

**ENFIELD BUDGET COMMITTEE**  
**September 30, 2010**  
**DPW Building – 6:00 PM**

**Members present:** Fred Cummings (Selectman), Sam Eaton, Judy Finsterbusch, Shirley Green, Gayle Hulva, Gail Malz, Doug Pettibone (Chair), David Stewart

**Excused:** Paul Mirski, Lori Saladino

**Others Present:** Bart Thurber, Bob Cusick

The meeting was called to order at 6:07 PM.

**ADMINISTRATIVE:**

1. Approval of March 30, 2010 draft Meeting Minutes

**It was moved by FINSTERBUSCH, seconded by HULVA, to approve the minutes of March 30, 2010. The Committee voted unanimously in favor of the motion.**

2. Election of Chair & Vice-Chair

**It was moved by HULVA, seconded by FINSTERBUSCH, to nominate Doug Pettibone as Committee Chair. The Committee voted unanimously in favor of the motion. PETTIBONE accepted the nomination.**

**It was moved by HULVA, seconded by FINSTERBUSCH, to nominate Dave Stewart as Committee Vice-Chair. The Committee voted unanimously in favor of the motion. STEWART accepted the nomination.**

3. Review Proposed Meeting Schedule

The Committee agreed to the following meeting schedule:

October 28, 2010 at 6:00 PM  
November 10, 2010 at 6:00 PM  
November 18, 2010 at 6:00 PM  
December 4, 2010 at 8:30 AM  
December 9, 2010 at 6:00 PM

December 16, 2010 at 6:00 PM  
January 8, 2011 at 8:30 AM  
January 13, 2011 at 6:00 PM  
January 20, 2011 at 6:00 PM  
February 2, 2011 at 6:00 PM (Public Hearing)  
February 3 (snow date for Public Hearing)

All meetings will be held at the DPW Building except potentially the November 10 meeting (location to be determined).

#### 4. Appointment of Departmental Liaisons

The Committee agreed to the following Department Liaison assignments:

Administration: Green  
Ambulance: Hulva  
Planning/Zoning/Building Inspections: Finsterbusch  
Police: Eaton  
Recreation: Saladino  
Cemetery & Fire: Stewart  
DPW: Pettibone  
Library: Malz

### **NEW BUSINESS:**

#### 1. Community Service Grant Program

Bart Thurber and Sam Eaton presented the findings of a Budget Committee subcommittee that met over the summer to discuss the format and method for granting funds to the various social service agencies (so-called Regional Associations or RAs). Mr. Thurber read an excerpt from Paul Mirski's September 28, 2010 email to the Budget Committee.

*"The following objectives were discussed and agreed upon. That Enfield, as a general policy, 1] expend funds not-to-exceed 1% of the town budget for such services each year; 2] establish a vetting process that discourages RA [Regional Association] requests being presented to town meeting in the form of warrant articles each year; 3] provide for review of requests by a Community Service Grant Subcommittee of the Enfield Budget Committee; 4] have the subcommittee, with the assistance of the Human Services Director organize requests in order of priority and determine extent of funding for each; 5] have the subcommittee present its recommendations and findings to the*

*EBC for consideration and amendment if necessary and 6] have all recommended expenditures/grants included within a specific budget line item entitled Community Service Grants or similar.”*

**Mr. Thurber provided copies of the subcommittee’s proposed Town of Enfield Community Service Grant Program, and read its content into the record:**

**“TOWN OF ENFIELD  
COMMUNITY SERVICE  
GRANT PROGRAM**

**DESCRIPTION OF PROGRAM:**

*The Town's Community Service Grant is intended to provide funding to eligible regional non-profit organizations. Enfield recognizes the value of such groups, which offer specialized social services and other programs benefitting its residents. Grants awarded will be in minimum amounts of not less than \$250 to agencies that have already provided such services for at least one year. Funding is limited to Grant Year 2011.*

