

**EAST HADDAM
BOARD OF FINANCE
Special Meeting Minutes
April 4, 2006**

MEMBERS PRESENT: Bob Bennett, Matt Budzik, Mark Fortier, George Giesey - Chairman, David Meade, Tony Shetensky (arrived 6:08 p.m.)

MEMBERS ABSENT: None

OTHERS PRESENT: Brad Parker, Mary Jane Plude, Randy Dill, Pete Govert, and 6 people were in the audience

1. Call To Order

Mr. Giesey called the meeting to order at 6:03 p.m. at the Town Annex.

The Pledge of Allegiance was recited.

2. General Government Budget Reviews:

a. 747 – Animal Control

Ms. Priscilla LaFountain addressed the Board to present her budget. Ms. LaFountain asked Mrs. Plude to assist her in the presentation.

Mr. Giesey questioned the beeper line. Ms. LaFountain responded that the beeper was removed last year. Mr. Bennett inquired why this cell phone line was \$10 higher than the others. Mrs. Plude stated this was just how the line had been budgeted.

Mrs. Plude indicated that Ms. LaFountain was here specifically to address her salary line. Mr. Giesey stated the Board would get to that, but there were a few questions first. Mr. Fortier questioned the electricity line. He noted that the line was higher, but not even half of the line budgeted from last year had been used. Mrs. Plude stated she would look at the actuals for this line. She believed she had used an average month, and then added the 22% increase.

Mr. Giesey invited Ms. LaFountain to discuss her salary request at this time. Ms. LaFountain stated she hoped to get a good increase this year. She stated the town has grown, she has taken on more responsibility, and she felt she should be compensated accordingly. She stated she met with Mrs. Plude in February during the initial budget meetings, and she has been keeping a log of her time. She is on call 24 hours per day, 7 days per week.

Mr. Giesey asked when Ms. LaFountain's last increase was. Ms. LaFountain responded that except for the general 3%, her last increase was in the early 1990's. She wished her gas and electric bills had only gone up 3%.

Responsive to inquiry by Mr. Budzik and Mr. Bennett, Ms. LaFountain stated there is not a set number of hours she works per week. She stated she takes calls, responds for pickups, talks to people everywhere she goes in town, and believed she made approximately \$27 per day. She added she has

been at her job for approximately 25 years. Ms. LaFountain stated she went back into her records, and last year, from April 12 to July 12, she took 500 calls.

Mr. Shetensky asked if Ms. LaFountain was allowed to use the town animal control vehicle for personal use as well. Ms. LaFountain responded affirmatively.

Mr. Budzik asked for an approximate number of hours Ms. LaFountain worked per week. Ms. LaFountain stated it varies, but she spends approximately two hours per day for the dog pound visits. Mr. Budzik asked if there was an average number of hours for a month. Ms. LaFountain again stated the number of hours varies, but she noted that this winter had been quite busy.

Mr. Bennett stated that Ms. LaFountain gave a number of 500 calls received within a three-month period. He asked what the average response time was to get an animal and come back to the pound. Ms. LaFountain stated it varied greatly depending on where in town the animal was, but she stated approximately 1 hour could be used for an estimate.

Mrs. Plude asked if Ms. LaFountain went to the dog pound every day. Ms. LaFountain stated she went to the dog pound 2 times per day, 7 days per week.

Mr. Shetensky asked if Ms. LaFountain gave a periodic report. Ms. LaFountain responded she reported every month. Mr. Shetensky believed more people were in town during the summer months, which likely contributed to more calls. He asked if there were busier times than others. Ms. LaFountain stated she receives calls all hours of the night. She stated she received one call at 3:00 a.m.

Mr. Shetensky asked if most of the calls were for dogs. Ms. LaFountain stated she receives calls mostly for dogs, but she also receives many calls for other animals as well. She explained that she does not carry a gun, but she has to make sure that rabid raccoons are killed. It is then her job to get the raccoons to Hartford for rabies testing.

Ms. LaFountain stated she has been receiving many calls recently about stray cats. She runs the spay/neuter program. She writes tickets for some dogs, fills out police reports, etc. She stated she likes her job, and she thought she had served the town well for the last 25 years.

Mr. Fortier asked if Ms. LaFountain could take the actual time from her log. He stated the Board would like to compensate her for the job being done, but the Board had no numbers for review. He suggested Ms. LaFountain try to determine an average for the past three months. Mr. Giesey asked Ms. LaFountain to provide this information to Mrs. Plude.

