

ENFIELD BUDGET COMMITTEE
January 8, 2011
DPW Building – 8:30 AM

Members present: Sam Eaton, Shirley Green, Gayle Hulva, Doug Pettibone (Chair), Lori Saladino, David Stewart (Vice Chair)

Other: Steve Schneider (Town Manager)

The meeting was called to order at 8:40 AM.

ADMINISTRATIVE:

Approval of Dec 16, 2010 Meeting Minutes - Deferred to the next meeting.

NEW BUSINESS:

2011 Budget Planning – Review of Town Manager’s proposed changes to draft spending plan

Schneider handed out a January 7, 2011 Memorandum of budget changes, updated budget sheets, and revenue totals, as of mid-December. He said the Town received higher than anticipated revenue totals in motor vehicle fees, recycling, interest/penalties, and a couple other areas. Schneider walked the Committee through the updated sheets which reflect his efforts to reduce the budget.

4131 Technology (\$6,500 reduction)

Changes to Hardware & Software expenditures for Town Office, DPW, and Police. The Town will buy less hardware and make due with current programming.

4150 Financial Administration (\$7,000 reduction)

Change to Audit. Auditing services are put out to bid. The Town’s current contract requires payments of \$25,000 annually. The new bids came in lower and the Town will accept one totaling \$18,000 annually.

4155 Personnel Administration (\$4,172 reduction)

Health insurance is the difference. The budgeted number assumes full coverage for every employee at the same level as the year before. That ‘full

coverage' number is rarely met. It is reasonable to expect the Town can achieve a savings.

4191 Planning & Zoning (\$17,886 reduction)

Change to Plan Bd Personnel. The position will be vacant through the end of March or early April. The UVLSRPC is contracted to cover these duties until then.

4215 Ambulance (\$4,500 reduction)

Changes to Ambulance Personnel and Miscellaneous. The Personnel line typically runs at \$13,000 annually.

4220 Fire (\$5,000 reduction)

Change to Firefighter Services. Reduction is based on the anticipated number of calls for 2011.

4290 Emergency Management (\$2,000 reduction)

Change to Hazmat Team Fee. The Town is no longer required to pay this fee.

4311 Highway Administration (\$1,500 reduction)

Change to Weather Forecasting. The number of licenses for Weather Forecasting will be reduced.

4312 Highways & Streets (\$7,000 reduction)

Small reductions were made to several line items (winter salt, equipment repair, etc).

4323 Solid Waste Collection (\$3,000)

Change to MSW Contracts. Schneider anticipates the Town going to a 3-day per week pick-up, rather than the current 4-day schedule. This should provide savings in the new contract.

4324 Solid Waste Disposal (\$2,000 reduction)

Change to Landfill Costs. Reduction proposed in anticipation of the single-stream recycling pick-up program, that will be subscription based (meaning residents will have to pay to participate), which should result in more recycling and less tipping fees.

4414 Animal Control (\$1,000 reduction)

The change is more reflective of actual expenditures.

4520 Parks & Recreation (\$5,997 reduction)

Change to Recreation Personnel. Original budget projection assumed

maximum staffing for every position and shift. In reality, this does not occur. The change reflects level funding.

4651 Economic Development (\$5,000 reduction)
Change to EVA. Level funding is proposed.

Schneider recapped the current budget status, incorporating the \$72,555 in reductions outlined above, as follows:

Revenue:

Non-Property Tax \$1,908,000

Property Tax \$3,217,000 5.95 rate

Total \$5,125,000 (\$541,000,000 valuation)

Expenditures:

Water /sewer \$ 540,000

Gen fund \$4,566,000

\$5,106,000

Overlay \$22,000

VA credit \$55,000

Total \$5,183,000

The Committee must find an additional \$60,000 to achieve their budget goal.

Schneider said valuation has traditionally increased 1% to 2% annually. The Town issued permits for 14 new houses in 2010. Schneider said building in a 1% increase would provide an additional \$35,000 in property tax revenue.

The following reductions were proposed:

- Cut the \$5,000 tax mapping
 - o Schneider explained that those funds cover annual updates. The Town is not currently seeking funding to complete the layering portion of the mapping project, which would incorporate elevations, utilities, etc.

- Reduce the PD Vehicle Repairs/Maintenance
 - o The PD purchases a new car every year, yet still incurs large repair/maintenance expenses. Schneider said the department runs 24/7. The cars gain 120,000 miles over a 3-4 year period and they take a beating.

- Reduce Library Personnel and Books expenditures
 - o \$27,000 is a lot of money for books when there is no room for the current inventory. Schneider said the Library's issue of lack of space is more related to library programming, not so much books. The members agreed that cutting

funding for books sends a bad message to the community. With regard to Personnel, Schneider said Marjorie budgets for maximum staffing of every position. He suggested \$5,000 could be cut from Personnel.

- Cut the \$2,000 PD key faub system.
- Change the Parks & Recreation summer camp program so that its fees cover its costs. Residents in need could seek assistance from the Town in order to participate.
 - o Schneider said it would not be worthwhile to increase those fees. It would not provide the type of revenue impact the Committee is seeking.
- A suggestion was made to further reduce the Solid Waste Landfill Costs in anticipation of increased recycling activities.

- Highways & Streets

Signs & Markings: \$10,000 budgeted in 2010. Year-to-date expenses total \$4,618; \$2,956 was spent in 2009. Schneider suggested a \$2,000 reduction.

Vehicle/Equip Repairs/Maint: Schneider suggested a \$2,500 reduction.

Veg. Mgmt. – Special Projects: \$3,000 budgeted in 2010. Year-to-date expenses total \$1,450. Schneider suggested a \$1,000 reduction.

Pavement Maintenance: A suggestion was made to reduce to \$145,000.

Aggregate & Fill Matierals: Schneider suggested a \$3,000 reduction.

Equipment Rental: \$10,000 was budgeted in 2010. Year-to-date expenses total \$3,800. Schneider suggested a \$1,000 reduction.

Gravel Road Surface Treatment: Year-to-date expenses total \$17,490. \$22,000 is proposed for 2011. Schneider suggested a \$4,000 reduction.

Diesel Fuels: Have under spent this line item over the last few years.

Schneider will incorporate his suggested reductions outlined above into updated sheets for review at the next meeting. Schneider will also update his January 7th Memorandum outlining the changes.

Schneider said the current budget does not including any funding for capital reserve accounts or capital purchases. The Committee could further reduce operations for these items or utilize the Undesignated Fund Balance. The Undesignated Fund Balance is at \$750,000, which represents 6% of General Fund total. The Town could utilize \$100,000 of the Undesignated Fund Balance and remain within the 5%-14% range recommended by the State.

Schneider handed out an updated list of DPW Equipment needs as prioritized by Jim Taylor, which included:

1. Replace the Holder sidewalk plow with a tractor
2. Purchase an Asphalt Reclaiming Trailer

3. Replace a 1993 Ford F-350 with plow & platform body
4. Replace Walker Riding Mower

A suggestion was made to use \$40,000 from the Undesignated Fund Balance to purchase the tractor, cut an additional \$29,000 from the budget to cover the purchase of the Asphalt Reclaimer, keep the F-350 for another year, and split the cost of the mower between DPW & the Cemetery Capital Reserves. Schneider was asked to work on the additional \$29,000 budget cuts.

PUBLIC COMMENT: None

OTHER BUSINESS: None

ADJOURN: The meeting adjourned at 10:32 AM.