

**ENFIELD BUDGET COMMITTEE**  
**November 18, 2010**  
**DPW Building – 6:00 PM**

**Members present:** Fred Cummings, Sam Eaton, Shirley Green, Gayle Hulva, Gail Malz, Doug Pettibone (Chair), Lori Saladino

**Excused:** Judy Finsterbusch, Paul Mirski, David Stewart

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

**Others Present:** Dan Kylie, Chief Richard Crate, Marjorie Carr, Dolores Struckhoff, Harry Trumbull, Jeanine King

The meeting was called to order at 6:03 PM.

**ADMINISTRATIVE:**

1. Approval of November 11, 2010 Draft Meeting Minutes

**It was moved by GREEN, seconded by HULVA, to approve the minutes of November 11, 2010. The Committee voted unanimously in favor of the motion.**

**NEW BUSINESS:**

In-depth Spending Plan Discussion:

1. Safety 4200s (Police etc, without Fire and Ambulance)

4210: Police Department (Plan Request \$658,746)

Police Chief Richard Crate presented the Police Department budget.

75% of the items previously considered Repairs & Service Contracts were moved to Contracted Services for tracking purposes. These include fees to the prosecutorial association, special operations team, SPOTS terminal, the copier/scanner/printer, etc.

A server was replaced and the Department entered into a contract where the server is stored offsite. This will result in reduced repair costs and Internet

costs. Enfield should be connected to Hanover's dispatch center via a fiber network in 2011, which should provide even more savings.

GREEN questioned the \$89,265 year-to-date expenditure for Police Personnel: Part-Time. Chief Crate said an Enfield officer was deployed to Afghanistan last October. His shifts were covered by part-time officers. Part-time help is also used to cover another officer's summer hours when he is employed as an archeologist.

The Department is proposing the replacement of a police cruiser in 2011. The car being replaced has roughly 94,000 miles on it. It costs an additional \$3,500 to outfit a police car in terms of special equipment.

Chief Crate remarked on the expenses involved with hiring new officers and how important it is to take care of the officers currently on staff. Schneider said new officers are required to sign a 3-year contract with the Town. If they leave before the contract is up, they are required to reimburse the Town for some of the training, etc. All of Enfield's officers are out of their hiring contract agreements.

SALADINO questioned the \$3,750 increase to Police Health & Safety. Chief Crate said that covers the purchase of new bullet-proof vests which must be replaced every 5 years. The Department will also be replacing firearms.

4212: Police Reimbursible Projects (Plan Request \$3,000)

Chief Crate said this has an offsetting revenue line. The proposed \$3,000 expenditure is pegged for traffic details for the bridge project.

4299: Dispatch Services (Plan Request \$65,000)

Hanover has not set the rate yet. It was noted that the Town was paying Lebanon \$90,000 annually prior to seeking dispatch services from Hanover. Chief Crate said Enfield has also benefited from grant funding Hanover has obtained which resulted in free computers for Enfield PD.

4290: Emergency Management (Plan Request \$700)

Schneider said the \$500 Emergency Management Part-Time item covers training and is there in the event it is needed. Chief Crate said the Town is no longer responsible for the \$2,000 Hazmat Team Fee.

4194-433 General Government Buildings – Police Facility (Plan Request \$2,000)

Chief Crate said the proposed \$2,000 expenditure will cover general building maintenance. He said often the officers perform the work themselves; the

funds are used to purchase materials.

## 2. Culture 4500s (Parks, Library, Conservation etc)

### 4520: Parks & Recreation (Plan Request \$52,447)

Jeanine King presented the Parks & Recreation budget.

The only proposed increase is to Recreation Personnel. Schneider said the Personnel numbers would be revised in January to reflect actual staff hours.

Ms. King said the summer camp afternoon program was run at Huse Park. Enrollment numbers were low, which was expected as it was the first year of the program. The program was fully funded by the attendees at a rate of \$65/week.