Mr. Bennett asked if there was a line in this budget for the animal control van maintenance. Mrs. Plude stated the maintenance and gas were listed under the Public Works budget.

Mr. Fortier asked if any benefits were provided with Ms. LaFountain's salary. Mrs. Plude responded that there were no benefits. Mr. Fortier asked if Mrs. Plude could research back to find out what this salary was based on for hours, etc. Mr. Budzik suggested that 22 years was a long time to try to go back. Mrs. Plude stated she has seen nothing for a basis for the salary since she began.

Mr. Shetensky stated the town has grown, and he was surprised to see only \$700 in revenues. Ms. LaFountain stated this line was for the adoption program. Mrs. Plude stated the dog licensing went through the Town Clerk's office.

There was a brief discussion about dog pound fees. Ms. LaFountain stated the fee had been \$5, but it was increased to \$10 a couple years ago. Mr. Meade, Mr. Bennett, and Mr. Shetensky believed this fee should be increased.

Mr. Giesey asked Ms. LaFountain to provide the averages to Mrs. Plude by the end of the week, so the Board could discuss it at next week's meetings. The Board thanked Ms. LaFountain for her presentation.

706 – Registrars of Voters

Ms. Laurie Alt and Ms. Holly Cummings presented this budget. Ms. Cummings stated that the registrars line was her salary, since Joyce Simon had not been able to work. She discussed the need for deputy registrars to be aware of the rules and regulations, because registrars in the state are constantly being sued.

Ms. Cummings understood there would be a 3% increase this year. She felt they were not being compensated for the job they were doing. Mr. Bennett clarified that the Board of Finance has not made any adjustments yet, and he noted that the adjusted amount was the BOS recommendation. Mr. Shetensky asked if there were salary comparisons for surrounding towns. Ms. Cummings stated the average was approximately \$6,000.

Mr. Bennett asked if the assistant registrars were paid hourly. Ms. Cummings stated there were none now, but the assistant registrars typically made \$1.00 less per hour than the registrars. Mr. Bennett inquired what the registrars rate was, to which Mr. Parker responded it was \$10.31 per hour. Ms. Cummings stated the deputy registrars also earn \$10.31 per hour.

Ms. Cummings explained that new regulations were received all the time. She stated they now have 136 duplicate voters. This alone took her two days to research and mail out the information.

Mr. Giesey asked if there was an approximate number of hours a registrar works per month. Ms. Cummings stated that January and February are typically slow months. In March, they begin preparing the canvas. Mr. Giesey asked what the registrars earn per year. Ms. Cummings stated they were paid \$10.31 on an hourly basis.

Ms. Cummings stated this year, the deputy registrars line will be over budget. The assistant registrar line was already over budget, and there were three months left in the fiscal year. The registrars line would also be over budget. Mr. Meade stated it appeared that the workload was increasing.

Mr. Shetensky asked if there was more work during an election year. Ms. Cummings stated there was some type of election every year. However, during the last presidential election year, she worked 10 hour days, and registered 500 new voters.

Ms. Alt stated that a lot of time was spent getting the office in shape. Ms. Cummings stated she requested a new fireproof cabinet that was required by the State. In addition, she stated the deputy registrars must receive instruction so they could fill in for the registrars if necessary.

Mr. Bennett stated it would be helpful to know the average number of hours worked per week. Ms. Cummings stated she would submit that information to Mrs. Plude. Mr. Bennett noted that the hourly rates are now \$10.31 and \$9.31. He asked what Ms. Cummings believed they should be. Ms. Alt stated they have not asked for an increase of the hourly rate, but for additional hours.

Mr. Fortier noted on the capital request, they had \$2,000 but it was adjusted to \$1,000. Ms. Cummings stated this was for the fireproof cabinet. Mr. Parker stated he found a cheaper price for a fire-rated cabinet.

744 – Police Department

Mr. Craig Mansfield and Mr. Michael Hassett addressed the Board. Mr. Parker noted that the police asked to speak with the Board about their salaries.

Mr. Mansfield stated they met with Mr. Bennett to review their budget. Last year, when they met with the Board of Finance, they were asked to get salary data from surrounding towns. They have provided this information this year. Mr. Mansfield stated East Haddam was below the average. The average on this side of the river was \$20.50/hour currently, and will be \$21.20/hour after July 1. In East Haddam, they are currently making \$18.80/hour, and with a 3% increase, their salary will go to \$19.37. They will be approximately \$2.00 less per hour than the average as of July 1.

