

**Enfield Board of Selectmen  
Enfield, New Hampshire**

**MINUTES of August 1, 2005**

**Board of Selectmen:** Dominic Albanese, Chairman; Nancy Scovner; Curtis Payne

**Administrative Staff:** April Whittaker, Town Manager; Alisa D. Bonnette, Secretary

**Others:** Kurt Gotthardt; Kris Fountain, Valley News; Dwight Marchetti

**CALL TO ORDER**

Mr. Albanese called the meeting to order at 5:00 pm.

**APPROVAL OF MINUTES**

Mrs. Scovner moved to approve the minutes of July 5, 2005 as written; Mr. Payne seconded, vote unanimous.

Mrs. Scovner moved to approve the minutes of July 18, 2005 as written; Mr. Payne seconded, vote unanimous.

**ADMINISTRATIVE**

**LGC HealthTrust Certificate of Authorizing Resolution:**

Mrs. Scovner moved to resolve that the Town of Enfield shall participate in HealthTrust, LLC. For the provision of health and other benefits to employees of the Town of Enfield as may be selected by the Town of Enfield. Further, that (i) April Whittaker, Town Manager is hereby authorized and directed to execute and deliver to HealthTrust, LLC, the "Application and Participation Agreement," including Schedules A and B thereto, on behalf of the Town of Enfield in the form presented to this meeting and (ii) April Whittaker, Town Manager is hereby authorized and directed execute and deliver to HealthTrust, LLC, a certificate of this resolution; Mr. Albanese seconded, vote unanimous.

**Other Administrative Items:**

The Board reviewed and approved the following documents: Intent to Cut Wood or Timber.

**CITIZENS FORUM****Kurt Gotthardt ~ Class VI Road:**

Mr. Gotthardt asked the Board how the town treats Class VI Road rights-of-way, respective to width and abutter's use as an extension of their yards.

Mrs. Whittaker recommended Mr. Gotthardt come into the Selectmen's Office so they can look up the information needed in "*A Hard Road to Travel*" a publication of New Hampshire law of local highways, streets and trails, put out by the Local Government Center.

Mr. Gotthardt was concerned that a Class VI Road he routinely visits is being encroached upon. A space he normally parks and that he believes is within the town's right-of-way now has personal belongs of the abutting property owner there.

Mr. Albanese explained that this issue would best be referred to April Whittaker and Jim Taylor.

**BUSINESS****Grant Application and Acceptance Policy:**

Mrs. Scovner moved accept and adopt the Grant Application and Acceptance Policy as written; Mr. Albanese seconded, vote unanimous.

**Dispatch Agreement:**

Mrs. Whittaker reported that the Town of Hanover and the Town of Enfield have signed a new dispatch agreement. Mrs. Whittaker will contact Chief Chapman of Lebanon to inform him of the change over from Lebanon to Hanover for this service. Mrs. Whittaker wished to make it clear that the Town of Enfield is completely satisfied with the dispatch service provided by the City of Lebanon and that the change to Hanover was purely a budgetary decision.

**Employee Benefits Report:**

Mrs. Whittaker provided the Board of Selectmen with the results and minutes of the staff meeting, which addressed employee benefits. The towns used for the comparison are the same ones used for the last wage study. Enfield employees received the lowest pay increase of all of the towns in the study, with one exception and this town is currently undergoing a pay study with the Local Government Center. As for benefits, the Town of Enfield falls comfortably in the middle of the town's studied. To do some of the more complicated plans the town would need a human resource manager.

Mrs. Scovner asked if there was any way to figure out how much it would save the town versus what the employees have to pay in. Mrs. Whittaker replied that yes, this could be done. She went on to say that there's a philosophical approach and a monetary approach; it is not under the jurisdiction of the Budget Committee, but of the Board of Selectmen. The information provided to the Board could assist them in response to questions they may receive.

Mr. Albanese stated the need to remind people that the town is about services and not widgets. The Board agreed that this is not a 2006 issue.

