

*Office of the Select Board  
Town of Orange, New Hampshire  
Minutes of January 25, 2022  
Select Board meeting and Public Hearing on the 2022 Budget*

*Present:*

- Select Board: Dorothy Heinrichs, Chair; Aaron Allen. Tamara Fairbank was unable to attend.
- Budget Committee: Bob Proulx, David Stacy, and Louis Shelzi
- Minute taker: Sandi Pierson
- Others: Scott Sanborn, Judith Lindahl, Anita Garland, Gulley Dunlap

*Select Board meeting opened at 6:00 p.m. Attendance taken by the secretary.*

*Minutes:* The minutes of January 11 and 18, 2022 were approved as submitted.

*Abatement:* The Board received a 2021 property tax abatement application from Aaron Allen/127 New Colony Road/Map 3, Lot 31. This will be forwarded to Avitar for their review and recommendation.

*Road maintenance contract:* The Board and Scott concurred to a December 31, 2022 expiration date for Richard Remacle's road maintenance contract renewal, which was established at an earlier meeting. (The contract presented was dated December 31, 2023.) Scott will have Richard sign off on the change.

*Town Meeting:*

- The question of whether to have police presence at town meeting was discussed. After discussion, Dorothy motioned for Aaron to check with Canaan Police Chief Frank to see if an officer would be available for the first hour of town meeting. Aaron seconded. Motion passed unanimously in favor.
- Sandi will draft a letter of appreciation to Butler Bus Service for again providing transportation on town meeting day at no cost to the town. Dorothy motioned to pay the driver a \$50 courtesy stipend. Aaron seconded. Motion passed unanimously in favor.

*Other:* n/a

*Other Select Board business:* n/a

*Secretary's report:*

- Sandi will contact Avitar to see when they are doing the measure and list phase of the revaluation.

*Reports of other Boards and Committees:*

- Anita reported that the tree work at Tug Mountain Cemetery was complete. She thanked Donna Makarewicz and Chris Hausfeld for volunteering with her and Gulley Dunlap.

*Public comment: n/a*

*Bills and vouchers were reviewed and signed.*

*Budget Public Hearing opened at 7 p.m.*

*Informational packets:* Handouts were available prepared by Bob Proulx which included a draft of the MS-7 and a packet of general budget information.

Public hearing opened at 7 p.m. Dave Stacy read through the recommended line item appropriations and anticipated revenue. The Select Board and Budget Committee unanimously concurred on all recommendations. Two line item appropriations were adjusted, salaries and conservation, which are explained below. All other categories remained the same. The discussion on how these appropriations were derived at are in the January 11-18 minutes.

*Salaries:* Judith Lindahl spoke on the duties and hours that some of the officer’s work and asked the Budget Committee and Select Board to recommend the following increases over the recommendations of the Salary Study Committee. She emphasized that though she was a member of the Salary Study Committee, the recommendations are from her personally.

Office	Present Stipend	Salary Committee Recommendation	New Recommendation
Select Board	\$2,000	\$2,570	\$3,000
Treasurer	\$1,800	\$2,500	\$3,000
Town Clerk	\$1,800	\$2,300	\$2,800
Tax Collector	\$1,900	\$2,540	\$3,000

After discussion, the Select Board and Budget Committee concurred. This brought the salary recommended increases from \$3,610 to \$6,340. After discussion, the Budget Committee and Select Board concurred to bring the road agent’s salary to \$25.00 an hour, a \$4.70 increase over the Salary Study Committee’s recommendation. This will come out of the highway budget thus will not affect the budget total.

*Conservation Commission:* Aaron Allen, Chair of the Conservation Commission, requested the conservation line item be increased from \$300 to \$500 in anticipation of the Commission hosting more community programs. The Select Board and Budget Committee concurred.

