

Town of Enfield  
Budget Committee  
Public Meeting Minutes – November 8, 2003

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Chairman Dudley convened a business meeting of the Enfield Budget Committee on November 8th, 2003 at 8 a.m., at the Public Works Facility on Lockehaven Road, Enfield.

Present

Mike Dudley-Chairman

Lynn Baker

Shirley Green

Gayle Hulva

Lee Carrier

Richard Martin

April Whittaker-Town Manager

Dominic Albanese-Selectmen's Representative

Wendy Huntley-Bookkeeper

Paula Rowe-Recorder

Absent with Apologies: Lori Bliss

Chairman Dudley opened the meeting at 8:05 a.m. and informed the committee that Mr. Richard Crate has resigned. This leaves two openings on this committee.

· Public Works

Public Works Director Ken Daniels provided a tour of the new public works facility to the committee members.

4194-110 – personnel/buildings. TM Whittaker proposes combining janitorial services and perhaps obtaining an outside service for the four substantial size buildings that the town owns. TM Whittaker will be obtaining quotes for outside services and providing them to the committee.

The new community building will incur some costs. Some items of cost will be, the elevator's regular monthly inspections, the scheduling of events, some extra cleaning costs. Director Daniels informed that the Lions contracting of turning the community building over to the town is next April, 2004. The contract will be provided to committee members to view for their information.

4194-410 – Electric. Heating oil estimates are fairly firm, although real cost is unknown.

4194-431 – Whitney Hall. Radio upgrade may be done this year.

4194-432 – Center Hall. TM Whittaker will be reviewing this building in 2005, and has asked the Heritage Committee to take a look at this building. \$100.00 will be placed in this line to maintain the fire extinguishers.

4194-433 – Police Facility. Shows no cost, as winter maintenance hasn't been done yet.

4194-434 – DPW Garages. Oil furnace maintenance for the garages and storage for the diesel vehicles.

4194-436 - Union Street Fire Station – recommendation of \$1,000, as prioritization may enable them to do the kitchen, etc.

4194-610 – Groundskeeping supplies. Mrs. Baker asked Director Daniels why this has doubled. Director Daniels spoke of paint, seed, hand tools. TM Whittaker will be obtaining a print out of this line item for Director Daniels and he will better advise on the itemizations. Mr. Carrier asked Director Daniels how he decides to spend his money, of which Director Daniels informed of his approach three ways, starting with need.

4194-733 – Police Facility Spec Projects. Captain Crate will be providing quotes at his presentation of the police budget.

4194-734 – Flag Pole. \$2,000. TM Whittaker informed that a Graphite Pole, which would be maintenance free is \$8,000. Selectman Albanese asked TM Whittaker to obtain some quotes, including this graphite, as well as for one hanging off of the building.

4194-737 – Enfield Center Fire Station – this was not done in 2003, due to negotiations for using land by an abutter, and now materials have gone up.

4194-740 – New Equipment – floor buffer in this line item could be deleted if an outside service for janitorial services is obtained.

· Hydrant Maintenance

4199-413 I- Hydrant Maintenance. Selectman Albanese feels that the town needs to have a formula on how this line item is calculated to the Water Department and users.

· Highways and Streets

4312-110 – Personnel. Item shows a part time secretary and Selectman Albanese expressed concerns to TM Whittaker with the increased work loads of the Director of Public Works, Planning Administrator and Building Inspector.

4312-341 – Telephone/Communication. Chairman Dudley noted that this line is over and an increase shows for 2004. Mr. Carrier asked for the telephone services for the whole town be looked at. Chairman Dudley said that it is being looked at along with the internet services. Selectman Albanese asked for a breakdown and comparison to last year of all phone lines, inclusive of pagers and cell phones for the town.

4312-610 – Supplies – This line is up, due to maintenance cleaning. TM Whittaker said that she will provide an itemization on this line item.

Selectman Albanese asked for this line item (610) for all departments compared with 2002, 2003, and proposed 2004. Bookkeeper Huntley will be printing this for Chairman

Dudley to hand out to his committee members.

