

Budget Committee

Public Meeting

December 1st, 2005

Chairman Carrier convened a business meeting of the Budget Committee in the Ilene P. Reed training room, located at 74 Lockehaven Road, Enfield, NH, 2005 at 6:08 PM.

Committee Members: Lee Carrier - Chairman, Gayle Hulva - Vice Chair, Eric Crate, David Stewart, Shirley Green, Dominic Albanese - Selectman, Lori Bliss Hill, Richard Martin, Judy Finsterbusch,

Absent: Christopher Christopoulos

Administrative Staff: Steven Schneider - Town Manager, Wendy Huntley – Recorder, D. Kenneth Daniels – DPW Director, Carolee Higbee - Tax Collector/Town Clerk, Phil Neily – Building Inspector/Fire Inspector/Health Officer.

- **Administrative**

A motion to approve the minutes of the November 3rd meeting was made by Shirley Green and seconded by Judy Finsterbusch. Lee Carrier wanted to amend the minutes by correction of typographical errors and changing the last line on page two, under the section 01-4210- (Police Department) to read: “Look at ways to reduce overtime”. A motion to approve the minutes of the November 3rd meeting as amended was made by Dominic Albanese and seconded by Judy Finsterbusch. All in favor. (Lori Bliss Hill absent.) Motion carried.

A motion to approve the minutes of the November 8th meeting was made by Eric Crate and seconded by Richard Martin. Gayle Hulva would like the first line in paragraph 4, on page two, under the section 01-4215- (Ambulance) to read: “Gayle Hulva reminded the committee that she was the representative to the Ambulance and it is her personal opinion that the Town needs to come up with a policy on how employees would be paid while at training”. Dominic Albanese would like the first line under the heading of 01-4220- (Fire Department), on page two, to read: “Dominic Albanese informed the Committee that the Selectmen are supportive of the Fire Department budget except for the request for laptops”. Dominic Albanese would like the seventh line under the heading of 01-4220-740 (New Equipment), on page three, to read: “Dominic Albanese heard that the computer at the Union Street Station has never worked properly”. A motion to approve the minutes of the November 8th meeting as amended was made by Eric Crate and seconded by Richard Martin. All in favor. (Lori Bliss Hill absent.) Motion carried.

A motion to approve the minutes of the November 10th meeting was made by Shirley Green and seconded by Judy Finsterbusch. Lee Carrier would like the second line under the heading of 01-4311-110 (Highway Personnel: Full time) on page two, to read: “Ken Daniels responded that due to hiring new Highway Supervisor, there was in-house personnel restructuring and therefore, the total salaries expected to be paid in 2006 is less”. Dominic Albanese would like the first line under the heading of 01-4312-613 (Pavement Maintenance), on page three, to read: “Dominic Albanese asked whether the requested amount might come down if the cost of petroleum comes down?” Dominic Albanese would like the second line under the heading of Water and Sewer, on page six, to read: “Dominic Albanese informed that there might potentially be a problem with the

Capital Reserves in the Water Fund". A motion to approve the minutes of the November 10th meeting as amended was made by Shirley Green and seconded by Judy Finsterbusch. All in favor. (Lori Bliss Hill absent.) Motion carried.

(Lori Bliss Hill arrived at 6:20)

Dominic Albanese updated the Budget Committee on the following:

Upper Valley Humane Society: Amy Zelig, Jill Harris and Dick Jaeger from the Upper Valley Humane Society came to the Board of Selectmen meeting on November 21st and provided the Selectmen with a memo to the Town, dated September 5, 1990, in which the UVHS offered free stray boarding for the Town of Enfield for one year. Based on this information, the Board of Selectmen has agreed that the Upper Valley Humane Society (UVHS) would charge the town for stray dogs taken to the shelter and not claimed in 2006. The Selectmen have put \$1,200 in the 2006 budget as an estimated cost.

Whitney Hall: The Board of Selectmen has met with the Library Trustees and Steven Schneider. Steven Schneider will interview Dave McIntyre, Architect and Keith Dewey, Architect in regards to potential renovations to Whitney Hall. Steven Schneider has sent Request for Proposals to each for a study of the best use of the space in Whitney Hall, whether it is best for Library or Town Office use. The Selectmen may come back to the Budget Committee for more money to research options.

Visiting Nurse Association (VNA): The next step is for the Selectmen, Steven Schneider and representatives from the VNA to meet.

Dominic Albanese then distributed a letter from the Mascoma Valley Health Initiative requesting funding. Steven Schneider has requested more information regarding the request. The Selectmen have put in the 2006 budget the requested amount of \$3,500 to be reviewed later.

Shaker Recreation Park: The Selectmen have approved the football club to use the field. It is thought that the cleats the players wear would be beneficial to the field. Depending on any damages incurred to the field the Selectmen may request that the football club reimburse the Town for the cost of repairs. The Selectmen will revisit this issue after one year of the football club using the field.

Shaker Village Museum: The Selectmen have taken no action on the requested abatement of taxes. No decision is expected on this issue before April 2006. It is a challenging problem.

Lee Carrier's opinion is that if the Town were to abate the taxes, the Town would then lose the money due permanently. If the Museum decides to sell after the Town abated the taxes, then the Town may never get the money due. It's better to put the taxes in abeyance.

