



**Enfield Budget Committee
Public Works Facility, 74 Lockehaven Rd, Enfield, New Hampshire
Meeting Minutes December 19, 2017 6:30 PM (Approved)**

Members present: Dominic Albanese, James Buffington, Eric Crate, Mike Diehn, Sam Eaton (Chair), Mark Eisener, Shirley Green (Vice Chair), Nancy Smith, Holly West

Excused: Fred Cummings

Absent:

Others Present: Ryan Aylesworth, Town Manager; Alisa Bonette, Assistant Town Manager; Annabelle Bamforth (minutes); Francine Lozeau; Melissa Hutson; Kati Lary Jopek

I. Administrative

Sam called the meeting to order at 6:30 PM.

II. New Business - Review of Budget Requests

Recreation Department

Katy presented the recreation department's budget request for 2018. Katy noted that personnel is a large cost, and there's a high employee turnover rate due to seasonal jobs making up a large portion of employees. She said she strives to keep pay rates competitive, including with lifeguards and swim instructors; she is looking at increasing the pay.

Katy explained that the summer camp program is another large expense within the department and in 2017, a van rental made up a significant portion of that. The van was used to take campers on a number of small trips including the Lebanon Co-op to hold a cooking class.

Katy noted that there is an offsetting regional recreation revenue line which collected \$29,758 in 2017, offsetting costs totaling \$22,808. Katy said she tries to make sure that regional programs are properly covered by fees.

Katy said that regional recreation includes fitness classes, yoga classes, line dancing, a ski program, and a summer theater camp.

Ryan said he and Katy have had discussions about ensuring that fees are attractive to participants of varying income levels and also pay staff appropriately.

Katy said she is proposing two ideas; one is revamping the town farmer's market and expanding to include direct sales vendors.

Holly asked if there was discussion about combining the market with Canaan's. Katy said it's been discussed, and Canaan would prefer to keep their market specific to Canaan, and added there had been some talk of the two towns holding a joint market on a separate day at the high school, separate from Canaan's regularly scheduled market.

Katy said that the other idea is to hold a winter event, such as a father-daughter dance, to round out the seasonal activities throughout the year; the department has spring, summer, and fall activities and would like to look at winter activities. There has also been also discussion of a mother-son event as well. Katy said she is conscious that there's no dedicated budget line for that so she is looking at ways to keep within the department's overall budget.

Dominic inquired about the rec programming line; Katy responded that the line is solely for the chair yoga instructor. Dominic asked if that cost was offset. Katy said it is not completely offset, as the fee is set at a low rate to encourage participation by the elderly who may have a fixed income, but the program fee covers most of the cost. Katy added that the regional revenue that was counted earlier does not include Enfield-specific revenue from chair yoga, the Enfield market, or summer camp fees.

Katy noted that the grant that paid for the regional recreation program is gone. Katy was asked if there's anything else available to help replace that grant; Katy said there have been none so far. She explained that the grantors had indicated that they wanted the towns to take over the costs after a few years. Katy added that grant possibilities are being actively explored to drive down taxpayer impact.

Enfield Public Library

Town librarian Melissa Hutson presented the proposed 2018 budget. She estimated the overall request was close to last year's request. Melissa said that office supplies are up a bit to cover

book covers, barcodes needed for new books. Melissa said she is no longer hosting a server in the library, so costs for repairs and service are down.

Melissa noted that the professional development line is up; it's stayed the same for years, and Melissa said she expects to attend more conferences.

Holly asked if there was follow up information about the leasing of the copier. Melissa said that they're still working that out with the trustees and she has not yet heard from Alan (the computer service tech) on a quote.

Dominic noted that total personnel is up about \$8K. Melissa responded that number in the budget line reflects if every employee used all possible hours. Ryan said he will take a closer look at this area, as it looks higher than the pre-programmed increase.

Melissa explained that their budget does not change significantly and it's mostly a matter of making minor adjustments year to year.

Executive, Finance, Election & Registration

Alisa presented the proposed budgets for these cost centers.

She noted that executive personnel is down a bit and explained that the cost is split 85% in this line and 7.5% each in water and sewer. Alisa said that election costs have increased due to 3 upcoming elections in 2018.

Alisa went on to explain that the line for internet is up, due in part to the cost for Wivalley and an upgrade for the town website in the works. The update will allow for remote updating; the cost for the update is \$4,500 over 3 years. Dominic asked if there is the possibility for an overall website update. Alisa said the update and conversion will include making the site more user friendly. Ryan added that the update will have a more citizen-oriented and intuitive layout.

The cost for publishing the town's annual report is quoted at \$1500, plus postage. Ryan said they are looking at business sponsors to help offset the cost of annual report. Holly suggested looking at the Grafton Historical Society's booklet to see their advertising.

Alisa noted that the correspondence to residents about sewer waivers drove up the postage line in 2017; there was discussion of separating water and sewer related expenses such as the correspondence to the respective departments.

Alisa said that professional development is up a bit due to upcoming conferences.

