

**TOWN COUNCIL MINUTES
BUDGET WORKSHOP MEETING
WEDNESDAY, JANUARY 15, 2003**

The meeting was called to order at 6:34pm.

Present: Chairman M. DiBitetto, D. Pichette-Volk, P. Rueppel, P. Loiselle, M. Ruel, R. Dion, R. Holley, M. Jolin, P. Ganley (present 6:45pm), M. Farrell – Town Administrator.

NOMINATIONS/APPOINTMENTS:

P. Rueppel nominated George Longfellow for Town Council District 6 Representative and would like candidates to attend Council meeting before an appointment is made.

Chairman DiBitetto stated that he would contact the Hooksett Banner and the Union Leader indicating that anyone interested in District 6 Council membership should send a letter of intent and a resume to be received no later than January 28, 2003 and that a personal appearance would be appreciated at the Town Council's meeting on February 12, 2003.

POLICE: Chief Agrafiotis presented the Police Department's budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2001-02 APPROP.	2001-02 ACTUAL	2002-03 APPROP.	2002-03 Council/Budget Recomm	2003-04 DEPARTMENT REQUEST	2003-04 COMMISSION REQUEST	2003-04 SUPPLEMENTAL BUDGET
POLICE DEPARTMENT								
1- 424- 01- 111	WAGES	1,374,442	1,193,018	1,374,442	1,380,247	1,562,160	1,448,426	113,734
1- 424- 01- 311	GASOLINE & CRUISER UPKEEP	36,183	23,260	36,183	36,785	36,785	36,785	
1- 424- 01- 314	COMMUNICATION MAINTENANCE	8,600	4,788	8,600	8,600	8,600	8,600	
1- 424- 01- 315	EQUIPMENT MAINTENANCE	2,000	65	2,000	2,500	2,500	2,500	
1- 424- 01- 415	PHOTOGRAPHY	5,500	4,203	5,500	6,039	6,039	6,039	
1- 424- 01- 433	TELEPHONE	10,000	9,634	10,000	11,000	11,000	11,000	
1- 424- 01- 441	SELECTION PROCESS	9,434	14,926	9,434	15,872	15,872	6,622	9,250
1- 424- 01- 443	TRAINING	16,965	15,979	16,965	16,965	16,965	16,965	
1- 424- 01- 444	DRUG/ALCOHOL/PSYCH/MED TESTING	1,000	200	1,000	2,000	2,000	2,000	
1- 424- 01- 445	PUBLICATIONS	4,960	7,372	4,960	4,960	4,960	4,960	
1- 424- 01- 446	EDUCATION (CONTRACTUAL)	6,000	0	6,000	6,000	6,000	6,000	
1- 424- 01- 447	COMMUNITY SERVICE (DARE & GREAT)	7,500	9,354	7,500	7,500	7,500	7,500	
1- 424- 01- 481	VEHICLE & RELATED PURCHASES	3,272	90,444	3,272	56,435	56,435	56,435	
1- 424- 01- 713	POLICE EQUIPMENT	18,951	66,620	18,951	11,650	11,650	8,800	2,850
1- 424- 01- 715	PERSONNEL EQUIPMENT	14,650	16,545	14,650	13,067	13,067	950	12,117
1- 424- 01- 716	UNIFORMS (CONTRACTUAL)	18,200	13,703	18,200	18,200	18,200	18,200	
1- 424- 01- 717	OFFICE EQUIPMENT & RELATED SUPPLIES	7,919	21,741	7,919	7,925	7,925	7,925	
1- 424- 01- 718	OFFICE EQUIPMENT RENTAL & MAINT. CONTRACT	21,340	20,851	21,340	22,599	22,599	22,599	
1- 424- 01- 821	LEGAL FOR POLICE COMMISSION	8,000	5,303	8,000	8,000	8,000	8,000	
1- 424- 01- 827	LEGAL FOR UNION NEGOTIATION	1	15,103	1	1	1	1	
1- 424- 01- 962	ANIMAL CONTROL OPERATIONS	5,550	1,219	5,550	5,550	5,550	5,550	
1- 424- 01- 963	SPECIAL POLICE	60,000	46,835	60,000	60,000	60,000	60,000	
1- 424- 01- 999	MISCELLANEOUS	3,650	48,846	3,650	3,940	3,940	3,940	
TOTAL POLICE DEPARTMENT		1,644,117	1,630,009	1,644,117	1,705,835	1,887,748	1,749,797	137,951

