

BUDGET COMMITTEE
November 12, 2009
DPW – 6:00 pm

Budget Committee Members: Judy Finsterbusch, Shirley Green, Gayle Hulva, Lori Saladino, Roberta Morse, David Stewart, Doug Pettibone, Gail Malz, Fred Cummings (Selectman)

Administrative: Steve Schneider (Town Manager), Wendy Huntley (Recorder)

Excused: Paul Mirski

Others: Richard A. Crate (Chief of Police), Bart Thurber (Library Trustee), Judith Kmon (Library Trustee), Marjorie Carr (Librarian)

Administrative:

Pettibone called the meeting to order at 6:04 PM.

New Business:

Pettibone distributed a handout labeled *Year to year tax rate*.

Pettibone spoke about the initial requested amount for the 2010 budget being \$5.2 mil and about the general revenue anticipated in 2010 to be \$1.8 mil, leaving a net town appropriation for 2010 being \$3.4 mil. This is about 450,000 greater than 2009. Variables are the 2009 revenues, the undesignated fund, and the town valuation still being in process.

Pre- valuation tax rate, with current requested for 2010, would be 7.75 * up about 14 %.

Currently there are no plans to increase capital reserves.

The undesignated fund balance was at \$860,000 at end of 2008 (up \$130,000 from 2007) and is potentially a source for funding. This takes in account the library's \$267,000 being withdrawn.

Pettibone gave Marjorie Carr the floor.

Library (01-4550-###)

Carr reported that the bottom line of the budget for the operational, exclusive of the personnel line (01-4550-110) and special projects line (01-4550-822), is \$41,906.

Hulva asked if there was anything planned for in the special project line.

Carr answered, not yet.

Thurber reminded the board the special projects line is reimburse from the library's trust fund and has no impact in the tax rate.

Carr explained that under the telephone/communication line (01-4550-341) there is a reduction because the bill is now more in tune to what is being spent. Under internet (01-4550-396) the

library now uses Comcast.\$30./month has been budgeted incase Comcast increases their fee as they have with other libraries. Dues (01-4550-560) will remain the same in 2010. Office supplies drop down to \$2.000 as savings were being realized in a new method of purchasing audio books. No longer have to purchase expensive cases for the audio books. Repairs and Service Contracts (01-4550-630) will remain the same as 2009 requesting \$5,536. Cost for the copier went up significantly now that the computers are printing to the copier and the copier contract is based on usage.

Schneider added that all departments now have their computers networked to copiers. It's more cost effective than having laser printers for each computer. The ink cartridges are expensive.

Carr explained that the books line (01-4550-670) has a requested \$3,000 increase over 2009. In 2009 the library had to reduce magazine subscriptions and data base subscriptions.

Saladino asked for an example of a database that had to be dropped.

Carr replied that the book revue digest is an example of one database dropped. The state of NH is under financial stress as well. They have dropped a database for cataloging procedures. It's gone. Ancestry.com is no longer provided by the state and individual libraries would have to pick it up if it were to be continuing it.

Library Miscellaneous (01-4150-690) request is \$1,500, the same as it's been for years. This line is to cover unforeseen expenses and the children's programming. Carr has been asked to provide museum passes for families to use to area museums. The rest remain the same.

Pettibone gave Police Chief Richard Crate the floor.

Police Dept. (01-4210-*)**

Chief spoke to the police department having a couple of slight increases. One is in radio communications (01-4210-343). The department purchased radios thru a grant a couple of years ago and now would like to begin to replace those radios so that we don't have all radios go at one time.

Chief Crate talked about how stimulus funds went into investigations. The Enfield Police Department received \$11,000 in stimulus funds because they report criminal statistics to the state and federal government. Only seven or eight other communities received stimulus funds. The department also purchased a new radar display board. It's very small, but expensive and it tracks how many cars are traveling in that direction and the speeds. This tool will help in the patrol functions in that it tracks time and direction of speeders and can allow for better positioning and timing of patrol cars for speed enforcement.

The Police department also requests that funding be put back in professional development line (01-4210-810) for other training and conferences expenses.

Uniform line **(01-4210-680)** has in the request a cost to replace the bullet proof vests. It is recommended that every 5 years the vests should be replaced. The department may get some grant money to do that but would like to also replace some uniforms.

Chief Crate went on to tell that without including the salaries, the Police Department's requested 2010 budget is up only 1.2 %

Schneider commented that the Police Department is now fully staffed.

Chief Crate added that the newest Officer, Matt Therrien, will be out for the academy for fourteen weeks.

Schneider explained that the academy ends up as a semester in college.

Chief Crate told that currently Matt Therrien is in field training. When he finishes at the academy he'll work with another one of our seasoned officers for a couple of more weeks and then he will be able to patrol on his own. New officers sign a three year contract new officers have a three year commitment with us. The academy is state funded.

