

Town of Enfield Budget Committee

Public Meeting Minutes ~ November 18, 2003

Chairman Dudley convened a business meeting of the Enfield Budget Committee on November 18, 2003, at 6 p.m. at the Public Works Facility on Lockehaven Road, Enfield.

Present

Mike Dudley-Chairman
Shirley Green
Lynn Baker
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

Lori Bliss

Guests: Keith Oppenneer and Ilene Reed – Selectmen, and Ken Daniels-Director of Public Works.

Approval of Minutes

Motion to discuss the Minutes of October 23, 2003, Lynn Baker, second by Dominic Albanese.

Corrections

Under 4191 Planning: 4191 should read just Planning (omit Zoning). Upper Valley Lake Sunapee Regional Planning Commission will be heading this up, and TM Whittaker has asked them not to conduct a visioning session during the months of

4441 and 4442 Welfare and Direct Assistance – The cost of [cremation] burial is expected to increase. (changing this sentence and softening the subject matter).

Under Meeting Schedule – last paragraph, change it to be in the last sentence to read as follows – Mr. Crate opined that he felt that such a warrant article would probably pass.

Under A COPS FAST paragraph, on the last page. Clarification In addition to the Capital Reserve.

TM Whittaker will be consulting with the Chief of this issue. In addition to Account 4220-680 Fire Protective Clothing and Turn Out Gear costs will be added to the Capital Reserves as a new account, A new Capital Reserve account has been created for future sidewalk construction. An engineering stipend is being requested to begin the visioning and permitting process to move Shakoma Beach to the former Shaker Hotel site. An expendable trust fund for town buildings has been suggested to defray cost of future maintenance.

Take the 'e' off from the end of Lynn Baker's name (Lynne).

Motion to approve the Minutes of October 23, 2003 with corrections and amendment came forward from Lynn Baker, second by Dominic Albanese and this motion carried unanimously.

Discussion ~ Water & Sewer Budgets as Proposed 2004

Mrs. Whittaker requested that it be noted for the record that neither sewer nor water accounts carry any portion of her salary thus causing no burdens on the respective user budgets.

- **4331 Water Department**

Director Daniels was in attendance and aided the budget committee in the review of the Water Department Lines, discussing the following: 4331-110 - Full Time Salary line shows an increase which demonstrates a step increase and possible COLA allocation. 4331-485 - Payment in lieu of taxes - this line is for three lots, which are in the Town of Canaan and is a PILOT by statute. 4331-632 - Equipment Rental - \$1k, for hire of a "jetter." 4331- Director Daniels explained the rotation of meters and it's revenue neutral effects on this line due to receipt of monies to offset the costs ~ municipal accounting. And, 4331-730 - Selectman Oppenneer asked Bookkeeper Huntley what the \$16.00 under special projects is for, of which Mrs. Huntley did not recall but would look into this.

At this time, Selectman Albanese asked Director Daniels if he was going to come in under budget this year, and the reply from Director Daniels was that he felt that he would. However, there were major overtime issues of recent due to Water Main breaks from the construction on Main Street.

Mrs. Baker noted that a new mileage account has been designated, 4331-840, and Director Daniels informed that this is for running after parts, training, etc. when employees had to use their own vehicles.

4790-991 Loan Fees - combined payment with interest and principal for SRF loan.

4902-740 Alarm Monitor Control System upgrade - Director Daniels informed of the communication problems in the past year. Selectman Albanese asked if the vendor shouldn't be liable for the problems incurred. Director Daniels continued and informed

after several talks with the vendor it was determined that this was not a problem of the vendor. This account has been split with the Sewer Department budget. Director Daniels asked Bookkeeper Huntley to pull this account and print it, so that he could better evaluate this line and respond to the questions of the budget committee. Gayle Hulva questioned whether some of the expenditure in 2003 was in fact billing from 2002 for the actual installation of the SCADA system. Selectman Albanese asked TM Whittaker if this should have been under Capital Reserves, and TM Whittaker agreed that could be possible, however, the overall budget needs to be reviewed at the end of the year prior to any balancing at this stage. It was further clarified that state statute for sewer and water funds allows for any end of year excess to be deposited into the Capital Reserve account for said departments and does not return to the Town's general fund. Mr. Albanese was advised that the Town of Enfield had adopted said practice of returning excess water and sewer funds to the respective established reserves.

- **4326 Sewer Department**

4326-310 - Surveying and Engineering line shows \$10,000 for the negotiations with Lebanon, whereas only conceptual planning has begun. The monies in this line have not been expended.