NUMBER	DESCRIPTION	APPROP.	ACTUAL	APPROP.	dget Recomm	MENT REQUES T	REQUEST	ENTAL BUDGET
LIBRARY								
1- 471-01- 111	WAGES	151,066	143,152	158,873	166,817	165,228	165,228	
1- 471-01- 315	MAINTENANCE & REPAIRS	28,900	25,386	13,400	15,900	15,900	15,900	
1- 471-01- 423	BULDING MAINTENANCE SUPPLIES	1,450	1,184	1,450	1,500	1,450	1,450	
1- 471-01- 424	OFFICE SUPPLIES	3,000	2,451	3,000	3,000	3,000	3,000	
1- 471-01- 425	BOOKS AND MATERIALS	33,750	44,174	36,300	35,000	39,500	39,500	
1- 471-01- 427	REMOTE ACCESS DATABASE	0	0	0	6,000	6,000	6,000	
	SOFTWARE	0	0	0	0	1,000	1,000	
1- 471-01- 426	AUTOMATION	10,000	9,972	10,000	10,000	10,000	10,000	
1- 471-01- 431	POSTAGE	700	783	850	750	850	850	
1- 471-01- 451	UTILITIES	39,734	37,702	39,734	39,988	39,734	39,734	
1- 471-01- 541	STAFF & TRUSTEES	2,500	4,823	3,500	3,000	3,500	3,500	
1- 471-01- 542	PROGRAMS AND SERVICES	0		0	1,000	1,000	1,000	
1- 471-01- 713	EQUIPMENT	750	2,527	1,000	1,000	1,000	1,000	
1- 471-01- 925	WORKERS COMPENSATION	275	356	275	275	275	275	
1- 471-01- 927	UNEMPLOYMENT COMPENSATION	360	111	360	360	360	360	
1- 471-01- 929	SOCIAL SECURITY	9,366	8,875	9,850	10,343	10,244	10,244	
1- 471-01- 931	HEALTH INSURANCE	11,764	12,083	14,718	13,258	15,807	15,807	
1- 471-01- 933	MEDICARE	2,190	2,076	2,303	2,418	2,396	2,396	
1- 471-01- 935	NEW HAMPSHIRE RETIREMENT	3,013	2,957	3,000	2,981	3,177	3,177	
1- 471-01- 936	DENTAL INSURANCE	552	758	757	552	796	796	
	TOTAL LIBRARY	299,370	299,370	299,370	314,142	321,217	321,217	0

P. Loisel moved to accept the Library's budget as presented. Seconded by D. Pichette-Volk. **Motion carried unanimously.**

TOWN CLERK/TAX COLLECTOR: Town Clerk, Leslie Nepveu presented the Town Clerk/Tax Collector's Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2001-02 APPROP.	2001-02 ACTUAL	2002-03 APPROP.	2002-03 Council/B udget Recomm	2003-04 DEPART MENT REQUES T	2003-04 ADMIN REQUES T	2003-04 SUPPLE MENTAL BUDGET
TAX DEPARTMENT								
1- 414-01- 111	TAX DEPARTMENT WAGES	112,859	108,041	112,859	113,265	113,704	113,704	3,278
1- 414-01- 241	STATE FEES	3,250	5,329	3,250	3,250	3,275	3,275	
1- 414-01- 243	REGISTRY OF DEEDS	1,750	1,340	1,750	1,750	1,750	1,750	
1- 414-01- 251	PRINTING	4,375	2,803	4,375	4,500	4,375	4,375	
1- 414-01- 433	TELEPHONE	1,800	1,810	1,800	2,220	1,850	1,850	
1- 414-01- 531	MILEAGE	150	0	150	150	150	150	
1- 414-01- 541	EDUCATION	1,200	80	1,200	1,200	1,200	1,200	
1- 414-01- 713	NEW EQUIPMENT	475	541	475	425	680	680	
1- 414-01- 715	RECORDS PRESERVATION	1,700	0	1,700	1,700	1,700	1,700	
1- 414-01- 716	COMPUTER UPGRADE	0	0	0	0	0	0	
1- 414-01- 811	GENERAL OPERATING EXPENSES	2,100	1,671	2,100	2,900	3,900	3,900	
1- 414-01- 812	TOWN OF HOOKSETT	11,222	11,222	11,222	3,000	0	0	

	AUTOMATION							
TOTAL TAX DEPARTMENT		140,881	132,837	140,881	134,360	132,584	132,584	3,278

REVENUES FOR 2001/2002

Motor Vehicle	2,513,092
UCC	792
Dog License	5,056
Filing Fees	15
Vital	2,775
Decals	20,362
Motor Vehicle Titles	7,592
Interest & Penalties on taxes	179,945
Misc. Tax revenues	<u>1,091</u>
	2,730,720

SUPPLEMENTAL BUDGET

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

M. Jolin moved to accept the Town Clerk/Tax Collector's budget as presented. Seconded by P. Loiselle.
Motion carried unanimously.

FAMILY SERVICES: Director of Family Services, Joy Buzzell presented the Family Services' budget.

