

**Town of Enfield**  
**Budget Committee**  
**Public Meeting Minutes ~ December 13, 2003**

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Chairman Michael Dudley convened a business meeting of the Budget Committee on December 13<sup>th</sup>, 2003 at 8:30 a.m. at the Department of public works facility, on Lockhaven Road, in Enfield, NH.

**PRESENT:**

Mike Dudley-Chairman  
 Gayle Hulva  
 Lee Carrier  
 Shirley Green  
 Lynn Baker  
 Dominic Albanese-Selectmen  
 April Whittaker-Town Manager  
 Wendy Huntley-Bookkeeper  
 Paula Rowe-Recorder

**Absent with Apologies:**

Lori Bliss  
 Richard Martin

- **4901 Cemetery Department**

Fred Altwater and Richard Henderson represented the Cemetery department with their proposed 2004 operating budget and capital budget request under account 4901-711 Headstone repair and replacements in the amount of \$28,144. Mr. Altwater has informed that the company that was working on the stones is no longer servicing Enfield, and a new company out of Morrisville, Vermont, will be taking over. Selectman Albanese asked if TM Whittaker has reviewed the contract from this company, Clegg, and if not would the Cemetery Department though independent, would they give it to her for her review.

Mr. Altwater said that they had a public hearing on the expenditures of the replacement of headstones, and no one showed up. Selectman Albanese asked TM Whittaker to review the Warrant Article of 1995 regarding cemeteries and mandating the care of cemeteries. Mr. Altwater said that there are 23 cemeteries in the town of Enfield, and they have found all but a couple. Selectman Albanese would like the Oak Grove Cemetery Association and the town cemetery departments get together and converse and collaborate together, if at all possible. TM Whittaker advised that this had

been investigated in the past, and as Oak Grove is a private cemetery, statute obligates the municipality to provide public burial spaces thus placing the burden of care, control and custody on the municipality. Use of burial lots in Oak Grove would take away care, control and custody aspects.

Mr. Henderson informed that he started working on the cemeteries back in 1987 on his own because they are in very bad need of repair and upkeep, and in the past few years the Cemetery Department has tried to get the cemeteries taken care of. Selectman Albanese asked if \$3200 is all they need to get the cemeteries up to satisfactory condition. Mr. Altvater informed that the trees in and around the cemeteries need to be maintained as well.

Selectman Albanese asked Mr. Altvater if they cut his budget line under Special Projects by \$2,000 and bringing it back to \$3,000 would they have any problems, and Mr. Altvater felt that they would not.

Mr. Altvater and Tm Whittaker informed the committee that the Municipal Association as one of 9 out of 16 entries had awarded Ms. Mary Quintana for "Volunteers of the Year." Ms. Quintana took charge of the town cemetery records and brought them up to date, cataloguing and cross cataloguing.

- **4611 Conservation Commission**

Cecelia Aufiero-Chairman of the Conservation Commission presented her budget request of \$7,025. She provided handouts for all committee members of the function of the Conservation Commission, and a copy of the Conservation Newsletter from the State. Ms. Aufiero reviewed their project for a "Natural Resources" study and mapping of the Town of Enfield. This year the Conservation Commission is asking for a computer. Ms. Aufiero stressed that the conservation commission needs space somewhere for files, cabinets and computer work sheet. TM Whittaker advised that regretfully she could not support another computer station in the current office space and felt the request to be premature given the work of the buildings committee. She advised that the Conservation Commission does currently have access to a workstation in the office, which is shared with the Cemetery Trustees.

Mr. Carrier asked Ms. Aufiero what has the commission spent the conservation funds on to of which she replied, the Mud Pond Road wetland resource, legal fees, conservation easements in the future, the Natural Resource Inventory of \$9500 is coming out of the conservation funds. Selectman Albanese suggested an additional line added to the budget of the conservation commission on maintenance. Ms. Baker noted

the professional development line is not in line with past years and asked about the erratic numbers, and Ms. Aufiero informed that it depends on if the commission members want to attend training, and this has been low. Selectman Albanese said that he is going to address this town-wide with all committee's that those new individuals who come on to a committee that they engage in training that pertains to that committee. Tm Whittaker asked Ms. Aufiero to provide a mission statement and goals for the conservation commission for the Town Report. Selectman Albanese asked for a report, even if it is draft, of the natural resources inventory, and what long range plans are under consideration for potential land or easement acquisition.

- **4520 Conservation Commission**

Marcia Cornell, Director of the Commission and Gene Talsky, Commission member, presented the Recreation Commission budget. Ms. Cornell informed that she has done the Mission Statement of the Commission and will present the goals in the future. TM Whittaker said that a handbooks had been collated, and were provided to the summer counselors and Lifeguards to cover liability issues and provide guidance to the staff. The summer program has been \$30.00 per child, and will be increasing to \$50.00 per child for residents, and \$75.00 for out of town officers. The Commission is covering "No Child Left Behind." Selectman Albanese questioned the fee increase and does not want to have revenue here. Fellow committee members pointed out the normal cost of day care for a parent and felt the increased fee suggestion would not be a burden. TM Whittaker advised that the Commission would work very closely with the Human Services Director in the event that a family had financial difficulty.