SALADINO asked why the morning program is not self-funded. Schneider said it is a quality of life issue; it is a service the Town feels it should provide for its residents. The fee for the morning program is \$75 for 5 weeks (non-residents pay more).

PETTIBONE questioned the \$2500 Shaker Recreation Park expenditure when actual expenditures have only been a few hundred dollars the last couple of years. Schneider explained that those funds pay to fertilize the field. The actual expenditure can fluctuate year-to-year depending on the weather. The same is true of the \$3,250 expenditure for Huse Park Maintenance.

### 4550: Library (Plan Request \$156,886)

Marjorie Carr presented the Library budget.

The Library experienced savings in Internet services and Repairs & Service Contracts. Comcast agreed to provide Internet services for \$5.35/month and the replacement of 2 computers reduced the cost of their service contract.

Ms. Carr said she would like more money for Books, but has proposed level funding at \$27,000. This includes purchases of professional journals, downloadable books, video library, databases, etc.

The Library Trustees may request \$1,800 from the Library Technology Capital Reserve account. In January 2012 the Library will have to change the platform for the Follette Services (online catalog, record keeping, etc.).

### 4589: Historical Records (Plan Request \$1,010)

A small increase (\$50) is proposed for Record Preservation Supplies to cover

costs incurred as a part of the 250th Anniversary.

### 3. Economic Devel. 4600s (Enfield Village Assn., EVA)

#### 4651: Economic Development (Plan Request \$14,000)

Dolores Struckhoff, EVA Executive Director, and Harry Trumbull, EVA President, presented EVA budget and answered questions posed by the Committee.

Mrs. Struckhoff provided handouts and read into the record the 2010 Budget Request to the Town of Enfield, a power point presentation on EVA's budget.

#### "2010 Budget Request to the Town of Enfield

*Dolores C. Struckhoff, Executive Director*

*Prepared 11/18/10*

#### *Mission Statement*

*• To bring the community together to initiate and facilitate activities and projects that enhance the Town of Enfield's cultural, historical, recreational, and natural resources, while promoting economic development and building community pride.*

#### *Board Members*

- Harry Trumbull, President*
- Don Gamache*
- Sharon Carr*
- Flossie Courtemanche\**
- Lee Carrier*
- Erica Faughnan\**
- John Kluge*
- Kim Quirk, Vice President*
- Doug Smith\**
- Debra Truman*
- Jamie White\**
- Mary Wilson*
- Dolores Struckhoff, Executive Director*
- \* New Members*

#### *Highlights of 2010*

- Economic Development • Community Development*
- ~ Provided a grant to restore and landscape the Main Street flag pole/veterans memorial~ Directed and coordinated Hometown Holidays (currently working on 2010)*

- ~ *Published and distributed a bi-annual Directory of Businesses and Services to all residents and visitors to Enfield* ~ *Sponsored a social night to our many volunteers and supports*
- ~ *Over 158 volunteers in 2010*
- ~ *Planted and maintained seasonal flowers along Main Street (worked with the Community Gardeners on some of these)* ~ *Shoveled and maintained skating rink on lower Main Street pond*
- ~ *Established Information Office on our space in the Copeland Block with State of NH signage on Route 4* ~ *Partnered with the Heritage Commission and established the E250th Steering Committee*
- ~ *Spearheaded the TIF project to improve sewer connection on Main Street for local Enfield businesses* ~ *Directed and coordinated Spring and Fall Green up Days*
- ~ *Participated in a recent Vital Communities forum around healthy living with opportunities in economic development* ~ *Directed and coordinated the Shaker 7 Road Race*
- ~ *125 runners*
- ~ *50 volunteers*
- ~ *Published and distributed a town-wide monthly eNewsletter* ~ *Reinstated historical fall walking tours*

