

**BUDGET COMMITTEE  
NOVEMBER 8, 2007  
DPW – 6:00 PM**

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

**Absent:** Curtis Payne (Selectman)

**Guests:** None

Committee Chair, Lee Carrier, called the meeting to order at 6:05 pm. Copies of the 2008 Budget Workbooks were handed out to the Committee members.

**1. Approval of Minutes: 11/01/2007**

**It was moved by MORSE, seconded by STEWART, to approve the minutes of 11/1/07. The Committee voted 8 in favor, 0 opposed, 2 abstained (GREEN, MARTIN).**

**2. 4191 Planning**

CARRIER recapped the Planning appropriations from 2006 and 2007. The proposed 2008 appropriation is \$89,839, an increase of \$3,795 (4.4%) from 2007. SCHNEIDER said the major changes to the Planning budget involved Lake Monitoring (\$2,000 increase) and Special Projects (\$2,385 increase).

CARRIER asked why the 2008 Personnel appropriation was \$10 less than in 2007. SCHNEIDER said the majority of the personnel expenditure was attributed to the director's salary. The rest was a percentage of the secretary's salary, which was shared by multiple departments. SCHNEIDER said the proposed budget incorporated a pay increase for all employees of up to 4.5% (1% COLA then up to 3.5% for merit).

CARRIER asked who performed the lake monitoring. SCHNEIDER said the Town would pay hosts to watch boats on weekends for invasive plants. GREEN reported that there were 60 lakes in this program in New Hampshire. Since the start of the program, none of those lakes had been infected. There were 2 saves in Enfield in 2006 on Crystal Lake. FINSTERBUSCH said she thought a State agency paid for this monitoring. GREEN said the New Hampshire Lakes Association (NHLA) administered the program with federal and state funding provided through the New Hampshire Department of Environmental Services. The NHLA provides funding grants to the participating groups (lake associations,

conservation commissions, municipalities, and other non profit groups). A stipulation of those grants is that there must be 50% matching funding or volunteer time or combination thereof provided by the participating entity. GREEN said more lakes are participating and less federal funding will be available next year. Many cities and towns provide additional funds to NHLA (\$1,000 to \$7,000) to assist with the program and provide extended ramp coverage within the municipality. The funding provided is also included as matching funding for the member organization. The two member organizations in the Town of Enfield provide matching funds and volunteer time to meet the 50% match requirement (and beyond).

STEWART asked if the TIF (Tax Increment Financing) Fund was counted separately from General Fund revenues. SCHNEIDER said yes. The TIF Fund represents a geographic region in town, along Route 4 and the village, where taxes collected in that district stay in the district to pay for infrastructure improvements. SCHNEIDER said the proposed \$8,000 appropriation would pay for a Commercial Build Out Study of the TIF District. CARRIER said that appropriation would be offset by TIF revenue in another part of the budget.

SCHNEIDER said the Selectmen wanted to see if the Town's current Zoning Ordinance, Site Plan Review and Subdivision Regulations were sufficient to manage any potential development of the TIF District. CARRIER questioned whether there was enough land in the TIF District to really pay for the infrastructure improvements. Was its development potential worth spending a lot of money on sewer lines and sidewalks? SCHNEIDER encouraged CARRIER to discuss that with the Planning Board.

STEWART asked if the 2007 survey was of all of the building lots in the TIF District. SCHNEIDER said yes.

CARRIER asked about the proposed Special Project appropriations. The Upper Valley Transportation Management Association (UVTMA) contribution increased \$0.04/resident from 2007. SCHNEIDER explained that the UVTMA provided consulting services, conducted traffic counts, corridor studies, etc. to help manage transportation issues. CARRIER asked where this appropriation started. SCHNEIDER said he would research that.

STEWART asked if the \$1,500 New Equipment appropriation from 2007 would be spent. SCHNEIDER said that money was for software licensing which had not yet been required of the Town. They were still operating under a trial license.