Ms. Cornell said 60 children signed up last year, and any given day there was approximately 49 children. Tm Whittaker asked if the commission has addressed having a nurse available, and Mr. David Carr, Commission member, said that the staff is CPR and first aid certified so that this is not needed. Ms. Cornell said Gail Taylor is the certified instructor of swimming, lifeguarding, etc., and she will also be doing in-service training. Mr. Carrier asked about the \$500.00 under special projects, and Ms. Cornell said that this was suppose to be for redoing a mound at one of the parks, but, would like to make this for improvements to the parks next year, however, TM Whittaker said that this could not be encumbered. Tm Whittaker asked Ms. Cornell if she has inquired with other towns on what they are charging for the recreation services, and have found out that it is a lot more. Selectman Albanese pointed out that he personally did not want to charge too much, and doesn't want anyone to not join for money reasons. Discussion ensued about the increase of the fee for the summer program by the committee members, and the consensus was to go forward with this

increase, and see if there was a difference in the numbers with we prepare for the 2005 budget year.

The Park's need maintenance, in particular, the new Shaker Recreation Park, and TM Whittaker stressed that the town has not been keeping this up, and need to realize this. TM Whittaker has had the parking area looked at as well as the topsoil issue. Chairman Dudley asked Ms. Cornell and the recreation commission to come up with a long-term plan for these needs for future budgeting.

Selectman Albanese suggested that \$5,000 goes into Capital Reserves for the repairs of the Shaker Recreation Park.

- **4550 Library**

Phil Cronenwett-Chairman of the Library Trustees, Judy Kmon, Francine Lozeau, all Trustees, and Marjorie Carr-Town Historian and Librarian were in attendance to present the Library budget. Mr. Cronenwett pointed out the one time cost of going into the direction of integration, and the inclusion of another fulltime employee. Thus, the library has two full time members, two part time members and two substitutes. Mr. Cronenwett advised the Trustees feel very strongly that there needs to be two people in the library at all times for safety reasons, and that Mrs. Carr had been carrying a significant burden of work for too long, which was endorsed by the Town Manager. The Personnel salary line has increased, and they will be looking at a significant increase a year from now.

Selectman Albanese asked the Library to show long-term goals for budgetary purposes in the future. Mr. Cronenwett said that they would do this, however, they are waiting to see what the new Town Offices/Library Needs Committee will be doing, so that they can go forward with their needs and projects. Mr. Cronenwett said the library needs quality space, and has run out of space at times for library attendees. Selectman Albanese asked for the Minutes of the Library Trustee meetings, and Mrs. Kmon said that they have started to do this, though she hasn't seen them on the Web Site.

- **4589 Historical Records**

Mrs. Marjorie Carr, Town Historian presented the budget. Of note this year a town historical marker will be purchased for the Shaker Museum Site.

The Committee thanked the Trustees and Mrs. Carr for their presentation.

- **4130 Executive Office**

Town Manager April Whittaker, provided the overview of the budget of the Executive Office outlining the Mission Statement and Basic Goals for 2004. TM Whittaker reports the sewer negotiations are in force. Personnel lines should be increased by \$1.404, to reflect the omission of the COLA, and step increase. This budget shows approximately a 1% increase over last year. TM Whittaker advised that printing was higher due to reformatting of the town report, which in the past had excluded significant topics.

An Internet service is a contract situation with SegNet and a contract situation with Centrex telephone system that ends in 2004. She will take up with Segnet possible future savings.

Town Clerk retirement was brought up. There is a possibility of the position of Town Clerk and Tax Collector becoming one. The Town Clerk is retiring in 2004. TM Whittaker advised that she favored an elected Town Clerk and an Appointed Tax Collector, which statute will allow, and will be recommending the same to the Board. There is no option other than the Town Clerk being elected, and it is the consensus of other towns that the tax collector be appointed for the professional and ethical reasons. TM Whittaker said that most towns of similar size to Enfield have one individual for Town Clerk and Tax Collector.

- **4150 Financial Administration**

TM Whittaker continued with the presentation of the financial lines. Bank charges, service charges, and late fees are illustrated under this department. Ms. Baker asked if the audit goes out to bid, and to Ms. Huntley's knowledge we have had one firm since she has been with the town. Ms. Baker felt that it would be best to rotate auditors, and bid this out.

Budget Committee line may go over this year. A bus to take committee members around next year is being requested, and there will probably be a fee for the bus and driver.

Overtime line is over. Compensation time has been eliminated, as technically the staff was not able to take the compensatory time off in the designated pay period per Department of Labor rules. Municipal software is limited and unique.

