

Enfield Budget Committee MINUTES

Thursday, May 18th, 2017 DPW Building 6:00PM

Members present: Eric Crate, Mike Diehn, Sam Eaton, Shirley Green, James Buffington, Nancy Smith, Holly West

Excused: Dominic Albanese

Absent: Mark Eisener, Selectmen's Representative for Budget Committee

Others Present: Alisa Bonette, Interim Town Manager

Administrative: Sam called the meeting to order at 6:05 p.m.

New Business:

Approval of minutes:

James motioned to approve the minutes of the February 8th meeting, and Shirley seconded. The minutes were unanimously approved with no changes and with Eric abstaining.

Election of BC Chair and Vice Chair:

Holly made a motion to nominate Sam Eaton as Chair, and Nancy seconded. The committee voted unanimously to elect Sam as Chair, with Sam abstaining.

Holly made a motion to nominate Shirley Green as Vice Chair, and Eric seconded. The committee voted unanimously to elect Shirley as Vice Chair, with Shirley abstaining.

The committee discussed the need for someone to take minutes of future meetings. Sam asked Mike if he could take minutes; Mike responded that he would not be able to. Sam said that he would reach out to Dominic to see if he would be able to take minutes.

Revenue and Expense Reports:

Alisa gave the committee copies of the town's revenue report and expense report. The committee reviewed the expense reports, particularly lines that showed significant overspending. The committee briefly reviewed the revenue report. Alisa noted to the committee that the printer had printed only the odd-numbered pages of the expense report.

The committee noted the following lines showing overspending:

Police: the new equipment line is over by about \$2,600. Another line was over by roughly \$1,200 due to a bill that was received in December 2016.

Ambulance: the vehicle repair line is over by about \$2,000 for an ongoing electrical issue in the ambulance vehicle. Alisa noted that the department will be requesting a new ambulance in 2017.

DPW: solid waste is over by roughly \$3,300 for repairs on a compactor. Alisa said she was unsure if the repairs were for an older compactor or the newer one. The equipment line is over by \$41,100 due to a double payment for dump truck bodies. The committee asked Alisa to find out when that payment was made. Mike suggested reviewing the invoice and payment process because he was concerned about such a large payment being made in error. Alisa said the leasing company now receives the invoices and pays them.

Eric asked if the town uses one lease company. Alisa responded that the town generally uses one.

Holly asked how the invoices are reviewed and scrutinized. Alisa said there is not a formal process, and that the department heads approve large invoices and Diane Heed may look at the smaller invoices.

The committee discussed the TIF district. It was noted that the \$165,000 Lovejoy Brook project was not included in the town's budget. Alisa told the committee that there is no TIF account, but a TIF fund with a balance. Holly noted that she believes there should be \$1,014,058 in TIF's balance. Holly also said that for the past couple of years, she had asked Steve if TIF items should be included in the town budget. She said that Steve responded that the items did not need to be included. Alisa said that in the future, TIF items should be included in the budget. It was also noted that for the past three years, the TIF committee had asked for an extra payment to be made on the sewer extension project but those extra payments were not made.

Sam adjourned the meeting at 7:20 p.m.