

Town of Enfield  
Budget Committee  
Public Meeting Minutes ~ October 30, 2003

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Chairman Dudley convened a business meeting of the Enfield Budget Committee on October 30, 2003 at 6 p.m., at the Public Works Facility on Lockhaven Road, Enfield.

**Present**

Mike Dudley-Chairman  
Shirley Green  
Richard Crate  
Lynn Baker  
Lori Bliss  
Gayle Hulva  
Lee Carrier  
Richard Martin  
April Whittaker-Town Manager  
Dominic Albanese-Selectmen's Representative  
Wendy Huntley-Bookkeeper, and Paula Rowe-Recorder.  
Absent with Apologies: Dominic Albanese, Selectmen's Representative

Chairman Dudley called the meeting to order at 6:05 p.m.

Town Manager Whittaker provided handouts to everyone regarding the Case Request Report of the Welfare Department and The Pay As You Throw Payoff handout and Labor Force Estimates, K-9 Units: Understanding Your Municipality's Liability.

**• Approval of Minutes:**

Motion to accept the Minutes of January 25, 2003 came forward from Gayle Hulva, second by Richard Crate. Chairman Dudley reviewed the minutes asking questions on those items for follow through with the Town Manager. All were in favor.

Motion to accept the Minutes of February 5th, 2003 came forward from Chairman Dudley, second by Lee Carrier. Discussion of the Minutes on Page 2, under Veterans Park, change the sentence to.... Additionally, construction of a park to honor the veterans of the town is under way. All were in favor.

Motion to accept the Minutes of February 10th, 2003 came forward from Chairman Dudley, second by Richard Crate. Discussion of filling in the proper name of the articles, as follows:

Article 8 Community Building – Community building drainage/water. Article 10 \$24,000 Police Cruiser.

Article 14, \$2,700 Cemetery Maintenance Fund., Article 17 Rescind authorized balance of

construction bond.

Motion to accept the Minutes of October 21, 2003 as submitted by Chairman Dudley, second by Gayle Hulva. Open for discussion. Add Lynn Baker to the absent list. Add Gayle Hulva to the Present list. All were in favor.

• **4215-Ambulance Department:**

Mr. Charlie Harrington Treasurer of the FAST Squad, was present and informed the squad did 117 runs of which 72 were Lebanon's. The ambulance has 22825 miles on it. And this department came under the bottom line of the budget allotted for this department. Mr. Harrington wanted to extend a sincere thank you to Mr. Bill Spaulding of the Highway Department who has taken excellent care of the ambulance. Mr. Harrington said that they could use more volunteers. Mr. Carrier asked about the charges from Lebanon Ambulance services, and Mr. Harrington said that the town is billed at the end of the calendar year December 1st to December 1st, which is the Lebanon calendar year. Mr. Harrington reported that the roof of the Depot Street Ambulance building has some asbestos in it, which has been encapsulated. TM Whittaker said that it is the schedule for 2005 or 2006 for replacement, but will review as appropriate in 2005 and 2006.

• **4240 – Building Inspection:**

TM Whittaker introduced Phil Neily the town's building inspector and health officer, who recently completed his Residential Building Inspector Certification. Mr. Neily reports that he has done 180 building permits so far in 2003 versus 150 building permits in 2002. Mr. Neily said that he has not been in all of the commercial buildings in the town, though he is on a rotating schedule for fire inspections with several apartment buildings. Mr. Neily has given detail attention to the Permitting for Assembly inspections and paperwork, as well as, plumbing and electrical. TM Whittaker has provided a breakdown in the budget accounts to show how much is being spent for the inspections. Mr. Neily informed that he is full time, and has a limited part time secretary that is shared with three offices. Building permit fees were increased last May, 2002 received \$16,300, and so far for 2003, \$17,200, which will probably exceed \$20,000 for 2003. TM Whittaker is tracking what other towns are charging for permitting fees so that we stay in line. Inspections are time consuming, and this time will be billed back. Mr. Neily informed a likely rumor was that some of the State work may be handed down to the town level, and this will become increased work in this department. Mr. Neily's position oft times collaborates with the welfare department. Mrs. Hulva asked him about the increase in dues, and Mr. Neily informed that his newest certification, Code Council, along with the BOCA Code requirements, etc have increased this line. Mr. Neily works with the town Assessor on the inspection of properties and their values. Mrs. Hulva asked Mr. Neily if the new duties would be a burden on the increase of his position. Mr. Neily acknowledged that it is obviously a lot of work, but, not a burden.

• **4411 – Health Department**

This is also part of Mr. Neily's duties. The bottom line of this budget has decreased, however, Mrs. Whittaker advises that she will be taking due care in watching this department and its needs.

## • 4220 – Fire Department

TM Whittaker introduced Fire Chief David Crate, Fire Ward Ricky Bean, and Firefighter John Pellerin. Tim Taylor-Deputy Fire Chief and Fire Ward was absent in the beginning of this presentation but arrived shortly after. TM Whittaker and Fire Chief Crate have worked together on the budget. Fire Chief Crate started the review of his budget with the personnel lines. TM Whittaker said that she and the Selectmen have come to agreement with a COLA of 2.1%; this will change the salary lines. Fire Chief Crate said that firefighters are traveling to their classes, of which some are a distance of one or two hours away, the department is helping out by paying for this. Mr. Carrier asked how much firefighters receive for pay. TM Whittaker advised that it varied between \$7.50 to \$9.00 per hour.

