

# Budget Committee

## Public Meeting

### July 14, 2005

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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 PublicWorks located at 74 Lockhaven Road on Thursday, July 14<sup>th</sup>, 2005 at 6:06 PM.

**Present:**

Lee Carrier - Chairman, Gayle Hulva - Vice Chair, Eric Crate, David Stewart, Shirley Green, Dominic Albanese - Selectman, Lori Hill, Judy Finsterbusch, Wendy Huntley – Recorder

**Excused:** April Whittaker – Town Manager, Chris Christopoulos, and Richard Martin

**Guests:** Ken Daniels, DPW Director

- **Administrative**

A motion to approve the minutes of the February 3rd meeting was made by Gayle Hulva and second by Lori Hill. All in favor. Judy Finsterbusch abstain.

A motion to approve the minutes of the February 7<sup>th</sup> public hearing was made by Gayle Hulva and second by Lori Hill. All in favor. Judy Finsterbusch abstain.

- **Election of Officers**

Lori Hill nominated Lee Carrier as Chairman and second by Eric Crate. All in favor.

Lori Hill nominated Gayle Hulva as Vice Chair and second by Eric Crate. All in favor.

Board reviewed the proposed budget committee-meeting schedule for fiscal 2006. No changes were made. Schedule as follows:

Topic/department	Date	Time & Place
Kick Off Meeting	Sat. Oct 22	8:30 AM DPW
Recreation, Conservation, Welfare, Planning, Zoning	Thurs. Oct. 27	6:00 PM DPW
Police, Cemetery and Library	Thurs. Nov. 3	6:00 PM DPW
DPW/Ambulance/Fire	Sat. Nov. 12	8:30 AM DPW
Admin,Bldg.Ins,Tax Coll., Reg. Assn.	Thurs. Dec. 1	6:00 PM DPW
Review Capital Reserve & Spending		
Prelim. Revenue Forecast	Thurs. Dec. 8	6:00 PM DPW
Review Total Budget & Finalize	Thurs. Dec. 15	6:00 PM DPW
Open Day to Finalize if Necessary	Thurs. Jan. 5	6:00 PM DPW

Prepare For Public Hearing		
Open for Last Min. Details	Sat. Jan. 21	8:30 AM DPW
Public Meeting	Mon. Feb. 6	6:00 PM DPW
Public Meeting [Snow date }	Tues. Feb. 7	6:00 PM DPW
Petition Warrant Articles	Deadline Feb3	
Town Elections	Tues. March 14	Whitney Hall
Town Meeting	Sat. March 18	Enfield Village School

Chairman Carrier reviewed his email to Budget Committee members dated July 9<sup>th</sup>, 2005  
2005 BC recommendations 6-18-05.doc.

## **Budget Committee Recommendations**

During the FY 2005 budgeting process the budget committee agreed to share with the selectman and the town manager their observations and recommendations that the BC believes will be beneficial. Following are our thoughts and suggestions in no particular order of importance.

1. It is the recommendation of the BC that the Town of Enfield charges a fee for the use of the ambulance. This is a service that is covered, in most cases, by insurance. If an Enfield resident does not have insurance coverage or their provider does not pay for ambulance service we should issue them credit. It is recommended that Fred studies how other towns handle their ambulance service and report back to the BOS with a recommendation.
2. We have a study done of the benefits that the town employees receive. It is recommended that we have this done by 1-1-07 [18 months]
3. Employees are reimbursed for expenses only after they submit an expense report with receipts. Look into a personal credit card system.
4. It is recommended that each employee is to have an annual performance appraisal from their manager and the performance of the employee should have a direct relationship to the yearly pay increase they receive. The step increase and the announced increase should not be a given for each employee . The A players should receive a greater increase than the average performers and the marginal and non-performers should receive a minimal or no increase. It is also our suggestion that the department heads at DPW, Police, Town Administrator [the major departments] should be given from the BOS the average percentage increase and it is up to the department manager to decide what each department employee receives for an increase. The department head has to stay within the budgeted amount for the total department and the only exception are increases due to promotions.
5. It is recommended that the Town Manager should give each department a cost reduction goal [\$]. Each department is to list the amount of savings that they will generate and how the savings are being generated. Quarterly the TM reviews their progress.
6. If there is no emergency and no excess funds in the budget major commitments should not be made by the TM or BOS that impacts future budgets without input from the BC
7. Before the MS-4 report is submitted to the DRA the TM & BOS are to confer with the BC per DRA regulations
8. It is understood that the annual increase that the BOS budgets includes both the step increase and the COLA and that it has traditionally been a 12-month increase.

