL OFFICE SUPPLIES		80,875	82,403	79,675	111,553	122,270	122,270	0
ELECTIONS								
1- 401- 16- 213	CHECKLISTS	1,300	0	1,300	1,300	1,000	1,000	
1- 401- 16- 215	TOWN MEETING	2,729	8,134	2,729	4,787	9,100	9,100	
1- 401- 16- 217	SPECIAL TOWN MEETING	500	131	500	500	500	500	
TOTAL ELECTIONS		4,529	8,265	4,529	6,587	10,600	10,600	0
INSURANCE								
1- 401- 26- 921	LIABILITY	88,000	86,741	88,000	92,000	99,000	99,000	
1- 401- 26- 924	CALL FIRE	350	64	350	500	500	500	
1- 401- 26- 925	WORKERS COMPENSATION	82,461	74,123	82,461	88,595	100,374	87,000	13,374
1- 401- 26- 927	UNEMPLOYMENT COMPENSATION	7,500	4,191	7,500	7,500	7,500	7,500	
1- 401- 26- 929	SOCIAL SECURITY	96,000	112,074	96,000	131,858	139,509	124,828	14,681
1- 401- 26- 933	MEDICARE	61,702	53,805	61,702	66,085	70,827	65,271	5,556

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	2002/2003 UNION CONTRACT			16,001	16,001			
TOTAL INSURANCE		336,013	330,998	352,014	402,539	417,710	384,099	33,611
BENEFITS								
1- 401- 31- 931	HEALTH INSURANCE	770,453	585,925	868,301	851,578	873,514	778,510	95,004
1- 401- 31- 932	LIFE & DISABILITY INSURANCE	49,452	48,317	49,452	49,452	55,617	50,800	4,817
1- 401- 31- 934	TOWN ADMINISTRATOR ICMA CONTRIBUTION	6,700	6,700	6,700	6,700	7,246	7,246	
1- 401- 31- 935	NH RETIREMENT	232,184	200,680	232,184	218,439	393,692	370,013	23,679
	2002/2003 UNION CONTRACT			14,920	14,920			
1- 401- 31- 936	DENTAL INSURANCE	44,939	32,829	44,939	39,211	59,824	54,899	4,925
1- 401- 31- 938	PENSION	4,000	4,000	4,000	4,000	4,000	4,000	
1- 401- 31- 939	HEALTH INSURANCE REIMBURSEMENT	8,400	8,217	8,400	9,600	8,400	8,400	
TOTAL BENEFITS		1,116,128	886,668	1,228,896	1,193,900	1,402,293	1,273,868	128,425
STREET LIGHTS								
1- 401- 36- 951	STREET LIGHTS	45,000	42,363	45,000	45,000	45,000	45,000	
TOTAL STREET LIGHTS		45,000	42,363	45,000	45,000	45,000	45,000	0
HYDRANT MAINTENANCE								
1- 401- 41- 953	HYDRANT MAINTENANCE	114,338	114,747	114,338	115,032	126,981	126,981	
TOTAL HYDRANT MAINTENANCE		114,338	114,747	114,338	115,032	126,981	126,981	0
LEGAL								
1- 401- 46- 821	ATTORNEY FEES	35,000	48,574	35,000	40,000	50,000	50,000	
1- 401- 46- 824	LEGAL ADS	1,500	1,733	1,500	1,500	1,500	1,500	
1- 401- 46- 825	MISC/DAMAGES	8,000	20,551	8,000	8,000	17,000	8,000	9,000
1- 401- 46- 827	UNION NEGOTIATION FEES	10,000	20,355	10,000	4,000	4,000	4,000	
TOTAL LEGAL		54,500	91,213	54,500	53,500	72,500	63,500	9,000
MISC. ACT/ASSOCIATIONS								
1- 401- 61- 910	COMMUNITY ACTION	10,978	10,978	10,978	11,526	11,526	11,526	
1- 401- 61- 911	MEMORIAL DAY	1,750	1,750	1,750	1,750	1,750	1,750	
1- 401- 61- 912	SO. NH PLANNING	6,363	6,363	6,363	7,404	7,566	7,566	
1- 401- 61- 913	NH MUNICIPAL ASSN.	6,700	7,169	6,700	7,050	7,800	7,800	
1- 401- 61- 914	VISITING NURSE	7,402	7,402	7,402	7,402	7,402	7,402	
1- 401- 61- 915	AMBULANCE SERVICE	52,575	52,575	52,575	52,575	60,461	60,461	
1- 401- 61- 916	TRI-COUNTY WASTE	0	0	0	1	0	0	
1- 401- 61- 917	AMERICAN RED CROSS	1,129	1,129	1,129	1,129	1,129	1,129	
1- 401- 61-	EDUCATION-A-MUST					1,000	1,000	
1- 401- 61- 918	APPRECIATION NIGHT	4,500	5,415	4,500	4,500	4,500	4,500	
1- 401- 61- 919	HOOKSETTITES	3,500	3,500	3,500	3,500	3,500	3,500	
1- 401- 61- 920	HISTORICAL SOCIETY	1,000	1,000	1,000	1,000	1,000	1,000	
1- 401- 61- 921	OLD HOME DAY	1,000	1,000	1,000	2,000	2,000	2,000	
1- 401- 61- 922	EMPLOYEE APPREC. NIGHT	5,000	5,481	5,000	5,000	5,000	5,000	
TOTAL MISC. ACT/ASSOCIATIONS		101,897	103,762	101,897	104,837	114,634	114,634	0
1- 401- 71- 101	UNANTICIPATED EXPENSES	10,000	1,875	10,000	10,000	10,000	10,000	
1- 401- 71- 102	ECONOMIC DEVELOPMENT	5,000	0	5,000	10,000	10,000	10,000	
TOTAL ADMINISTRATION		2,028,240	1,818,546	2,155,809	2,277,695	2,566,932	2,327,819	241,067

SUPPLEMENTAL BUDGET

Supplemental wages considers a 3% COLA on July 1, 2003 and the wages for the part-time computer technician.

Supplemental wage pool consists of a proposed 3% merit payment to non-union personnel.

The 12 requested full-time employees and 3 requested part-time employees' benefits have been moved to the supplemental budget column.

(A) Vision history was transferred to the Assessing Budget.

P. Ganley moved to accept the Administration's Department's Budget as presented. Seconded by R. Holley. **Motion carried unanimously.**

Chairman DiBitetto adjourned the meeting at 9:30pm.

Respectfully submitted,

Tina M. Paquette
Administrative Assistant

Mary A. Ruel
Secretary