Mr. Shetensky asked what percentage increase was included, to which Mr. Mansfield responded it was listed at 3%. Mr. Mansfield recommended a three-step process to increase rates by 5% on July 1, 2006; January 1, 2007; and July 1, 2007. This would put them at \$21.34 as of July 1, 2007, and more in line with the average.

Resident State Trooper Hassett stated he has worked with the 6 police officers in East Haddam for the past 6 years. He felt they were underpaid for the job they did, and he supported this increase request.

Mr. Mansfield stated the police officers have longevity in East Haddam. Two of the officers have been here for approximately 8 years, and the others have been here for 18+ years. Four of the officers reside in East Haddam. They know this community well, and they like East Haddam.

Mr. Meade inquired about the average hours worked. Mr. Mansfield stated they cover every night, sometimes with double coverage. They conduct boat patrols, and attend special events. The average was 64 - 72 hours per week.

Mr. Meade inquired about the co-pay for the grants. Mr. Mansfield stated that one of the grants has a 70/30 co-pay.

The Board thanked Mr. Mansfield and Mr. Hassett for their presentation.

746 – Emergency Management

Mr. Mansfield presented this budget. He informed the Board that he took over as the Emergency Management director in July. He has tried to get this program on track, and to catch up with the times. One area of focus for him has been to get all areas represented in emergency management to work together as a whole.

Mr. Mansfield stated one thing they learned from Hurricane Katrina was that we as a town must be able to support ourselves for 3-5 days. In March, he began working toward this. He enlisted 35 volunteers to run an emergency shelter at the high school if an emergency situation arose. These volunteers were recently certified by the Red Cross. Mr. Mansfield is working with the Health Director to set up a clinic to teach the volunteers how to dispense medications, give inoculations, etc. All of this was required by the State.

Mr. Mansfield explained that the State also required the Emergency Operation Center (EOC) on Town Street to have a DSL Internet connection. If an actual emergency occurred, the State and/or Federal governments would communicate this way. Mr. Shetensky asked if this location was close enough to the switching station to get DSL. Mr. Mansfield was not sure at this time. He stated he had received two answers on this, but the State did require it.

Mr. Mansfield stated he has also begun working with many town employees to complete the National Incident Management Training (NIMS) program. This required program would help people learn what to do in an emergency situation. He stated there was a request in the budget for training materials, etc.

Mr. Shetensky asked if they was a generator at the EOC, to which Mr. Mansfield responded affirmatively. Mr. Shetensky asked about satellite service. Mr. Mansfield stated this was very costly, and those phones were typically not donated. Mr. Shetensky suggested if there was a real emergency, such as Hurricane Katrina, there would be no DSL service, and a satellite phone might be the only way to communicate. Mr. Meade agreed that a satellite phone would be useful. Mr. Mansfield stated these phones typically charge approximately \$4.00 per minute, and include a small monthly fee. Mr. Meade stated it might be worth getting one for emergency situations. Mr. Mansfield stated he could look into this in the future. He believed the Federal government's requirements would change every year. He commented that this year was predicted to have a bad hurricane season, and that Connecticut could have several.

Mr. Fortier asked about the CIP requests. Mr. Mansfield explained that he was trying to get the police officers equipment so they could be first responders. He stated they would now have AED units and oxygen in the police cars.

Mr. Mansfield also discussed a capital request for new radar equipment, as the radar equipment they have is over 10 years old. Mr. Shetensky asked if the technology had changed a lot. Mr. Mansfield stated the new units could have a longer range and were smaller.

767 – Youth and Family Services

Mr. Shetensky excused himself for an appointment at this time.

Ms. Toni McCabe and Trooper Mike Hassett addressed the Board. Mr. Giesey questioned the reduced line for building and grounds maintenance. Ms. McCabe explained that they had some major work done last year, and they did not have as much need this year.

Mr. Giesey noted that the mileage had doubled. Ms. McCabe stated they were paying mileage at \$0.30/mile, and the Town now pays \$0.40/mile. This was combined with the gas expenses.

Mr. Giesey inquired if the drug and alcohol program was done by a grant. Ms. McCabe explained that the BOE provides a \$4,900 grant each year. This money is put toward the \$15,000 cost of the Rushford drug and alcohol counselor. They have privately funded \$10,000 in past years, but she requested that the Town fund the \$10,000 going forward.