01-4130- (Executive Office)

Lee Carrier commented that the executive budget is up \$8,700 from 2004 mostly due to \$10,000 requested in –810 (professional development) for Town Manager training.

Dominic Albanese said that the money requested included some potential training opportunities for the Selectmen who are all fairly new to their positions.

Steven Schneider also felt that this money might be used to hold retreats with the Department Heads, Town Manager and Selectmen for some strategic thinking.

Dominic Albanese recommended that this line be revisited in January.

Lee Carrier recommended that no more Budget Committee meetings be held in December. The next meeting will be on Tuesday, January 5th 2006 to review changes to the requested budget made by the Board of Selectmen. Steven Schneider to get back to the Budget Committee as to when he feels the final figures for 2005 will be available for review, before additional meetings will be scheduled.

01-4140- (Election and Registration)

-740 (New Equipment) Carolee Higbee informed the committee that this figure might have to be raised because the State computer needs to be upgraded. A new firewall also needs to be installed for the Town before the State would allow the Town to connect to the State system. The cost is approximately \$1,000 for “the absolutely have to have’s” and then also a new computer would need to be purchased. This will give the Town the ability to register boats, sell vanity plates and moose plates.

Lee Carrier suggested that the Technology Capital Reserve might be the way to fund this.

-131 (Deputy Town Clerk Salary) Steven Schneider to review the hours and pay requested in this line. There may have been a duplication of hours with the Deputy Tax Collector salary.

-840 (Mileage) Carolee Higbee informed the Committee that this figure would have to be increased. Training for the State computer is done in Concord and is done in three sessions per person. Lee Carrier recommended that this line be increased from \$200 to \$500.

01-4150- (Financial Administration)

-740 (New Equipment)

Dominic Albanese urged the committee to leave the request for fireproof filing cabinets in the budget. Both the assessing and payroll offices have a real need for them.

01-4152-115 (Revaluation: Contracted Services)

Dominic Albanese explained that this was a contract price for Norm Bernaiche. Steven Schneider added that Norm Bernaiche’s service to the Town is well worth the cost.

01-4153- (Legal)

Dominic Albanese informed that Committee that there were four suits pending. Bart Mayer (the Town’s Council) has been requested to update the status of the suits in writing to the Selectmen.

01-4240- (Building Inspection) Phil Neily handed out a document showing the type and amount of permits issued to date along with the revenues generated.

Dominic Albanese alerted the Committee that both Jim Taylor (Planning/Zoning Administrator) and Phil Neily are getting too busy and will need to have extra help in the future.

Phil Neily added that he and Jim Taylor spend about 60% of their time in the office on paperwork and 40% outside the office on inspections.

Lee Carrier asked how might the Town get a better understanding of what the valuations will be?

Steven Schneider responded that he wasn’t sure. The Town should also do some public relations in regards to assessing.

Gayle Hulva asked Phil Neily whether he is still doing the fire inspections and if so, how many? Phil Neily answered yes; about fifteen regular inspections and many inspections of tenant complaints. Currently we are on a five-year inspection rotation schedule for all multi-family housing.

01-4411- (Health Department)

Dominic Albanese questioned whether inspections of failed septic systems come out of this department? Phil Neily responded that he tries to use the State as much as possible since there is no line for personnel in -4411.

Break 7:25-7:35

01-4194- (General Government Buildings)

Lee Carrier commented that the General Government Buildings budget is up \$37,500 from 2004.

Ken Daniels explained that:

- Overhead fans were requested to keep the heat down at ground level; this would help to prevent ice dams from building up on the roof.
- A Calcium tank is requested because the current calcium storage tank, located on Shedd Street, is corroding and needs to be removed. The new tank would be non-metal and installed at the Lockhaven Road facility.
- The Spill Prevention Containment Control (SPCC) plan is a requirement for all above ground storage facilities.

Lee Carrier questioned what the status was with the Police Department purchasing the filing system?

Dominic Albanese informed that the Selectmen are meeting with the Police Chief on Monday.

Steven Schneider added that the system should come in under \$8,000.

01-4197- (Regional Associations)

The paperwork for all Regional Associations are at Whitney Hall.

-001 (Advance Transit)

Dominic Albanese informed the Committee that Van Chesnut would like to come in and meet with the Budget Committee.

-009 (Museum at Lower Shaker Village)

Judy Finsterbusch thinks this line should be slashed.

-003 (Headrest)

Dominic Albanese to review why the request has increased from \$3,000 to \$7,000.

The Committee members had a general discussion of the history of funding the Regional Associations.

Dominic Albanese suggested several alternative funding schedules for the Regional Association requests.

Dominic added that he feels that the Town does receive its monies worth from the Associations.

David Steward feels that the Budget Committee should review the packets from the organizations.

Lee Carrier recommended that each committee member review the packets at Whitney Hall and email their suggestions to him to be discussed at the next meeting. The Town needs a policy on deciding how to fund Regional Associations.

Steven Schneider to research how other Towns fund Regional Associations.

Action Items

- **Next Meeting: Thursday – January 5th, 2006 6:00 PM at the DPW Facility, in the Ilene P. Reed training room, located at 74 Lockehaven Road, Enfield, NH.**

Adjournment

Motion to adjourn came forward at 8:15 PM from Lori Bliss Hill with a seconded from Judy Finsterbusch. Motion carried.