

**BUDGET COMMITTEE
 JANUARY 17, 2008
 DPW – 6:00 PM**

Present: Lee Carrier (Chair), Judy Finsterbusch, Shirley Green, Gayle Hulva, Gail Malz, Richard Martin, Roberta Morse, Lori Saladino, David Stewart (Vice-Chair)

Absent: Curtis Payne (Selectman)

Staff: Steve Schneider

Guests:

Committee Chair, Lee Carrier, called the meeting to order at 6:07 pm.

1. APPROVAL OF MINUTES

It was moved by MORSE, seconded by MARTIN, to approve the minutes of January 12, 2008. It was moved by GREEN, seconded by MARTIN, to accept the minutes as amended. The Committee voted unanimously.

2. SCHNEIDER BUDGET RECOMMENDATIONS

Schneider walked the Committee through the following list of potential cuts he'd drafted which included some suggestions from SALADINO.

		FY 2008 Budget	Proposed Changes
4130-	General Government		
341	Telephone/Communications Change reflects actual spending from 2007	\$5,400	\$4,000
810	Professional Development This pays for Schneider and Alisa Bonnette, Executive Assistant, to attend conferences and seminars. Schneider will not be attending a national conference in 2008.	\$2,000	\$1,500
830	Town Meeting Proposed funding was pegged for the purchase of a sound system for Town Meeting. Schneider said it was not practical to buy an expensive system that would be used only once a year.	\$500	\$300
4131-630	Technology This item was moved to the new technology cost center.	\$6,000	\$5,000
4140-840	Elections & Registration Mileage Mileage reimbursement was increasing to 50.5 cents/mile. Schneider said \$400 should be sufficient.	\$500	\$400
4150-140	Financial Administration Overtime-Finance Schneider said \$200 would provide ample leeway in case of crisis.	\$300	\$200

4153-	Legal		
321	Ordinance Drafting	\$1,000	0
323	Interpret RSA Contracts Other	\$2,000	0
	The Town has not had to spend money to draft ordinances or obtain legal interpretations. \$19,000 budgeted for legal services should suffice for all legal fees. Town spent only \$13,000 in 2007. Schneider said the Town was typically sued over assessments or zoning issues. MARTIN asked if plaintiffs were required to reimburse the Town if their suits failed. Schneider said a former Selectman wanted to do that in cases of frivolous suits but the Town attorney did not think it was worth it.		

4191-810	Planning & Zoning Professional Development	\$1,200	\$500
	This funding was pegged for the Planning Board members to attend seminars and/or bring speakers in to address them. Schneider said until the Planning Board demonstrated they would spend this money it could be reduced.		

4194-	General Government Buildings		
411	Heating Oil	\$42,000	\$40,000
	The new furnace, windows & top floor curtains at Whitney Hall should help to reduce consumption costs. The Town's oldest furnace is now at the Police Department. It was purchased in the mid-1990's.		
731	Whitney Hall – Special Projects	\$40,000	
	\$40,000 is being transferred to Capital Reserves.		
732	Center Hall Special Projects	\$10,000	\$5,000
	\$5,000 remaining would be used to glaze the windows.		

4195-730	Cemeteries Special Projects	\$6,400	0
	The Cemetery Trustees were not in agreement on their budgetary priorities. They have a trust fund and their own capital reserve they could use toward whichever projects they agree to fund. SALADINO said the town was lucky to have people so passionate for this cause.		

4196-523	Insurance (Property Liability) Deductibles	\$53,000	\$51,600
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4197-016	Regional Associations Bonnie CLAC	\$1,560	0
	Bonnie CLAC did not provide the Town with the requested information in support of their funding request. GREEN added that she had read that they had received a large contribution. Schneider said Bonnie CLAC could plead their case to Town Meeting.		