4312-612 – Aggregate & Fill Materials. Director Daniels is asking for \$80,000 and explained the ‘make-up’ of aggregate, and put this up for bid with specific numbers. Selectman Albanese would like to see what Director Daniels projects are for next year presented to determine real costs. Selectman Albanese continued and recognized the number of items on Director Daniels plate and is often asked to re-prioritize mid-stream. TM Whittaker informed the committee that the aggregate has been bid out twice this year. Hammond and Conkey have been the current suppliers.

4312-613 – Pavement – This is off set by a community block grant and the correct figure is \$116,000 of which the taxpayers are responsible for \$34,000. This is a multi-town contract that is gone out to bid. Blaktop is the current paver. This line item was cut last year. Selectman Albanese asked Director Daniels for a list of projects in 2002 and for 2003, compared to what was completed.

TM Whittaker will be sending correspondence to the Planning Board Administrator requesting a policy that all new developments in town roads are paved, no more gravel.

4312-621 – Winter Sand. This line item shows \$12,000 for the previous year’s bill, which has been the practice in years past. \$6.15 per cubic yard. Selectman Albanese advised Director Daniels to try and pay Conkey by the end of this year to get back on track.

4312-630 – Repairs. A plotter has been added.

4312-631 - Vegetation. More work will be done in 2003 by Fox Tree Service.

4312-632 – Rental - Shows an increase.

Selectman Albanese discussed with Director Daniels that the line items are increasing with the hopes of doing more work, and can he possibly do more work. Selectman Albanese recognized all of the work Director Daniels has done and appreciates the fact that he wants to do more, but, is there time to do it.

4312-635 – Gasoline. Selectman Albanese quizzed the amounts and budgeting of the amounts. Rationale ie: movement of “Gas Boy” numbers.

Selectman Albanese asked about uniforms for his department. Director Daniels said that the employees receive 11 full sets per year that are maintained and held with Uni First. Boots are usually issued, one pair per year, and are steel toed by policy of the town. Director Daniels assured that the policies and procedures of the town are adhered too.

4312-740 – New Equipment. Add a tire balancer for \$4600.00. A Tire cage will be purchased this year.

4312-810 – Professional Development. Director Daniels is asking for \$1,000.00 per

year.

- 4316

4316-410 Street Lighting. Year end billing is not in. TM Whittaker advised that Granite State Electric will be placing a street light up at the end of the driveway for the Public Works Facility, and the current sign will be lifted higher.

- 4323 Solid Waste

4323-140 Overtime. Culmination of individual's from other departments working additional hours to cover the transfer station. New employees will take care of this problem.

4323-490 New Contracts – Northeast Waste is the only vendor in the upper valley, making this impossible to bid out. TM Whittaker has learned that a surrounding towns' contract has come up and was doubled by Northeast Waste, so we can expect an increase when our contract is up next year. Mrs. Baker suggested a survey about the waste services addressing trash pick up versus pay as you throw.

4323-492 Recycling Contracts – Director Daniels informed that due to insurance policies, the town needs to start the disposal of freon (air conditioners, refrigerators, etc), which increases this line.

4323-740 - New Equipment – A new Gaylord Box is needed and has increased this line.

- 4324 - Solid Waste Disposal

4324-490 Landfill Costs. Shows an \$11,000 surcharge. 4324-493 - Household hazardous waste. 4324-492 - Recycling Processing. And automotive waste disposal. This account is level funded at \$158,301.00.

- Paving

Selectman Albanese asked Director Daniels if the public works facility driveway would be paved this year. Director Daniel gave thought to possibly absorbing this cost. Director Daniels said that paving the public works facility according to the site plan would be \$100,000.00. Currently the front of the building is paved, however, it is only a base. Selectman Albanese asked for the rest of the driveway to Lockhaven Road be base paved, and make this one of the Director's projects and goals.

- Meeting Schedule

Additional meeting is needed, too continue with Director Daniels. This will continue on November 18th, 2003 at 6 p.m. at the DPW.

Motion to adjourn came at 1:30 p.m. by Mrs. Baker, with a second from Mr. Carrier and all were in favor.