

# Budget Committee

## Public Meeting

### October 16, 2004

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Chairman Carrier convened a business meeting of the Budget Committee in the Ilene P. Reed Training Room at the Department of Public Works located off Lockhaven Road on Saturday October 16, 2004 at 8:30 AM.

#### **Present:**

Lee Carrier, Chairman  
 Mike Dudley  
 Chris Christopolous  
 Eric Crate  
 David Stewart  
 Lori Hill  
 Gayle Hulva  
 Shirley Green  
 Richard Martin  
 Dominic Albanese, Selectman  
 April Whittaker, Town Manager  
 Wendy Huntley-Bookkeeper  
 Paula Rowe-Recorder  
 No Guests

- **Approval of Minutes**

Motion to accept the minutes of July 13, 2004 came forward from Mike Dudley, and Gayle Hulva second this. Vote of acceptance with corrections and editing carried unanimously.

Motion to accept the non public minutes of September 9 came forward from Chris Christopolous, with a second from Lori Hill, motion carried unanimously with the Corrections and editing noted.

Motion to accept the public meeting minutes of September 9, 2004 came forward from Mike Dudley, second from Dominic Albanese. Motion carried unanimously with the corrections and editing in place.

- **Administrative**

Final Budget Committee Meeting Schedule – TM Whittaker reviewed each meeting date with the committee. The addition of two dates was placed on the schedule as follows:

November 13, 2004  
 December 9, 2004

These dates are open and will aid in any cancellations or department continuations.

Missing Budget Submissions - The Fire Department has not yet turned in their 2005 proposed budget. TM Whittaker has notified them by memorandum, and in person.

*Motion from Selectmen Albanese, instructing the Town Manager to send a budget directive. . This is to be signed from Chairman Carrier, Selectmen Albanese, and TM Whittaker, addressed to the three Fire Wards and will inform them that the Proposed 2005 Budget be before the Town Manager no later than November 5<sup>th</sup> or the budget committee will proceed with setting their budget. A prompt second on this motion from Mike Dudley carried unanimously.*

End of Third Quarter 2004 Expense Sheet Review – a hand out was provided for all committee members to peruse.

4130-550 – Printing. Budget is over due to a newsletter of three pages, and the annual town report was more than Bid expectations.

4130-690 – Miscellaneous, shows a negative that will receive a credit. Money that should have come out of the downtown revitalization fund was placed in this account on “hold” until the public hearing could take place to expend from CRF.

4150-940 – Overtime, due to the assessing department, as well as, financial department. Assessing overtime due to revaluation ~ OT will be balanced at year end with revaluation money.

4194-421 - Overage, due to electrical work required for hookup of gas tanks and pumps. Safety issue.

4194-431 Whitney Hall, overage indicative of new hot water heater, and the heating furnace required three major work call outs during winter of 2004.

4194-437 -- Enfield Center Fire Station – addition to the building. Funds encumbered from 2003 will balance the dollars used at the year end.

4194-737 – Enfield Center Fire Station – Fire truck that fell into the septic system, which required repairs, but did not exceed the town’s insurance deductible.

4210-112 – Police Personnel – Funds for a new officer will come out of the COPS FAST Salary line denoted in the 04 grant fund. This will be transferred at year end.

4210-610- Supply line is now 4210-620.

4215-630 – Repairs and Surface of the Ambulance. The line is over due to radio repairs.

4312-612- Highway Dept. Aggregate fill – This line is over. Paving the new community building.

4321-Sanitation Department. This will be offset from other budget lines. The transfer station hours and having two full timers in this department has increased this line.

4550-740 – New equipment under Library. This is an overage due to a typewriter.

4194-740 -- Fire station –New and Replacement – computer.

4210-740 – Police New Equipment – New server. Server acquisition based on IT vendor's recommendation.

- **Executive Summary of 2004 Budget – What happened – Rational – History**

Review of Significant Items During the 2004 Budget Process - Chairman Carrier reviewed the 2004 budget informing of the major expenses, and those expenses that were denied. This list was provided to all members as a handout.

Capital Reserves Appropriated FY '03& '04 - Handout illustrating the reserves.

2002 – Purchase Orders and Encumbrances Info 2003 – Handout of this worksheet.

Summary FY 2004 Budget – Handout. Appropriations, Revenue, Deductions. Total Net Revenue of \$4,235,648, Tax Rate RY 2004 \$9.99 per M.

2005 Budget Puts and Takes – Handout. 2004 Budget \$4,235,648. Puts \$104,700. Takes \$315,100. 2005 Budget Starting Point - \$4,025,248. Chairman Carrier illustrated the last three year budget figures and offered this handout as a snapshot to the start of this years budget process.

Mrs. Whittaker liked the format of the “puts and takes”, but advised caution that the real comparison should be against the operating budget and not operations & capital as the capital side of the budget fluctuates from year to year. Hence the breakdown on the MS-7 State budget form.