Fire Chief Crate reports that training will increase this year, as there is a bigger interest in further training by department members, of interest is certification in a dive team. Mrs. Hulva asked what the criteria was for selecting who will be doing the diving training. Fire Chief Crate said 6 or 8 of them signed up, however, there is only funding for 4 of them, and they will be chosen by who has been around the most, and is the most active with the department. Mrs. Hulva asked that the people chosen have the physical ability to do this, and Fire Chief Crate said certainly. Mrs. Hulva asked about the criteria for firefighters. Fire Chief Crate said that the firefighters become a Firefighter I or Firefighter II, certifications. Richard Martin has done Firefighter I which took 245 hours and regular travel to Pembroke. Firefighter I's will move up to Firefighter II's. Mrs. Hulva asked how many were certified, and Deputy Fire Chief Taylor thought that there were about 21, and the total squad number is around 36 between Enfield and Enfield Center, of which four people are Firefighter II (Career Firefighters). There are 21 firefighters who are Firefighter I who would like to be Firefighter II's.

Chairman Dudley asked about the National Fire Academy class, which is on a weekend, in Maryland. Mr. Taylor has attended twice, and described a 16 hour class on Bloodborne Pathogens, and a 16 hour class in Incident Command. Chairman Dudley asked about the CDL requirements. TM Whittaker advised that CDL licensing should be encouraged, as they drive these very large vehicle's. Fire Chief Crate said that the fire department removes the snow around the hydrant's, by obtaining the town highway equipment and going around and doing this, and it keeps a reminder to fire department members where the hydrants are. Chairman Dudley asked about the telephone and communications line, asking how many pagers, cell phones, and Mr. Carrier asked how much the phone bill is each month. Fire Chief Crate said the bills go directly into Wendy and she pays.

Chairman Dudley and Lee Carrier visited the Fire Department earlier this week. Vehicle maintenance line shows a significant increase as the vehicles need repairs and extensive refurbishing in an effort to keep the vehicles longer (one is a 1989 and one is 1990). The clothing line has more than doubled, as professional cleaning is required to remove carcinogens. Fire Chief Crate has researched a dry cleaning place in Ashland, NH that can provide this cleaning, a brochure was handed out for everyone to review. TM Whittaker said that they are trying to look at the long term provision for turn out gear, and \$10,000 should be placed in the Capital Reserves account for the Fire Department. Boot problems have hampered driving operations as the rubber boots, when worn, come up to the knees, and the driver experiences the boot catching on the seat and locking the foot in place and impeding driving ability. New boots are going to be tried out by 2 or 3 of the 8 designated drivers at approximately \$250.00 per pair.

Fire Chief Crate continued with the new equipment line as follows: 6 new pagers, digital camera, Polaroid Camera, 2 laptop computers. A special thank you to Selectman Oppenheimer for the donation of a Polaroid camera, allowing this to be taken out of this budget line. An additional special thank you to Budget Committee member Lori Bliss for donating a digital camera, allowing for this item to be taken out of this budget line. TM Whittaker asked Fire Chief Crate if the two laptop computers could be taken out of the budget line this year. Fire Chief Crate said that they had hoped for four laptops, however, with the recent acquisition of grants, perhaps something could be worked out. Fire Chief Crate informed at this time, that Firefighter Pellerin has worked hard at grant writing along with TM Whittaker's assistance, and the department was recently awarded a grant for \$73,400. This has netted an accumulation of \$100,000 in grants this year obtained by Firefighter Pellerin for the Fire Department, Homeland Security to include the Police Department, and Emergency Management Department. Mr. Carrier asked about the town's share of this grant, and TM Whittaker informed approximately 10% of the whole amount, or approximately \$7,000 plus or minus. TM Whittaker said that \$8200 will be deleted from this line; as these items will be obtained with 2003 monies, reminding all that the recently acquired grant is in the year 2003.

Chairman Dudley noted the significant cost of hose clamps. Fire Chief Crate said that the department is in need of these, especially the 'Murphy Fire,' at which the clamps would have saved a half an hour of time along with all of the icing. Tools are needed for repairs, etc., of which Fire Chief Crate said there will be someone in charge of the tools. A Carbon Monoxide meter is needed to back up the current meter and the firefighters can rest assured with the readings. There are several calls for C O 2 detectors going off. A Foam Eductor is needed as there have been several MV fires. This device throws out foam.

TM Whittaker has recalculated this line item 4220-740, and recalculates with the grant \$9800, Fire Chief Crate advised to add \$1000 for a new radio, changing this line to \$10,800. The recently obtained grant has aided line for the need to fund these items in 2004.

4194-737 – Fire Ward Bean spoke on the special project for the Enfield Center Fire Station of construction of a garage bay for materials only. Fire Ward Bean will be constructing this along with other Fire Department members for nothing. Fire Chief Crate needs to have \$2500 added into the budget for the remodeling of the kitchen and bath. 4915-743 shows monies for a rescue truck, though TM Whittaker felt it should be more than the \$25,000 that has been placed here. Exhaust system for the two stations may need to be obtained in the near future by mandate.

Motion to adjourn came at 9:10 p.m. by Richard Crate, second by Lori Bliss and all were in favor.