

**BUDGET COMMITTEE
NOVEMBER 22, 2008
DPW – 8:30 AM**

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 8:30 am.

1. 4220 FIRE DEPARTMENT

The proposed Fire Department budget totals \$95,415, a decrease of \$345 from 2008.

The proposed \$35,000 for Firefighter Services is an estimate. The actual number is dependent upon the number of calls received during the year. Enfield utilizes a volunteer force that is paid when they are called out.

Schneider advised of a national rating the Town received with respect to the Fire Department's ability to respond to and fight fires. Enfield's rating is 5 or 6, out of 10 (1 representing superior protection and 10 representing a failure to meet minimum criteria). The rating affects insurance rates and development. Enfield ranks well on the water side; though it does not have town-wide water service for hydrants, it has water where it is needed.

Training will be emphasized this year. Training is required for all new members and continued training will be emphasized for all. The volunteer force receives the same training as full-time professional forces.

A portion of the \$21,135 budgeted in 2008 for New Equipment was pegged for the purchase of a new generator. Instead, the generator will be purchased with funds from the Emergency Service Capital Reserves. To date, the department has purchased pagers, cold water suits, etc. from the New Equipment account. In 2009, they hope to purchase a new saw and ladders.

2. 4215 AMBULANCE

The proposed Ambulance budget totals \$65,786, an increase of \$510 from 2008. Richard Martin, President, was present to answer questions.

Mr. Martin said they can no longer receive free supplies from Dartmouth Hitchcock Medical Center. CARRIER said he could provide the Town with free supplies and asked for a list of items needed.

The \$34,286 for Mutual Aid Ambulance Services is an estimate. It will be finalized when the 2008 figures are in. The Town has entered another 2-year contract the City of Lebanon. The City staff responds to calls generated from Enfield when the Enfield squad cannot. The City's labor costs are rolled into Enfield's budget. To date, the City has responds to 229 calls from Enfield.

New Equipment purchases in 2008 include pagers and portables (radios).

The Ambulance Personnel line is the same as that of the Fire Department, in that personnel is paid for their time while responding to a fire.

Mr. Martin said he was also requesting \$1,000 in the General Government Buildings portion of the budget to replace a sump pump, paint the floor, and fix exterior wood at the Depot Street Ambulance Building. To date, he has spent \$123 of the \$200 appropriated in 2008 to purchase a fire extinguisher.

MORSE asked if the Ambulance Department could host dinners to raise money for department expenses. Schneider said no, it was a Town department and could not legally raise funds for expenditures. Mr. Martin said they received private donations, and money bequeathed to the Department. \$3,000 was received from Charlotte Burse in 2008.

3. 4199 OTHER GENERAL GOVERNMENT – HYDRANT MAINTENANCE

Ken Daniels, Director of Public Works, was present to answer questions for the remaining budget items.

The proposed Hydrant Maintenance budget totals \$19,000, the same as 2008. Mr. Daniels said time constraints and job priorities kept his staff from performing any hydrant maintenance in 2008.

4. 4311 HIGHWAY ADMINISTRATION

The proposed Highway Administration budget totals \$504,302, an increase of \$24,955 over 2008.

The proposed \$436,702 Personnel appropriation (an increase of \$25,565 over 2008) includes pay increases of up to 6.2% including longevity payments for staff that have been with the Town over 10 years.

Schneider provided a list of employees by department. He said the DPW list is short one mechanic and the Water/Sewer list is short two operators. Two members of the solid waste staff are paid via the Solid Waste budget. In total, there are 15 employees in the DPW,

including solid waste employees. The budget Personnel appropriation covers 11 full-time employees. The secretary's time is split amongst several departments.

CARRIER ran through the department roster with Mr. Daniels, noting who each employee reports to. CARRIER will provide an organization chart to Committee at the next meeting.

5. 4312 HIGHWAYS AND STREETS

The proposed Highways and Streets budget totals \$1,010,102, an increase of \$37,555 over 2008.