4210-	Public Safety (Overall impact is \$3,500)		
113	New Hire Physical / Medical	\$2,000	\$1,200
	All full-time positions are filled. One part-time officer still needs psychological & polygraph tests (\$600 each). All other funding is cut.		
620	Office Supplies	\$7,500	\$7,000
	\$7,200 was spent in 2006. \$5,200 was spent in 2007.		
635	Gasoline	\$16,000	\$15,800
	\$11,800 was spent in 2007. PD will have 7 people fully staffed which may not generate more miles.		
636	Diesel Fuel	\$25	0
	Funds from the Gasoline fund could be used if needed.		
681	Police Health & Safety	\$100	\$50

	The State requires municipalities with more than 10 employees to have a Joint Loss Committee (Risk Mgmt Committee). The Town has to carry money in the budget to meet the State requirement.		
691	DARE	\$500	\$200
	The 2007 appropriation was not spent. Schneider spoke in support of drug education but questioned whether DARE was the best way to provide it. He said the public opinion of DARE varied. It was not offered to students above the 5 th grade. Schneider said Chief Crate was okay with this reduction.		
810	Professional Development	\$4,500	\$4,000
	Change reflects actual spending in 2007.		
840	Mileage	\$125	\$25
	A vehicle is typically available for officers to use to attend training.		

4215-690	Ambulance Miscellaneous	\$2,600	\$2,000
	Schneider said they could chip away at this and still not impact the department budget. There were no other proposed changes to this cost center. MALZ asked if the departments were given an overall budget and allowed to choose where to spend the money. Schneider they would have to obtain approval from him to spend it differently than appropriated. FINSTERBUSCH suggested reducing this to \$1,000 since they'd spent only \$12 in 2006 and \$700 in 2007. Schneider expressed concern for squeezing this group of volunteers. MARTIN said the money did not go to waste.		

4220-	Fire Department		
111	Firefighters Services	\$45,000	\$35,000
	Schneider said this money was never spent but acted as a cushion for the overall budget. He said a lot of things would have to happen for the town to actually spend \$45,000. If a state of emergency was declared federal funding would be available for OT reimbursements through FEMA.		
620	Office Supplies	\$1,200	\$750
	MARTIN said he had spent a lot more than what was listed for 2007. Schneider said reducing to \$750 would still provide more funding than was appropriated in 2007.		
681	Fire Health & Safety	\$100	\$50
	Schneider said \$50 would have to be added back. This was the Fire Dept's share of the State required Joint Loss Committee.		

4290-	Emergency Management		
112	Emergency Management Part Time	\$2,200	\$500
	Schneider said the 2006 expenditure was high because a PD Captain had acted as a Police Deputy. That position does not serve a lot of time. The proposed change reflects actual spending.		
810	Professional Development	\$500	0
	Police Chief Crate acts as the Emergency Mgmt Coordinator. All training for that position is paid through the PD budget. FINSTERBUSCH asked who the Hazmat Team Fee was paid to. Schneider said to the State and County.		
840	Emergency Mgmt Mileage Expense	\$200	0

4312-	Highways & Streets		
310	Survey & Engineering	\$2,000	\$1,000

	These expenditures are dependent upon when the Town requires engineering assistance.		
615	Bridge, Guardrails, Drainage, Sidewalk Maintenance	\$20,000	\$17,500
616	Schneider said going forward there would be only one maintenance		
617	line to cover all of these items. He proposed allowing Ken Daniels,		
618	DPW Director, to decide where to spend the funds. STEWART asked if the Town was responsible for installing guardrails where needed. Schneider said yes and said his preference would be to put in as much as possible. MORSE asked if the State was responsible for the guardrails on the State roads that run through Enfield. Schneider said yes, but there were a lot of sections of those roads that also needed work.		
633	Field Supplies	\$3,400	\$400
	Increased funding is needed due to the increased cost of the explosives used for preventive road safety.		
637	Gasoline – Grounds	\$500	\$250
	Change reflects actual spending.		

4321-530	Sanitation Administration Public Information	\$1,000	\$750
	Funding needed to cover Andy MacDonald’s informational mailers.		