*Capital Reserves:* Dave Stacy asked if they would consider appropriating \$3,500 to the Land and Conservation Capital Reserve Fund to eventually be used to construct a parking area above the Town House. Bob Proulx felt that more study and research should be done for such a project and

given how much they are already putting into the capital reserves, a project like that should wait. Scott Sanborn agreed noting that the recommended capital reserves deposits were already at \$42,000. No vote was taken.

No other changes were made and there were no other requests for adjustments.

The attached MS-737 shows the recommended appropriations what will be voted on at town meeting day.

*Meeting adjourned at 7:55*

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Dorothy Behlen Heinrichs

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Tamara Fairbank

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Aaron Allen



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Proposed Budget

Orange

For the period beginning January 1, 2022 and ending December 31, 2022

Form Due Date: 20 Days after the Annual Meeting

This form was posted with the warrant on: \_\_\_\_\_

**BUDGET COMMITTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
<https://www.proptax.org/>

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



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Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2021	Appropriations for period ending 12/31/2021	Selectmen's Appropriations for period ending 12/31/2022 (Recommended)	Selectmen's Appropriations for period ending 12/31/2022 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2022 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2022 (Not Recommended)
<b>General Government</b>								
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0	\$0	\$0
4130-4139	Executive	08	\$30,097	\$32,000	\$37,730	\$0	\$37,730	\$0
4140-4149	Election, Registration, and Vital Statistics	08	\$1,320	\$2,170	\$4,505	\$0	\$4,505	\$0
4150-4151	Financial Administration	08	\$222	\$100	\$200	\$0	\$200	\$0
4152	Revaluation of Property	08	\$4,005	\$3,000	\$4,000	\$0	\$4,000	\$0
4153	Legal Expense	08	\$1,959	\$2,000	\$2,500	\$0	\$2,500	\$0
4155-4159	Personnel Administration	08	\$2,441	\$2,800	\$3,000	\$0	\$3,000	\$0
4191-4193	Planning and Zoning	08	\$0	\$300	\$300	\$0	\$300	\$0
4194	General Government Buildings	08	\$13,373	\$8,000	\$9,000	\$0	\$9,000	\$0
4195	Cemeteries	08	\$2,362	\$3,000	\$6,000	\$0	\$6,000	\$0
4196	Insurance	08	\$1,366	\$1,800	\$2,400	\$0	\$2,400	\$0
4197	Advertising and Regional Association	08	\$1,816	\$1,750	\$1,750	\$0	\$1,750	\$0
4199	Other General Government	08	\$4,516	\$7,500	\$7,500	\$0	\$7,500	\$0
	<b>General Government Subtotal</b>		<b>\$63,477</b>	<b>\$64,420</b>	<b>\$78,885</b>	<b>\$0</b>	<b>\$78,885</b>	<b>\$0</b>
<b>Public Safety</b>								
4210-4214	Police		\$0	\$0	\$0	\$0	\$0	\$0
4215-4219	Ambulance	08	\$12,328	\$12,328	\$13,665	\$0	\$13,665	\$0
4220-4229	Fire	08	\$14,909	\$14,909	\$16,503	\$0	\$16,503	\$0
4240-4249	Building Inspection	08	\$454	\$300	\$500	\$0	\$500	\$0
4290-4298	Emergency Management	08	\$0	\$300	\$1,550	\$0	\$1,550	\$0
4299	Other (Including Communications)		\$0	\$0	\$0	\$0	\$0	\$0
	<b>Public Safety Subtotal</b>		<b>\$27,691</b>	<b>\$27,837</b>	<b>\$32,218</b>	<b>\$0</b>	<b>\$32,218</b>	<b>\$0</b>
<b>Airport/Aviation Center</b>								
4301-4309	Airport Operations		\$0	\$0	\$0	\$0	\$0	\$0
	<b>Airport/Aviation Center Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