**4152 - Under Revaluation** – Zoning Digitizing will be taken out, saving \$12,500. One fifth of the town is done annually. The Constitutional revaluation has to be done every five years.

Town Manager April Whittaker felt that the Legal Expense line can be reduced by \$5,000, but it was the consensus was to reduce this line further to \$25000. (Four cases outstanding with potential of settlement for the Jones –v-Town of Enfield.)

- **4155-Personnel Administration**

The Health Insurance line should be \$287,342, not \$279,785, this is due to a 9 percent increase, and three new people on board, however, TM Whittaker advised the Committee to expect to see this account fluctuate dependent upon final decisions. The Dental plan has increased 10%. Separation Liability is at \$47,000 on four individuals. Selectman Albanese recommended to TM Whittaker to proceed forward to “paying out” those individuals. Workman’s Compensation has increased in the past year due to experience rating. TM Whittaker expressed that the Joint Loss Management Committee was being charged to thoroughly investigate our working practices and implementation of practical requirements per the Department of Labor.

Tax Anticipation Interest line has been implemented into the budget lines for \$1000 but will be taken out of the budget lines following discussion.

**4901-710 Community Building Project** – This will be extended one more year, therefore, reduce the line to \$27,000 from \$134,000. This 27,000 will be for a building at Huse Park and this will be a warrant article. TM Whittaker advised that the paving of the parking lot should be held over given the Transportation Enhancement funding cycle in four years.

**4901-716** New town beach or reconstruction, reduce this line from \$10,000 to \$5,000, as there is no plan in place, and conceptual engineering will only be required for the Wetlands board process.

**4902-741 Cruiser** – This line item will not change, however, the Capital reserves for a unit will be.

**4902-750 DPW Equipment** line item has changed from a Brush chipper to a 4-post lift, and this increases the line to \$27,000 from \$17,000.

TM Whittaker recommended that the Copier Acquisition be defrayed with use of the Technology Capital Reserve. Chairman Dudley and the Committee felt that this was an acceptable use of the fund. TM Whittaker said that the new copier will not be on line with the computer, due to the fact that they do not know where they will be in the next couple of years for office space, and there would be significant charges for wiring to the computer network.

**4909 – 783 Master Plan** Update, but, has moved to 05-4909-783 in the amount of \$12,000 because it is designated as a non-lapsing fund.

- **4915 Capital Reserves**

**4915-710 Land Acquisition** – Committee members are requesting to see written plan on land acquisitions. **4915-720 Whitney Hall Renovation** – Repairs needed to the windows, floors, roofing, etc. in the future. **4915-725 Police Impound Facility** – (new municipal facility). Suggestion to change name to Municipal Storage.

**4915-744 Revaluation Capital Reserves** – After committee discussion, it was suggested to reduce this line from \$16,000 to \$1,000, due to the competence of the current revaluation, and accumulation of funding thus far.

**4915-745 Police Equipment Capital Reserves** – Recommended a reduction following review. Selectmen Albanese advised that the K-9 unit for the police department is strongly supported by Ilene Reed for drug reasons, Selectman Oppeneer is undecided, and Selectman Albanese said that he feels this impacts the focus of attention in obtaining a new police officer, which he felt was paramount for the department. He noted to the Committee that if the funding was not supported, it would mean the laying off of one officer following Town Meeting. TM Whittaker provided a hand out of the pros and cons of a motorbike per the Board's recent discussions and of the proposed dog. Chairman Dudley noted the revised cost sheet for the K-9 up to \$10,500. Ms. Baker felt that all of the information hasn't been presented, but needed time to review Captain Crate's worksheet. The issue of Overtime is approximately \$5,200 for the Officer in charge of the K-9. Mrs. Green felt that this was a considerable investment for the town and would like to rethink this with pros and cons, and the consequences of the dog officer leaving the community. Mrs. Green questioned how this would retain employees and Selectman Albanese explained that he felt it to be a question of support for the officers, and a morale boosting exercise. She opined that wage support probably would be a higher morale booster. The motorbike acquisition was discussed and concerns were leveled against the higher instance for serious accident. Issues and concerns of MV accidents is a great liability to the town.

Selectman Albanese will be conveying the thoughts of the committee back to the Selectmen.

**4916-961 ~ Town Building Expendable Trust** – Reducing this line from \$25,000 to \$15,000. Starts the process of planning for major maintenance items such as roof replacements, windows, etc.

- **Old Business**

TM Whittaker provided a hand out on the status of the COPS Grant, and funding thereof, Road Plans for 2004, Custodial Service Breakdown for employment of a municipal employee, and K-9 breakdown.

Town Report suggestions need to be given to Chairman Dudley.

*Next meeting: January 10, 2003 at 8:30 a.m.*

*Motion to adjourn came at 2:15 p.m. by Ms. Baker, second by Ms. Green motioned carried.*