4414-690	Animal Control Expense	\$1,000	\$500
	Change reflects actual spending. Jon Cattabriga answers animal calls received during regular business hours Mondays through Fridays. This also covers Heidi Hauri-Gill’s work after-hours and the cost to dispose of animals.		

4441-	Human Services Administration		
620	Office Supplies	\$300	\$150
	Schneider said realistically most of these expenses are absorbed by other departments’ budgets.		
630	Repairs & Service Contracts	\$150	0
	Schneider said this money is never spent. It could be eliminated entirely.		

4442-	Human Services Direct Assistance		
391	Rent	\$16,000	\$14,500
	Schneider said the Town was required by State law to pay rent for qualified residents when they are unable to obtain financial assistance elsewhere. Schneider said he would rather the Town allocate these funds than the State. Enfield spent \$12,265 in 2006 and \$8,153 in 2007 assisting residents.		
393	Fuel	\$1,500	\$1,250
	Schneider said staff was finding that people were burning gas instead of diesel, disregarding the safety hazards, because it was cheaper.		
395	Rx & Medical	\$1,000	\$750
410	Utilities – Electric	\$1,500	\$1,250
	SALADINO said this was the buffer where the regional associations kicked in. If they were not available, these numbers would be much higher.		

4520-110	Parks & Recreation	\$44,921	\$33,000
	This would represent the hours for a year-round, part-time Rec Director.		

4550-110	Library Schneider said Marjorie Carr, Librarian, budgeted for the extreme with her personnel and did not like cutting back; however, her numbers would come in \$10,000 below whatever amount was appropriated. SALADINO asked if Schneider had mentioned the book purchase reduction to Ms. Carr. Schneider said he had informed her that Committee members had questions about her budget and were planning to meet with Bart Thurber to discuss them. SALADINO questioned the need to spend more on library books than a police cruiser. Schneider said Ms. Carr purchased 1,100 books/year. The library's current inventory totaled about 33,000 books. CARRIER asked the Committee members to speak with Ms. Carr instead of Mr. Thurber. FINSTERBUSCH said if the Town had a bigger library, more people could donate books. Schneider said the plan was to stock the new library with only 6,000 more books than the current inventory count. GREEN pointed out that the inventory would be more accessible in the bigger library.	\$114,353	\$109,353
4583-410	Patriotic Purposes Schneider said the Town did not ever come close to spending the total appropriation.	\$1,000	\$800
4588-822	Heritage Commission Special Projects Schneider said the Committee had discussed moving these funds into a capital reserve. FINSTERBUSCH said the Committee also discussed giving them only \$5,000. CARRIER said another option would be to delay the start date of the new hire until November or December.	\$15,700	\$5,700
4651-	Economic Development 341 Schneider said the Committee had discussed eliminating this series. 610 (Telephone/Communications, Supplies, Postage, Professional 625 Development) 810	\$100 \$100 \$200 \$200	0 0 0 0
4902-760	Machinery, Vehicles & Equipment Ambulance Schneider said the purchase contract included a \$10,000 refund for the trade-in.	\$141,983	\$131,983
4909-313	Improvements: Other Tax Mapping Schneider said this could be chipped at a little given that it was a year that everything was getting chipped at. This work could still be accomplished. A base map was already posted on the Town's website.	\$30,000	\$27,500
4915-	Capital Reserve & Trust Funds 711 Community Building Improvement TIFF funds could be utilized for any improvements of areas of public use (sidewalks, parking lot) located in the TIFF district. STEWART asked who was authorized to spend TIFF funds. Schneider said Town Meeting approved those expenditures. 720 Whitney Hall Renovation \$40,000 was put back into the budget via Capital Reserves. The Selectmen would be able to spend those funds following a public	\$25,000 0	0 \$40,000

	hearing.		
724	Sand/Salt Facility	\$20,000	\$15,000
738	Bridges	\$55,400	0
	It was agreed at the last Committee meeting that the Town should bond for these large infrastructure items. This would increase the Town's debt service but it was likely that the bridge bonding would not be needed until the DPW building debt had been paid off. HULVA said if the debt service was kept at the same level the taxpayers would not notice a difference.		