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
FAMILY SERVICES								
1- 420 01- 111	FAMILY SERVICES WAGES	38,188	33,612	38,188	39,228	34,333	34,333	1,032
1- 420 01- 433	TELEPHONE	1,628	2,005	1,628	1,500	2,000	2,000	
1- 420 01- 531	MILEAGE	500	33	500	300	500	500	
1- 420 01- 541	EDUCATION	700	95	700	700	700	700	
1- 420 01- 713	EQUIPMENT	500	186	500	500	1,200	1,200	
1- 420 01- 941	TOWN WELFARE	50,000	88,148	50,000	75,000	90,000	90,000	
1- 420 01- 943	PROGRAM DEVELOPMENT	5,000	5,022	5,000	4,500	5,000	5,000	
TOTAL FAMILY SERVICES		96,516	129,101	96,516	121,728	133,733	133,733	1,032

REVENUES FROM 2001/2002

Welfare Reimbursements	9,607
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SUPPLEMENTAL BUDGET

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

R. Dion moved to accept the Family Services budget as presented. Seconded by R. Holley. **Motion carried unanimously.**

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

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
BUILDING DEPARTMENT								
1- 411-01- 111	BUILDING WAGES	78,227	80,131	78,227	79,770	110,986	79,786	33,552
1- 417-01- 114	HEALTH OFFICER	1,200	1,200	1,200	2,400	2,400	2,400	
1- 411-01- 222	CONTRACTED SERVICES	1,400	0	1,400	1,400	1,400	1,400	
1- 411-01- 229	GIS UPDATES	0	0	0	0	2,000	0	2,000
1- 411-01- 251	PRINTING & FORMS	1,000	1,186	1,000	1,000	1,000	1,000	
1- 411-01- 433	TELEPHONE	2,000	2,633	2,000	2,000	2,700	2,700	
1- 411-01- 527	GAS	1,169	940	1,169	890	1,000	1,000	
1- 411-01- 531	MILEAGE	0	0	0	0	2,500	0	2,500
1- 411-01- 541	EDUCATION	1,700	1,767	1,700	1,700	2,000	2,000	
1- 411-01- 542	BOCA MEETING	2,500	2,430	2,500	2,500	2,500	2,500	
1- 411-01- 713	NEW EQUIPMENT	3,000	1,946	3,000	3,000	5,000	3,000	2,000
1- 411-01- 811	GENERAL OPERATING EXPENSES	2,700	3,356	2,700	3,000	3,000	3,000	
TOTAL BUILDING DEPARTMENT		94,896	95,589	94,896	97,660	136,486	98,786	40,052

REVENUES:

2001/2002 Building Permits 99,722

SUPPLEMENTAL BUDGET

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

Assistant Inspector salaries, mileage and supplies were placed in the supplemental budget.

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

ASSESSING DEPARTMENT: Town Administrator, M. Farrell presented the Assessing Department's budget.

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
ASSESSING DEPARTMENT								
1- 407-01- 111	ASSESSING WAGES	101,980	135,999	101,980	61,594	62,283	62,283	1,849
1- 407-01- 223	CONTRACTED SERVICES	0	0	0	68,750	68,750	68,750	
1- 411-01- 229	TAX MAP MAINTENANCE	6,000	5,205	6,000	18,000	18,000	18,000	
1- 407-01- 433	TELEPHONE	2,100	2,265	2,100	2,200	2,400	2,400	
1- 407-01- 531	MILEAGE	850	690	850	900	850	850	
1- 407-01- 541	EDUCATION	1,000	160	1,000	1,000	1,000	1,000	
	COMPUTER SOFTWARE (A)	3,000	5,900	4,200	4,200	9,500	9,500	
1- 407-01- 713	NEW EQUIPMENT	800	871	800	850	2,770	2,770	
1- 407-01- 811	GENERAL OPERATING	3,100	1,858	3,100	4,500	3,100	3,100	

EXPENSES							
TOTAL ASSESSING DEPARTMENT	118,830	152,948	120,030	161,994	168,653	168,653	1,849

REVENUES for 2001/2002

Map Copy Fees	713
Assessing Fees	<u>2,324</u>
	3,037

SUPPLEMENTAL BUDGET

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

(A) Vision history was transferred from the Administration Budget.

D. Pichette-Volk moved to accept the Assessing Department's budget as presented. Seconded by R. Holley.
Motion carried unanimously.

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

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
FINANCE DEPARTMENT								
1- 404- 01- 111	FINANCE WAGES	71,868	74,108	71,868	73,979	78,224	78,224	2,084
1- 404- 01- 227	AUDIT	15,000	15,000	15,500	15,500	16,000	16,000	
1- 404- 01- 251	PRINTING & FORMS	2,500	2,730	2,500	2,500	2,900	2,900	
1- 404- 01- 433	TELEPHONE	1,680	1,910	1,680	2,000	2,000	2,000	
1- 404- 01- 531	MILEAGE	200	66	200	200	200	200	
1- 404- 01- 541	EDUCATION	425	443	425	670	670	670	
1- 404- 01- 713	NEW EQUIPMENT	300	20	300	2,450	500	500	
TOTAL FINANCE DEPARTMENT		91,973	94,277	92,473	97,299	100,494	100,494	2,084

SUPPLEMENTAL BUDGET

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

P. Rueppel moved to accept the Finance Department's budget as presented. Seconded by M. Jolin. **Motion carried unanimously.**

Chairman DiBitetto declared the meeting adjourned at 9:08pm.

Respectfully Submitted,

Tina M. Paquette
Administrative Assistant

Mary Ruel
Council Secretary