Mr. Giesey asked if they expected to continue to get private funding. Ms. McCabe stated they would continue to try to raise funds for all other programs. Trooper Hassett explained in the six years since he has been in East Haddam, there has been a significant increase in alcohol and drug related incidents. Many of these situations have occurred at basketball games, and other functions. He stated there are more young people using heroin and cocaine, and he believed it was critical that the Town fund this counselor.

Mr. Hassett stated there have been middle school aged children using drugs. There has been an increase in the number of calls for kids to have their stomachs pumped. He stated that any time there is an opportunity to place a counselor where these children are, could keep a child alive. He commented that there have been break-ins to get money for drugs. This counselor helps, and he strongly urged the Board to support this funding request.

Mr. Meade asked if the police were seeing crystal met amphetamine use in town. Mr. Hassett stated they have not seen this yet in East Haddam, but there have been instances in East Hampton. He stated heroin use has been the biggest issue recently in East Haddam. Mr. Govert commented that this generation is using heroin because it comes in pill format, and is cheap. Mr. Mansfield noted that heroin is the marijuana of the past.

Ms. McCabe stated that no one was trying to suggest that this counselor would fix the entire problem, but it is a piece of it, just like the DARE program, the Developmental Assets program, and community education. She stated as a community, we could not ignore the fact that this is out there.

Ms. McCabe stated the drug and alcohol counselor was being utilized on a regular basis at the high school, and was now beginning to go to the middle school. She stated they simply don't have the private funds to continue this funding. She stated this needed to be taken on as a community.

Mr. Meade acknowledged that Youth and Family Services had integrated many programs into the community. Ms. McCabe stated they built this counselor into the high school, and it took time for the students and the staff to grow to trust him.

Mr. Fortier questioned the \$14,000 grant. Ms. McCabe explained that they receive this grant from the State Department of Education each year, and it goes to administrative costs. The money is used for programs that run through the end of the year.

Responsive to inquiry by Mr. Fortier, Ms. McCabe explained that they sold Pfizer stocks to fund the counselor this year. They cannot continue to do this. She stated that any private funding they receive goes directly to programs. She noted that they are sending out their appeal letter now. This appeal typically generates approximately \$4,000 to \$4,500, which usually goes to after-school programs.

The Board thanked Ms. McCabe and Mr. Hassett.

Mr. Giesey reviewed the list of departments the Board did not have come in for presentations.

703 – Probate Court

The Board had no questions regarding this budget.

705 – Auditors

The Board had no questions regarding this budget.

708 – Assessor

Mr. Giesey explained that the basis for this increase was primarily salary when the new assessor was hired.

709 – Board of Assessment Appeals

The Board had no questions regarding this budget.

711 – Treasurer

The Board had no questions regarding this budget.

713 – Planning & Zoning

Mr. Fortier asked why there was an increase in the civil engineering line. Mr. Budzik believed it was for increasingly complex building applications such as Banner Lodge, Johnsonville, etc. Mr. Fortier stated this line was previously increased to \$14,000.

Mr. Dill explained that this line would be offset by the revenue. He stated that both the P&Z and the IWWC increase their fees to cover their own services for large projects. Mr. Fortier noted if this line was increased, then there should be an increase on the revenue side as well. Mrs. Plude stated there was \$25,000 in revenue from July 2005 to the present. She projected the same revenue as last year, which was \$45,000. Mr. Fortier stated if the expenses were to go up \$20,000, the revenue should be at \$51,000. Mr. Fortier suggested the Board should contact Mr. Ventres regarding this before the revenues were finalized.

Mr. Budzik asked why Mr. Fortier wanted to increase the revenues. Mr. Fortier stated that otherwise, they would have to increase taxes. Mr. Budzik stated they did not know what the revenue would be. Mr. Dill suggested the Board speak with Mr. Ventres. He stated that all of the engineering services had increased, but it would be best to speak with Mr. Ventres. Mrs. Plude stated it was possible that Mr. Ventres was anticipating less overall revenue. Mr. Dill gave one example of the industrial park lighting issues, where there were a lot of fees that could not be offset. Mr. Meade recommended that the Board talk with Mr. Ventres, and discuss this further on Monday.