#### *EVA's Vital Few Plans for 2011*

- *Economic Development*
- ~ *Expand our support to existing and new Enfield businesses*
- *Finance*
- ~ *Establish a Finance Committee to improve our financial processes*
- *Fundraising/Development*
- ~ *Improve our fundraising processes to generate consistent cash flow to support operating expenses and generate operating reserve and improve our board governance*
- *Marketing*
- ~ *Strengthen EVAs identity among all our constituents*
- *Volunteer Development*
- ~ *Increase our volunteer base to support expansion community and economic development*

#### *Economic Development Committee*

- *Working with the Town of Enfield to improve economic vibrancy throughout the entire Enfield community*
- ~ *Help businesses grow and thrive in Enfield*
- ~ *Bring more businesses into Enfield*
- ~ *Liaise with other local, regional economic development organizations*
- *Jamie White, Board Sponsor*

- ~ Steve Schneider, Town Manger
- ~ Doroles Struckhoff
- ~ Others (still recruiting)

#### *Economic Development Plans for 2011*

- Business support
- ~ Expand EVA eNews and EVA Website Business Coverage
- Business profiles
- New business announcements
- Rental property listings
- Business specials
- ~ Create and distribute "Welcome Packets" for new businesses
- ~ Schedule and host quarterly business "forums/after hours"
- ~ Publish 2011 Business and Service Directory
- ~ Improve website infrastructure for an on-lien business listing
- ~ Create coop advertising and improve EVA public relations support to businesses and local school district
- ~ Encourage development of Enfield business groups
- ~ Encourage EVA Board member participation in other Town of Enfield forums relative to economic development
- ~ Improve relationships with Realtors

#### *Economic Development Plans for 2100*

##### *Resident Support*

- ~ Develop visible community event signage
- ~ Create welcome packets for new residents

#### *Economic Development Plans for 2011*

- Tourist support
- ~ Open Information office on weekends in summer
- ~ Plan and host seasonal events that utilize or recreational resources

#### *Events Committee*

- Hold community events that bring new people into Enfield as well as improve the quality of life for Enfield residents
- ~ Currently EVA's Executive Director leads this committee with a varied "event specific" group of volunteers

#### *Events Plans for 2011*

- January Social (January 21, 2011)
- Sweet Treats (February 2011)
- Winter Rail Trail Event (March 2011)
- Town-wide Spring Green Up (May 21, 2011)

- *Shaker 7 Road Race (June 26, 2011)*
- *E250th (July 1, 2011, July 2, 2011, July 3, 2011, July 4, 2011)*
- *Town-wide Fall Green UP (September 17, 2011)*
- *Hometown Holidays (December 3, 2011)*

#### *Fundraising/Development Committee*

- *Direct annual appeal, solicit sponsors and grants, and develop programs that help support creating annual operating funds and create a financial operating reserve for the future*

#### *~ Committee*

- *Don Gamache, Board Sponsor*
- *Harry Trumbull*
- *Dolores Struckhoff, Executive Director*
- *Brian Carriere*

#### *Fundraising Projects*

- *Annual appeal*
- *Event sponsorships*
- *Grants*
- *Other fundraising projects/events*
- ~ *Adopt-a-amp prost program*
- ~ *Cat's Meow keepsake of Shaker Bridge*
- ~ *Promotional item (cups, clothing, environmentally-friendly grocery bags, etc.)*
- ~ *Shaker 7 Road Race*

#### *Design Committee*

- *Maintains the physical image of the Main Street area as a place attractive to residents, shoppers, investors, business owners and visitors.*

#### *~ Committee*

- *Linda Zoller-McKibbin, Chair*
- *Molly Finger*
- *Cathy Gasparik*
- *Nancy Laubenheimer*
- *Cynthia Walthour*
- *Suzanne Hinman*
- *Terri Lynch*

#### *Design Committee Plans for 2011*

- *Ongoing Historical signage revisions*
- *Town-wide spring Green up*
- *Main Street summer hanging and barrel flowers*
- *Establish new EVA garden in municipal parking area*
- *Historic Walking Tours (June – October, every Sunday)*