SALADINO asked what the \$150 appropriation was for **4150-530 Financial Administration** Public Information. Schneider said these funds would be used by the Assessor to send out notices.

MORSE asked why there was such a jump in the **4191-820 Planning & Zoning** Lake Monitoring expense (\$2,000 increase). Schneider said the federal funding for the State program to reimburse lake hosts had been reduced. The Town had agreed to help fund the hosts to maintain the water quality. Schneider reported that Crystal Lake did not have any invasive species but Mascoma Lake, Sunapee Lake and the Connecticut River did.

SALADINO asked if the \$600 **Zoning** Meetings/Hearing Records was needed for cushioning (**4192-390**). Schneider said yes. If a lot of zoning board hearings were needed the Town would have to pay for the cost for the records. Schneider said it was difficult to predict annual case counts.

MORSE asked of the cost to clean **police** uniforms (4210-680). Schneider said he did not know. SALADINO asked how often they were cleaned. Schneider said it depended on the elements and activity levels. GREEN asked why the Town had spent almost \$3,000 over the 2007 appropriation. Schneider said they had to completely clothe 2 new officers. SALADINO asked if the Town had considered requiring the officers to pay for the cleaning. Schneider said this was a service provided by other local towns whose police unions required it in their contracts.

SALADINO questioned the proposed \$8,000 appropriation for **4220-660 Fire Department** Vehicle Repairs/Maintenance. She said the actual spending from 2007 had not reached its \$7,500 appropriation. Schneider said a lot of things could happen to the vehicle fleet that could be very costly. This funding had to cover all working parts, not just the vehicles.

SALADINO asked why there was such a big jump to the **4312-619 Highways & Streets** Gravel Road Surface Treatment appropriation (\$4,524 proposed increase). Schneider said \$4,000 was not a huge jump. Enfield has a lot of gravel roads. It was tough to cut back because everyone uses them. Cutbacks would generate a lot of complaints.

SALADINO questioned the \$100 appropriation for **4520-530 Parks & Recreation** Public Information. Schneider said the last 2 Rec Directors were school employees who used school supplies to generate public flyers. Not knowing who the new director would

be it was difficult to say whether these cost would continue to be covered from other sources.

SALADINO questioned the \$585 increase to **4520-740 Parks & Recreation** New Equipment. Nothing had been spent in 2007. Schneider said this covered the summer program equipment (Slip 'n Slides, etc.). He suggested the bills from 2007 purchases were charged to another cost center.

SALADINO asked about the \$100 appropriation for **4520-840 Parks & Recreation** Mileage. Schneider said previous directors did not charge for mileage. This may not be the case with the new director. The IRS mileage contribution rate had increased to 50.5 cents/mile.

SALADINO questioned the \$1,500 **Library** Miscellaneous appropriation (**4520-690**). Schneider said he was only comfortable changing the personnel numbers in the library budget. He suggested SALADINO speak with Ms. Carr about the Miscellaneous spending when they discuss the book purchases.

4901-02 Capital Outlay

Schneider said talked with Ken Daniels about the 6 equipment items requested in the DPW budget. They included:

Proposed Purchase:	Requested Funds	Replacing:
Truck 4 yard	\$128,000	1997 Ford F350
SUV	\$36,000	Blue Dodge
Mechanics Truck	\$90,000	Yellow water truck
F350 Truck	\$35,000	Ford flatbed
Pick-up Truck	\$22,000	GMC drug seizure vehicle
Brush Chipper	\$60,000	
TOTAL REQUESTED:	\$371,000	

Schneider said the Committee had already voted to support the Truck 4 yard and Chipper purchases.

