

Budget Committee

Public Meeting

November 3rd, 2005

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 November 3rd, 2005 at 6:02 PM.

Present:

Lee Carrier - Chairman, Gayle Hulva - Vice Chair, Eric Crate, David Stewart, Shirley Green, Dominic Albanese - Selectman, Lori Bliss Hill, Richard Martin, Judy Finsterbusch, Steven Schneider – Town Manager, Wendy Huntley – Recorder

Excused: Chris Christopoulos

Guests: Marjorie Carr – Library Director/Town Historian, Bart Thurber – Library Trustee, Francine Lozeau – Library Trustee, and Richard Crate Jr., - Police Chief

- **Administrative**

A motion to approve the minutes of the October 22nd, 2005 meeting was made by Lori Bliss Hill and second by Eric Crate, vote unanimous.

Cemeteries 01-4195-

Dominic Albanese advised the Budget Committee that the Selectmen recommended level funding for all cemetery expense lines except the special projects line (01-4195-730.)

The Selectmen have agreed on the following:

01-4195-530	\$75
01-4195-560	\$25
01-4195-610	\$100
01-4195-611	\$0
01-4195-620	\$100
01-4195-690	\$0
01-4195-730	\$1,500
01-4195-810	\$100
01-4195-840	\$100
Total	\$1,995

Library 01-4550-

General discussion of the budget amounts requested for the Library.

Marjorie Carr to meet with Alisa Bonnette, Executive Secretary, regarding the requested amounts in Library Personnel (-110).

Bart Thurber informed the Budget Committee that the Library Trustees are meeting with Steven Schneider and the Selectmen on the 14th to discuss/brainstorm on the Library Facility.

Historical Records 01-4589-

Marjorie Carr spoke about the Enfield History Book. Copies will be available for distribution sometime between April and June 2006. The publisher is to do some marketing with bookstores. The book covers the history of Enfield from 1761 to 2000.

Lee Carrier recommended that Sharron Carr (Enfield Village Assoc. member) be contracted to perhaps do some advertising through E.V.A.'s network.

Whitney Hall Window Replacement 01-4903-420

Eric Crate asked the Library Trustees clarification on this request.

Bart Thurber responded that he believes this fund was set up in 1975 so that the Select board could expend funds but some research needed to be done. The Select board may not have formerly been named as agents to expend. Mr. Thurber believes that the former Town Manager wanted this verbiage to correct original article.

Patriotic Purposes 01-4583-410

Discussion of use of this line. The funds are for purchasing flags for Memorial Day.

Heritage Commission Misc. 01-4588-690

At this time, the Budget Committee would like to reduce this line from \$500 to \$250.

Economic Development 01-4651-

These lines to be revisited at a later date to give time for Steven Schneider to review.

Police Department 01-4210-

Power point presentation by Chief Crate. (Handout given to all members of presentation.)

Dominic Albanese wanted the Budget Committee to know that the Selectmen are unanimous in wanting maintain the current level of patrols.

Chief Crate explained that the department would be tracking the cruisers using hour meters along with tracking the mileage. Hour meters will give a better understanding of true usage of vehicles because there is a lot of wear and tear on cruisers even when not moving on roads.

Dominic Albanese extended a hats off to Chief Crate for wanting to downsize the unmarked cars to Impalas.

Steven Schneider had the experience of detectives in NY using Impalas and they loved them. In terms of using the Impala as a patrol car however, they are a little small after all the equipment is installed.

Gayle Hulva questioned whether the PD would be requesting any other additional new equipment than the police cruiser.

Chief Crate answered no.

Eric Crate questioned if having seventh office has cut down on overtime.

Chief Crate explained that we have not had a seventh officer since April. Also having a seventh officer would not necessarily cut down on overtime since a large portion of overtime is used for court time. The 7th officer will also need to go to court. Overtime will potentially increase and not decrease.

Dominic Albanese spoke about how former Police Chief Peter Giese used part time officers. Now we cannot find part time officers especially qualified part time officers.

Lee Carrier recommended that Steven Schneider and the Selectmen look at the total budget for the PD. 75% of budget is the salary lines. Look at ways to reduce overtime.

Lee Carrier reviewed, with Budget Committee, the meeting held on Wednesday, November 2nd with Bob Anderson from the New Hampshire Department of Revenue Administration. Mr. Anderson said that a contingency line could be added to the budget.

Steven Schneider explained that a contingency line could be dedicated for large fuel cost increases etc.

Dominic Albanese suggested looking at the fuel and internet lines again in January.
Chief Crate reminded the Budget Committee that we have a contract with Segnet for internet service.

Lee Carrier asked Chief Crate how are negotiations done with for the Prosecutor services?
Chief Crate explained that we are in an Association with Orford, Lyme, Hanover, Canaan, and Grafton and that the charges are based on last year's figures.

Lee Carrier questioned Chief Crate about the requested amount in the part time line 01-4210-112. To date, just over half had been spent.
Chief Crate responded that there might be some wiggle room in the part time line. Chief Crate went on to explain about the roll of the Animal Control Officer being on an on call basis.

Animal Control 01-4414-

Dominic Albanese asked should we budget for Upper Valley Humane Society Services (UVHS)?
Chief Crate to bring a letter, from the UVHS, to the Selectmen meeting Monday night.

Police Reimbursable Projects 01-4212-110

At this time, the Budget Committee would like to reduce this line from \$8,000 to \$6,000.

Emergency Management 01-4290-

Dominic Albanese informed the Budget Committee that the Selectmen have given the directive to Chief Crate to come back in January with audit of the plan and ability to implement the plan.
Chief Crate explained that he is working on getting up to speed. Current Emergency Management assistant director is not able to devote the hours necessary. The Chief would like an assistant to work 16 hours per month. Right now we have a good plan, but the implementation isn't there, yet.

Steven Schneider believes that the funds need to remain in the budget for Emergency Management.

Dispatch Services 01-4299-390

Chief Crate explained that the cost may go down next year, but made no promises.

Police Facility 01-4194-433

Dominic Albanese reminded the Budget Committee that \$8,000 might come out of the requested 2006 budget if the filing system can be purchased out of the 2005 budget. To be revisited in January.

Technology Funds

Chief Crate is looking to replace two computers in 2006
Lee Carrier believes this should be a discussion between the Department heads and the Town Manager.

Break 7:45-7:55

Lee Carrier announced that the November 12th meeting has been rescheduled for Tuesday the 8th (Ambulance and Fire) and Thursday the 10th (DPW). Both are to be held at the Community Building at 6:00pm.

Lee Carrier distributed and explained handout "*Tax Rate Comparisons ...*" This handout is for educational purposes only. Not actual, hard numbers.

Lee Carrier distributed and explained handout "*Revenue Projection Worksheet 2005*".

Lee Carrier would like to see how much the balance is increasing every year in the fund balance. Feels that Capital Reserves, Capital Outlay, are just some of the major items to be looked at in the future.

Dominic Albanese believes that the expense side is as managed as can be. We need to look at the revenues and do some smart long term planning.

Action Items

- **Check on the number of legal cases.**
- **Next Meeting: Tuesday – November 8th, 2005 6:00 PM at the Community Building, 308 US Route 4.**

- **Adjournment**

Motion to adjourn came forward at 8:30 PM from Lori Bliss Hill with a second from Judy Finsterbusch. Motion carried.