9. Individuals on the BC will be meeting with department heads prior to the start of the 2006 budgeting process

Chairman Carrier would like to have a final version to submit to the Board of Selectmen and Town Manager for sometime during July/August.

Chairman Carrier explained that this year the Department heads will be charged with budgeting for the “operating budget” not to include salaries, benefits. Capital items will be dealt with separately.

- **Assignment of Budget Committee members to Departments**

Eric Crate ~ DPW, Ken Daniels

~ Cemetery, Richard Henderson

Chris Christopoulos ~ PD, Chief Richard Crate, Jr.

David Stewart ~ FD, Chief David Crate

Shirley Green ~ Admin., April Whittaker

~ Town Clerk/Tax Collector, Carolee Higbee

~ Human Services, Diane Monmaney

Lori Hill ~ Library, Marjorie Carr

Gayle Hulva ~ Fast Squad, Fred Cummings

~ Conservation, Leigh Davis

Judy Finsterbusch ~ Building Inspection, Phil Neily

~ Community Development, Jim Taylor

Richard Martin ~ Recreation, Carol Felix

Dominic Albanese to have Town Manager April Whittaker send a memo to department heads having them set up the meetings with their respective budget committee member representatives prior to October 1<sup>st</sup>.

Addition anticipated item requests:

Tazers for the PD

A filing system for the PD

Chairman Carrier requested update on what dollars may be needed for the fixed assets reporting (GASB) and where that stands.

Discussion was had regarding to charge or not to charge for ambulance calls. Dominic Albanese suggested that the Town's Attorney be contacted if the wish was to only bill those that have insurance.

Discussion was had regarding pay and possible bonus plans.

Chariman Carrier would like the Budget Committee to review the MS-4 (Revised estimated Revenues) with the Town Manager and the Board of Selectmen prior to submittal to DRA as he stated the RSA's indicated should be done.

- **Break 7:23 – 7:35**
- **Update from DPW**

Ken Daniels explained the need for a container tank for DPW. A container tank has a cost of \$5,000.00. Dominic spoke about allowing the DPW over expend their budget by the \$5,000.00. Chairman Carrier made a motion to back this purchase and second by Galye Hulva. All in favor.

Ken Daniels updated the Budget Committee regarding a matching funds grant for the GPS unit (up to \$48,000.00). DPW would be purchasing a base station and one rover unit with the grant. Total cost quoted is \$46,623.18. The 2005 budget has \$20,000.00 available in line 01-4902-751. An additional estimated amount of \$3,500.00 would be needed. The grant would pay \$23,311.59 based on the quote. Chairman Carrier made a motion to back this purchase and second by David Stewart. All in favor.

When asked about operating budget requests for 2006 Ken Daniels explained to the budget committee that the operating budget basically remains the same in its item requests. The dollar amounts change mainly due to the unit prices of the items requested changing from year to year.