The Committee discussed:

- Public Works Maintenance (only \$2,899 of the 2008 \$17,500 appropriation is spent)
 - A coding error resulted in a false count of the 2008 expenditure.
- Signs & Markings (only \$6,072 of the 2008 \$15,000 appropriation is spent)
 - DPW staff has not had the time to paint pavement markings in 2008.
- Special Projects (was not budgeted in 2008, \$4,058 is requested for 2009)
 - Schneider will provide a list of the proposed Special Projects at the next meeting.
- Gasoline (2008 actual is \$18,843; 2009 proposed funding is \$1,500)
 - The \$18,843 includes use from the Police, Fire, and Ambulance staff. Transfers will be made at the end of the year to those budgets.
- Winter Salt and Chemicals (only \$49,643 of the 2008 \$67,000 appropriation is spent)
 - There will be additional salt purchases before year's end.
- Pavement Maintenance (only \$61,470 of the 2008 \$170,000 appropriated is spent, \$170,000 is requested for 2009)
 - The 2008 balance will be applied toward overtime hours, salt, sand, and fuel costs.
 - The price of asphalt has increased 59% in last 3 years going from \$62/ton to \$111/ton.
 - Enfield's paving program is 1.5 miles every year. Only 2,300 feet (1/2 a mile) was paved in 2008 due to funding restrictions.

6. 4316 STREET LIGHTING

The proposed Street Lighting budget totals \$24,000, an increase of \$600 over 2008.

Schneider advised of a new Energy Committee that had formed to look at ways to reduce energy. It costs a couple hundred dollars per year to power street lights. The Energy Committee hopes to push power companies to use LED's and will make a case to remove some lights.

Enfield does not have a Street Light Ordinance. Town Meeting passed a definition of a Lighting Ordinance, but one has not yet been adopted. Lighting is regulated under the zoning process. That does not enable change to existing lighting but influences lighting for new development.

7. 4321 SANITATION ADMINISTRATION

The proposed Sanitation Administration budget totals \$91,361, an increase of \$3,528 over 2008.

The Transfer Station offers recycling opportunities, reduces tonnage, and brings in revenue. The Committee discussed the possibility of instituting a pay-as-you-throw program for trash pick-up. Members expressed concern for unintended consequences, such as illegal trash burning, and impact to the elderly residents who are not able to utilize the Transfer Station. A suggestion was made to limit the number of bags a resident could dump per week. Mr. Daniels said the Town would not get a break if less trash was picked up. The tipping fees would remain the same. Increased utilization of the Transfer Station would increase recycling revenue. Schneider questioned whether a resident would notice a tax savings if the Town eliminated trash pick-up services versus what it would cost to contract privately for pick-up.

CARRIER said it is not easy to reduce these costs because the Town is locked into contracts. Nothing can be done in the current year. He encouraged Committee members to work on this for the 2010 budget.

8. 4323 SOLID WASTE COLLECTION

The proposed Solid Waste Collection budget totals \$175,850, an increase of \$12,242 over 2008. \$170,000 of this budget is contracted for trash pick-up.

9. 4324 SOLID WASTE DISPOSAL

The proposed Solid Waste Disposal budget totals \$182,500, a decrease of \$750 from 2008.

The lifespan of the Lebanon landfill was questioned. Schneider suggested it could be as little as for 4 years or up to 30 years, depending on how aggressive they are. A new landfill is under construction in the Town of Hartford.

A suggestion was made to burn the solid waste and turn it into energy. It would cost several million dollars to build a burning facility.

CARRIER recapped that the Town spends \$449,000 per year on trash (10% of entire budget).

10. 4902 MACHINERY, VEHICLES AND EQUIPMENT

The proposed Machinery, Vehicles and Equipment budget totals \$188,000, a decrease of \$136,000 from 2008.

The Committee reviewed the Enfield Capital Funding Request Budget Year 2009 – CIP 2009-2014 which included the following for DPW:

- \$22,000 for a half-ton, 2-wheel drive pick-up (for DPW)
- \$24,000 for a half-ton, 4-wheel drive pick-up (for the Sewer/Water Departments)
- \$44,590 for an Asphalt Infrared Reclaimer
- \$37,500 for a one-ton cab ad chassis
- \$82,000 for a one-ton dump truck with plow and wing

The total expenditure equals \$210,090. \$24,000 will be transferred to the Water/Sewer Departments.

The Committee discussed:

- DPW purchases pegged for 2010.
 - Proposed purchases could cost up to \$300,000 and will include a 7500 series truck and backhoe.
- Which vehicles were being replaced?
 - A 1984 Dodge pick-up, 1993 Chevy pick-up, 1992 Ford F350, and 1997 Ford F350
 - The Town will still have a 1987 Ford F350 that requires minor body work
- Why the Town is replacing some equipment instead of buying new vehicle?
 - Some of the existing equipment is not in bad shape.
- If there is any way to share vehicles?
 - Schneider said no, that would leave the Water/Sewer Departments without a permanent truck.
- Why a 2-wheel drive vehicle is proposed?
 - Its primary use will be checking roads and running for parts.