Chief Crate stated that the overtime line **(01-4210-140)** is down quite a bit and he attributes that to being fully staffed.

Pettibone asked how much time is spent in the courtroom.

Chief Crate responded that he would get that information, but that he didn't have it with him.

Saladino asked if the Chief would go over the new equipment line **(01-4210-740)** requesting \$25,500.

Chief Crate responded that normally the department would get a cruiser by trading in an old cruiser but now the old cruiser goes to highway and take the previous cruiser given to highway that as a trade in. It doesn't get much. We also found that selling old cruisers outright rather than trading in, we get more money. In the past, old cruisers have been sold to a cab company. . The cruiser that we're replacing this year is an unmarked.

Chief Crate added that there is also money in new equipment line **(01-4210-740)** for a new video camera costing \$3,500.

Schneider asked the Chief to walk the committee thru the contracted services line **(01-4210-115)**.

Chief Crate explained that this line covers the membership in special operations, \$2,600. Enfield is pooled together with a couple of other counties to work together during some special situations. There have been three suicidal, and two high risk warrants served. Currently two officers are trained with them, Roy Holland and Scott Thompson. One new officer has also expressed an interest in being trained.

Malz questioned who pays for the special operations training.

Chief Crate explained that the Town only needs to pay the officer's salary. The membership pays for the rest.

Also in the Contracted Services line (**01-4210-115**) is the cost of the prosecutor. We have a regional prosecutor. The cost is somewhat activity driven.

Reimbursible Projects (**01-4212-110**) No change for 2010. In 2011 that may change if officers need to be hired by the company that does the bridge reconstruction.

Emergency Management (01-4290-###)

Hazmat Team fee (**01-4290-680**). Chief Crate is the hazmat administrator. If the Town were to have a hazardous material incident, the equipment and trained personnel would be there. The local equipment is stored at the Lebanon Fire house on US Route 4.

Dispatch Services (01-4299-390) Chief Crate explained the dispatch services covers dispatch for fire, police, and ambulance. Also for DPW called out during winter storms. All Police reports are on one computer. Currently officers pull all out information from the computer in Hanover through a T1 line. We hope to upgrade to a terminal server. It would be located in Hanover and Hanover will pick up the costs of upgrades and maintenance. We will no longer have to have a T1 line which costs \$550 per month. The speed of the terminal server is faster than a T1 line. So the Internet line (**01-4210-396**) expense should decrease. Chief Crate is meeting with the company to get the cost of the terminal server on Friday 11/13/09.

Schneider added that either Enfield will let Hanover purchase the terminal server or Enfield will purchase it and then our dispatch fees should come down.

Parks & Recreation (01-4520-**)**

Saladino is the liaison for the Recreation Department and has spoken with Jeanine King the director.

Recreation Personnel (**01-4520-110**) Schneider explained that the recreation department fully staffs the summer recreation program from 9-noon. There are a total of five life guards for the beach and the recreation director, Jeanine King and a couple of recreation leaders. These are high school and college kids basically except for Jeanine.

Green asked what the season is.

Schneider answered that the lifeguards are on duty weekends from Memorial Day till school is out and then seven days a week. When school starts again the lifeguards work weekends until and including Labor Day weekend. Recreation summer program is five weeks.

Saladino explained that she and Jeanine King talked about thinking about extending summer program. There would be an increase in fees. The proposed cost would be \$75 for Enfield residents and \$100 for nonresidents. It will still not self-fund at that rate. Jeanine King is going to get figures to Saladino for revenues and expenditures.

Schneider added that the summer program would potentially be expanded to all day and expanded ages. The town would like to create programming for the older kids as well, for the 12-15 year old. Any new recreation program should pay for itself.

Huse Park Maintenance **(01-4520-438)** for use by grounds department
Shakoma Beach **(01-4520-439)** for use by grounds department
Shaker Recreation Park **(01-4520-442)** for use by grounds department
Shaker Bridge Landing **(01-4520-443)** for use by grounds department
Supplies **(01-4520-610)** for use by grounds department
Recreation Grounds Supplies **(01-4520-611)** for use by grounds department
Huse Park Special Projects **(01-4520-738)** for use by grounds department
Shakoma Beach Special Projects **(01-4520-739)** for use by grounds department
Shaker Rec Park Special Projects **(01-4520-742)** for use by grounds department

Saladino also told the committee that all the lifeguards need to have CPR certification and Schneider described the swim test the lifeguards also have to pass.

Miscellaneous **(01-4520-690)** Schneider explained that \$50 from this line is to join the Upper Valley Recreation Association (UVRA). The UVRA will help to schedule games with other town teams. It allows all the volunteer leaders to reach out to schedule games.

Pettibone asked what the winter recreation carnival was.

