

Town of Enfield

Budget Committee

Public Meeting Minutes ~ January 20, 2004

Chairman Dudley convened a business meeting of the Enfield Budget Committee on January 20, 2004, at 5:38 p.m. at the Public Works Facility on Lockehaven Road, Enfield.

Present

Mike Dudley-Chairman
Lori Bliss
Lynn Baker
Gayle Hulva
Richard Martin
April Whittaker-Town Manager
Dominic Albanese-Selectmen's Representative
Wendy Huntley-Bookkeeper

Absent

Shirley Green
Lee Carrier-Vice Chairman

Approval of Minutes

Discussion of the Minutes from January 10th, 2004. The minutes have not been distributed and therefore discussion of the Minutes will be delayed to future meeting.

Discussion ~ Water & Sewer Budgets as Proposed 2004

- **02-4331 Water Department**

02-4331-260 Section 125 Administration increased from \$60. to \$138. to reflect past two years of actual expenditures.

Discussion of 02-4331-614 Distribution System Maintenance. Expenditure overage in 2003 mostly the result of unexpected water main breaks.

02-4331-632 Equipment Rental. Cost of jetter rental cut. Line decreased to \$0 from \$1,000.

02-4331-660 Vehicle/Equipment Repairs/Maintenance decreased to \$1,500. from \$1,750.

02-4331-680 Uniforms & Safety Gear decreased to \$1,500. from 1,600.

02-4331-840 Mileage decreased to \$500. from \$1,000. due to new ranger pickup in budget.

02-4331-250 Insurance - Worker's Comp increased to \$1,643. from \$885. to reflect past two years of actual expenditures.

Total Water Fund Budget proposed for 2004 \$152,803

- **4326 Sewer Department**

03-4326-250 Insurance – Worker’s Comp increased to \$812. from \$592. to reflect past two years of actual expenditures.

03-4326-260 Section 125 Administration increased to \$93. from \$60. to reflect past two years of actual expenditures.

Discussion of 03-4326-342 Telemetry/Scada. During 2003, while switchover was occurring from one system to another, we had both systems running. The old telemetry service has been removed thus reducing the cost in 2004.

03-4326-410 Electrical Utilities increased to \$6,800. from \$6,500. Need to note that due to development in Town, the Ironman Development for example, electrical will need to be incrementally increased beginning in 2005.

03-4326-530 Public Information decreased to \$100. from \$500.

Discussion of 03-4326-614 Collection System Maintenance expenditure overage in 2003 mostly the result of unexpected sewage backup at Lower Shaker Village and downtown with flow issues. The system needs to be scoured periodically. Some of the charges to this line may have been more accurately coded to 03-4326-615 Pump Station Maintenance.

03-4326-660 Vehicle/Equipment Repairs/Maintenance decreased to \$1,000. from \$1,750.

03-4326-680 Uniforms & Safety Gear decreased to \$1,200. from \$1,600.

Discussion of 03-4326-810 Professional Development. Currently Ken Daniels is the only employee certified in wastewater treatment. Both Paul Putnam and Bruce Prior are pursuing certification.

Total Sewer Fund Budget proposed for 2004 \$216,013.

Discussion of Handouts

Comparative Statement of Appropriations and Expenditures

Police overage of \$44,231 includes \$20,000 expended for police reimbursable, which is reflected in the Revenue sheet.

Fire Department overage of \$12,999 is a result of the cost of extra training conducted in 2003 and a miscommunication regarding payroll submissions for departmental meetings.

Note made that \$46,498 (unaudited) was to be returned to the General fund indicating that the year-end expenditure fund was in the "black."

Discussion of Revenue Surplus. There is a question regarding the Highway Block Grant. The expectation was that the Town of Enfield should have received an additional \$21,949. from the State. Wendy is attempting to contact the State for clarification on payments received.

Note made that \$115,859 (unaudited) was to be returned to the general fund from funds accumulations not used to set the tax rate.

Mrs. Whittaker commented that \$162,357 was now available to assist in defraying the proposed budget 2004.

