

Budget Committee

Public Meeting

October 28, 2004

Chairman Carrier convened a business meeting of the Budget Committee in the Ilene P. Reed Training Room at the Department of PublicWorks located at 74 Lockhaven Road on Thursday October 28th, 2004 at 6:00 PM.

Present:

Lee Carrier -Chairman, Mike Dudley, Chris Christopolous, Eric Crate, David Stewart, Lori Bliss-Hill, Gayle Hulva - Vice Chairman, Shirley Green, Richard Martin, Dominic Albanese, Selectman, April Whittaker - Town Manager, Wendy Huntley - Bookkeeper & Recorder

Guests:

Marcia Cornell - Recreation Director, Dave Carr - Recreation Commission Member, Jim Taylor - Community Development Director, Leigh Davis - Conservation Commission Member, Kurt Gotthardt

- **Administrative**

The Budget Committee reviewed the 2005 proposed Planning, Zoning and Economic Development budgets with Jim Taylor. No decisions were made. Lines Discussed were:

Dept. 4191 (Planning)

-341 (Telephone & Communication),

-625 (Postage),

-840 (Mileage).

These lines are experiencing more charges due to Jim being Full Time and thus generating more phone calls, mailings, and site visits. Each notice that gets mailed certified costs \$4.42 currently. Revenues generated thru application fees offset the mailing charges.

-740 (New Equipment) request for a new computer and color printer. Currently working with a 1999 Compaq. Would like to be able to print pictures in office rather than having to run down to Whitney Hall to have pictures printed.

April Whittaker stated that the funds for a new computer and color printer could come out of Technology Capital Reserves.

-822 (Special Projects) The funds requested are for a consultant to assist in updating site plan regulations and zoning regulations.

April Whittaker stated that updating of these regulations is a very important piece of the Tax Increment Finance (TIF) District formation. The regulations currently being used are from 1986.

Lee Carrier requested that Jim Taylor get quotes on the consulting fees.

Dominic Albanese has Request For Proposal (RFP) from the engineer and will give copy to Lee Carrier.

Dominic Albanese – Are we getting our money's worth out of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC), line –**560 (Dues)**? Is there a rate increase?

Jim Taylor – Rate is based on one dollar a head for each resident. Will do a pro & con on UVLSRPC and see if they have done what they have stated they would do for the Town.

Dominic Albanese - Would like written position from Jim regarding UVLSRPC.

April Whittaker – Would like Jim to come to the Board of Selectmen (BOS) meeting to discuss the UVLSRPC and invite a UVLSRPC representative and a budget committee member to attend also.

Jim Taylor will get quote from Mike Donovan.

Secretary salary in line –**110 (Planning Board Personnel)**

April Whittaker – The secretary is a 40/40/20% split. (Planning-Zoning/Building-Health/DPW).

Dept. 4192 (Zoning)

Line:

–**625 (postage)** increase covered by hearing fees.

-**840 (mileage)** increased due to Jim being Full Time and thus conducting more site visits.

-**390 (Meeting/Hearing Records)** would look for twelve meetings. Hearing fees offset this line.

Dept. 4651 (Economic Development)

Dominic Albanese – line –**625 (postage)** The Town offers it's postage meter to help small non-profit businesses do large mailings. Believes two different organizations have taken advantage of this. The businesses are charged for the postage and so expenses in this line are offset with revenues.

April Whittaker- Offering the postage meter is a good will gesture to Enfield's small non-profit businesses.

General discussion of Town wide budget percentage increases for 2005.

Proposal to cut 1550.00 from **01-4191-740 (New Equipment)** if funds used from the Technology Capital Reserves for the requested computer and color printer.

The Budget Committee reviewed the 2005 proposed Parks and Recreation budget with Marsha Cornell and David Carr. No decisions were made. Lines Discussed were:

Dept. 4520

The NH Department of Revenue Administration (DRA) has park maintenance lines included. – **438 (Huse Park Maintenance), -439 (Shakoma Beach), -442 (Shaker Recreation Park).**

-740 (New Equipment). Request made for 2 new lifeguard chairs.

Marcia Cornell to check whether this price reflects umbrellas for the lifeguard chairs.

-610 (Supplies) To cover cost of hygiene products for the kids after they use the port-a-potty and to generally maintain the area in a clean and sanitized manner.

The Budget Committee reviewed the 2005 proposed Conservation Commission budget with Leigh Davis. No decisions were made. Lines Discussed were:

Dept 4611

-620 (Supplies) Requesting an increase ~ needing more office type supplies

-810 (Professional Development) Have several new members and would like to be able to attend workshops.

-840 (Mileage) An amount should be entered for the new members to travel to proposed workshops.

-890 (Conservation Fund) Leigh submitted documentation regarding Use Change Tax Allocations to the Conservation Fund for other New Hampshire Towns. (Taken from the *Conservation Commission New, Summer 2004*).

Capital Items requested: Laptop computer and digital camera.

April Whittaker offered surplus laptop computer from the Police Department for the Conservation Commission.

Leigh Davis to get price of digital camera.

The Budget Committee reviewed the 2005 proposed Welfare budget with April Whittaker. No decisions were made.

Depts. 4441 & 4442 General discussion.

Break 7:33-7:39

Results of teaming budget committee members with departments:

Shirley Green – Administration (meeting 4pm 12/02/04)

Lori Bliss-Hill – Library (meeting 2pm 11/01/04)

Gayle Hulva - Fast Squad (meeting 10am 11/06/04)

Eric Crate – DPW (meeting TDB)

Chris Christopolous – Police Dept. (meeting 2pm 11/03/04)

David Stewart – Fire Dept. (meeting 2pm 11/13/04)

April Whittaker to notify Department Heads.

Discussion of goals and priorities for the Budget Committee.

Follow-up of action items from the October 18th Budget Committee meeting.

- **Other Business**

- **Action Items**

Jim Taylor to get quotes on the consulting fees.

Dominic Albanese to provide Lee Carrier with a copy of the Request For Proposal (RFP) from the engineer.

Jim Taylor to do a Pro/con listing regarding UVLSRPC.

April Whittaker – Would like Jim to come to the Board of Selectmen (BOS) meeting to discuss the UVLSRPC and invite a UVLSRPC representative and a budget committee member to attend also.

Recording Secretary to **Bold** and *italicize* “***Parked items***”.

Jim Taylor to get quote from Mike Donovan.

Jim Taylor to provide Budget Committee with updated Capital Improvement Plan

Marcia Cornell to check whether price for lifeguard chairs includes umbrellas.

Leigh Davis to get price of digital camera.

April Whittaker to notify Department Heads of meetings with respective Budget Committee rep.

- **Next Meeting:**

Thursday – November 4th, 2004

- **Adjournment**

Motion to adjourn came forward at 8:47 p.m. from Lee Carrier second from Lori Bliss Hill and carried.

Respectfully submitted, Wendy Huntley