

Town of Enfield Budget Committee

Public Meeting Minutes ~ November 22, 2003

Chairman Dudley convened a business meeting of the Enfield Budget Committee on November 22, 2003, at 8 a.m. at the Enfield Police Station on Main Street in Enfield, NH.

Present

Mike Dudley-Chairman
Lee Carrier
Gayle Hulva
Shirley Green
Richard Martin
April Whittaker-Town Manager
Dominic Albanese-Selectmen's Representative
Wendy Huntley-Bookkeeper
Paula Rowe-Recorder

Absent with Apologies

Lori Bliss

Guest: Richard Crate, Captain of the Enfield Police Department.

- **Approval of Minutes:**

Motion to approve the Minutes of October 30th, 2003 came forward from Mr. Carrier, second by Ms. Hulva. Editing changes were outlined on a draft copy of these Minutes and submitted to the Recorder who read them out loud to the committee.

Motion to accept the Minutes with the designated editing from the draft copy came from Ms. Hulva, second by Chairman Dudley. Motion carried with Selectman Albanese abstaining.

Motion to approve the Minutes of November 8, 2003 came forward from Ms. Baker, second by Ms. Green. All were in favor.

Discussion to change the Minutes outlining the following:

Add Ms. Lynn Baker to the attendance list.

Page 2, 5th paragraph down, change the word fee to free.

Page 2, under Highways and Streets, delete the last line under 4312-110.

Page 3, first paragraph. Bookkeeper Huntley will be printing this out to committee members, not e-mailing.

4312-612, 5th line down, take the d off the word re-prioritized.

4312-631 Vegetation. Change the word for to by (Fox Tree Service).

Page 4, under 4323-490 New Contracts – Change the word ‘person’ to ‘vendor.’

Motion to approve the minutes of November 8th, 2003 as amended came forward by Chairman Dudley, second by Gayle Hulva, all were in favor.

Motion to approve the Minutes of November 18, 2003 came forward from Chairman Dudley, second Ms. Hulva and all were in favor.

Discussion to change the Minutes outlining the following:

4903 Buildings, Change the motion names toforward from Selectman Albanese, second by Richard Martin, and this motion carried unanimously.

Page 1, change the word discuss to accept.

Page 2, First line, change ‘of’ to ‘on’ reading as follows, TM Whittaker will be consulting Chief Giese on this issue, not of this issue.

4331 Water Department, 5th line, add the verbiage Payment In Lieu of Taxes, explaining what PILOT stands for.

Page 2, under 4902-740 Alarm Monitor Control, should read as follows,that this was not a problem of the vendor, but a siting problem of the required location of that communications tower. This account has been split with the Sewer Department budget.

4326-320 – Legal expenses add ‘(City of Lebanon negotiations)’ after led to the legal expenses....

4326-981, the paragraph that starts with Chairman Dudley, change the word ‘thought’ to ‘proposal.’ And, the last sentence should read,additional hook-up revenue that would be forthcoming over the next 3 years, which will help to defray some capital costs.

4326-612 Odor Control – Clarify the sentence as followsThis is to control odors on the transmission line to Lebanon.

4901-710 Community Building Property. 4th line down take out the word contained. Take out the word ‘absorbed.’

4903 Buildings (under salt and sand building). 4th sentence up from the bottom of this paragraph, should read as follows: Requirements were in flux in the New England region because of the challenge to EPA regulations by the State of Maine.

Motion to accept the Minutes with above corrections came forward from Chairman Dudley and second by Selectman Albanese. All were in favor.

- **Binder Update**

Binders were handed out to individual’s who did not have them.

- **Committee Vacancy**

Chairman Dudley has received correspondence from an individual who may be interested in becoming a member of this committee. At this time, Chairman Dudley invited input from the current members asking if they thought it was too late into the process for 2004 to add another member or not. Discussion ensued and TM Whittaker took this time to review what positions will be coming open, informing there will be 5 positions described as follows for the next 2004 ballot vote: One position for two years (Larry Gardner position expiry 2006) position currently unfilled on committee, one position three years to 2007 currently filled by Shirley Green to town elections from H. Sanders resignation, one position three years to 2007 currently filled by Mike Dudley), 1 position for 3 years to 2007 currently filled by Lynn Baker, and one position for one year due to R. Crates resignation currently open.