SCHNEIDER said if the new high school proposal passed, the school district would like to connect to the Town water and sewer lines. Capacity and impacts were being looked into. CARRIER suggested water quality would be impacted. He favored having the Commercial Build Out Study done.

3. **4192 Zoning**

The 2008 proposed appropriation was \$125 less than 2007. There were no comments about the Zoning budget.

4. **4411 Health & Human Services**

The proposed 2008 appropriation was \$330, an increase of \$30 from 2007. The year-to-date expenditure was already \$6 over the 2007 appropriation.

SCHNEIDER said the mileage number should decrease to reflect a decreased use of personal cars. He said the Town opted to keep an older cruiser that was scheduled for trade-in. The car was assigned to Phil Neily, Building Inspector/Health Officer/Fire Inspector, in June when a new cruiser arrived. Mr. Neily had used his personal car until the Town vehicle was provided.

SCHNEIDER said Mr. Neily took his position as Health Officer very seriously. He is excellent with septic issues but lacks medical expertise. SCHNEIDER said the Town was talking with the Upper Valley Health Initiative to bring together neighboring towns to create some type of regional service.

FINSTERBUSCH asked if Mr. Neily conducted routine inspections of septic systems. SCHNEIDER said no, he acted upon individual requests or complaints. SALADINO asked how Mr. Neily was involved with health issues. SCHNEIDER said he would address situations such as a complaint about there being an abundance of cats at a residence or to determine whether an elderly person was capable of living independently.

5. **4414 Animal Control**

There were no proposed changes to this appropriation from the previous year. MALZ asked why the department asked for so much more money than they spent. SCHNEIDER said it was done because they could not predict what might occur. MALZ asked if the Town had ever spent \$1,000 a year on animal control. SCHNEIDER said that was doubtful. SALADINO suggested reducing this appropriation to \$500.

6. **4441 Human Services Administration**

CARRIER said the proposed increase reflected the 4.4% pay increase. SCHNEIDER said the Personnel appropriation increased last year when the position changed from 10 hours/week to 35. Ten hours of Diane Heed's (Director of Human Services) time was contracted to the City of Lebanon. SCHNEIDER said the Town could use Ms. Heed the full 35 hours. He suggested this too should be provided at a regional level.

GREEN asked if the Town provided benefits for Ms. Heed. SCHNEIDER said yes and added that Lebanon contributed to that as well. MORSE commended Ms. Heed's efforts. She said Diane had been working for Lebanon for a while and was very experienced.

**7. 4442 Human Services Direct Assistance**

A \$90 increase was proposed for 2008. HULVA asked if the Town was obligated to provide these services. SCHNEIDER said yes, it was required by State law. He said Ms. Heed does a great job of getting people into TRICAP and utilizing other agencies that provide the same services. CARRIER commented on the need for these services stating that a quarter of the Town's population was below the poverty line.

FINSTERBUSCH also commended Ms. Heed for her efforts.

**8. 4520 Parks and Recreation**

CARRIER said the big change to this budget was a \$19,011 Personnel increase. SCHNEIDER said the proposal was to hire a year-round Recreation Program Director to work 25 hours/week. He said the current program was very low impact; they did not reach out to involve citizens in recreation.

SALADINO asked of winter activity offerings. SCHNEIDER said the Town had the facilities to support programs for adults and youths such as basketball, yoga, dancing, painting, etc. SALADINO asked if these would be offered for profit and whether the government should be funding them. SCHNEIDER said the Town would facilitate the activities, not fund them. There would be minimal fees involved. SALADINO spoke in support of assessing user fees to make a profit. SCHNEIDER said the idea was to expand current offerings and opportunities. Governments were not typically in the business of making money. MARTIN said affordability was another issue. These programs need to be made available to everyone. GREEN said this would provide a community service creating alternatives for youths not involved in organized team sports.

