

BUDGET COMMITTEE
October 29, 2009
DPW – 6:00 pm

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

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

Pettibone called the meeting to order at 6:09 PM.

Hulva move to approve minutes from 2/9/09 Finsterbusch seconded, Kluge abstain, vote unanimous.

Pettibone moved to approve minutes of October 2, 2009. Stewart second.

Discussion

Pettibone would like the October 2nd minutes to reflect that Dave Stewart will take on all of the DPW as liaison.

Stewart commented, for disclosure, that he is also a Cemetery Trustee.

Pettibone moved to approve the minutes of October 2nd as amended, Stewart seconded, Kluge abstain, vote unanimous.

New Business:

- **Highlight Town financial position from FY2008 Audit**

Schneider told the board that the Town is still waiting for the final audit from the auditors.

- **Review FY 2009 revenue YTD and projections for the year**

Steve reviewed his revenue budget handout line by line commenting that the Town is Better on some, worse on others. The Town may be taking a hit on some state revenue and interest. Motor vehicle registrations should come in okay. Room and Meals tax should come in as well and that will help. When you look at the revenues numbers for 2010, if you were to compare them to 2009, it's lower by nearly \$30,000.

Klug questioned what was difference between the 2008 actual revenue figure & the MS-4 figure in the spreadsheet handout?

Schneider answered that the MS-4 is a form completed by the Town several times a year with estimated revenues and submitted to the State.

Schneider explained that in his experience, municipality monies received lags the private sector. Expects the Town will not see the recovery as fast as the private sector and is estimating that things won't be better for the Town till 2011.

Mirski began a discussion regarding property tax and how the school tax affects the total tax bill and shared his feelings about State mandates.

Stewart reminded the group that members of the Budget Committee have in the past gone to School Budget meetings.

- **Review draft FY2010 budget proposal**

Schneider asked the group to go to the last page first~ the big number at the end (General Fund) 2010. Compared to 2009 budget the 2010 budget is \$400,000 more or 8% increase. In a normal year, this is what we look at. This is not the final number, but a number to start with. We can start at the beginning and see where some of the major changes are.

Executive Office

01-4130-822 (Special Projects) has a \$49,000 decrease from the 2009 because in 2009 the \$49,000 was a contingent for a potential State revenue short fall.

All ****-*-*-110 Personnel** lines are flat lined. No raises built into the 2010 budget. The number of personnel isn't expected to change.

Technology

01-4131-003 (Police Hardware & Software) the police have expressed that they need a new server.

The rest of the 4131 lines remain basically the same.

Election & Registration

01-4140-*** Increase due to there being a couple more elections in 2010.

Financial Administration

01-4150-*** No change

Revaluation

01-4152-115 (Contracted Services) The Town still needs to do some revaluations each year for monitoring sale, review of permits and such. After 2009, the Capital Reserve Fund for revaluation will basically be gone.

Legal

01-4153-*** No change

Personnel Administration

01-4155-*** this department is up about \$40,000 because health insurance is going up 16%. The usage in the pool has increased. We can review employee contributions. The Town will be going out to bid with other insurers.

01-4155-230 (Employer paid retirement) shows an increase as the rate has increased.

Planning

01-4191-*** No change

Zoning

01-4192-*** No change

General Government Buildings

01-4194-*** No change

Cemeteries

01-4195-*** Shows an increase due to a Request for building, flag pole and mower for Countryside Cemetery.

Insurance

01-4196-522 (Property-Liability Insurance) No change

Regional Associations

01-4197-*** reflects requested contribution

Public Safety**Police Department**

01-4210-*** the department has a 1.2 % increase which includes a new cruiser.

01-4212-110 (Police Reimbursable Projects) No Change

Ambulance

01-4215-*** No change other than in calls paid to Lebanon

Fire Department

01-4220-*** No increase. General discussion of trucks and replacement schedule

Building Inspection

01-4240-*** No Change

Emergency Management

01-4290-*** No Change

Dispatch Services

01-4299-390 (Dispatch Services) Small increase. Contract up \$2,500.

Highway & Grounds

Highway Administrative

01-4311-*** Decreased

Highways & Streets

01-4312-613 (pavement maintenance) Cuts were made in this line in 2009 and in 2010 brought back to regular schedule

01-4312-660 (Vehicle/Equipment Repairs/Maintenance) increase of \$4,000.

Street Lighting

01-4316-410 No change

Sanitation Administration

01-4321-*** No major changes

Solid Waste Collection

01-4323-490 (MSW Contracts) Contracted only through June 2010. The Town will be going out to bid with other solid waste contractors.

Solid Waste Disposal

01-4324-490 (Landfill Costs) Expect tipping fees to go up.

Health & Human Services

Health Department

01-4411-*** No change

Animal Control

01-4414-690 No change

Human Services Administration

01-4441-*** No change

Human Services Direct Assistance

01-4442-*** No change

Culture, Recreation & Conservation

Parks & Recreation

01-4520-*** Increase in salaries

Library

01-4550-670 (Books) Increase in books as the line was cut last year

Stewart asked what the library made on the book sale last year.
Schneider will check with Marjorie Carr on that.

Patriotic Purposes

01-4583-*** increased to cover lawn treatments at the Veteran's Park

Heritage Commission

01-4588-*** No change

Historical Records

01-4589-*** monies for clerk salary and supplies

Conservation Commission

01-4611-*** overall up \$100

Economic Development

01-4651-*** Enfield Village Association (requesting \$14,000.00)

Debt Service

Principal-Long Tern Bonds and Notes

01-4711-980 (Principal Expense) 2010 & 2011 last years of payments for the DPW facility. 2012 will be the year the Town could incorporate \$100,000 of debt back into the budget. Schneider reminded the committee about the need for a salt & sand shed. Schneider also commented that from a debt perspective, this community is very healthy.

Capital Outlay & Capital Reserves

Capital Outlay

Land and Improvements

01-4901-*** (Land and Improvements) nothing budgeted

01-4902-*** (Machinery, Vehicles and Equipment) nothing budgeted

01-4903-*** (Buildings) nothing budgeted

01-4909-*** (Improvements: Other) nothing budgeted

Schneider commented that there are zero dollars in for capital outlay. We will look at the CIP.

Schneider informed the committee that the current increase in the proposed base budget of \$402,000, and using the 2008 Town valuation rate of \$448,000,000 the tax rate would go up .90 cents per \$1,000.

Morse asked when the new tax rate will be set.

Schneider answered that on Monday night (11/5/09) Normand Bernaiche (Assessor) will be at Board of Selectmen's meeting to make a presentation. This meeting will be held at the Community Building. A Representative from the State Department of Revenue Administration will be there as well. The Town needs to file the MS-1 form with the State, and then we can sit down and create the new Town tax rate within 2-3 weeks.

Regional Associations: Open Discussion

Pettibone suggested tabling this discussion.

Mirski commented that he would like to see the Regional Associations do a contract showing what the residents would receive.

Finsterbush moved to adjourn. Unanimous.

ACTION ITEMS:

Question about MS forms, what does MS stand for? Municipal Services

Information requested by Mirski:

Governmental Accounting Standards Board (GASB) Website: <http://www.gasb.org>

Insurance Services Office (ISO) Website: <http://www.iso.com/>

National Fire Protection Association (NFPA) Website: <http://www.nfpa.org/>

Schneider will check with Marjorie Carr on what the library made on the book sale last year.

ADJOURN: The meeting adjourned at 8:20 pm.

Respectfully submitted,
Wendy Huntley