Selectman Albanese recommended and emphasized that it is important for this board to have continuity and hopes that the current members will run again.

Chairman Dudley called for a vote of the committee members for a new member to come on board, with a motion to go forward with asking Ms. Christine Axten to join the committee for the remainder of this budgetary year, understanding that this position will be open for reelection in March, this was seconded by Ms. Hulva, and all were in favor.

- **4210-Police Department**

Captain Crate was present to review the police department budget with the committee. Committee members read the Mission Statement of the police department along with the Basic Goals and commended Captain Crate on the department's mission.

The goals were in view, and prompted a question from Mr. Carrier asking Captain Crate for DWI numbers, and action that will be instigated to meet the goal as described. Captain Crate gave the current estimate of 50 DWI arrests, and attributes the goal for increasing DWI arrests to the trend and need of the times across the past decade. Captain Crate continued and advised that he and Chief Giese had looked at the alcohol issues in the community, and coupling this with the number of motor vehicle accidents felt that increasing DWI awareness was the correct direction.

TM Whittaker informed that the NH Highway Safety Grants are available to the police departments to aid in the mission of focusing for DWI Patrols and supplementation of the same. Captain Crate said that the department had reviewed and obtained these types of grants in the past. Selectman Albanese recognizes that the times have changed realizing the past focus has been on the drug issues in town, and sees the new emphasis focusing on drunk driving next, cautioning Captain Crate on any strong

imaging back to the voters. Captain Crate explained the police balancing act and the importance of experience by retaining personnel. This led into Mr. Carrier asking Captain Crate how many are on board, and Captain Crate informed that the department has 7 sworn officers. TM Whittaker corrected the number and said that this is actually 6 sworn Officers, and one temporary sworn officer. TM Whittaker informed the committee that in the past year, one of the Officers had been placed on recall notice to go back into the Marines for active service, due to the current situation over seas.

The Department has actively applied for the federal COPS FAST grant. At this juncture the town had not received notice of the grant disposition. Captain Crate reminded the committee that this situation was discussed last year. It was pointed out that receipt of the grant did not mean that municipalities have to take up the same.

TM Whittaker provided a handout to the committee members, entitled "Police Department Comparisons 2003 ~ see enclosed copy." This information was compiled by research with the NHMA Liability Trust and surveys with other towns. Mr. Carrier asked Captain Crate about the difference between marked and unmarked vehicles for the police department, and Captain Crate apprised him giving examples. Selectman Albanese advised the committee that the vehicle and overall town fleet numbers in general would be looked at next year.

4210-110 Personnel lines are up due to the 7th position, though temporary, is an influx dependent upon the COPS grant. TM Whittaker informed that if this grant comes through, it will be for 3 years, and will be a warrant article before the town per new legislation ~ Chapter 109 HB 639). This grant will force the question at the end of four years on whether to keep this officer or not, and will support the revisiting of the attrition of the police department.

In review of the personnel-funding request, committee members expressed concern that the number seemed "light" especially as the current request held funds for the so-called seventh position. Mrs. Whittaker advised that she has been "means testing" the town's spreadsheet, namely in health insurance and FICA representations, and will review the numbers with her own itemization and calculations. She agreed that at first blush, the numbers did seem "light", although Captain Crate wondered if it was because his new hires had come in at a lower hourly rate than the exiting officers. Selectman Albanese would like TM Whittaker to take her time in completing this arduous task.

Mr. Carrier questioned the personnel line further, and Bookkeeper Huntley advised the committee that there have been disabilities in the past year, and that short term disability payments that are retrieved go to revenue. This is done so that the individual who is out on disability maintains their weekly pay. Additionally, in affect, you are paying out two incomes for the person who is out.

At this time, Captain Crate informed that the temporary position is needed whether the COPS Grant comes through or not. Mrs. Baker asked what justifies this position, and TM Whittaker asked her to look at her handout, "Police Department Comparisons 2003," with numbers of calls for service that speaks volume for this need. She raised the whole question of police hires in general, and the difficulties statewide. It was also pointed out that the pool of part-timers was now diminishing in part to liability issues. She requested Captain Crate to provide a break out of the calls for service so that the magnitude of work could be assimilated.

