

**ENFIELD BUDGET COMMITTEE**  
**November 11, 2010**  
**DPW Building – 6:00 PM**

**Members present:** Fred Cummings, Sam Eaton, Judy Finsterbusch, Shirley Green, Gayle Hulva, Paul Mirski, Doug Pettibone (Chair), Lori Saladino

**Absent:** Gail Malz, David Stewart

**Administration:** Steve Schneider (Town Manager)

The meeting was called to order at 6:06 PM.

**ADMINISTRATIVE:**

1. Approval of October 28, 2010 Draft Meeting Minutes

**It was moved by FINSTERBUSCH, seconded by SALADINO, to approve the minutes of October 28, 2010. The Committee voted unanimously in favor of the motion.**

**NEW BUSINESS:**

PETTIBONE handed out a spreadsheet of information from a 2009 survey provided by the New Hampshire Local Government Center (LGC) that lists employee salary ranges and non-salary benefits provided by NH towns. The LGC conducts the survey annually. Schneider advised that Enfield did not report any adjustments for 2010 as there were no salary merit increases.

PETTIBONE noted that the spreadsheet compares the total compensation (ranges of salary and benefits) for towns with a population of 2,000 to 4,999. It does not list individual salaries. Enfield is in the upper range of the population category and is competitive in terms of the salaries it offers its employees. It was also noted that the cost-of-living varies widely for the roughly 70 similarly-sized towns included in the survey. Schneider reported that none of Enfield's employees make the maximum salaries listed in the survey. Some employees, who have been with the Town 20+ years, are close. PETTIBONE added that Enfield's base salaries are supplemented by longevity bonuses. After 10 yrs of service, an employee is paid a longevity bonus equal to one week's pay. After 15 years, they earn two weeks' pay, and after 20 yrs, the bonus is equal to three weeks' pay.

Schneider said Enfield's DPW non-managerial salaries are very competitive to those offered in Lebanon and Hanover (Pop. 10,000 to 14,999). The Police Department (PD) salaries are different. Enfield's police pay is comparable to Canaan, but the bigger communities offer \$5,000 to \$7,000 more annually for certain positions. The surrounding towns also have police unions that negotiate regular increases for them. CUMMINGS elaborated on the additional costs involved with hiring new officers, which tallies roughly \$30,000 and includes attendance of a 13-week session at the State academy followed by another 8-12 weeks of in-house training. It is important to maintain a competitive pay scale to retain good employees.

MIRSKI asked if Enfield is affected by the Evergreen Clause. Schneider said no, because Enfield does not have a union. MIRSKI asked if salaries are locked in. Schneider said no, the Town has the flexibility to forego increases when the budget warrants it.

Besides salary, Enfield makes available, and contributes to, a number of 'non-salary' benefits including medical and dental insurance, longevity bonuses, vacation days, sick days, personal days, life insurance, retirement, and short-term disability coverage. Enfield pays 95% of the medical insurance premium for its employees. Towns included in the survey pay a range of 75-100% of the premium and some towns require families to pay more than a single person. Schneider said much of that is driven by union contracts as well. CUMMINGS noted that Enfield is behind on its vacation accrual benefit. Schneider confirmed that Enfield requires an employee to be with the Town 5 years in order to earn 2 weeks of vacation pay. SALADINO questioned if administration would consider giving more vacation time when the Town is not able to provide annual pay increases. Schneider said it would be difficult to do that for the police personnel, but it could work. He said many of Enfield's employees have been with the town 15+ yrs and are already earning 5 wks of vacation leave per year. Staff is allowed to carry over an unused amount equal to one year's worth.

FINSTERBUSCH asked about the 'Cash for unused sick leave' benefit noted on the spreadsheet. Schneider said staff is allowed to accrue 480 hrs of sick time. They have to reach a certain accrual amount before participating in the buy-back option. The Town began offering the buy-back option 3 yrs ago when the employee health contributions were increased. The goal of the benefit was to provide the employees with the same amount of money they were making the previous year by allowing them to buy back sick leave. They can buy back the first week at full pay; the rate drops after that. GREEN suggested this is also a good way to encourage people not to use sick time.

About a third of the towns surveyed offer a buy-back option. Schneider said many employees carry big sick leave balances as the Town does not offer long-term disability; it does offer short-term disability, however. About half of the towns offer a long-term plan. The Town also offers a voluntary vacation bank for people to donate accrued time to help employees on long-term disability who need it.