714 – Zoning Board of Appeals

Mr. Fortier stated all of this increase was for the legal line. Mrs. Plude noted that at last night's meeting, the ZBA doubled its request to get through until the end of the year.

716 – Historic District Commission

The Board had no questions regarding this budget.

717 – Conservation Commission

The Board had no questions regarding this budget.

718 – Economic Development Commission

The Board had no questions regarding this budget.

728 – Health Insurance

Mr. Fortier inquired who the Town's insurer was. Mr. Parker responded that the Town's insurer was Anthem. Mr. Fortier asked how many people were covered for the \$425,000 cost. Mrs. Plude stated she had this information, but there might be a small reduction based on the requirements of the new hires.

Mr. Fortier suggested Mr. Parker bring information on the policy, and if another insurer would be comparable to other towns. Mr. Parker stated that the union contract stipulated the insurance plan, but it might be possible to offer an alternative.

729 – Social Security Administration

The Board had no questions regarding this budget.

730 – Town Employee's Retirement

Mr. Fortier informed the Board that he wished to discuss the fire department when they got to this section. Mrs. Plude stated that this could not be done for this budget season due to the ordinance obligation.

731 – Unemployment Compensation Reserve

Mr. Fortier asked if this was for the entire town. Mr. Parker stated the Town was self-insured for this, and it was for the whole town.

732 – Duplicating

The Board had no questions regarding this budget.

733 – Town Reports

Mr. Fortier questioned if this budget included the cost of mailing the budget to the taxpayers. Mrs. Plude stated that cost was included in the Board of Finance budget.

737 – Grange Hall Maintenance

The Board had no questions regarding this budget.

771 – East Haddam Parks and Recreation

The Board had no questions regarding this budget.

American Legion

Mr. Giesey suggested the Board discuss this item when it reviews the CIPs. Mrs. Plude clarified that this was not part of a CIP, but it would be an operating budget grant. Mr. Fortier recommended it should be put under capital. Mrs. Plude stated she could move it, but she had been requested to put it through as a grant.

Debt Services

Mr. Fortier asked if there had been any changes made last week when he was not here. Mrs. Plude stated that no changes had been made yet.

Mr. Parker stated they had now basically gone through all of the operating side of the budget. If there were any items that any Board member had issues with, to please contact Mrs. Plude before next week's meetings, as time was drawing near to send the budget to print.

Mr. Parker noted that there had been discussion between 3% and 3.5% for salary increases. Mr. Gieseey stated he hoped to review all of the salary lines during Monday's meeting. Mr. Parker asked if the Board wished to have Mrs. Plude use 3.5% to review what impact it would have on the budget. Mr. Gieseey asked if the Board had the summary with the departments, the original requests, and the BOS recommendations. Mrs. Plude stated the Board was given that information from the BOS.

Other

Mr. Gieseey stated for Monday's meeting, the Board would need the BOS salary recommendations for animal control and registrars of voters. Mr. Parker stated he could make some phone calls and conduct a survey, but those two positions were not part of the salary survey conducted previously.

Mr. Meade believed the registrars were looking for more hours, not a salary increase. Mr. Parker stated tonight's presentation was different from the presentation given to the BOS. He stated he could put together the hours from the payroll system.

Mr. Budzik inquired about the BOS recommendation on the American Legion lighting project. Mr. Fortier noted that the BOS was scheduled to meet tomorrow.

Mr. Fortier stated he would like to discuss capital. He stated last year, \$195,417 was reserved for debt services. The long range plan was to take any reduction in debt service and apply it to reserves. There was a \$46,556 difference, so he suggested adding this amount to the \$195,417 from last year. He noted that last year was offset by the reserve for the interest.

Mr. Meade believed this should be a process that would be reviewed each year. He stated the Board had discussed this when there was a \$150,000 reduction. Mr. Fortier suggested putting the \$150,000 back into the \$900,000. Mr. Parker stated the long term plan began with \$250,000 and he believed the Board would add to it each year. He noted that the Board put \$150,000 into this at the beginning of the year, and then added the \$650,000 from the surplus to it.

Mr. Fortier stated the original plan was to set aside 1/3 mil per year, which worked out to be approximately \$250,000. However, since they did not know what the mil rate would be, it was not definite that the amount would be \$250,000. Mr. Meade believed this amount was to be \$250,000, then \$500,000, \$750,000, etc. Mr. Fortier stated each year, the amount would change based on the actual Grand List, but he used 2.5% for projections.