Captain Crate will provide statistical information for those questions raised, as well as, providing the Prosecutor statistics on cases.

4210-115 Contracted Services for a Prosecutor – fees are down, and are dependent of the number of our cases submitted in the court system.

4210-140 Overtime has increased. Captain Crate will provide a chart showing where the overtime is being used by the Officers, coupled with the additional handout detailing 24-Hour Patrol Coverage.

4210-610 – Supplies and 4210-620 Office supplies will be merged together and show the figure of \$6500.

4210-630 Repair and Service Contracts – shows a significant increase, and Captain Crate informs that this is from computer repair costs. It was noted that the Packet Cluster software and IMC software had been moved to the Dispatch Services Account. Mrs. Whittaker had thought that this was for new dispatch software versus a maintenance contract. Therefore these two contractual items will be moved back into the police line for Repair and service contracts. Selectman Albanese asked if there was a technology plan in place, and was informed that this is a town wide plan. Radio repairs, Copier contract, radar contracts, portable batteries, IMC (police software), cruiser computer software (Packet Cluster), also comes under this line. Copies of tech plan will be provided.

4210-740 New Equipment – itemization listed, includes computer equipment, along with a motorbike and a police dog.

Captain Crate advised that a dog trained in drugs sniffing only, not attack animal will aid in those investigations in our Town, and exemplified the valuable tool of the use of a dog that can find drugs in places that a human can not find. Mr. Carrier asked for a breakdown on the maintenance and cost of a dog. Captain Crate said that the dog is \$5,000, and then there is the cost of food, veterinary bills, leads, etc. Mrs. Green pointed out that the medical costs could escalate. Mr. Carrier asked if the budget includes a ½ hour a day of overtime for the Officer who is taking care of this dog, as he recently read

in the local newspaper an article on police K-9 units. Selectman Albanese said that this issue of obtaining a K-9 unit hasn't come before the Selectmen for discussion, so board input would be required. He invited Captain Crate to bring this in to proceed with covering more questions that are arising on obtaining a K-9 unit. TM Whittaker asked about the grant that is being looked at to fund a K-9 unit, and Captain Crate advised that Officer Lecuyer has found out that the minimum of the grant would be the \$5,000 cost for the dog. Mr. Carrier pointed out the difference in cost that is illustrated here and what he read in the paper for two dogs in Lebanon, which was approximately \$87,000. Again, Captain Crate will be providing the breakdown cost for a K-9 for the Enfield Police Department. Mrs. Baker asked about the true cost of the time incurred for the use and maintenance of the dog, questioning additional overtime needed if the Officer who has the dog comes in for a drug issue. TM Whittaker said that reinforcements are called in for drug issues and investigations in any event with or without the use of a dog.

Motor Bike (offset with annual lease donation) for \$3,000 is shown under this line, and Captain Crate informs that this will be a product for the DARE program. One Officer in the department has come forward to research this, obtained a donation graciously from Barker Steel, and would like to follow this through for this vehicle, becoming the sole trained Officer and driver. TM Whittaker informed that since the motorcycle is a leased vehicle, this would need to go before the town as a warrant article. The intent of the request was noted as revenue neutral subject to continued annual donation of the lease price.

4212 - Reimbursable's - TM Whittaker explained to the new members the operation of this line as special outside detail is totally reimbursed by entities requesting police coverage.

- 4414-Animal Control

TM Whittaker asked Captain Crate how the Dog Warrant, the notification to non-complaint dog owners who haven't paid their annual dog-licensing fee, was going. Captain Crate informed that it has been a slow process getting to all of the owners to notify them that their dogs are not in compliance with the town. This is a very time consuming task, but necessary out of respect for the dog owners who do obey the law.

- 4902-741 Cruiser

No questions. Note made that the new acquisition would replace the Year 2000 current model.

- 4915-Capital Reserves

4915-725 Police Impound Storage - \$12,000 ~ New Proposed CRF. Selectman Albanese asked if half of this could be put into reserves this year, and was informed that this figure is not the whole amount, consequently, will need to keep this figure. TM Whittaker advised that given the work of the Building Needs Assessment Committee, she felt that it would be sensible to plan appropriately subject to committee report and recommendations, rather than "jumping the gun" for the sake of one year's delay. Captain Crate advised that Chief Giese has firmly instructed him to proceed with the proposal of an impound storage facility for the police function, but had been advised of the need to wait for the recommendations of the committee. TM Whittaker asked to see the quote from the LaValley Building Supply Company, which came in at \$87,000, and Captain Crate will be showing this to the committee members as well. General consensus indicated that this proposed amount seemed to be on the high side for the facility as conceptualized.

