

TOWN COUNCIL MINUTES
BUDGET WORKSHOP MEETING
MONDAY, JANUARY 27, 2003

The meeting was called to order at 6:32pm.

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

CAPITAL BUDGET: Budgets were presented as follows: D. Savoie presented for Administration; Chief Howard for Fire Department; D. Hemeon for Highway; C. Watson for Community Development Department, E. Dinwoodie for Town Buildings and K. Holt for Solid Waste.

Depart.	Project Description	Year of last Purchase	Estimated Year of Purchase	2003-04	2004-05	2005-06	2006-07
Capital Requests for 2003/2004							
Admin.	Administrator's Vehicle	1996	2003/2004	20,000			
Fire	4x4 Vehicle (Car #3)	1995	2003/2004	32,000			
Fire	19 Boat with 40 HP Motor & trailer	1988	2003/2004	20,000			
Fire	Exhaust Ventilation System at Station #1			44,500			
Highway	6 Wheel Dump Truck	1988	2003/2004	85,000			
Planning	GIS upgrade		2003/2004	47,000			
Town Building	Van (used)		2003/2004	6,000			
Transfer	Packer 5 year lease		2003/2004	30,000			
Transfer	Vehicle Scale		2003/2004	39,500			
	Fire Computer Lease (Matures 11/1/03)			23,084			
	Fire Quint Lease (Matures 1/1/07)			132,571	132,571	132,571	132,571
Total Capital Request				479,655	132,571	132,571	132,571

Current Lease Agreements

Fire Computer Lease	23,084
Fire Quint Lease	<u>132,571</u>
	155,655

R. Dion moved to accept the Capital Budget as presented. Seconded by D. Pichette Volk. **Motion carried unanimously.**

CAPITAL IMPROVEMENT: Budgets were presented as follows: Jim Graham for CIP; D. Savoie for Administration; Chief Agrafiotis and M. DiBitetto for Communications and Police Department; Chief Howard for Fire Department; H. Murray for a New Fire Station; D. Hemeon for Parks and Recreation; D. Hemeon for Highway Department; K. Holt for Solid Waste Department.

Town of Hooksett Capital Improvement
Program
For the fiscal year 2003/2004

11/25/02

Department	Project Description	Year of last Purchase	Estimated Year of Purchase	Total Project Cost	Money placed in Trust Fund	Trust Fund Balance as of 2/28/00	2003/2004 Dept. Request	Projects Approved by CIP Comm.
Capital Reserve Request								
Admin.	Town Hall Computer Development Fund	1999	2003/04	75,000	25,000		50,000	50,000
Comm.	Emergency Radio Communication System	2002	2011/12	428,000	52,000		25,000	25,000
Fire	Training Ground & Burn Building		2003/2004	275,000			275,000	Not Approved
Fire	Forestry #1 4x4 one ton with skid unit	1953	2004/2005	59,200			29,600	29,600
Fire	Scott Air Packs & Bottles	1990	2004/2005	170,800	104,946		34,160	34,160
N Fire	Sprinkler System & Fire Detection @ Station 1		2004/2005	45,000			22,500	22,500
Library	Air Conditioning Replacement/Refurbishing	1968	2005/06	325,000	10,170		50,000	50,000
Parks	Facilities Development Fund			110,000	43,395		10,000	10,000
Police	Computer System (Purchased needed units and upgraded incompatible units)	Upgraded some units in 2002	2005/06	75,000	22,804		17,600	17,600
Transfer	Live Bottom Trailer	1985	2004/05	50,000	16,600		16,600	16,600
N Transfer	Containment/Enclosures for storage		2007/08	100,000	-		20,000	20,000
Consideration for lease purchase								
Highway	Vacuum Sweeper (5 year lease)		2003/04	146,520	-		32,231	32,231
Fire	Quint/Tower #2 (10 year lease)		2003/04	874,156	-		87,416	87,416
A Fire	Quint/Tower #3 (10 year lease)		2003/04	938,908	-		93,891	93,891
Consideration for bonding								
A Fire	Construct Station 2 near Exit 10 (20 year bond)		2003/04	3,049,218	-		152,461	152,461
Total CIP				6,721,802			916,459	641,459

N = First year request was presented to the CIP Committee
A = Item appeared in last year's CIP matrix but was not scheduled for funding until this year.

R. Dion moved to accept the Capital Improvement Budget as presented. Seconded by D. Pichette Volk.
Motion carried unanimously.

CONSERVATION COMMISSION: Tim Johnson presented the Conservation Commission 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
CONSERVATION COMMISSION								
1- 467- 01- 224	SECRETARIAL SERVICES	4,000	4,000	4,000	3,853	4,000	4,000	119
1- 467- 01- 226	ANALYTICAL SERVICES	1	0	1	1	1	1	
1- 467- 01- 431	POSTAGE	100	97	100	150	100	100	
1- 467- 01- 433	TELEPHONE					100	100	
1- 467- 01- 435	SUPPLIES	350	350	350	550	250	250	
1- 467- 01- 543	TRAVEL	745	745	745	745	745	745	
1- 467- 01- 545	CONFERENCES/BOOKS	225	225	225	225	225	225	
1- 467- 01- 711	EDUCATION	625	592	625	400	400	400	
1- 467- 01- 712	SCHOLARSHIP				250	300	300	
1- 467- 01- 823	LEGAL/LAND PURCHASE	1	0	1	1	1	1	
1- 467- 01- 913	DUES	330	368	330	380	380	380	
1- 467- 01- 997	NATURAL AREA INVENT	500	500	500	500	500	500	
	TOTAL CONSERVATION COMM.	6,877	6,877	6,877	7,055	7,002	7,002	119

P. Loiselle moved to accept the Conservation Commission Budget as presented. Seconded by P. Rueppel.
Motion carried unanimously.