- **Update from Board of Selectmen**

Dominic Albanese distributed a handout that reads as follows:

July 14, 2005

**Town of Enfield**  
**Selectmen's Update to the Budget Committee:**

**1) Town Manager's Search:**

- We've signed a contract (not to exceed \$6,875.) with Municipal Resources Inc. (MRI) to act as the Towns search firm. This expense will be paid out of the Executive Budget and NH Department of Revenue Administration has approved this approach.
- The Search is being led by Don Jutton, President of MRI and Pat McQueen, Town Manager of Berlin, MRI Principal and Former Asst. Town Manager in Enfield;
- MRI has advertised on the web, in municipal publications and some newspapers;
- They have received 29 resumes thus far. Diverse pool – from a geographic, educational and experience standpoint. MRI expects to receive another 10 or so more resumes;
- The Board of Selectmen (BOS) spent about 4 hours with MRI discussing details around the search process. While not complete, the search process is expected to look something like:
- MRI will be coming to Town to talk with a number of us about our needs and expectations. This will include the Board, Employee's, Citizens, and Volunteers;
- The BOS will be mailing to all known organized groups in Town and the Chairs of each Town Committee inviting them to share their thoughts about the direction of the Town, the required skill set of the new manager etc., etc.
- We are collecting data on the Town from recent surveys done by the Planning Board and Enfield Village Association and will share that information with MRI.

- All the data collected this will be collated into a job description like document that will guide us through the selection process;
  - A “Professional” Panel will initially screen the resumes, make phone calls and select approximately 10 – 15 people who will be asked to fill out a questionnaire/essay form.
  - The “Professional” panel will screen the results of the essay and pass 8 to 10 candidates onto the Board of Selectmen, an Employee’s Panel and a Citizens Panel for further review.
  - Each group will meet, facilitated by MRI and will identify their top choices.
  - Approximately 3 final candidates will be invited to Town for interviews;
  - Final Candidates will be brought to Town for interviews. Candidates will be interviewed by the BOS, Employee Panel, Citizens Panel, Key and Dept. Heads. We are discussing the possibility of inviting Committee/Boards of Trustee Chairs to a lunch with the 3 finalist and there will be a public interview opportunity as well.
  - All input will be collated for the BOS by MRI. The Board of Selectmen will make the final decision on the hire. Negotiations and salary setting will be done by the BOS with support from the Town Attorney and MRI. We expect to have a 3 year contract and we have set a salary range of \$65,000 to \$75,000 annually depending on qualifications.
  - We hope to have someone hired by late summer/early fall.
  - **Professional Panel:** Made up of current or past Town Managers – their role is to affirm the candidates technical competence to be a Town Manager in New Hampshire;
  - **Employee’s Panel:** Employee’s will self identify if they are interested in being part of the panel. MRI will likely select the final panel with input from the BOS. Employees will be invited to ascertain depth in specific subject areas, share thoughts on management style, share information about Enfield and Town Government with the candidate, etc. MRI will facilitate all Employee Panel meetings.
  - **Citizen’s Panel:** We will advertise in the Newspapers for members of this group. They will be asked to explain their background, interest and experience in a letter sent directly to MRI. MRI will likely select the final panel with input from the BOS. The Citizens Panel will be invited to ascertain if this person will fit into the community, they will also be asked to be ambassadors to the hired candidate and his/her family when they arrive in town to ensure that they are welcomed and acclimated into the community. MRI will facilitate all Citizens Panel meetings.
  - **Note:** *What was outlined above is still in draft form and may change.* Look to the Enfield Web Site (<http://www.enfield.nh.us/>) next week for an updated hiring plan.
- 2) **Town Managers Status:** It is expected that Town Manager April Whittaker will be with the Town until October 13, 2005.
  - 3) **Town Managers Budget Review:** Mailed to you last week. April is unable to join us tonight. She has provided a written report. We will happily take questions and get back to you with answers as necessary.
  - 4) **Police Patrolman’s Hiring Process:** Chief Crate’s existing position (the one he had before he was promoted to Police Chief) was reconfigured into a Patrolmen’s job. Dickie provided the

attached update to the Board of Selectmen and Town Manager last week. Feel free to direct questions or comments directly to Chief Crate.

