

**BUDGET COMMITTEE
NOVEMBER 20, 2008
DPW – 6:00 PM**

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

Excused: Don Crate (Selectman)

Staff: Steve Schneider

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

1. APPROVAL OF NOVEMBER 13TH MINUTES

It was moved by HULVA, seconded by GREEN, to approve the minutes of November 13th as amended. The Motion carried.

2. 4520 – PARKS & RECREATION

The proposed Parks & Recreation budget totals \$53,815, an increase of \$6,490 over 2008. Janine King, Recreation Department Director, was present to answer questions.

The Department proposes to expand its 5-week, half-day summer camp to full-day sessions, which requires an \$8,340 increase to Recreation Personnel. The camp currently runs from 8:30 am to 12:30 pm, for a fee of \$50 for the entire program. It serves kids entering kindergarten through 4th grade and is open to all towns. Daily attendance averages 30 to 50 (5 to 10 of which come from Canaan). The proposed all-day camp would run from 8:00 am to 4:30 pm for a fee of \$50/week or \$200 for the entire program. Daily attendance is anticipated to increase to 60. Specialized weekly programs (kayaking, sailing, theater, etc.), targeting older kids, will also be offered. These programs will be paid by user fees.

Committee members suggested:

- Extending the hours to 5:00 pm or 5:30 pm
- Considering trial programs, using less staff
- Adding fieldtrips

The Committee discussed whether the programming could be self-sustaining. Increasing fees could become prohibitive. Limiting the staff count would limit the number of kids they can serve. It would be difficult to turn down people who want to participate. The question was raised whether people can be turned away since the programs are publicly funded. Schneider reiterated that the overall increase to this department budget is \$6,490; a low increase that could have a big impact on the community.

The Committee questioned:

- The new Shaker Bridge Landing (\$200) line item
 - These funds cover gravel, snow removal, fencing, signs, etc.
- The \$100 Mileage appropriations from 2007 and 2008 which were not spent
- The Huse Park Maintenance and Shaker Recreation Park year-to-date expenditures
 - Only \$2,699 of the \$8,300 appropriations was spent.
 - Schneider suggested charges from the DPW budget had not yet been assessed to the Recreation budget.

Staff was encouraged to set revenue to match program spending.

3. 4191 - PLANNING

The proposed Planning budget totals \$83,832, a decrease of \$5,897 from 2008. This includes a \$5,885 reduction to Special Projects. Only \$3,966 has been spent in 2008 on Special Projects. The proposed \$3,500 appropriation for 2009 will cover consulting fees for Master Planning assistance.

The proposed \$6,000 Dues appropriation will pay for membership to the Upper Valley Lake Sunapee Regional Planning Commission, a proactive planning group involving 27 towns.

The proposed \$1,600 Postage appropriation is needed to send Planning Board materials to abutters.

A suggestion was made to decrease the Professional Development appropriation to \$700 (from \$1,000). Schneider said those funds are used for board member training and development programs.

4. 4192 - ZONING

The proposed Zoning budget totals \$1,900, a decrease of \$100 from 2008.

It was noted that expenditures have not been charged against the 2008 Meetings/Hearing Record appropriation (\$600) or the 2008 Professional Development appropriation (\$200).

5. 4411 – HEALTH DEPARTMENT

The proposed Health Department budget totals \$305, a decrease of \$25 from 2008.

Schneider said there is a regional effort to develop a multi-town organization to take over health officer responsibilities for all of the towns involved.

6. 4414 – ANIMAL CONTROL

The Animal Control budget totals \$3,000, an increase of \$2,500 over 2008. This covers rescue fees paid to the Humane Society for providing protective custody of animals delivered there from Enfield. Year-to-date the Town has spent \$6,000 for these services. It was noted that the Human Society also charges pet owners for these same services, upon pick-up of their animals.

7. 4441 – HUMAN SERVICE ADMINISTRATION

The proposed Human Service Administration budget totals \$24,452, a decrease of \$7,966 from 2008.

Schneider announced that Diane Heed, Human Services Director, is leaving the Town. Diane's full-time position is being reduced to part-time. The Town and City of Lebanon are combining departments. Each municipality will pay their own employee. Enfield will spend the same amount of money and benefit from the extra staffing of Lebanon's personnel. Lebanon will reduce its staffing expenditure while maintaining the same level of service. These positions are required by State law. The goal is to get more towns involved.

Schneider said the new Director will be working to unify the way the Town deals with regional associations.

8. 4442 – HUMAN SERVICE ASSISTANCE

The proposed Human Service Assistance budget totals \$19,790, an increase of \$500 over 2008.

Schneider said the even budgeting is possible due to the generosity of the Enfield residents, and Diane's ability to obtain fuel card donations and to optimize the Town's use of services provided by regional associations. Coin collection cans are located throughout the town. The donated funds will go into the Fuel Assistance Trust Fund which provides fuel assistance for Enfield residents.

It was noted that the Town has consistently under spent the budgeted appropriations for this department. Schneider said the Town is obligated to provide these services. It is difficult to anticipate the impact year-to-year.

9. 4583 – PATRIOTIC PURPOSES

The proposed Patriotic Purposes budget totals \$800, the same as 2008.

These funds are used to pay for Memorial Day festivities and the maintenance of Veteran's Park.

10. 4588 – HERITAGE COMMISSION

The proposed Heritage Commission budget totals \$500, the same as 2008.

11. 4589 – HISTORICAL RECORDS

The proposed Historical Records budget totals \$605, a decrease of \$310 from 2008.

STEWART expressed concern for Civil War items that did not appear to be preserved. He was asked to take this up with the staff when the Library budget is reviewed.

12. 4611 – CONSERVATION COMMISSION

The proposed Conservation Commission budget totals \$1,350, an increase of \$75 over 2008.

Schneider said any funds not expended are transferred into the Conservation Fund.

13. DISCUSSION ON MISCELLANEOUS ITEMS

HULVA asked about the proposed \$11,024 Employer Paid ICMA appropriation. Schneider said this was a piece of the compensation package offered to the employees in 2008. This covered the matching 1% contribution to deferred compensation accounts.

FINSTERBUSCH spoke about an article in the Union Leader that named the Lebanon area as being one of the most recession-proof communities in the nation. She said someone in the article is quoted as saying this is a not a year to consider new spending proposals.

Forecasting Revenues handout: The Committee reviewed an updated revenue analysis of the 2008 and 2009 budgets. The 2008 revenue total of \$2,846,656 includes \$550,000 from the Undesignated Fund Balance and \$263,000 from Capital Reserve accounts. The revenue estimate for 2009 is \$1,735,265.

Capital requests this year are all from DPW. The majority of DPW reserves were utilized in 2008. The Undesignated Fund Balance is already below the agreed percentage of gross appropriations.

Puts and Takes = 2009 Budget: The Committee reviewed an updated Puts and Takes sheet. It lists the total budget for 2008 as \$5,790,000. Deducting the Takes (non-recurring 2009 expenses such as Whitney Hall Paint, Ambulance, Fire Vehicle Equipment, etc.) brings the

2008 adjusted budget total down to \$4,717,000. Adding to that the Puts (new expenditures for 2009 including various increases to Salaries, Benefits, Audit, Police Contract Services, etc.) brings the 2009 budget to \$5,254,000.

14. 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: Schneider is to provide stats on the number of employees per department.

11/20/08: Follow-up with Library staff concerns about preservation of Civil War articles during Library budget review

6. ADJOURN: The meeting adjourned at 7:40 pm.

Respectfully submitted,

Beth Rivard, Secretary