4915-745 Police Equipment - \$10,000 reserve for future motor vehicles. TM Whittaker informed that the total reserves for police equipment is approximately in the range of \$45,000. TM Whittaker asked if there were other items, other than a cruiser, of which reserves has been intended for, and would like to see where this is mentioned in past minutes. Captain Crate said he would speak to Chief Giese about this for his input and recollection of what the reserves would have been designated for, but felt that some of the reserve was for the eventual replacement of the pick up truck of the department. Selectman Albanese asked if the full amount of \$25,000 for a unit should be taken out of here, and TM Whittaker advised that the committee needed to be cognizant of the "bump" that such action would cause in the 2005 budget review.

4290-680 Hazmat Team Fee - Need to add \$2,000 to this line. 4290-840 Mileage - Need to add \$50.00 for the Assistant Emergency Management Director's training transportation.

4299-390 Dispatch Services - Actual figure has been submitted at 39,322, via the recent billing from Lebanon Public Safety. This line item shows a description of IMC services and computer. This raised questions to the discussion of the earlier line number 4210-630 and the fees for computer repairs and service's. Clarification from Captain Crate informs that 4299-390 is solely for dispatching.

4194-733 Police Facility Specialty Projects - Captain Crate provided the estimates of \$8536, and a second quote for \$6500 for interior painting of the PD. This will change the figure for this line item from \$16,000 to \$8536.

Town Offices and Library Needs Assessment Committee - Gayle Hulva reported on the recent meeting. She feels perhaps the committee should be meeting more often than once a month to gain progress. TM Whittaker suggested that Ms. Hulva mention to

them that there is \$15,000 in the budget for a facilitator/architect if this would assist the committee.

- **December Review**

- Upon reviewing the month of December, TM Whittaker brought forward issues that will need to be reviewed with the Board of Selectmen for their input and consideration, but felt that the Budget Committee should be informed as there would likely be a monetary impact.
- Tm Whittaker informed that Town Clerk Reed would be retiring in March, one year prior to expiration of her term of office. The Town Clerk is an elected position and by statute cannot be appointed. This also promulgates future possibilities of an elected combined Town Clerk Tax Collector position for a 3-year term. Currently the tax collector is elected and statute provides that this position can either be appointed or elected at the discretion of the electorate. TM Whittaker expressed her view that she considered this position of high importance given the responsibilities involved, and therefore, professionally, favored an appointed tax collector over an elected position.
- The needs of the Planning and Zoning Administration office, along with the Building Inspector and Public Works office, for administrative needs. Further discussion needs to be pursued regarding a fulltime secretarial position at the DPW.
- Regional organization's who receive aid from the town. Since September EVA has requested \$10,000 and proposed respite facility in Canaan has requested a donation.
- Solid Waste pick up issues (versus pay as you throw) and the need to process a bid for December.
- Recreation department budget.
- Possibly subcontracting custodial work.
- In addition, Selectman Albanese said that Public Works Director and Captain Crate would be coming before the Selectmen in December with answers to those issues that arose through the budgetary process.

TM Whittaker reiterated that the budget proposal of this committee should be culminated on January 10th,2004, when the committee has their first review for the

2004 Budget. Selectman Albanese asks whose budget does the selectmen continue to work on in the meantime. TM Whittaker helped Selectman Albanese and advised him that the Selectmen need to continue to prioritize their budget issues, that the Selectmen's budget should be independent of the Budget Committee's budget although commonalities are always a goal.

- Next Meeting

Several items arose at this meeting prompting an additional meeting be scheduled for this committee on December 6, 2003, beginning at 8:30 a.m. at the DPW. Followed by the next regular scheduled meeting on December 9th, 2003 and so forth.

Motion to adjourn came at 12:40 p.m. by Ms. Baker second by Chairman Dudley, and all were in favor.

(I, Paula Rowe respectfully submits the above unapproved record of meeting on this 26th day of November, 2003).