PETTIBONE questioned the medical coverage 'Buy-Out (\$3,000) if-spouse-covered-elsewhere' benefit and asked how often that occurs. Schneider said 7 employees utilize that option. It saves the Town about \$100,000 by not having to provide medical coverage for those 7 employees. Overall, PETTIBONE noted that Enfield appears to compensate its employees very competitively with respect to other NH towns of similar size. This is a good position to be, in order to attract and retain quality people.

### 1. In-Depth Spending Plan Discussion

#### General Government Operating Budget 4100s

4130: Executive Office (Plan: \$183,788; Overall \$2,605 proposed increase)  
The proposed plan includes a 2% salary increase for all employees.

Printing (FY 2010 \$11,000 / FY 2011 \$12,000)

PETTIBONE questioned the level of the expenditure when only about \$8,000 has been spent in the last two years. Schneider said the printing cost of the Town Report varies year-to-year depending on the design and intricacy of the Report. Schneider spoke highly of the Report Enfield puts out, noting that the 2010 Report earned 3rd place in an annual town report competition.

Professional Development (FY 2010 \$500 / FY 2011 \$1,500)

HULVA questioned the increased expenditure. Schneider explained that he did not attend the annual city manager's conference in 2010 but planned to attend the 2011 conference. CUMMINGS advised of Schneider's intent to personally pay for the 2009 conference due to the Town's tight budget status for 2010. The BOS were able to convince him to accept funding from the Town for half of the expenses. Schneider said the conference is expensive. It typically lasts 4-5 days.

4131: Technology (Plan: \$19,200; Overall \$7,500 proposed decrease)  
This pays for computer replacements, software updates, etc.

Police Hardware & Software (FY 2010 \$12,500 / FY 2011 \$5,000)

The 2010 expenditure includes replacement costs for a new server at the PD.

4140: Elections & Registration (Plan: \$70,159; Overall \$4,103 proposed decrease)

These expenditures are dependent upon the number of elections required in a given year. In 2010 the fall elections, which occurs every two years, resulted in a higher expenditure.

4150: Financial Administration (Plan: \$198,825; Overall \$7,219 proposed decrease)

Repairs & Service Contracts (FY 2010 \$11,000 / FY 2011 \$13,200)

This covers the copier, maintenance & upgrades of various software including assessing, motor vehicle data, vital records, etc.

4152: Revaluation (\$30,000, level funding)

This covers the annual contract with the Assessor. Schneider said he anticipates this cost to be \$30,000 regardless of who is contracted to do the update work. It includes assessment of all building changes and Planning Board actions.

4153: Legal (\$13,500, level funding)

The Town utilizes Hatfield LLP Attorneys at Law for 95% of its legal business which typically consists of zoning issues. One resident is currently suing the Town over their assessment. Donahue & Ciardella is handling the cable franchise project. Criminal filings are covered in the PD budget.

4155: Personnel Administration (Plan: \$855,084; Overall \$73,253 proposed increase)

Health Insurance (FY 2010 \$399,623 / FY 2011 \$415,027)

Schneider reported that health insurance rates are decreasing for 2011. The proposed \$15,584 increase reflects the return of an employee from active military duty who was taken out of the system last year. Health Insurance coverage is put out to bid. LGC is the Town's current provider. Staff has 2 options for health insurance, an HMO with a 2.5% rate decrease and a Point of Service with a 0.5% rate decrease.

Separation Liability (FY 2010 \$2,000 / FY 2011 \$2,500)

CUMMINGS questioned Separation Liability. Schneider said this funding will cover the sick leave and vacation accrual payout when long-term employees retire. .

Employer Paid Retirement (FY 2010 \$166,931 / FY 2011 \$216,938)

Schneider said the proposed \$50,007 increase reflects a decrease in the

State contribution and the return of the employee from active military duty who was not on the books last year. There was a lengthy discussion on the status of the State retirement system and whether options are being considered to fix it.

4191: Planning (Plan: \$79,650; Overall \$732 proposed decrease)

Plan Bd Personnel (FY 2010 \$61,682 / FY 2011 \$61,550)

The Town has a contract with the Lake Sunapee Regional Planning Commission to supply planning support through the end of March. The contract cost is roughly \$1,500/month. Schneider said it is important to fund this as a full-time position to staff both Planning and Zoning Boards and all the stuff that person has to deal with. It may be possible to fund this position for only 9 months, as it may not be filled until April.