- 5) **Ambulance Budget:** On June 17<sup>th</sup> Ambulance Chief Fred Cummings let us know that his salary line was over spent for the year. The Board will be discussing with Town Manager Whittaker next steps in this regard at our meeting next week.
- 6) **Dispatch Services:** Earlier this year the City of Lebanon notified Enfield that it would look to renegotiate the contract we have with them for emergency dispatch services. Around the same time questions came up around the radio coverage area that Lebanon is able to provide in Enfield. After extensive analysis, started by former Chief of Police Peter Giese and continued by current Police Chief Crate, the 3 emergency services Chief's (Chief Crate (Police), Chief Crate (Fire) and Chief Cummings (EMS)) have recommended to the Board of Selectmen that we change dispatch services from Lebanon to Hanover effective January 1, 2006. The Board has concurred and the appropriate documents are being drawn up. Further details will be provided during the Budget process.
- 7) **Container Tank for DPW Building:** The Board of Selectmen seeks your advice related to purchasing an unbudgeted containment tank at the DPW building. This has been budgeted for and cut in the past because of higher priorities. The cost is approximately \$5,000. DPW Director Daniels will explain the Pro's and Con's of this purchase.
- 8) **Acceptance of Grant Monies for GIS Project:** The Board of Selectmen seeks your advice related to purchasing additional GPS technology with Homeland Security grant money. Town Meeting approved \$20,000 to purchase a GPS positioning unit. Since that time a Homeland Security grant for approximately \$27,000 has become available. With that grant money and what we have budgeted we can purchase a different kind of unit that will save us salary dollars when using the unit. DPW Director Daniels will explain the pro's and con's of this purchase.
- 9) **2005 DPW Truck Purchases:** The Board concurred with Town Manager and DPW directors request that we purchase two trucks as approved at Town Meeting. One truck will likely not be available until spring of 2006 – dollars already approved for that purchase will be encumbered at year end. DPW Director Daniels will explain what was purchased, for how much and why there is a delay on one of the Trucks.
- 10) **TIF:** Board of Selectmen, Planning Board, and representatives from the Heritage Commission, Conservation Commission, ZBA and a number of citizens met to discuss next steps in TIF. We reiterated our charge to report back to Town Meeting on the following:
  - Is the Zoning in the TIF district current and does it reflect what the community wants?
  - What new administrative expenses will new development brought to Enfield by TIF cost (i.e. new fire equipment, police officers, office workers etc.)?
  - What infrastructure do we need to put into the TIF district and what would be nice to put into the TIF district and what is the cost/benefits associated with each?

The next step will be another meeting with the same group in about a months time to review the zoning in that district in depth;

- 11) **Town and Library Facilities:** The Library Trustees, Board of Selectmen, Town Manager and Town Librarian met about a month ago. A subsequent brainstorming session was to be scheduled to discuss next steps – that meeting has not yet been set up.

- 12) **2006 Budget Process:** The Board is recommending that we follow a process much like last year. The Town Manager will coordinate the creation of budgets with the department heads, along with a one page summary of achievements in 2005 and goals for 2006. The BOS will review the budgets, goals and achievements in-depth prior to submitting a budget to the Budget Committee.

While a very busy year, the Board is actively engaged, working well together and focused on a number of key projects. We look forward to working closely with you this fall and winter as we jointly develop a budget to be presented at Town Meeting in March 2006. If you have any questions or concerns do not hesitate to be in touch with any of us directly.

Respectfully Submitted,

Dominic C. Albanese  
Chairman, Enfield Board of Selectmen  
Ex-Officio Member, Enfield Budget Committee

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- **Action Items**
- **Next Meeting: Saturday – October 22nd, 2005 8:30 AM at the DPW facility, 74 Lockehaven Road**
- **Adjournment**

Motion to adjourn came forward at 8:27 PM from Gayle Hulva with a second from Lori Hill. Motion carried.