Mr. Meade asked if they started at \$250,000 and added 1/3 mil, what the actual amount this year would be. Mr. Fortier stated it would be \$985,758. Mr. Parker stated he did not recall this being discussed previously. He recalled \$500,000, then \$750,000, etc. Mr. Fortier stated this information was on the spreadsheet he previously distributed, and it was based on the mil rate.

There was a brief discussion about the rate used. Mr. Meade believed it was 0.35. Mr. Fortier stated the reason it went to 0.75 mills for last year only was because the cost of the school was so much higher than originally anticipated. He noted that subsequent years would be 0.35.

Mr. Budzik clarified that the reserve for capital would go to \$985,000. Mr. Fortier stated if they were true to the plan, this would be the amount.

Mr. Fortier stated if the Board intended to consider the school roof, alarm system, and chimney, these projects should be added back into the capital request, where the BOS had cut them.

Mr. Meade understood that Mr. Fortier was trying to work out a process for reserves, but he believed the other members should be asked what they understood the formula to be. Mr. Parker understood the amounts would be \$250,000, \$500,000, \$750,000, etc. to offset the peak years of the school project. Mr. Fortier stated his formula was in his reports. The rationale for the mil-based increase was to keep the capital budget and capital taxing separate from the operating budget and operating taxing.

Mr. Fortier stated he could not update his sheets from last year without having all of the numbers in the capital requests. Mr. Meade suggested the requests for the BOE be put back in the capital budget request.

Mrs. Plude asked for clarification of what numbers should be used for discussion purposes. It was noted that \$985,000 would be used for capital reserve, all projects would be added back in at \$989,000 for the BOE, and \$46,000 in the reserve for debt. These numbers were all for discussion purposes. Mr. Budzik inquired why the \$46,000 was put into the reserve. Mr. Fortier explained the process, and Mr. Meade noted this was a great concept, and would have long-term benefits to future boards.

Mrs. Plude asked if \$80,000 would be used for capital non-recurring debt to start. Mr. Fortier stated the Board needed to look at it, and suggested it be left in capital non-recurring debt. Mrs. Plude inquired if the cost of the trucks should be spread out for discussion purposes. Mr. Fortier stated if the grant was awarded, this money would not be needed for the ladder truck.

Mr. Meade discussed the Open Space Committee. Mr. Fortier did not believe there was ever an established amount for open space. He stated the town would have to bond for large parcels, and if there were smaller pieces, they could be rolled into the larger parcels for which the town bonded. He believed buying open space was a long-term investment and should be paid for over time. Mr. Meade stated in the past, the Board has wanted to pay cash for everything it could. He believed some money should be allocated to the open space line to keep the line in existence.

Mr. Dill stated he spoke with Mr. Ventres today, and learned there are two or three small parcels that together might cost around \$100,000. He believed this owner was looking for a down payment at this time. Mr. Dill stated that Mr. Ventres was working with Attorney Bennett on this issue. Mrs. Plude stated she had spoken with Mr. Ventres about this today as well. Mr. Meade viewed keeping the open space line viable as a commitment to the community. Mr. Fortier suggested something be added to this line.

Mr. Giesey asked what number was critical to the bonding agencies. Mr. Fortier stated the undesignated fund was the most meaningful to the bonding agencies.

Mr. Giesey asked if the Board was in agreement to keep a lesser amount in the open space line. Mr. Fortier stated he would prefer not to have this line, but he understood Mr. Meade's viewpoint. He suggested a small amount be put in the line, simply to make a statement. Mr. Giesey asked if there was anything in the open space line at this time. Mr. Parker indicated there was \$60,000 in this line currently.

Mrs. Plude stated she would prefer that the \$46,000 be put into some other line than the debt services. She stated the auditors frowned upon this during the last audit. She suggested the \$46,000 could be added to the open space line, or to capital projects. Mr. Meade suggested the \$46,000 be left in capital projects for now.

Mrs. Plude asked if the Board had a general idea of what percentage they would like her to use for salaries. Mr. Fortier referred to a newspaper article that had been written about the union percentage, as compared to the non-unionized employees percentage. The consensus of the Board was to use 3.5% for budget discussion purposes.

Motion by Mr. Fortier to adjourn at 8:30 p.m., seconded by Mr. Meade, and carried by unanimous vote.

Respectfully submitted,

David Meade
Secretary