The cable access line has increased, as cable access channel leadership has asked for an increase. The past amount allotted to the channel has been \$24K and it's been unclear what the increase is for. It had been suggested at a past Board of Selectmen meeting that there would be an increase in services, but Ryan said he is unaware of any specific services being planned. The town currently collects about \$60K in franchise fees.

Ryan told the committee that back in October there was discussion on the Listserv regarding the cable channel, and Curtis Payne had written that half of the franchise fees are allocated to support local TV. Ryan said that he followed up about the specific percentage at a recent meeting, and was informed that this was an "ethical agreement". Ryan added that the franchise agreement has expired, and a new agreement will need to be made.

Alisa said that the town clerk salary line is down a bit, which represents a matter of shifting hours over to tax collection. Alisa said this shift is for more proper allocation and tracking.

Alisa said that there is a new assessing program being installed which may require more training hours for the assessor. She added that the cost of auditing is expected to go up due to the town accepting significant federal funding this year.

The committee discussed the new assessing software. Ryan noted that this could not put off another year because 2019 is a revaluation year. The new assessing program is made by Avitar, and this company also allows for modules that streamline data related to assessing, utility billing, building permits, and tax collection. Alisa explained that with the current Vision software, employees must manually update all changes in information in these other areas; Avitar automatically populates all updated information and also has the option to keep track of planning and zoning decisions. Alisa added there may be the possibility of supporting tax payments online. Alisa said the addition of these modules will allow for more accuracy and the most current information across departments.

Holly said she would like to see this vendor's proposal and see if there's cloud-based service. Ryan said that he had relevant information for her to review.

The budget committee line is up significantly; Ryan said that 3 members had attended a workshop on municipal finance and budgeting.

Alisa noted a capital request for community building security in the form of a new lock that issues a code that expires after a set amount of time, which would replace the issuing of conventional keys. Ryan noted that significant damage has recently been noticed in the

community building estimated at about \$2500-2700 in costs to repair, and said that a new system with user-specific codes would help in tracking the source of such damages.

Dominic suggested bringing the Lions Club into this conversation. Alisa said she would follow up with them.

Ryan discussed costs for the personnel admin. department, noting that most are down or about level. Health insurance costs are down and dental insurance is level, but Ryan noted that this number does not reflect open enrollment changes, if any. Ryan said he will know more about that at the next meeting. Ryan said will plan to institute a cap on town HRA accounts that offset expenses including medical deductibles, co-pays, emergency room co-pays. He said he also plans to raise and appropriate those funds into a capital reserve fund.

Human Services & Regional Organizations

Ryan discussed the proposed budget for health and human services, as Diane could not make this meeting. Ryan joined the subcommittee for this meeting, and Shirley noted that Diane's input was valuable in helping the subcommittee make their recommendations.

Ryan explained that Diane's time is split between planning & zoning, water & sewer, and health and human services; her hours are increased to reflect the time needed for these departments. The professional development has increased because there is an upcoming conference for welfare administrators that Diane would like to attend.

The committee reviewed budget requests and suggested allocations for regional associations. Shirley, Mike and Nancy were on this year's regional associations subcommittee, and met previously to review all requests.

Shirley said that \$36,712 was allotted in total for these organizations. Grafton County Senior Citizens Council (GCSC) requested \$7,500 for 2018, a \$500 increase over 2017.

Shirley said the subcommittee chose to give the same amount to Headrest as last year.

The Public Health Council asked for a small increase, which was granted.

The subcommittee noted that Tri-County Community Action Program (Tri-CAP) no longer has an office in the area. This organization mostly provides various forms of energy assistance. It was noted that 64 houses in Enfield had been served by Tri-CAP.

The budget committee opted to raise the number from \$1,000 to \$1300 for Tri-Cap to reflect the homes served.

The subcommittee chose to grant West Central Services (WSC) half of what they asked for and gave Visiting Nurses (VNA) \$13,400 of the \$14,400 that VNA asked for. Shirley noted an increase in local visits from VNA.

Shirley said organization financials are closely examined by the subcommittee to get a thorough understanding of operations and the impact of the organizations on the town, which helps the subcommittee reach the best final dollar amount to recommend.

The new total to be granted to the regional associations is \$37,012.

III. Other Business

Ryan told the committee about the recent public hearing for water and sewer rates, and that changes in both rates were approved; the rates may be short lived depending on when the results of water and sewer studies come in. The BOS agreed on a five-year deficit reduction plan. Ryan said money in budget has been allotted for rate studies and he is currently applying for grants to help with those costs. Sam asked is the sewer rate study will help advise on how to recoup the deficit. Ryan confirmed.

Approval of Minutes

James made a motion to approve the minutes of the December 9th meeting; Mike seconded.

Holly recalled that at this meeting, there had been discussion about polling residents about the town acquiring the property where Mascoma Lakeside Park is located, and noted that it should be included in the minutes.

Shirley said that on page 2 in the 2nd paragraph, there was the words “strives” and “tries” and one should be removed.

The minutes were approved with the changes.

IV. Public Comment

none

V. Adjournment

Sam adjourned the meeting at 9:05 PM.