Discussion of Pay Plan. Town Manager Whittaker did receive documents from NHMA last week. The bottom line total for increased wages is \$73,356. and \$18,186 for Benefits in order to bring Enfield employee wages comparable with the surrounding communities. General discussion ensued as to retention of employees and invisible costs to town when employees leave.

Biggest increase occurred in Police Department wages to make positions competitive (\$32,842.) Highway Department increases of \$13,063. Water and Sewer Department wages \$11,909. The balance of the Departments has an increase of under \$5,000. each roughly. There are some Department Heads that are underpaid and the Police Officers are about \$4-5,000. below where they should be on a pay scale. This is the result of a survey of 10 towns, State Police and NH Department of Transportation data. These adjustments would be made in a one-year step. The Board of Selectmen has adopted this decision. The budget committee on their part inquired as to what needed to be cut on the budget in order for the committee to sustain and support the necessary equity increases.

Budget Funds Totals w/o Truck or impound

Town Manager Whittaker recommended that in order to sustain the equity raises, that the 10-wheeler truck acquisition be cut together with the compound capital reserve fund, and that certain capital items be paid for out of surplus funds as indicated from the 2003 end of year surpluses. She further advised that she had spoken at length with Ken Daniels as to impact and viability of such a cut i.e. the truck. Mr. Daniels advised that he could sustain such a cut provided that \$10,000 is placed in the operating maintenance line to extend the life of the current truck.

The Town of Enfield currently has \$1.1 million plus in surplus. It is recommended by DRA that the Town keep its surplus at just over 1.0 million. Therefore the following recommendations were stated.

01-4902-750 DPW Equipment decreased to \$0. From \$125,000. But since the new Truck is being cut, the Vehicle/Maintenance line 01-4312-660 needs to be increased to \$50,000. from \$40,000.

01-4194-431 Whitney Hall Maintenance needs to be increased to \$7,500. from \$6,000. to upgrade the alarm system. Vendor, Tasco System advised of necessity.

04-4220-003 Air pac – camera Grant needs to be included in 2004 budget. Said grant not being received in 2003 as anticipated.

❑ **Revisiting of asterisked items from prior meeting referred to as “Parked.”**

01-4194-115 Contracted Services No Change

01-4220-620 Fire Dept. Office Supplies request for fireproof file cabinet. Thought was that a regular file cabinet should fulfill their needs. Line decreased to \$200 from \$800.

01-4312-621 Winter sand No Change

01-4323-740 Solid Waste Collection, New Equipment request for a new paper dumpster. No Change

01-4441-110 Welfare Administration, Welfare Personnel No Change

01-4915-743 Fire Vehicle/Equipment decreased to \$10,000. from \$30,000. Note: May need to accelerate Capital Reserve Funds for Fire Vehicle/Equipment Maintenance in future years.

01-4194-610 Grounds Keeping Supplies. Why is there a double increase over last year? DPW Director, Ken Daniels to research charges. Line decreased to \$2,000. from \$3,000.

01-4194-733 Police Facility Special Projects. Painting of Police Station reduced to \$0. from \$8,536. Note made that this was a regretful decision.

01-4195-748 Public Works Vehicle/Equipment CRF decreased to \$50,000. from \$55,000.

This brings the Town budget down to within \$24,000. of being able to set a tax rate at \$9.99. Discussion ensued as to appropriate use of surplus funds by the Board of Selectmen. All in agreement to keep the tax rate under \$10. Selectman Albanese advised that the Board would support further use of surplus at this juncture to sustain a 3% increase over last year's tax rate and maintain a rate at under \$10. General discussion ensued as to what the board could pursue to enhance revenues in 2004.

• **Adjournment**

Motion to adjourn came at 8:00 p.m. from Mike Dudley, second by Richard Martin and all were in favor.

(I, Wendy Huntley respectfully submit the above-unapproved record of meeting on this 21st day of January, 2004).

NOTE: Next meeting February 4, 2004 at 6PM at the DPW Building.