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Account	Purpose	Article	Actual Expenditures for period ending 12/31/2021	Appropriations for period ending 12/31/2021	Selectmen's Appropriations for period ending 12/31/2022 (Recommended)	Selectmen's Appropriations for period ending 12/31/2022 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2022 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2022 (Not Recommended)
<b>Highways and Streets</b>								
4311	Administration		\$0	\$0	\$0	\$0	\$0	\$0
4312	Highways and Streets	08	\$51,220	\$110,000	\$110,000	\$0	\$110,000	\$0
4313	Bridges		\$0	\$0	\$0	\$0	\$0	\$0
4316	Street Lighting		\$0	\$0	\$0	\$0	\$0	\$0
4319	Other		\$0	\$0	\$0	\$0	\$0	\$0
		<b>Highways and Streets Subtotal</b>	<b>\$51,220</b>	<b>\$110,000</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>
<b>Sanitation</b>								
4321	Administration		\$0	\$0	\$0	\$0	\$0	\$0
4323	Solid Waste Collection		\$22,497	\$21,274	\$0	\$0	\$0	\$0
4324	Solid Waste Disposal	08	\$0	\$0	\$19,000	\$0	\$19,000	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal		\$0	\$0	\$0	\$0	\$0	\$0
4329	Other Sanitation		\$0	\$0	\$0	\$0	\$0	\$0
		<b>Sanitation Subtotal</b>	<b>\$22,497</b>	<b>\$21,274</b>	<b>\$19,000</b>	<b>\$0</b>	<b>\$19,000</b>	<b>\$0</b>
<b>Water Distribution and Treatment</b>								
4331	Administration		\$0	\$0	\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other		\$0	\$0	\$0	\$0	\$0	\$0
		<b>Water Distribution and Treatment Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Electric</b>								
4351-4352	Administration and Generation		\$0	\$0	\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0	\$0	\$0
		<b>Electric Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>





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**Appropriations**

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<b>Health</b>								
4411	Administration		\$0	\$0	\$0	\$0	\$0	\$0
4414	Pest Control		\$0	\$0	\$0	\$0	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	08	\$3,699	\$3,400	\$3,900	\$0	\$3,900	\$0
			<b>\$3,699</b>	<b>\$3,400</b>	<b>\$3,900</b>	<b>\$0</b>	<b>\$3,900</b>	<b>\$0</b>
				<b>Health Subtotal</b>				
<b>Welfare</b>								
4441-4442	Administration and Direct Assistance	08	\$0	\$3,000	\$3,000	\$0	\$3,000	\$0
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other		\$0	\$0	\$0	\$0	\$0	\$0
			<b>\$0</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>
				<b>Welfare Subtotal</b>				
<b>Culture and Recreation</b>								
4520-4529	Parks and Recreation		\$0	\$0	\$0	\$0	\$0	\$0
4550-4559	Library	08	\$4,000	\$4,000	\$4,000	\$0	\$4,000	\$0
4583	Patriotic Purposes		\$0	\$0	\$0	\$0	\$0	\$0
4589	Other Culture and Recreation	08	\$0	\$200	\$200	\$0	\$200	\$0
			<b>\$4,000</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$0</b>	<b>\$4,200</b>	<b>\$0</b>
				<b>Culture and Recreation Subtotal</b>				
<b>Conservation and Development</b>								
4611-4612	Administration and Purchasing of Natural Resources	08	\$0	\$1	\$1	\$0	\$1	\$0
4619	Other Conservation	08	\$300	\$300	\$500	\$0	\$500	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0	\$0	\$0
			<b>\$300</b>	<b>\$301</b>	<b>\$501</b>	<b>\$0</b>	<b>\$501</b>	<b>\$0</b>
				<b>Conservation and Development Subtotal</b>				



