

**ENFIELD BUDGET COMMITTEE (EBC) MINUTES (Approved)**

**Saturday, December 7, 2013**

**DPW BUILDING 8:30AM**

**Members Present:** Annabelle Bamforth, Sam Eaton (Vice Chair), Shirley Green, Gayle Hulva, Paul Mirski, Doug Pettibone (Chair), Lori Saladino, Janet Shepard

**Excused:** Fred Cummings, Dave Stewart

**Others Present:** Steve Schneider (Town Manager), Richard Martin (F.A.S.T. Squad Chief), Jim Taylor (Director, DPW).

The meeting opened at 8:37 AM.

**Administrative:**

A motion to approve the draft November 21, 2013 minutes was made by Gayle Hulva and seconded by Janet Shepard. The minutes were approved as written.

**New Business: Departmental Spending Plans Reviews**

**Public Safety**

4215 Ambulance (2013 Budgeted, \$101,920; 2014 Request, \$107,900, up 5.9%). EMS Chief Richard Martin answered questions on 2013 spending and presented the 2014 draft spending plan.

The requested funds for 2014 to pay the volunteer staff for their time on ambulance runs is the same as for 2013 at \$17,000. The committee was reminded that these payments include time spent by each squad member every year for classes needed to recertified by the state. These classes amount to 24 hours spent each year on various aspects of training.

The initiation of paid 'On-Call' time in 2012 was continued in 2013 and has been a great success. All of the weekly On-Call timeslots are routinely filled by squad members. This has resulted in a marked reduction in the number of calls responded to by Lebanon during the 6:00PM to 6:00AM time period that Enfield normally covers. Over the 24 hour period, the number of Enfield calls requiring responses by Lebanon has also been reduced. Steve Schneider will report next meeting on the receipts to date in 2013 from insurance reimbursements for calls made by Enfield. These reimbursements are used to fund the paid 'On-Call' policy.

The cost for the Mutual Aid by Lebanon is contracted on a per-call basis and covers that town's overtime costs paid to their members. This mutual aid is currently budgeted at \$45,000 for 2014 which may be reduced if their number of response decline further as hoped.

No funding for capital items is requested for 2014. The current ambulance was bought in 2009 and is expected to last at least 12 years. The 2013 project to repair and paint the soffit areas of the Depot Street station was completed and new external motion-detection lighting was installed.

Chief Martin hopes to apply for a grant to purchase a diesel fume extraction system (about \$14,000) for the station garage to remove noxious exhaust when the ambulance engine is started.

4220 Fire Department: Chief David Crate requested to postpone review of the Fire Department's budget plan. It will be reviewed at a future meeting.

**Public Works (DPW).** Jim Taylor (Director, DPW) reviewed 2013 activities and presented the 2014 draft spending plan.

4194 Gen'l Government Buildings (2013 Budgeted, \$178,750; 2014 Request, \$181,250, up 1.1%). Spending is on track for this cost center in 2013. For 2014, \$9000 is requested for fuel to heat the DPW shop bays using the 2 new burners purchased in 2013, an increase of \$3000. These new burners are fueled by propane as opposed to waste oil which is obtained for free from the transfer station and from DPW vehicle use. Currently, there is just about enough waste oil available from these sources to power the one burner that remains that uses this fuel type. Money is requested to paint the outside of the Enfield Center Hall (\$15,000). This project does not meet the criteria to be a CIP capital item, and these funds may come from the Municipal Building Capital Reserve Fund. Significant funds (\$20,000) are being requested for the Community Building for general maintenance and special cleaning of draperies and blinds etc, in addition to a special project to improve the acoustics of the large meeting room.

4311 Highway Administration (2013 Budgeted, \$550,543; 2014 Request, \$581,795, up 5.6%). Spending to date in this cost center is on budget. For 2014, there are no requests for increased staffing. An increase of about \$20,000, however, is requested for full time employee salaries, part of which is to support an up to a 2% merit increase. The requested funds for 2014 salaries for part-time staff is higher vs 2013 by about \$12,000, or 41%. This number will likely come down significantly when a better estimate for part-time hours is available at the end of the year. Unfunded mandates from the state are increasingly burdensome on administration. Requirements for permitting and reporting to the DES on environmental issues are on the rise and increasing our costs. DPW has an active professional development program using in part a UNH program called 'Roads Scholar' that involves training and certification on all aspects of town maintenance. The Masters level of Roads Scholar program requires 100 hours of classroom and training in the field.

