

ENFIELD BUDGET COMMITTEE (EBC) MINUTES (approved)

**Thursday, January 23, 2014
DPW BUILDING 6:00PM**

Members Present: Annabelle Bamforth, Fred Cummings, Sam Eaton (Vice Chair), Shirley Green, Gayle Hulva, Doug Pettibone (Chair), Lori Saladino, Janet Shepard, Dave Stewart

Others Present: Steve Schneider (Town Manager)

Excused: Paul Mirski

The meeting opened at 6:08 PM.

Administrative:

A motion to approve the draft January 9, 2013 minutes was made by Gayle Hulva and seconded by Janet Shepard. One correction regarding the attendee list was made. The minutes were then approved unanimously with one abstention.

New Business:

Review of Amended Spending Plan: Steve Schneider provided of list of changes in the December 12 draft version of spending plan and is recommending these changes to the Board of Selectmen (BOS) and the EBC. These changes result in a total a reduction of roughly \$250K in the spending requests across all departments to meet our targeted General Fund appropriation:

| Cost Center | Old | New | Difference |
|-------------------------|---------------|------------|-------------------|
| 4130-Exec. Office | \$203,304 | \$201,154 | \$2,150 |
| 4140-Elec/Reg. | \$78,064 | \$77,839 | \$225 |
| 4150-Fin. Admin. | \$222,687 | \$215,907 | \$6,780 |
| 4152-Reval. | \$52,000 | \$42,000 | \$10,000 |
| 4153- Legal | \$9,000 | \$8,000 | \$1,000 |
| 4155- Personnel Admin. | \$1,097,256 | \$928,215 | \$169,041 |
| 4191- Planning | \$54,834 | \$50,294 | \$4,540 |
| 4194-Gen. Govt. Bldg. | \$181,250 | \$180,700 | \$550 |
| 4195-Cemeteries. | \$1,500 | \$2,000 | (\$500) |
| 4210- Police | \$664,373 | \$661,623 | \$2,750 |
| 4215- Ambulance | \$107,900 | \$100,100 | \$7,800 |
| 4220- Fire | \$113,140 | \$102,180 | \$10,960 |
| 4240-Bldg. Insp. | \$47,514 | \$46,969 | \$545 |
| 4311- Hwy. Admin. | \$581,795 | \$568,596 | \$13,199 |
| 4321- Sanitation Admin. | \$90,036 | \$88,886 | \$1,150 |
| 4323- Solid Waste Col. | \$191,050 | \$189,800 | \$1,250 |
| 4441-Human Admin. | \$11,220 | \$11,515 | (\$295) |
| 4442-Human Direct | \$17,200 | \$20,850 | (\$3,650) |
| 4520- Parks/Rec. | \$63,185 | \$54,904 | \$8,281 |
| 4550- Library | \$167,685 | \$153,505 | \$14,180 |
| 4588- Heritage | \$3,000 | \$1,050 | \$1,950 |
| 4651- Ec. Development | \$12,000 | \$10,000 | \$2,000 |
| | Total: | | \$253,906 |

Schneider went through the recommended changes for each of the cost centers. Of note, each department with telephone

and internet services will experience a reduction (totaling about \$6K to \$7K) in communication costs arising from the completion of the FastRoads fiber optic project and new utility contracts. The largest reduction in costs was in Personnel Administration (\$169K) largely due to more accurate year-end estimations of actual health insurance premium costs going forward. The current insurance contract expires this year and will go out to bid in the fall. Imbedded in this list include leaving intact the requests for money to paint the Enfield Center Hall (about \$15K) and to improve the acoustics of the Community Building (about \$10K). Funding for both will come from the 'Municipal Facilities Maintenance and Equipment Capital Reserve Fund'. The nonprofit Regional Associations will be fully funded at their requested levels. The cost for ambulance mutual aid with Lebanon declined by about \$6K. Fire Department clothing line was reduced by about \$2K and a motion to remove \$3K from the New Equipment line was made by Fred Cummings, seconded by Dave Stewart and passed with a 5 to 4 vote. That \$3K was targeted to equip the new rescue boat but Cummings indicated that the Firefighter's Association would take on that cost through fundraising. Some members wanted more than \$3K to be taken from this cost line as the request represented a large increase (\$10K) over 2013 and the department has had a recent history of not spending equipment money until the very end of the year. Doug Pettibone recommended that the committee be sure to review the specific 2014 New Equipment purchases with the Fire Wards next fall during the departmental review.

Highway Administration's part time personnel costs were reduced by \$12K after a more accurate estimation of this line item was made. For Highways and Streets, a motion was made by Hulva and seconded by Cummings to add \$4K to the new equipment line to help with the purchase of a medium duty sand screening device. The motion passed by an 8 to 1 vote. This amount was offset by a motion (passed 5 to 4) made by Sam Eaton and seconded by Lori Saladino to remove \$4K from the aggregate and fill line item for which a large increase (\$30K) was requested for 2014 for deferred maintenance of a number of gravel roads. One final motion made by Cummings and seconded by Saladino to add \$500 to the Fire Department budget for materials to make an 'Enfield Fire Department' sign to hang at the Union Street station was approved with a vote of 8 to 1. Members of the Fire Department would provide the labor to construct the sign.

All told, the changes recommended by Schneider and amended by the committee resulted in a 'bottom line' General Fund appropriation is \$5,147,643. This number includes the debt service for the various outstanding loans and vehicle leases as well as lease costs for 3 new replacement DPW trucks and 1 new replacement police cruiser. It also includes the placement of \$291,763 into the Capital Improvement Program reserve fund in support of the CIP 15-year capital plan approved at Town Meeting in 2012.

Pettibone handed out a tax rate worksheet and noted that the EBCs goal for a spending plan that does not raise the municipal property tax rate more than 2% is being met. The actual estimate for the 2014 tax rate with this budget is \$6.24/\$1000 (raising about \$3.46 million), and represents a 1.6% increase over 2013. Accordingly, Pettibone made a motion to approve the appropriation of \$5,147,643 which was seconded by Saladino and passed with an 8 to 1 vote. He thanked Schneider and the committee for a job well done in creating a budget that limited a rate increase to well within inflation and our target.

Review of Expected Warrant Articles for Town Meeting:

Schneider then provided a brief review of the expected 'monied' Warrant Articles that the EBC will need to vote on. They will include articles for the recommended budget, the lease/purchase of 3 new DPW trucks and 1 police cruiser, and the continued funding of the CIP reserve fund. All are expected to be straightforward. Schneider will have the articles drafted next week and distributed to the committee for review.

Old Business: None

Public Comment: None

The meeting was adjourned at 7:53 PM. The next scheduled meeting is Thursday, January 30 (6:00PM @ DPW Building). Pettibone noted that because the committee's work appears to be completed, that meeting could likely be canceled unless something unexpected arises. He asked that people keep the meeting on their calendars just in case, but that he will notify members next week as to whether the meeting will be held. The Public Hearing on the budget will take place on Wednesday, February 5 (snow date Feb 6) @ 6:30PM as a joint meeting with the BOS.