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<b>Debt Service</b>								
4711	Long Term Bonds and Notes - Principal		\$0	\$0	\$0	\$0	\$0	\$0
4721	Long Term Bonds and Notes - Interest		\$0	\$0	\$0	\$0	\$0	\$0
4723	Tax Anticipation Notes - Interest	08	\$3,659	\$5,700	\$4,000	\$0	\$4,000	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0	\$0	\$0
	<b>Debt Service Subtotal</b>		<b>\$3,659</b>	<b>\$5,700</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$0</b>
<b>Capital Outlay</b>								
4901	Land		\$0	\$0	\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$0	\$0	\$0	\$0	\$0	\$0
4903	Buildings	08	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0	\$0	\$0	\$0
	<b>Capital Outlay Subtotal</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>
<b>Operating Transfers Out</b>								
4912	To Special Revenue Fund		\$0	\$0	\$0	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other		\$0	\$0	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$0	\$0	\$0	\$0	\$0	\$0
4914W	To Proprietary Fund - Water		\$0	\$0	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0
4919	To Fiduciary Funds		\$0	\$0	\$0	\$0	\$0	\$0
	<b>Operating Transfers Out Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Total Operating Budget Appropriations</b>		<b>\$256,704</b>	<b>\$0</b>	<b>\$256,704</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>





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Special Warrant Articles

Account	Purpose	Article	Selectmen's Appropriations for period ending 12/31/2022 (Recommended)	Selectmen's Appropriations for period ending 12/31/2022 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2022 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2022 (Not Recommended)
4915	To Capital Reserve Fund		\$0	\$0	\$0	\$0
4916	To Expendable Trust Fund		\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds		\$0	\$0	\$0	\$0
4915	To Capital Reserve Fund	04	\$8,000	\$0	\$8,000	\$0
<i>Purpose: Add to Highway Equipment CRF</i>						
4915	To Capital Reserve Fund	05	\$15,000	\$0	\$15,000	\$0
<i>Purpose: Add to Town House CRF</i>						
4915	To Capital Reserve Fund	06	\$4,000	\$0	\$4,000	\$0
<i>Purpose: Add to Revaluation CRF</i>						
4915	To Capital Reserve Fund	07	\$15,000	\$0	\$15,000	\$0
<i>Purpose: Add to Town Road and Repair CRF</i>						
<b>Total Proposed Special Articles</b>			<b>\$42,000</b>	<b>\$0</b>	<b>\$42,000</b>	<b>\$0</b>



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**Individual Warrant Articles**

Account	Purpose	Article	Selectmen's Appropriations for period ending 12/31/2022 (Recommended)	Selectmen's Appropriations for period ending 12/31/2022 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2022 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2022 (Not Recommended)
<b>Total Proposed Individual Articles</b>			\$0	\$0	\$0	\$0



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**Revenues**

Account	Source	Article	Actual Revenues for period ending 12/31/2021	Selectmen's Estimated Revenues for period ending 12/31/2022	Budget Committee's Estimated Revenues for period ending 12/31/2022
<b>Taxes</b>					
3120	Land Use Change Tax - General Fund	08	\$0	\$3,000	\$3,000
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax	08	\$0	\$3,500	\$3,500
3186	Payment in Lieu of Taxes		\$0	\$0	\$0
3187	Excavation Tax		\$0	\$0	\$0
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	08	\$0	\$4,000	\$4,000
9991	Inventory Penalties	08	\$0	\$1,000	\$1,000
	<b>Taxes Subtotal</b>		<b>\$0</b>	<b>\$11,500</b>	<b>\$11,500</b>
<b>Licenses, Permits, and Fees</b>					
3210	Business Licenses and Permits	08	\$0	\$50	\$50
3220	Motor Vehicle Permit Fees	08	\$0	\$65,000	\$65,000
3230	Building Permits	08	\$0	\$50	\$50
3290	Other Licenses, Permits, and Fees	08	\$0	\$400	\$400
3311-3319	From Federal Government		\$0	\$0	\$0
	<b>Licenses, Permits, and Fees Subtotal</b>		<b>\$0</b>	<b>\$65,500</b>	<b>\$65,500</b>
<b>State Sources</b>					
3351	Municipal Aid/Shared Revenues	08	\$0	\$16,000	\$16,000
3352	Meals and Rooms Tax Distribution	08	\$0	\$22,000	\$22,000
3353	Highway Block Grant	08	\$0	\$25,000	\$25,000
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	08	\$0	\$2,500	\$2,500
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)		\$0	\$0	\$0
3379	From Other Governments		\$0	\$0	\$0
	<b>State Sources Subtotal</b>		<b>\$0</b>	<b>\$65,500</b>	<b>\$65,500</b>



