

TOWN COUNCIL MINUTES
Budget Workshop
Hooksett Public Library
Monday, January 5, 2004

CALL TO ORDER:

The meeting was called to order at 6:35 pm by Chairman M. DiBitetto.

ATTENDANCE:

G. Longfellow, D. St. Pierre, M. Ruel, D. Belanger, P. Fitanides, and M. DiBitetto, Chair. M. Jolin arrived late.

Absent: P. Rueppel

Staff: A. Packard, D. Savoie, H. Murray, L. Nepveu, D. Hemeon, M. Williams, Diane Boyce, and Kemp Holt

BUDGET REVIEW:

D. Savoie presented the budget overview to the Council. D. Savoie thanked all Department managers for the time and effort in preparing their budgets done.

D. Savoie reviewed the Budget Recap page and explained what each column represents.

Comparative salary charts were distributed.

The last column indicates an increase or decrease from last year's budget both \$ and %. The % increase is 24.08.

Identified fixed expenses informational sheets were handed out.

Vehicle repairs include police and fire as well.

The Planning Board approved the CIP packages.

Potential Capital Warrant Articles:

Estimated the cost to accept the Village School

Conservation Commission wanting an increase in retaining 100% of fees (currently 50%)

Default budget: (8% increase from last year without personnel (warrants) = 5%)

2003-04 Operating budget \$10,420,269.

Contractual items listed

5 new police officers

Pay increases for non-union personnel (2% already Voted on and approved last year)

Debt is decreased

Leases increased

Tipping fees increased

Audit increased

Union contracted salary increases (PD & Fire)

Workman's comp increased

Insurance increases

Sewer number from last year

If we receive default budget, the result will be a 65-cent increase in the tax rate.

M. DiBitetto requested that D. Savoie clarify the % increase in the default includes (items voted on and passed last year in warrants)

P. Loiselle asked if the Council would entertain a motion to discontinue the merit pool as a one-time bonus payment. The Council discussed the pros and cons of acting prior to the subcommittee's report. Since the subcommittee would not report in time for this budget cycle, the Council agreed that action was appropriate at this time.

P. Loiselle motioned to eliminate the one time bonus/ merit and to institute a 2 % merit increase to the base pay as well as a 2% cola to be placed in a warrant article.

G. Longfellow seconded the motion.

All in favor with M. Jolin opposed.

Highway – D. Hemeon

D. Hemeon reviewed items from the budget worksheet.

Salaries, training, and seminars.

Diesel fuel purchased through the Transfer Station (bulk purchase from Gary's Fuel in Portsmouth at the State rate)

Paving is at \$220,000 for the year. This year we spent \$190,000. Major projects include Hackett Hill and Chester Turnpike are on a three year plan but it may go into a fourth year. Edgewater and Kimball were also in the plan. There is a paving schedule included in the budget packet. Hackett Hill needs a weight limit (12 ton and local deliveries only) and he will be bringing a request to the Council to enforce this change. The \$220,000 is strictly for the paving contracts. The town will do the hand labor and driveway tie ins.

\$36,000 is in the budget for cleaning catch basins.

There is a vacuum sweeper for \$151,000 in the Capital Budget. This equipment would clean catch basins and clean streets. There are 1200 basin in town and we would try and do all 1200 in the first year if he had this machine. The current program, at \$36,000 could do 1200. This money is usually kept as a safety line if we exceed our salt line. Many haven't been cleaned in years. Budget committee cut that line last year. M. Ruel questioned if the vacuum sweeper could tied to impact fees if the transportation impact fee was established.

Administration was directed to look into Transportation Impact Fees.

Salt is at \$33.00 per ton this year. We mix 3 buckets of sand to one bucket of salt. The sand and salt the town can access as public use is obtained through the Transfer Station at about \$1000 for the public.

\$49,000 is budgeted for overtime based on 15 storms and we average 20 to 25 storms.

Cell phone is \$100.00 a month.

It appears that many individuals within the Town of Hooksett are utilizing cell phones, yet are on different plans. Administration was charged with looking into consolidating our cell phone contracts.

Law mandates stripping. Last year the budget committee cut this line. This year, all roads were completed but parking lots and white lines were not done.

Park and Rec. – Dale Hemeon

D. Hemeon review items in the Park and Recreation Budget.

The New Equipment line is down.

Maintenance is up because of the additional fields. HYAA pitched in. We received loam and fill for free. It only cost \$3000 for the field with all the donations and the help of HYAA.

Maintenance was cut to change the fence at the courthouse.

G. Longfellow asked about the expense of the Fun-In -The -Sun Program.

D. Hemeon stated that we have approximately 60 –75 kids enrolled at a cost of \$55.00 per week. Last summer, the program brought in \$19,000.

Warrant Article - \$55,000 to pay back HYAA.