**ELIGIBILITY STANDARDS:**

*To be eligible to apply for grant monies under the Town's Community Service Grant Program, a non-profit organization must satisfy the following standards: 1) serve the Enfield community; 2) operate as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code; 3) directly provide the social services and other programs for which the grant monies are sought.*

*"Directly provide" means that the regional non-profit organization conducts the social services or other programs itself rather than through a separate entity to which it sub-awards grant monies.*

**APPLICATION PROCESS:**

**I. Completion of Application Forms**

*All interested non-profit organizations must complete the attached forms, including:*

- ~ Name and address of the non-profit organization (applicant is required to list the regional branch if it represents a national or statewide organization).*
- ~ Description of the regional services provided.*
- ~ Relationship of non-profit organization to the community.*
- ~ Approximate number of Enfield residents served by the non-profit organization.*
- ~ Amount of funds requested.*
- ~ Proposed project and budget plan for the use of the grant funds.*

- ~ *Proof of 501(c)(3) status with a copy of the letter from the IRS or an explanation of why the non-profit organization does not have that status.*
- ~ *Applicants are also requested to complete the fiscal agency report outlining revenues and expenses for the past year, current year, and next year, as well as the portion of revenue that is used for administration, salaries, and program costs (including salaries that are directly relate administration and/or program costs.)*
- ~ *Applicants are also requested to provide information on their annual sources of revenue received.*
- ~ *Any applicant who received funds from the Town in the past is to indicate when the funds were received, the amount of the funds received, and document how those funds were utilized.*
- ~ ***In addition to the "Original Application," please submit five copies (double-sided and paper-clipped).***

## ***II. Application Deadline***

***Completed application forms along with supplemental documents must be submitted by 4pm XXXXXX addressed to:***

***Town of Enfield***

***Attn: Community Service Grant Program***

***23 Main Street, P.O. Box 373***

***Enfield, New Hampshire 03748***

## ***III. Evaluation of Applications and Selection Process***

***Following the application deadline, the Town's appointed Community Service Grant Program Committee, a Budgetary subcommittee, will review and consider proposals from regional organizations. Applicants may be asked to attend a public meeting to address the Committee, answer questions, clarify their use of funds, etc. All proposals will be evaluated to ascertain which non-profit organizations best meet the social service and other program needs that the Town seeks to satisfy. Factors to be considered, but are not limited to, the following:***

***A. The non-profit organization's responsiveness in clearly stating the benefits to be derived by the residents of Enfield, if grant funds are awarded;***

***B. The number of Enfield residents by age group served by the non-profit organization; geographic areas and total number of clients served by the non-profit organization;***

***C. The non-profit organization's history of providing services to the residents of Enfield; and***

***D. The non-profit organization's financial need for grant funds to service Enfield's residents.***

#### ***IV. Award of Funds***

***Following the Community Service Grant Committee's screening process, the Committee will present its recommendations to the Budget Committee, which will review the report and consider award of funds to selected non-profit organizations. In all cases, the Town of Enfield retains the sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.***

#### ***V. Execution of Agreement***

***Non-profit organizations selected to receive funds will be required to sign, and execute an agreement with the Town of Enfield. In addition, the applicant shall submit an end-of-year report for publication in the annual Town Report. NOTE: If award of funds is made, a recipient non-profit organization will be required to expend grant monies prior to the close of the 2011 calendar year.***

#### ***ADDITIONAL INFORMATION:***

***Additional information concerning this program may be obtained by contacting Town Hall at (603) 632-5026."***

**Mr. Thurber provided copies of proposed Application Forms and said, if approved, the forms would be made available on the Town's website, thereby eliminating mailing costs. He said many of the RA's are already requesting the forms.**

**The Committee discussed the process of validating the information provided by the individual RA's. Mr. Thurber said Diane Heed, Enfield's Human Services Director, could provide valuable input as she is directly involved with the individuals receiving these services. FINSTERBUSCH said the evaluation process is what takes so much time. Mr. Thurber said the amount of materials currently provided by the RA's is daunting. The proposed Application Forms request more basic information. EATON added that Ms. Heed would prioritize the needs of Enfield's residents for the subcommittee, which should speed up the process. Bob Cusick said there is no way to score these things. The subcommittee would have to be selective and pick out stuff that is out of line. Mr. Cusick said the goal is to avoid petitioned articles; or be able to defeat them. He suggested the proposed program would clean up the free-for-all that currently exists. The only question would be how to divvy up funds to the individual organizations.**

**PETTIBONE suggested requesting copies of the RA's 990 Form, which**

lists the actual salaries for their top five employees. He said the subcommittee would have to keep salary amounts and yearly increases in perspective relative to the size of the organization.