Mrs. Whittaker reported that all employees should now be informed of the contents of the report submitted to the Selectmen.

**Dept. of Revenue (DRA) Certification:**

Mrs. Whittaker reported that the town has passed the certification process as conducted by the Department of Revenue Administration with flying colors; the town's exemptions are correct. Thanks should go to Julie Huntley and Norm Bernaiche.

**Banking Request for Proposals (RFP):**

Mrs. Whittaker has put out an RFP for banking services with a deadline for submission of September 7. A recommendation should be brought to the Board on September 19.

**Ambulance Budget:**

Mrs. Whittaker provided the Selectmen with an ambulance budget report. There's a misconception that the ambulance budget is over by many thousands of dollars, when in fact Mrs. Whittaker expects them to be over budget by \$4,000 - \$5,000 at year's end. The overage is a result of inadequate budgeting by the department for the cost of personnel when training. In the past, ambulance personnel did not put in for their time when training, unlike other town departments. Mrs. Whittaker pointed out that the Fire Department has gone over budget in personnel in the past and there was nary a peep, but because the ambulance overage was reported by the department head an inordinate amount of attention was drawn to the problem. Other budget lines will be tightened up to limit the overall over expenditure of the department at the end of the year.

Mrs. Whittaker is having all invoices that aren't coded to fall into the correct category to be brought to her before payment.

Mr. Albanese would like to hold off for a year on pursuing any changes in appointment of officers within the ambulance department. He would prefer not to tie the budget and personnel positions together.

Mr. Albanese requested an expense report for the department.

Discussion ensued regarding the possibility in the future of billing individuals for ambulance services. Billing for services would not have any connection to the interest by the department in establishing a full-time ambulance crew. Mrs. Whittaker stated that a full-time ambulance department couldn't be run with just 2 people. Coverage would be needed for sick days, training days, vacation days, etc... A full-time department is unlikely at this stage of Enfield's growth.

Mr. Albanese stated that the Budget Committee is going to recommend looking into ambulance billing. The issue of billing was put on hold by the Selectmen until after they hear from the Budget Committee.

Mr. Albanese asked if it's clear to Fred Cummings that if he does a policy change he has to see the Town Manager? Mrs. Whittaker replied that yes, it is.

Mrs. Whittaker provided the Board with the current expenditure status of the ambulance account, 4215. Mrs. Whittaker made the following recommendations:

- \* No more new hires unless the proposed new hire can prove that they are fully inoculated and understand that no uniform will be issued until 2006.
- \* Discussion with Squad members of the need to be frugal with cell phone usage.
- \* No acquisitions of new equipment. Any needed acquisitions due to accidents or loss should be discussed with the Town Manager as to necessity.
- \* No new acquisitions of uniforms.
- \* No more training ~ exception of one individual who is currently midway through an EMTI class. If there is a liability issue that requires a training session, this will be brought to the Town Manager.
- \* If possible try to establish an on-call roster system so as to eliminate staff overages at the time of tone.
- \* The Financial Assistant to bring any further invoices to the attention of the Town Manager.
- \* A tickler file should be kept for class reimbursements so that a true figure for the following budget year can be predicted.
- \* Future training schedule 2006 should be composed and brought as part of the budget process to justify increased requests in the salary line.
- \* Should the department implement changes that would impact the budget, these proposed changes must be approved by the Town Manager before any enactment.

Mr. Albanese moved to accept the recommendations as printed, with one addition; if there's any policy changes that impact the budget they must first be approved by the Town Manager; Mr. Payne seconded, vote unanimous.

**Highway Safety Grant:**

The Town has received Highway Safety grant funding for DWI patrols.

**Community Building:**

A new sign has been installed at the Community Building. It's a single-sided sign, but was donated free of charge so there will be no complaints.