Last year, HYAA requested lights at Peterbrook. A warrant article was voted down. HYAA put up \$10,000 last year. There is \$53,000 in the recreation fund. The entire system cost \$85,000. Dale is in favor of this proposal.

The new field on 3A was done free and would have cost the town \$80,000."

*Note: D. Savoie stated that all articles must say raise and appropriate in order to be approved by DRA.

Town Buildings

We have received an FMR Grant. The acceptance of the grant was not figured into the Town Building's budget. The Council will get a copy of the federal grant for the January 21, 2004 public hearing.

Highway

Furnace Replacement or Repair

There are two waste oil disposal furnaces at the town garage. They were purchased used, in 1990. D. St. Pierre (Plumbing Contractor) looked at them. He found them to have cracked heat exchanges and numerous leaks with an estimated repair cost of \$16,900 for two furnaces.

To install Radiant heat conversion would be \$30,000 but it would be pennies (1/3 of conventional) to heat that building. If it now cost \$8.00/day it will cost \$6.00 day.

This is not in the budget. The numbers came in after the books were distributed.
D. St. Pierre will get brochures on the radiant heat system prior to a decision.

Maintenance and repairs of buildings

K. Holt from the Transfer Station

Overhead doors at the Transfer Station need replacing. Originally installed in 1984.

Remodeling – building relocated in 1974 needs a number of improvements

G. Longfellow asked why the fire department wasn't performing the fire alarm and fire extinguisher inspections. M. Williams informed the Council that the Fire Department was not certified and did not have the necessary equipment to complete the work. Currently, Concord Fire Extinguisher has the contract.

M. Williams from Fire

\$24,000 (\$2,000 Station 1/\$22,000 Safety Center) is needed to clean the ductwork at the safety center. This item has been zeroed out in past years. This has not been done in six years and is badly needed due to the amount of dust that blows through the building in the summer.

D. St. Pierre suggested putting in pleated filters.

\$5,000 is in the budget to deal with water leaks. Current bids to repair the roof are at \$11,000.

P. Loiselle stated it is still in question whether it is a structural defect.

New Equipment

Grant:

A Grant was received after the budget was distributed to Council.

**See attached detail sheet.*

The FMR grant is for 90% and the Town will be required to contribute 10%.

This grant will be reviewed and monies accepted on the 21st of January.

Acceptance of this grant would result in a reduction to New Equipment of \$17,000.

Safety Center:

Furniture - With people living at the station 7 days a week, we need beds, tables, and chairs. People in the past have brought in personal items and it's looking very run down. Original beds were obtained from the college and need replacing. This item was in this year's budget but has been cut by Administration 2003-04 and reallocated. (\$5000)

Physical Fitness Equipment at \$20,845 was cut by Administration \$10,000. With the number of workman's comp claims, it is important for the men to keep in shape.

North Station:

Converting from propane to gas for a cost saving. Natural gas line runs by the building, we must simply hook up at a cost of \$5000.

Capital Purchases:

There is a warrant article for \$40,000 for a trust fund for building repair and maintenance.

Town Clerk – Leslie Nepveu

L. Nepveu review the Town Clerk's budget

Laser printer is needed and will be off the server and will be a department printer.

All departments, which need software upgrading including Assessing, tax, etc. to be upgraded, will begin over the next 12 months.

On line registrations – the state is requiring all vendors to come on line. The state is holding us up on motor vehicles but we can accept electronic checks with a fee. We have encumbered \$11,000 for this conversion to be done by B. Williams next year.

Administration

Computer budget – L. Nepveu

Software contract – BMSI to take care of finance, tax clerk software, virus protection software (\$1000/ea) for our 2 servers.

Broadband Service – at Town Hall, Highway, Safety (2, Police and Fire), Station 1. \$9001 cost to dial-up into the server.

The Computer Tech position was posted and Leslie was hired but too late to develop a budget. The money for this position is under salaries.

\$2000 for repairs to 35 workstation, keyboards, monitors, mice, everything in the town

\$45,000 is for external technical support is when the problem is beyond our scope. We currently have a contract with Devine.

Election budget- L. Nepveu

An original request for a laptop was deleted after one was made available by the Town Administrator.

We own the polling machine but we have an annual contract fee.

There is a request for election booths.

\$10,600 was budgeted last year. \$13,600 is budgeted next year due to more elections and the need for additional booths.

Family Service – Lee Ann Moynihan

Lee Ann Moynihan reviewed the Family Service budget

In equipment, there is a request for a copier and fax at \$500. This would be helpful for issues of confidentiality.

Next meeting scheduled for Fire, Emergency Management, Forest Fire, Solid Waste and Community Development at the Town Council Chambers. January 12th.

ADJOURNMENT:

The meeting was adjourned at 9:28 pm by M. DiBitetto

Respectfully submitted,

Lee Ann Moynihan

Mary Ruel
Town Council Secretary