STEWART asked if any of the RA's are outside the realm of the Town's legal mandate. Mr. Thurber said the Town is required by State law to feed, clothe and provide home heating assistance to individuals in need and of a certain low income level. The State mandate does not address age or infirmity of an individual. Mr. Thurber said he was not aware of any State statute that mandates providing counseling to victims of sexual abuse or their perpetrators. He said the Police Chief would argue there is a need in the community to provide those services. "The Need" is what would be evaluated by the subcommittee in the proposed program.

STEWART asked if it is possible to require the RA's to keep their requests at a certain limit, such as equal to the cost of living adjustment. Mr. Thurber said a similar request is required of the individual Town Department heads. The same should be true of these organizations.

CUMMINGS expressed frustration in the events that occurred during last year's budget review and Town Meeting relative to the RA funding. He said there must be a process in place regarding how to reward RA funding. CUMMINGS said historically, when a RA presents a petitioned article seeking more funding than is included in the proposed budget, Town Meeting votes to approve the increase. He said it is important for the Budget Committee and Selectboard to reach agreement relative to the funding amounts. PETTIBONE agreed there would be a different outcome at Town Meeting if there is more uniformity or consensus amongst the Budget Committee and Selectboard. Mr. Thurber added that with the proposed program in place, it will be easier to stand up at Town Meeting to defend the proposed expenditures.

GREEN said the proposed program presents a well organized plan that will be good for the residents to see. She suggested if the voters are educated on the review process, they will be more apt to accept the proposed expenditures.

CUMMINGS said the proposal is groundbreaking. He suggested other towns will follow Enfield's lead.

FINSTERBUSCH said this is an excellent starting block that is well

needed.

MALZ said the proposal addresses a lot of what has occurred in the past.

HULVA said this is a great tool. The forms are uniform with what other agencies require.

It was moved by GREEN, seconded by STEWART, to approve the program as outlined by Mr. Thurber and Mr. Eaton. The Committee voted unanimously in favor of the motion.

PETTIBONE appointed MIRSKI as the Service Grant subcommittee Chair. EATON and HULVA agreed to participate in the subcommittee. PETTIBONE said MIRSKI will select the remaining members.

Mr. Thurber asked about the deadline for the subcommittee to review applications and present the information to the Budget Committee. PETTIBONE suggested he speak with Town Manager Schneider and Ms. Heed.

## **2. General Discussion: Initial 2011 Budget Thoughts**

PETTIBONE recapped that the Town tax rate increased 8% for 2010 after the approval of Warrant Articles by the voters at Town Meeting that appropriated funds for two major pieces of DPW equipment (\$190,000) and the funding of RAs (\$approx. \$50,000). In addition, the DPW building loan will be paid in full in 2011, freeing up \$120,000 that was used for debt service. Excluding the RA funding, these are large non-recurring expenditures that will provide flexibility in thinking of a level 2011 rate. PETTIBONE said the Committee may want to consider reducing the tax rate for 2011, increasing reserves for capital items, enhancing services such as road paving or any combination of these.

PETTIBONE reported that Town Manager Schneider has advised him that the Town's August revenue report is on track with projected earnings. The cost of tax abatements appears to be less than budgeted.

**PUBLIC COMMENT: None**

**OTHER BUSINESS: None**

**ADJOURN: The meeting adjourned at 7:22 PM.**

**Respectfully submitted,**

**Beth Rivard, Recorder**