HULVA commented on the number of kids from Enfield who participate in neighboring towns' recreation departments. MARTIN advised of a regional youth basketball program he was involved with. It was noted that an after-school program, currently offered in Enfield, was privately sponsored.

CARRIER asked if the Town would offer benefits for this position. SCHNEIDER said no. CARRIER said it cost \$60,000 per person for benefits. The Town needs to look ahead at the potential of having to fund that for this position. STEWART suggested it should be the Recreation Director's responsibility to find volunteers and funding for programs he/she'd like to offer. SALADINO cautioned that temporary programs often became entitlements. SCHNEIDER said if this did not work, the position would not last. FINSTERBUSCH

suggested that if a really successful program developed, and the Director asked for additional funding, the citizens would be willing to pay more for it.

CARRIER asked that the Committee review the proposed job description and guidelines. SCHNEIDER said he was not sure it was the Budget Committee's role to alter a job description.

SCHNEIDER said the Selectmen were working on 2 main recreation issues, the old motel property and a skate park. He said the Town was going to sign an agreement with the State to take control of the old motel property until a new bridge is constructed in 2013. This area would be maintained as a passive recreation spot primarily functioning as a park and non-motorized boat launch. The Selectmen were also working on a skateboard ordinance in which they wanted to create a place where skateboarding would be allowed. The Selectmen were considering the undeveloped portion of the Shaker Recreation Park. It has parking and bathrooms, and there will eventually be a dedicated travel way from the village to the museum without having to utilize Route 4. SCHNEIDER said the Selectmen were seeking financial assistance from the Lions Club to create the park.

SALADINO spoke in support of parents having to drive their kids to the site for supervisory purposes. STEWART suggested adding a concession stand at the site that could be run by local groups.

FINSTERBUSCH asked of the liability for a skateboard park. SCHNEIDER said the Town would increase its insurance accordingly.

**9. 4583 Patriotic Purposes**

CARRIER said there was no change in appropriation from the year prior. SCHNEIDER said this funding was used for Memorial Day activities, flowers, parade materials, flags, etc. STEWART asked if it could be used for the window illumination project at Whitney Hall. SCHNEIDER said no, the crux of that project was to restore plexi-glass.

**10. 4588 Heritage Commission**

Review of this item was continued to a later date.

**11. 4589 Historical Records**

A \$6 increased was proposed for 2008. STEWART asked if the Committee would be able to speak with Marge Carr, Librarian and Town Historian, about storing historical documents and items. SCHNEIDER said no, she was not available. STEWART suggested more should be done to better preserve these items. He said he would support increasing this appropriation to look into preservation.

**12. 4611 Conservation Commission**

GREEN said the Conservation Commission appropriation was not changing. MALZ pointed out that the funding from the 2007 appropriation had not yet been spent. SCHNEIDER said unexpended money would be transferred into the Conservation Fund.

SALADINO asked what the Conservation Commission did. GREEN said the Commission was responsible for reviewing wetland permit applications, shoreland protection, trail maintenance, maintaining conservation easements, conducted land conservation, etc.

FINSTERBUSCH asked to whom the Dues were paid to. GREEN said NH Conservation Commission.

**13. Miscellaneous**

SCHNEIDER reviewed the local tax rate, county rate, school rate and state school rates recently set by the NH Department of Revenue Administration (DRA). The Town would utilize \$40,000 from the Undesignated Fund to decrease the local rate.

SCHNEIDER reported that the Town did not receive the water pollution grant.

**14. Action Items**

The Committee asked SCHNEIDER to provide the following at the next meeting:

- Explanation of the origin of the UVTMA appropriation in the Planning Budget.
- Job description for the proposed Recreation Director.

**Adjourn: It was moved by FINSTERBUSCH, seconded by MARTIN, to adjourn the meeting at 7: 47 pm. The Committee voted unanimously.**

Respectfully submitted,

Beth Rivard  
Secretary