

**BUDGET COMMITTEE
JANUARY 8, 2009
DPW – 6:00 pm**

Members Present: Lee Carrier (Chair), Don Crate (Selectman), Shirley Green, Gayle Hulva, Roberta Morse, Lori Saladino, David Stewart (Vice-Chair)

Excused: Judy Finsterbusch

Absent: Gail Malz, Richard Martin

Staff: Steve Schneider

The meeting was called to order at 6:08 PM.

1. APPROVAL OF 12-18-08 MINUTES

It was moved by HULVA, seconded by GREEN, to approve the minutes of December 18, 2008 as amended. The Motion carried.

2. TOWN MANAGER TO PRESENT “COST REDUCTIONS” AND “REVENUE ENHANCEMENTS” TO 2009 BUDGET

Schneider distributed updated budget figures and a Memorandum of 2009 Budget Changes. The proposed changes were drafted in concert with various Town department heads. Schneider said the theme behind the revised budget is an investment in people (staff). The hiring freeze, suggested by the Budget Committee, was declined by the Police and Public Works Departments. In an effort to fund their departments at the current staff counts, both departments are foregoing the majority of their proposed equipment purchases for the year.

Originally, the proposed 2009 budget included employee wage/salary increases of 7% (4% COLA's, 3% merit raises, and lump payments for longevity). The revised proposed budget includes employee wage/salary increases of 2.5% (not including longevity payments).

Schneider walked the Committee through the proposed revisions outlined in the Memorandum.

4130 Executive Office: proposed decrease of \$3,351

Reductions to Executive Personnel, Miscellaneous, and Professional Development line items. Staff will seek scholarship funding to attend conferences.

4131 Technology: proposed decrease of \$19,500

All of the proposed expenditures will be funded from Capital Reserves, as recommended previously by the Budget Committee.

4140 Election & Registration: proposed decrease of \$748
Reductions to Salary line items.

4150 Financial Administration: proposed decrease of \$1,778
Reductions to Personnel and Salary line items.

4153 Legal: proposed decrease of \$4,000
Reductions to Legal Defense and Legal Advice line items. When possible, the Town will seek other, less expensive resources to obtain legal opinions, such as utilizing the Local Government Center, which is free.

4155 Personnel Administration: proposed decrease of \$8,733
Reductions to various Insurance and payroll tax line items.

4191 Planning: proposed reduction of \$914
Reduction to Planning Board Personnel line item.

4194 General Government Buildings: proposed reduction of \$4,500
Reductions to Heating oil, Community Building Maintenance, and Police Facility line items. The Town will seek assistance from an Eagle Scout to move the pillars and improve the screening in the front of the Police Facility building.

4199 Other General Governments: proposed reduction of \$18,000
The Town pays the Water/Sewer Fund \$19,000 annually for Hydrant Maintenance. However, hydrant maintenance costs are covered by the water/sewer user fees. The Water/Sewer Fund is supposed to be self-supporting. It is unclear where the \$19,000 annual payment from the Town is absorbed into the Water/Sewer Fund. The proposed \$18,000 reduction will have no impact on water/sewer rates.

4210 Police Department: proposed reduction of \$54,337
Reductions to Personnel (Full-time and Part-time), Radio Communications, Office Supplies, New Equipment, and Professional Development line items.

The Police Department opposed the Budget Committee's suggestion to implement a hiring freeze. The above listed cuts, which include the purchase of a new police cruiser, will cover the funding to fill a soon-to-be vacant position.

4215 Ambulance: proposed reduction of \$3,300
Reductions to Personnel, Repairs & Service Contracts, and Miscellaneous line items.

A question was raised about how the Town purchases ambulance supplies. It was noted that CARRIER has offered to provide ambulance supplies at no cost.

4220 Fire Department: proposed reduction of \$17,000
Reductions to Firefighter Services and New Equipment line items. The Department is hoping to utilize Emergency Services money in Capital Reserves to buy a generator.

4240 Building Inspection: proposed reduction of \$855
Reduction to Personnel line item.

4290 Emergency Management: proposed reduction of \$1,000
Reductions to Emergency Management Part-Time and Emergency Management Supplies line items. These expenses will be incorporated into the Police Department budget.

4311 Highway Administration: proposed reduction of \$12,406
Reductions to Personnel (Full-Time), Public Information, and Professional Development (Highway Administration) line items.

4312 Highways and Streets: proposed reduction of \$131,500
Reductions to Survey & Engineering, Winter Salt & Chemicals, Aggregate & Fill Materials, Pavement Maintenance, Signs & Markings, Public Works Maintenance, and Gravel Road Surface Treatment line items.

The Highway Department staff discussed at length the option of not filling the vacant Buildings/Grounds position. Strongly opposing the idea, consideration was given to switching to 3 12-hr shifts (reducing their weekly pay by 4 hours) and sacrificing annual raises in order to keep this position filled. In the end, the staff opted to fill the position and forego equipment purchases to fund it.