Mrs. Whittaker reporting the following projects and repairs: 1) She is having stone facing put on the front of the building to cover the existing block foundation which holds up the sign; 2) Water in the utility room is due to condensation from the air conditioning unit. The A/C unit is probably undersized resulting in the condensation problem; 3) The front door is being fixed; 4) The dishwasher is not believed to be operating properly. The detergent and rinse agent does not appear to dispense properly; 5) A full line of cleaning supplies has been purchased and is located in the janitor's closet; 6) The problems with the stove are being worked out; 7) Mrs. Whittaker will find some nice shelves for display of the flags provided by Henry Cross.

**Winter Sand Bid:**

Public Works went out for a winter sand bid. No written bids were received, but verbal ones were. When approached with a contract to sign, the apparent low bidder refused to sign and wanted to change the bid. Mrs. Whittaker has instructed the department to re-bid winter sand. The bid documents are to be simplified and will include a simple reply form. The RFP will then hand delivered with a self-addressed, stamped envelope to each of the vendors. Only written bids will be accepted. If the second bid doesn't work out, the town may have to look at manufactured sand.

**Town Manager's Report:**

Mrs. Whittaker provided the Selectmen with her monthly report.

Mrs. Whittaker has responded to Craig Daniels regarding his question about sewer bonding. Mr. Albanese has done the same.

**Meeting Date with Library Trustees:**

A meeting date needs to be set with the Library Trustees for discussion of the Town Offices/Library building project. Mr. Albanese would like to put this off until this fall, after the Town Manager search. He does not feel the Board can give it the attention it deserves and he wants to give it his full attention.

**Lawsuits:**

Mrs. Scovner expressed her concerns about the cost to the town for attorney's fees when individuals sue the town and then repeatedly appeal the decision of the courts. Mrs. Whittaker explained that the town's attorney does request reimbursement for attorney's fees, but the court makes the decision whether to do so.

**Press Questions:**

Kris Fountain requested clarification on the dispatch contract with Hanover. The date the contract will be effective is January 15, 2006. Mrs. Whittaker explained that this is no criticism of Lebanon; it's strictly a monetary decision.

Upon her request, Kris Fountain was provided a copy of the benefit's survey report.

Ms. Fountain asked for a little background into the ambulance budget issue. Mrs. Whittaker explained that they had a small overage in their salary line. They forgot to put training time into their budget. There was also an unexpected repair on the ambulance. Ms. Fountain was provided a copy of the ambulance expenditure status report upon her request.

**Other Business:**

Mr. Albanese requested a rough budget timeline for the Board of Selectmen, including two sessions before the Budget Committee meets on October 26.

A revenue projection can be provided to the Board when Mrs. Whittaker prepares the MS-4 Revised Estimated Revenues for September 1. The tax rate is normally set in November and that will be the time the Board will want to discuss application of surplus, if any used, to write down the tax rate.

Raises were briefly discussed. Mrs. Whittaker explained that the town has traditionally used the CPI for the northeast, which was 2.8% in 2004; the Board approved only 1%. Mrs. Whittaker quoted from the Dept. of Labor that on average people in the public sector are paid less than those in comparable positions in the private sector. Mrs. Whittaker recommended staying the course with the pay plan and providing the current COLA. The Board discussed area pay and benefits, the marketplace and the effect of union contracts.

The bill for repairs to the air conditioning unit at the Community Building has been paid by the town, but is to be sent to the Lions Club for reimbursement.

**INFORMATIONAL ITEMS**

June 2005 Solid Waste Tonnage Report

Building Inspector's Report ~ July 2005

NHDOT Report of Commissioner ~ August 10, 2004 Public Hearing

Tax Collector's Trial Balance ~ July 2005

Town Clerk's Year to Year Comparison ~ July 2005

Town Clerk/Tax Collector Update, dated August 1, 2005

**ADJOURNMENT**

Mr. Albanese moved to adjourn at 6:02 PM; Mrs. Scovner seconded, vote unanimous.