Saladino responded that it's in conjunction with the hometown holidays.

Schneider added that the hometown holidays is an Enfield Village Association (EVA) event. The Town does the craft or activities.

Stewart reminded the committee that the Enfield Outing Club does a holiday kick off on December 4th.

Saladino also told the committee that Jeanine King hasn't submitted expenses for Halloween.

New Equipment **(01-4520-740)** Saladino told that Jeanine King would like to purchase a new rescue board for the beach in 2010.

Summer Program **(01-4520-812)** Saladino explained that this line is for the summer program supplies.

Easter Egg Hunt **(01-4150-817)** Saladino recalled that this activity is weather dependent. Schneider added that on year, it was celebrated on Mother's Day.

Patriotic Purposes **(01-4583-410)** Schneider explained that this line is basically for Memorial Day and the Veterans' Park. The Town will be taking over the cost of the lawn treatments at the Veterans' Park.

Heritage Commission **(01-4588-###)** No changes

Historical records **(01-4589-###)**

Schneider explained that Marjorie Carr is also the Town Historian. The only line that has an increase from 2009 is Preservation supplies **(01-4589-610)**.

Stewart asked if there has there been any discussion about the Town's 250th anniversary coming up on 2011.

Schneider responded, yes. A Heritage Committee and an Upper Valley 250 organization have been created because a bunch of towns in the area were all chartered at the same time. It's a good topic for Paul Mirski to speak to.

Stewart recommended that the Enfield Center Hall theatre drops done for the anniversary.

Conservation Commission **(01-4611-###)** No Changes

Schneider reminded the committee that whatever is left over, under spent, goes into the Conservation Fund at the end of the year.

Economic Development **(01-4651-###)**

Enfield Village Association (EVA), **(01-4651-820)** Pettibone informed the committee that Lee Carrier and Delores Struckhoff are planning to come next week's meeting so this discussion will be tabled till then.

Debt Service **(01-4711-###)**

Interest – Long Term Bonds and Notes **(01-4721-981)**

Hulva asked how the bridge will be paid for.

Schneider answered that the Town hasn't been pushed yet for the financing. There are four funding choices, a five, ten, fifteen or twenty year note. Options also are funding by taxpayers or just the water/sewer users. It's up to the Board of Selectmen. How do you minimize the impact on everyone is the question.

Finsterbush asked if the bridge is still on schedule.

Schneider answered, yes. Bids for June 2010 and construction by end of 2010.

Cummings warned about the potential that the bridge will be dropped till 2011. It will impact the 250th celebration. There is a bunch of ways to look at the funding. It's not necessarily the sewer users' problem that this came up. It's the bridge that services the town. There is nothing wrong with the current sewer line.

Green asked if the sewer project still be this year.

Schneider responded, yes it should be.

Cummings added that the Town needs to make some decisions about either funding capital reserves or bonding when we need new equipment. The Fire Department will be having a need for new vehicles.

Pettibone mentioned that if we don't add anything to capital reserve funds in 2010, then that will make two years without any replenishment of these funds.

Schneider responded that was right. Typically about \$350,000 a year was used between reserves and purchases.

Schneider proceeded to lead a general discussion of the *Capital Improvement Plan Master Planning Schedule* hand out. It makes sense to fund with capital reserves (trucks and vehicles) but with buildings and things like sewer lines it makes sense to bond.

Pettibone commented that it sounded like some prioritization needs to be done.

Schneider agreed. There are some Capital Improvement Plan meetings scheduled to get an accurate costs of things.

Cummings began a discussion about how police officers are now required to pass a physical fitness test every six months. Cummings feels that it would be good to have an incentive program for the officers. There are 3 levels of physical fitness for police officers: 35% minimum 50% good 70% iron man kind of thing. 35% is the minimal State requirement. If an officer makes the 35% in spring and 50% in fall, then improvement should be rewarded. Say a \$250 stipend for the 35%, a \$500 for the 50%, and \$1,000 for the 70%.

Schneider added that the fitter the Town's employees are the less the Town spends on sick time and such.

Pettibone questioned if an incentive is needed? It sounds like the officers are self motivated.

Schneider commented that maybe incentive is the wrong word but maybe look at it as recognizing their efforts. It's a morale builder. They cheer each other on. These funds would come out of Personnel Administration (01-4155-###) not the Police Department budget.

Stewart asked if the Town's insurance company reward people for healthy behavior.

Schneider responded that just by taking a survey each year there is a cash payout for employees. Then there are a bunch of wellness activities that can reward the personnel.

Finsterbush cautioned that if the Town were to expand this beyond the Police Department, who manages "who gets fit" and what if someone goes back to what they were, once they reached a goal?

Public Comment: none

1. ADJOURN: The meeting adjourned at 8:26 pm.