- *Bridge lamp post electric upgrades*
- *Town-wide fall green up*
- *Holiday decorations*
- *More attractive main street parking signs*

#### *Main Street Task Force*

- *In conjunction with the 250th (July 4, 2011) Anniversary of the Town of Enfield*

- ~ *Support beautification projects that reduce blight on Main Street and aid the revitalization of the downtown area*
- ~ *Improve and increase the economic vibrancy of the Main Street and the rest of the community*
- ~ *Make capital property purchases that will result in improving Main Street and provide property for economic growth*

- *Committee*

- ~ *Dolores Struckhoff, Chair*
- ~ *Lee Carrier*
- ~ *Kim Quirk*
- ~ *Debra Truman*
- ~ *Marty Wilson*

#### *Task Force Plans*

- *3 Shake Hill – Lord – Outside clean up, possible painting*
- *18 High Street – Roberts – Redo fencing*
- ***22 Main Street – Barrow/Holmquist (Old Veterans Monument) – Replace curbing repair flagpole and add landscaping – EVA Grant***
- ***47 Main Street – Johnson – Painting or siding – Johnson***
- *66 Main Street – George’s AG – Repair or replace flower bed/sign*
- ***67 Main Street – Holmquist – Support sewer and water hook up, power and new roofing – TIF***
- *74 Main Street – George Loupis – Modify or replace fence around dumpster*
- *76 Main Street – Rovell-Rix – Repair or replace columns and provide additional siding*
- ***Skating rink on lower Main Street pond – EVA and Volunteers***
- ***Green Up Days ( May and October) – EVA and Volunteers***

#### *Future Task Force Plans*

- *In conjunction with the recreation department create a skating rink possibly at Huse Park*
- *Research a new ordinance to address blight on Main Street*
- *Improve signage to ensure businesses and services throughout Enfield are properly identified*



- *Work with the TIF Committee to provide recycling receptacle sin Huse Park and Main Street Municipal Parking Area*

*EVA 2011 Budget*

*Program(s)/Activity(ies)/Service(s) Total Expense to EVE 20% Town Contribution*

- a. Economic development \$12,000.00 \$2,400.00*
- b. Main Street beautification projects \$8,250.00 \$1,650.00  
(in conjunction with the 250th Anniversary)*
- c. Design \$4,750.00 \$950.00*
- d. Events \$3,000.00 \$600.00*
- e. Personnel (includes salary plus taxes, \$34,000.00 \$6,800.00 insurances, development, etc.)*
- f. Office Expenses \$8,000.00 \$1,600.00*
- Total: \$70,000.00 \$14,000.00*

*Other funds raised through fund raising events and programs, donations and grants*

*Thank you!*

*Submitted by Dolores C. Struckhoff  
Executive Director”*

EVA was asked to provide a financial statement (recent IRS form 990) to the Budget Committee outlining income and expenses, as well as the current overall fundraising status for 2010.

Dan Kylie questioned whether Town expenditures to EVA are considered donations, similar to the Regional Association contributions, or payments to a private organization for services rendered. Schneider explained that EVA is different from the Regional Associations in that EVA is Enfield-based and is set up specifically to help Enfield. There is also an Enfield Selectman on the EVA Board of Directors.

There was a brief discussion regarding whether Town funds were used to purchase or refurbish the property at 78 Main Street. It was noted that the Conservation Commission donated \$2,000 toward the purchase of the property which included an island that was developed into a park.

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. Mrs. Struckhoff said EVA had to raise a substantial amount of money to be accepted into a

national main street revitalization program. Mr. Trumbull added that a requirement of the national program is that you demonstrate you are supported by the community and that the municipality contributes financially.

**PUBLIC COMMENT:** None

**OTHER BUSINESS:** None

**ADJOURN:** The meeting adjourned at 8:00 PM.