DEBT SERVICE: D. Savoie presented the Debt Service 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
DEBT SERVICE								
BOND PRINCIPLE PAYMENTS								
	Various Borrowings (see attached for details)							
	TOTAL BOND PRINCIPLE	240,000	240,000	549,200	549,200	549,200	549,200	0
BOND INTEREST PAYMENTS								
	Various Borrowings (see attached for details)							
	TOTAL BOND INTEREST	108,907	108,916	235,936	235,936	170,701	170,701	0
TAN INTEREST PAYMENTS								
	TAX ANTICIPATION NOTE					28,125	28,125	
	TOTAL DEBT SERVICE	348,907	348,916	785,136	785,136	748,026	748,026	0

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

CEMETERY COMMISSION BUDGET: D. Savoie presented the Cemetery Commission 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
CEMETERY COMMISSION								
1- 464- 01- 222	CONTRACTED SERVICES	411	0	411	411	411	411	
1- 464- 01- 223	SURVEY	1,000	0	1,000	1	3,000	3,000	
1- 464- 01- 424	OFFICE SUPPLIES	630	350	630	130	630	630	
TOTAL CEMETERY COMMISSION		2,041	350	2,041	542	4,041	4,041	0

P. Loiselle moved to accept the Cemetery Commission Budget as presented. Seconded by M. Ruel. **Motion carried unanimously.**

BUDGET COMMITTEE: M. Ruel presented the Budget Committee'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 COMMITTEE REQUEST	2003-04 SUPPLEMENTAL BUDGET
BUDGET COMMITTEE								
1- 474- 01- 224	SECRETARIAL	3,292	3,108	3,292	3,292	3,693	3,693	96
1- 474- 01- 424	OFFICE SUPPLIES	500	116	500	500	400	400	
1- 474- 01- 431	POSTAGE	54	8	54	54	288	288	
1- 474- 01-	DUES & SUBSCRIPTIONS					1	1	
1- 474- 01- 543	SEMINARS	250	25	250	250	200	200	
1- 474- 01- 829	HEARINGS	300	157	300	300	300	300	
TOTAL BUDGET COMMITTEE		4,396	3,414	4,396	4,396	4,882	4,882	96

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

TOWN BUILDINGS: D. Savoie, Chief Howard and E. Dinwoodie presented the Town Buildings' 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
TOWN BUILDINGS								
1- 480- 20- 117	CUSTODIAL/MAINTENANCE WAGES	47,351	27,967	47,351	47,840	47,411	47,411	1,394
1- 4 20- 118	GENERAL OPERATING EXPENSES	2,200	6,978	2,200	3,200	4,200	4,200	
1- 480- 20- 315	MAINTENANCE & REPAIRS	29,310	37,189	29,310	48,910	56,830	56,830	
1- 480- 20- 423	CUSTODIAL SUPPLIES	10,200	8,493	10,200	12,200	12,700	12,700	
1- 480- 20- 424	SUPPLIES & EQUIPMENT FOR MAINT. EMPLOYEE				2,000	0	0	
1- 480- 20- 433	TELEPHONE				680	480	480	
1- 480- 20- 451	ELECTRIC	62,500	51,218	62,500	62,500	62,500	62,500	
1- 480- 20- 511	SEWER	1,400	970	1,400	1,400	1,400	1,400	
4 8 0								
1- - 20- 513	WATER	2,400	2,399	2,400	3,050	3,450	3,450	
1- 480- 20- 525	HEATING	27,300	19,844	27,300	34,200	34,200	34,200	
1- 480- 20- 529	GENERATOR FUEL				1,229	1,430	1,430	
1- 480- 20- 531	MILEAGE				2,500	1,800	1,800	
1- 480- 20- 711	NEW EQUIPMENT	34,600	13,949	34,600	37,240	62,161	35,662	26,499
Total		217,261	169,007	217,261	256,949	288,562	262,063	27,893
COURT HOUSE								
1- 480- 21- 117	CUSTODIAL	5,590	5,378	5,590	5,481	5,704	5,704	172
1- 480- 21- 315	REPAIRS	3,000	3,159	3,000	6,775	3,870	3,870	
1- 480- 21- 423	CUSTODIAL SUPPLIES	1,200	789	1,200	1,200	1,200	1,200	
1- 480- 21- 433	TELEPHONE					912	912	
1- 480- 21- 451	ELECTRIC	9,000	7,579	9,000	11,000	9,000	9,000	
1- 480- 21- 525	HEATING	5,000	4,628	5,000	5,000	5,000	5,000	
Total Court House		23,790	21,533	23,790	29,456	25,686	25,686	172
TOTAL TOWN BUILDINGS								
		241,051	190,540	241,051	286,405	314,248	287,749	28,065

D. Pichette-Volk moved to accept the Town Buildings' Budget as presented. Seconded by R. Dion. **Motion carried unanimously.**

Chairman DiBitetto adjourned the meeting at 9:32pm.

Respectfully submitted,

Tina M. Paquette

Mary A. Ruel