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**Revenues**

Account	Source	Article	Actual Revenues for period ending 12/31/2021	Selectman's Estimated Revenues for period ending 12/31/2022	Budget Committee's Estimated Revenues for period ending 12/31/2022
<b>Charges for Services</b>					
3401-3406	Income from Departments	08	\$0	\$425	\$425
3409	Other Charges		\$0	\$0	\$0
<b>Charges for Services Subtotal</b>			<b>\$0</b>	<b>\$425</b>	<b>\$425</b>
<b>Miscellaneous Revenues</b>					
3501	Sale of Municipal Property		\$0	\$0	\$0
3502	Interest on Investments	08	\$0	\$85	\$85
3503-3509	Other	08	\$0	\$1,000	\$1,000
<b>Miscellaneous Revenues Subtotal</b>			<b>\$0</b>	<b>\$1,085</b>	<b>\$1,085</b>
<b>Interfund Operating Transfers In</b>					
3912	From Special Revenue Funds		\$0	\$0	\$0
3913	From Capital Projects Funds		\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)		\$0	\$0	\$0
3915	From Capital Reserve Funds		\$47,700	\$0	\$0
3916	From Trust and Fiduciary Funds		\$0	\$0	\$0
3917	From Conservation Funds		\$0	\$0	\$0
<b>Interfund Operating Transfers In Subtotal</b>			<b>\$47,700</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>					
3934	Proceeds from Long Term Bonds and Notes		\$0	\$0	\$0
9998	Amount Voted from Fund Balance		\$0	\$0	\$0
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
<b>Other Financing Sources Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Estimated Revenues and Credits</b>			<b>\$47,700</b>	<b>\$144,010</b>	<b>\$144,010</b>



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Budget Summary

Item	Selectmen's Period ending 12/31/2022 (Recommended)	Budget Committee's Period ending 12/31/2022 (Recommended)
Operating Budget Appropriations	\$256,704	\$256,704
Special Warrant Articles	\$42,000	\$42,000
Individual Warrant Articles	\$0	\$0
Total Appropriations	\$298,704	\$298,704
Less Amount of Estimated Revenues & Credits	\$144,010	\$144,010
<b>Estimated Amount of Taxes to be Raised</b>	<b>\$154,694</b>	<b>\$154,694</b>





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Supplemental Schedule

<b>1. Total Recommended by Budget Committee</b>	<b>\$298,704</b>
<b>Less Exclusions:</b>	
2. Principal: Long-Term Bonds & Notes	\$0
3. Interest: Long-Term Bonds & Notes	\$0
4. Capital outlays funded from Long-Term Bonds & Notes	\$0
5. Mandatory Assessments	\$0
6. Total Exclusions ( <i>Sum of Lines 2 through 5 above</i> )	\$0
<b>7. Amount Recommended, Less Exclusions (Line 1 less Line 6)</b>	<b>\$298,704</b>
8. 10% of Amount Recommended, Less Exclusions ( <i>Line 7 x 10%</i> )	\$29,870
<b>Collective Bargaining Cost Items:</b>	
9. Recommended Cost Items (Prior to Meeting)	\$0
10. Voted Cost Items (Voted at Meeting)	\$0
11. Amount voted over recommended amount (Difference of Lines 9 and 10)	\$0
<b>12. Bond Override (RSA 32:18-a), Amount Voted</b>	<b>\$0</b>
<b>Maximum Allowable Appropriations Voted at Meeting:</b>	
<i>(Line 1 + Line 8 + Line 11 + Line 12)</i>	
	<b>\$328,574</b>