4312 Highways and Streets (2013 Budgeted, \$551,700; 2014 Request, \$573,000, up 3.8%). Spending for this cost center to date is generally on track to be on budget. Funds (~\$8000) were spent on engineering and permitting for a proposed new boat launch in 2014 at the Route 4A parking lot. In addition, 3 new LED street lights were added to the new Shaker bridge at a cost of about \$18,000. These lights were paid for with reimbursed funds from the LGC that courts found overcharged the towns for health insurance premiums. Funding for road paving, salt and sand purchases and other maintenance supplies are generally level funded for 2014. Diesel fuel prices are expected to rise. A significant increase in aggregate and fill materials spending is requested for 2014 (\$70K vs \$40K) because the Town is falling behind in our road regraveling schedule. The repaving of Bog Road was discussed as a possible future infrastructure project.

4316 Street Lighting (2013 Budgeted, \$17,000; 2014 Request, \$18,000, up 5.9%). In keeping with the last couple of years, overall spending on street lighting has been reduced in part because of the new LED lights (about 24 total) that have been installed. The report by the Energy Committee on the streetlight survey approved at Town Meeting is expected soon. It is believed that there will be a recommendation to significantly reduce the number of streetlights outside of the Enfield core area.

4321 Sanitation Administration (2013 Budgeted, \$85,277; 2014 Request, \$90,036, up 5.5%). Spending is on track for 2013. The salary line for 2014 is up about 9.8% which is mostly due to an intradepartmental exchange of 2 employees wherein a higher paid staffer transferred into Sanitation from Highways. There should be a corresponding reduction in the salary line for Highways. Funding for overtime will be reduced by 50% (by \$5000) because the curbside recycling program has reduced the man hours required at the transfer station.

4323 Solid Waste Collection (2013 Budgeted, \$188,650; 2014 Request, \$191,050, up 1.5%). 2012 spending to date is on budget and 2013 spending request is essentially level funded. The largest line item is the contracted trash pick-up (\$160,000). In 2013, the new bi-monthly trash and recycling curbside pickup was started. It did not have an impact on this cost center.

4324 Solid Waste Disposal (2013 Budgeted, \$157,500; 2014 Request, \$133,000, down 8.4%). 2013 spending to date is on budget and the requested spending for 2014 is down due mostly to projected reduction in dumping fees for the landfill (by \$25,000). Between reduced landfill costs and reduced recycling costs at the transfer station, it is projected that the Town will save about \$50,000 next year vs what was spent in 2012 on this cost center.

Miscellaneous: Steve Schneider passed out the spending plans for Water and Sewer and noted that a hearing took place recently at the selectboard meeting on water and sewer rates. Water rates will stay the same in 2014 but sewer rates will rise by 9% as a result of Lebanon raising its rates by that amount. Lebanon treats Enfield's sewage. We get our water from 4 existing wells owned by the Town at a production cost of about 0.7 cents/gallon. There are 12 new sewer users in 2013, 11 of which resulted from the Route 4 water and sewer line project.

There was a continuation of the discussion on the rising costs of employee health insurance premiums and the rising burden on the Town. Our employees have what are referred to as 'Cadillac Plans' which are the highest quality plans in terms of coverage. As a result of the Affordable Care Act, these plans will generate a 40% excise tax in 2018 for premium costs over \$28,000/year for a family plan. Our employees contribute 5% to the premium costs. The Town reduced premium costs 2 years ago by going to a higher deductible plan (\$3,000 deductible). The Town reimburses the employees for the out-of-pocket costs for the deductible but the Town still comes out ahead with reduced premiums. In 2014, the Town will bid out for new health plan contracts.

Old Business: None

Public Comment: None

The meeting was adjourned at 11:15 AM. The next meeting is on Thursday, December 12, 2013 (6:00 PM at the DPW building). The Regional Associations funding requests will be reviewed. Cemeteries and Fire may also be discussed. An updated draft budget and revenue sheet will be available. Another future EBC meeting will be to discuss the 2014 CIP plan (Thursday, Dec.19 6:00PM @ DPW) and initial recommendations to adjust the 2104 draft plan.