Schneider said in 2007 the PD was funded for an impala rate and encouraged to use those funds to get what they really wanted. He suggested doing the same with DPW for 2008, giving them an agreed upon amount of money and allowing Mr. Daniels the flexibility to use those funds as he sees fit to get what he wants for the department. The expectation would be that Mr. Daniels should be able to maximize the dollars as best he can. MORSE spoke in favor of the "pile of money" concept. MARTIN said he would want assurance that the chipper would be purchased. Schneider said the funds would be appropriated with an emphasis that the Town wants the chipper and the Truck 4 yard. CARRIER suggested appropriating \$321,000 of the proposed \$371,000 for the 6 items with the expectation that the critical purchases would be made. He said he would prefer that Mr. Daniels decide what those items are. Schneider suggested budgeting \$300,000.

FINSTERBUSCH and SALADINO agreed. STEWART said he did not want to see a reduction in services because purchases were put off year-after-year. CARRIER suggested not all items were critical. He said the country was going into recession. The Committee had a fiduciary responsibility to get the tax rate as low as possible. STEWART said he did not want to nickel and dime necessities to give the library \$400,000. Schneider said Mr. Daniels realized that Enfield still needed to be frugal. Making due would still provide the same level of service. The SUV and mechanics truck would replace other vehicles that were still of use.

Budget Overview

CARRIER said he'd found errors in 2007 Tax Rate Compared to 2008 sheet. The estimated \$100,000 VA Credit was off by \$40,000. It should read \$60,000.

CARRIER said incorporating Schneider's proposed cuts would reduce the tax rate to 7.32. If the Committee could take out an additional \$35,000 it would bring the tax rate down to 7.24; an 8.9% increase over 2007. GREEN asked how much the school rate would increase. Schneider said it would be going up by at least \$1 million. It went up \$1 million last year too. CARRIER pointed out that the school's needs were given by the town, as was the county's. Whatever they say they need, the town delivers. Schneider said the school was able to have a fund balance at year's end. They returned over a half million dollars.

CARRIER said the 2007 tax rate was 6.65; it was 6.64 in 2006 and 6.59 in 2005. It had gone up 6 cents in three years. Schneider said that was also affected by re-evaluating what could be raised in revenues. FINSTERBUSCH asked about the possibility of increasing boat registrations which had been discussed for FY 2007. Schneider said the Town would incur other expenses to do that, such as having to purchase a computer. The Town only registered about 400 boats annually. It would not be worth it.

CARRIER recapped that Schneider's proposed reductions totaled \$169,000. SALADINO's list included another \$18,000. The option to reduce the DPW budget by \$71,000 was on the table. He said since the Town was going to bond for the bridge replacements perhaps they should consider bonding for the \$350,000 salt shed. Other reduction options were to postpone the Center Hall paint and windows project. CARRIER asked the Committee to think of potential cuts for discussion at the January 24th meeting. That meeting will also include an update on the library funding request. STEWART asked if the library update would include relocation details and the renovation of the second floor. CARRIER said those were separate issues. Schneider said the relocation and renovations would not occur for at least 3 years. STEWART said they should be considered in the big picture of everything we're looking to build in this town. Schneider said it was reasonable to expect the Town to spend money to renovate Whitney Hall once the library relocated.

CARRIER said the Selectmen had been brought in at the end of the Committee's budget review last year to hash out unresolved items. Schneider said the current Board had not

been as interested in the budget process as Board's in the past. The current Selectmen were aware of everything discussed to date.

HULVA asked if the Town had a surplus from 2007. Schneider said yes, but a final number was not yet known. HULVA asked if they encumbered anything significant. Schneider said the Town encumbered funds from projects they were unable to finish in 2007.

Adjourn: It was moved by FINSTERBUSCH, seconded by MORSE, to adjourn the meeting at 8:16 pm. The Committee voted unanimously.

Respectfully submitted,

Beth Rivard, Secretary