- **2005 Budget Expectations and Requirements**

***Each Department Head to Submit:*** Organization charts, department statistics, five year strategic plan (hires, equipment replacement, facilities, etc), highlight and Explain Major Changes to Line Items (\$1500), List Capital Request, goals for the coming year.

***From Town Manager and Selectmen:*** Provide budget that has been initially reviewed by Selectmen, Recommendation to Capital Reserve Fund, List Put & Takes of total FY 2005 Budget, Budgets, Special Reports, Contracts and Financials to Be In The Hands Of All Budget Committee Members One Week Prior to Review.

The *five year strategic plan* will be more in the hands of the Town Manager, rather than individual department heads.

- **Town Manager Whittaker primer of 2005 conceptual budget**

TM Whittaker asked the budget committee to give serious thought in looking ahead on safety, rather than cut a budget; that due care and attention be given to looking at a broader picture on what impact that proposed cut may lend to safety and liability issues. TM Whittaker suggested

a break out committee that would visit and speak with all department heads and bring a report back to this committee. Chairman Carrier elaborated that this is a very good idea, and felt that this was beneficial with last years chairman. This years budget worksheets will show more information and detail than in years past.

- **Town Manager Report**

TM Whittaker handed out a memorandum addressed to all budget committee members. She will be providing figure's showing cost per man hour of individual departments according to their budgets. She continued with her preamble of the Executive Preliminary Summary for the 2005 Budget. This highlighted a conceptual budget from department supervisors, the lack of receiving the Fire Dept. and Conservation Commission has impeded this process of sending out budget packages during the week of October 18-22.

CIP for 2004-2009, as follows:

- ~ Executive Account 4130 – Fixed Asset Accounting (GASB34), and Survey work on Bicknell Brook.

- ~ Account 4140 Vitals – Increase in hours for Deputy Town clerk, in the highly revenue generating office.

- ~ Account 4150 Financial – new rule changes places the assessing coordinator in this account.

- ~ Account 4155 Personnel – Property Liability and Workers Comp insurance to be reviewed with new roll out discount program by the Local Government Center. Increases in health and dental. Separation Liability for departmental head retirement.

- ~ Account 4191 Planning – UVLSRPC presentation.

- ~ Account 4194 General Gov Buildings – Utility inflation.

- ~ Account 4195 Cemeteries – Top Soil.

- ~ Account 4210 Police – New Officer Salary. Overtime and part time lines factual figures. Computer “speed” problems.

- ~ Emergency Management – Point person in this important area, as a result of Homeland Security.

- ~ 4311 & 4312 Highway Admin and Highway and Streets – Highway supervisor, price of construction materials.

- ~ 4321 & 4323 Sanitation – Personnel needs.

- ~ 4520 - Recreation – New equipment – lifeguard chairs. Old chairs are a hazard (with chemicals).

~ Capital – Land and Building – Finishing the community building, and Whaleback Bridge.

~ Capital – Equipment - Police Cruiser, DPW Vehicles.

~ Capital – Improvements Other – Tax Increment Financial District, Tax Maps, New Reserves, Library Technology, Bridges, Expendable Buildings Trust Fund (maintenance and care of buildings).

*In Summary* – TM Whittaker ended summarizing that this is a work in progress and summarized on working together to formulate the final recommendations.

- **Other Business**

*Questions:* Eric Crate asked about the future cost of the new Shaker Bridge and was informed that this project will be funded by the State of NH , DOT funds; the only contribution from the town would be lighting to match existing Main Street lights and extension of new sewer and water line under the bridge funded by the sewer and water accounts. Sewer and water lines are not funded through federal transportation funds.

- **Action Items**

~ Updated accounting sheets – Wendy will provide.

~ Summary of Capital reserves – 3<sup>rd</sup> quarter is done and will be provided from Tm Whittaker.

~ Fire Department budget – November 5<sup>th</sup>. Richard Martin will be checking in with Chief David Crate on this.

~ TIF – November 13<sup>th</sup>, 2004 presentation to the Citizen group and actions to date of Community Development Director – TM Whittaker.

~ Containment on Fuel – Wendy will obtain.

~ Enfield Center Fire station itemization – Historical printout will come from Wendy.

~ Budget Committee – Goals and priorities of this committee will be placed together. Subcommittee to go out to the individual departments. Chairman carrier will send an e-mail to committee members on goals and priorities, and will send an e-mail to department heads asking who they would like to work with from the budget committee.

~ The Selectmen's Meeting that sets the tax rate – Committee members would like to be present.

- **Next Meeting:**

**Thursday - October 28, 2004**

- **Adjournment**

Motion to adjourn came forward at 11:17 a.m. from Eric Crate second from Mike Dudley, and carried.

*Respectfully submitted, Paula Rowe*