FINSTERBUSCH asked if Jim Taylor is filling two positions. Schneider said Jim is easing out of the Planning & Zoning duties and concentrating more on Public Works.

4192: Zoning (Plan: \$1700; Overall \$100 proposed decrease)

These numbers represent the office costs to run the Zoning Board.

Schneider said Phil Neily has taken on zoning administration in addition to his building duties.

4194: General Government Buildings (Plan: \$137,850; Overall \$4,050 proposed increase)

Schneider suggested reviewing these expenditures with the DPW budget as Jim will provide the building maintenance details.

Contracted Services (FY 2010 \$28,000 / FY 2011 \$30,000)

This covers janitorial services to clean the DPW Building, Whitney Hall and PD. The work is bid out.

Center Hall (\$2,500 level spending)

This covers painting or glazing. Only \$8 has been spent year-to-date. The remainder can be encumbered.

Union St Fire Station Maint (\$3,500 level spending)

FINSTERBUSCH noted the \$854 year-to-date expenditure and questioned if more work was needed. CUMMINGS confirmed.

4195: Cemeteries (Plan: \$3,170: Overall \$1,200 increase)

Surveying & Engineering (FY 2010 \$0 / FY 2011 \$1,000)

These funds are pegged for establishing more plots at the Countryside

Cemetery. The original cemetery design does not account for ledge on the property.

4196: Property-Liability Insurance (Plan: \$67000; Overall \$4,000 increase)  
Schneider said this is a standard increase.

4197: Regional Associations (RAs) (2011 plan not yet listed)  
Schneider reported that some of the RAs are working to obtain the 25 signatures necessary to submit for possible Warrant Articles at Town Meeting. The town will support funding for individual RAs in 2011 at a level similar to previous years. Individual RA funding recommendations will be made by a subcommittee and will be discussed at a future meeting.

CUMMINGS advised that he had been asked by a member of the public to research EVA funding. It was suggested to Cummings that when EVA was established, they approached the Town for a one-time donation to get up and running, and have since asked for funding annually. PETTIBONE suggested discussing the matter when EVA meets with the Budget Committee next time under 'Economic Development'.

4411: Health Department (Plan: \$380; Overall \$5 decrease)  
Enfield's Health Officer is Phil Neily. He investigates health complaints and assists with organizing vaccination clinics.

4414: Animal Control (Plan: \$3000; level spending)  
Enfield's Animal Control Officer is Wendy Huntley. This funding pays for lodging of stray pets at the Humane Society. Schneider said the Humane Society is utilized as a last resort. Wendy prefers the Animal Clinic of Enfield (ACE), who does not charge the Town for short-term animal lodging.

4441: Human Services Administration (Plan \$24,326; Overall \$2,342 increase)  
This covers administrative costs for the Director's 25 hr/wk position. Schneider said this position could potentially be expanded to full-time. The costs would be shared among other budgets. The salary increase would not impact the budget but the cost of the non-salary benefits would.

4442: Human Services Direct Assistance (Plan \$20,500; Overall \$460 increase)  
This covers financial assistance for rent payments and home heating.

SALADINO questioned the year-to-date spending (\$4,636 for rent & \$0 for fuel). Schneider said Diane Heed, Director of Human Services, is very

successful in tapping the RA's to meet the needs of Enfield's residents. Rent is always the wild card.

PETTIBONE asked about the status of the fuel assistance bank that takes private donations. Schneider said the Town created an expendable trust fund for fuel assistance in 2009. The fund totals roughly \$8,000. The Town has not yet had to tap into the fund due to Diane Heed's abilities to utilize the RA's, federal programs, and assistance from the local fuel companies.

4711: Debt Service (Plan: \$112,963; level spending)

Schneider announced that the DPW building is not yet paid off, as was previously reported. The Town has one more year of payments. He provided a revised sheet of Debt Service funding.

4721: Interest – Long-term Bonds & Notes (Plan: \$ 9205; Overall \$5,795 decrease)

Schneider provided a revised sheet of proposed interest payments to reflect the 2011 payments on the DPW building.

**PUBLIC COMMENT:** None

**OTHER BUSINESS:** None

**ADJOURN:** The meeting adjourned at 7:48 PM.