It was suggested that the Town consider bonding for a large road reconstruction project in 2010 or 2011 when the bond for the Public Works building is paid in full.

The Town was asked to provide a list of projects to the NH Municipal Association for funding consideration. Enfield produced a list that totaled approximately \$25,000,000 which includes bridge repairs, the library construction, extending the sewer system, improving the water supply, a salt/sand shed, road reconstruction, etc.

4321 Sanitation Administration: proposed reduction of \$6,121
Reductions to Personnel and Overtime line items. Revised Overtime number is more reflective of actual spending.

4324 Solid Waste Disposal: proposed reduction of \$3,500
Reduction to Landfill Costs line item. Revised number is more reflective of actual spending.

4441 Health Department: proposed reduction of \$1,022
Reduction to Personnel line item. Revised number reflects different starting wage for new employee.

4520 Parks & Recreation: proposed reduction of \$7,340
Reduction to Personnel line item. The Recreation Department is going forward with its plan to expand its 5-week, half-day summer camp to full-day sessions. The user fees will be increased to cover the increased expenditure. It was noted that the half-day camp is still not self-supporting.

4550 Library: proposed reduction of \$6,750
Reductions to Personnel and Books line items.

4651 Economic Development: proposed reduction of \$5,000
Reduction to Enfield Village Association line item.

Capital Outlay & Capital Reserves:

4902 Machinery, Vehicles and Equipment:
Reduction of \$188,000 to DPW Equipment line item. The only equipment to be purchased in 2009 will be paid for from the Water/Sewer Fund.

4909 Improvements – Other:
Reduction of \$30,000 to Tax Mapping line item.

4915 Transfer to Capital Reserve Funds:
There is no Capital Reserve Funding proposed for 2009.

3. OPEN DISCUSSION ON 2009 BUDGET

The above outlined reductions proposed by staff bring the tax rate down to 6.60. The current rate is 6.86. Due to the anticipated decreased revenues for 2009, CARRIER recommended a tax rate of 6.70. He polled the Committee for comments.

The Committee members:

- Commended staff for their efforts to reduce costs
- Expressed concern for unintended consequences of some of the proposed cuts
- Suggested the Parks/Recreation summer camp should be self-supporting
- Supported a middle-of-the-road tax rate increase
- Were pleased with the positive message staff's efforts/attitudes will send throughout the community
- Said they would be happy if the current rate did not increase
- Opposed digging into the Undesignated Fund Balance
- Expressed concern that no money was being transferred to Reserve accounts

Bob Kusick expressed concern for the proposed revenue figures and unplanned expenses that could pop up. He suggested Enfield residents would be happy if the tax rate didn't increase.

CARRIER recapped that the Town is well managed. He said the Budget Committee is pleased with what they've been able to present to the town. CARRIER said it would be very important to use warrant articles to transfer funds from stagnant accounts (Emergency Equipment, Sidewalk Construction, Land Acquisition, Municipal Building accounts, etc.) to DPW equipment reserve accounts to strengthen the budget next year.

4. DISCUSSION ON MISCELLANEOUS ITEMS

CARRIER asked the Committee members to think about things the Town should be considering for future budgeting (increasing revenues? trash pick-up?).

The next Budget Committee meeting will be held January 22, 2009. The January 15th, 17th, and 29th meetings have been canceled.

STEWART commented on the upcoming Town Elections and the 2 vacant seats on the Budget Committee. He asked the Committee members to think of people that may be interested in running.

5. ACTION ITEMS

~~10/30/08: All departments are to submit their budget numbers to the Committee by the next meeting.~~

~~10/30/08: DPW is to provide a breakdown of their proposed \$180,000 funding request.~~

~~11/13/08: Members are to come up with \$560,000 in budget cuts.~~

~~11/20/08: Stewart will take up preservation concerns with the Library staff during that department's budget review.~~

~~11/20/08: Schneider is to provide stats on the number of employees per department.~~

~~11/20/08: STEWART was asked to follow up with Library staff concerns about preservation of WWII articles during the Library budget review.~~

~~11/22/08: CARRIER will provide an organization chart to Committee in the future.~~

11/22/08: Schneider will provide a list of the DPW Special Projects.

11/22/08: Mr. Daniels will provide calculations of savings from the reclaimer.

~~11/22/08: Mr. Daniels will provide a report on pothole maintenance.~~

11/22/08: Mr. Daniels will research other municipalities that have the infrared unit and how it is working for them.

11/22/08: Mr. Daniels will provide the cost to complete the Tax Mapping project.

~~11/22/08: CARRIER will provide a list of DPW equipment (vehicle inventory).~~

~~12/18/08: Beth is to email Lee Hanover rates/fees for permit applications.~~

6. ADJOURN: The meeting adjourned at 7:44 pm.

Respectfully submitted,

Beth Rivard, Secretary