With respect to the asphalt reclaimer, Mr. Daniels said plants have stopped making cold patch. The only other option is to purchase Tuff Patch, which sells for \$110/ton. Patching methods with Tuff Patch are at best temporary. He is able purchase hot asphalt mix for \$60/ton. Hot boxes are used to keep the mix hot. The infrared units reheat the road surface to provide a binding action and erase seams, making the asphalt more reliable. The hot patch replacement would last approximately 8 years. The City of Lebanon, Town of Hanover, and Town of Canaan already have hot boxes but none have the infrared units. It is \$8,000 to \$10,000 extra for the infrared unit. Mr. Daniels said the cost reduction is paying half the amount for same material and increasing its lifespan by seven times.

Mr. Daniels was asked to provide a calculation of savings from the reclaimer, a report on pothole maintenance, and to research other municipalities that have the infrared unit and how it is working for them.

SALADINO asked if the reclaimer and staff could be loaned out to other towns for profit. Mr. Daniels said that type of thing was included in the Mutual Aid efforts.

STEWART suggested transferring any balance over the set percent of the Undesignated Fund Balance into the reserve accounts to cover these types of purchases.

11. 4909 IMPROVEMENTS: OTHER

The proposed Improvements Other budget totals \$30,000, a decrease of \$10,700 from 2008.

This money is pegged for the on-going Tax Mapping work. It is a 5-year project. 2009 will be the fourth year. The final product will be increased availability of information the Town is able to provide on its website. This will be useful to all Town departments. The balance of the programming involves incorporating the assessor's data and infrastructure mapping.

Mr. Daniels was asked to provided the cost to complete the project.

12. 4331 WATER ADMINISTRATION

The proposed Water Administration budget totals \$113,976, an increase of \$1,895 over 2008.

CARRIER commented on the sewer and water reductions. (Sewer reduced from \$323,000 to \$308,000; and Water reduced from \$202,000 to \$167,000.)

13. DISCUSSION ON MISCELLANEOUS ITEMS

CARRIER polled the Committee members for suggestions to reduce the budget by \$560,000 to keep the tax rate equal to the 2008 increase.

The following was suggested:

- a spending freeze
- an across the board cut (1%, 2%)
- not undertaking the new Recreation program
 - unless it can turn a profit or pay for itself
- review personnel appropriations
 - reduce pay increases across the board
 - no salary increases
 - eliminate COLA or merit raises
 - review personnel policies

- eliminate pay of unused, accrued vacation time
- combine personnel positions
- review compensation packages
- cut benefits
- review policies continued because that's the way it's always been done
- review Regional Association appropriations
- cut funding for Advanced Transit
- research duplication of services with the Regional Associations
- Cut back on DPW purchases
 - (CARRIER was asked to provide list of DPW equipment)
- Eliminate DPW purchases for the year
- transfer Land Acquisition Fund balance (\$100,000) to DPW
- consider more land sales
- institute pay-as-you-throw trash program

CARRIER suggested the following:

- General department budget cuts
(allowing the individual departments to choose where to make the cuts)
 - Police Department 3.7%
 - Fire Department salary appropriation (less \$5,000)
 - Fire Equipment (less \$15,000)
 - Ambulance 4.6%
 - Highway Street 3.9%
 - Sanitation 5.4%
 - Legal defense 13.3%
 - Library 2.9%
 - Economic Development 35.7%
- Move \$256,000 from longstanding reserve accounts to the DPW reserves
- Reduce DPW equipment purchases to one or two pick-ups
- Not turn over the Comcast Franchise Fee
- Deposit \$90,000 into capital reserves
- Institute a hiring freeze
- Reduce salary increases by \$24,000
- Eliminate tax mapping
- Use Technology Capital Reserves

Schneider said he talked with the Police Department and Public Works about the hiring freeze. Not filling the position available in each department would have an impact. They may need to increase the part-time salary lines. Schneider said he agreed with hiring freeze and salary increase modifications. He cautioned the Committee from punishing the Town for what's happening in the world.

CARRIER said the Budget Committee is obligated to find ways to save money and save on taxes. A combined \$900,000 was used from capital reserve accounts and the Undesignated

Fund Balance last year. At the end of 2007, the Undesignated Fund Balance was \$1,308,000. It is currently at \$758,000. HULVA added that the Town is essentially debt free, has savings, is in good shape, and looks nice.

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: 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: Follow-up with Library staff about preservation of Civil War 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).

15. ADJOURN: The meeting adjourned at 11:40 pm.

Respectfully submitted,

Beth Rivard, Secretary