4326- 320 - Legal Expenses. TM Whittaker said that this was brought before the public at town meeting and the discussion led to the legal expenses being absorbed by the town and not by the rate users.

4326-410 Electrical Utilities and 414 - Heating Gas - is the rent of the Sewer facilities on other town properties. Discussion ensued that these are the types of items that the rate users need to be enlightened on. TM Whittaker will be explaining some of these issues at the Public Hearing to better keep the rate users informed.

4326-617 Wastewater Treatment - This shows the increase to support our share of the Lebanon upgrade and treatment costs.

4326-612 Odor Control - This is at the Lebanon end.

4326-660 Vehicle/Equip/Repairs/Maintenance shows an increase due to an older vehicle ~ may carry more repair possibilities.

4326-981 - Interest Long Term Notes - \$4,537 is a transfer error and not part of the Sewer Department. Bookkeeper will transfer this over to the Principal and Interest Operating account.

The sewer rates and water rates are based on the bottom line of their respective budgets.

Chairman Dudley suggested putting some money into the Capital Reserves to prepare for the future, adhering to TM Whittaker's thought of a water line being built when the Shaker Bridge is reconstructed in 2007/08. Director Daniels said he is looking forward to a dead line across the Shaker Bridge, and estimates the cost at \$175,000 to \$200,000 to

do this. General discussion ensued to begin to put money within the water budget for reserve purposes, which would require a raise in rates. Mrs. Whittaker advised of additional hook-up revenue that would be forthcoming over the next 3 years.

Capital Items:

- **4901-710 Community Building Property**

This line shows the current expenditure of \$2300, which was for the water main line at this new facility. The Pavilion at Huse Park will be moved to another location. Discussion ensued vis a vis the cost of moving the old pavilion versus putting up a contained garage package. The \$134,000 being allocated for this line item is primarily absorbed for paving. Questions were raised whether this paving could wait pending actual confirmation of Transportation Enhancement Funds possibly 4 to 5 years out. Selectman Albanese questioned if this should be a warrant article. Mrs. Whittaker advised that because it is on the Capital side of the budget that it would be.

- **4902 Machinery, Vehicles and Equipment**

4902-748 DPW Vehicles - There will be a warrant article in an attempt to let the taxpayers know what the money is being spent on.

4902-750 DPW Equipment - \$17,000 for a brush chipper. The safety upgrade to the chipper was done a year ago on this already fairly old piece of equipment.

- **4903 Buildings**

4903-723 DPW Facilities - Salt and Sand Facility. Director Daniels described Option 3, which was the consensus of past meetings and the public. These monies were based on "shopping around" for this facility to get the most cost effective answer, and most efficient and effective building to meet Storm water permit requirements. General discussion ensued re the disposition of federal requirements. If the proposed construction package is not approved, Mrs. Whittaker proposed that \$50,000 be placed into Capital Reserves, for the future of the storage of salt and sand facility for the town. After discussion, TM Whittaker requested opinions from the committee what would they like to do this year given that the storm water permit requirements were in flux in the New England region because of the challenge by the State of Maine. At this time, a motion to take the \$279,000 out of the budget for the construction of the Sand/salt Facility and support the concept of the Capital Reserve, given the current state of flux re regulations, came forward from Selectman Albanese, second by Chairman Dudley, and this motion carried unanimously.

- **4915 Capital Reserves**

4915-720 ~ Whitney Hall Renovation \$15k and 4915-723 Municipal Building for \$30k - After discussion of the cost probability for 2004, consensus was decided to reduce line item 723 Municipal Building to \$15,000.

4915-735 Sidewalks – New Fund. Mrs. Whittaker advised that Transportation Enhancement Funds had been applied for and Enfield had received a favorable consideration for replacement of the Maple Street sidewalk. But said grant would take approximately 4/5 years to materialize. Mrs. Whittaker further advised that 50% of the total replacement cost of the sidewalk would be borne by the developer of the Ironman subdivision, which together with TE funding would mean that the town's share would be relatively small. Hence the rationale to commence a CRF with minimal investment so that once the grant is available, Enfield would have it's complete share without spiking the tax rate in the future.

- **Miscellaneous**

Members of the committee need 3 ring binders. To be provided at next meeting.

Next meeting is Saturday, November 22nd, 2003, with the Police Department at their facility on Main Street.

- **Adjournment**

Motion to adjourn came at 8:15 p.m. from Lynn Baker, second by Richard Martin and all were in favor.

(I, Paula Rowe respectfully submit the above-unapproved record of meeting on this 22nd day of November, 2003).