

Enfield Board of Selectmen Enfield, New Hampshire

MINUTES of November 10, 2004

A business meeting of the Board of Selectmen was called to order at 5:00 PM in the Conference Room at Whitney Hall located off Main Street, Enfield

Board of Selectmen: Dominic Albanese; Acting Chair, & Nancy Scovner

Administrative Staff: April Whittaker, Town Manager

Old Business

The Board met with Carolee Higbee, Town Clerk and Tax Collector to resolve part-time staffing issues, and budget overages to assist her office. Mrs. Whittaker advised that in review of the latest expense distributions, she felt that she had some “wiggle” room in her account to cover the Deputy Town Clerk’s part-time hours for coverage to the end of the fiscal year. General discussion ensued as to what had created the overage in the Deputy’s hours, and recommendations for moving forward. Discussion also focused on the Clerk’s 2005 budget. Mrs. Whittaker advised that at this time, hours for the deputy had been budgeted in the following manner:

- ❑ 24 hours a week (3 working 8 hour days) x 52 weeks
- ❑ Coverage 40 hours a week x 4 vacation weeks due to the Clerk + 2 personal days
- ❑ 40 hours of sick time
- ❑ 6 conference days

Mrs. Higbee further advised that 4 compulsory training days + 4 e-registration training days should also be included. The board reiterated and supported the above schedule plus Mrs. Higbee’s recommendations, and requested that Mrs. Higbee ensure adequate supervision of break down of where the hours will be actually worked i.e. Town Clerk, Tax collector and Sewer and Water Billing for 2005. Mrs. Higbee will also pursue budget quotes for self-mailing tax bills for 2005.

In conclusion the Board supported asking the Deputy to return to work immediately fulfilling 16 hours a week only, and one 40-hour week for 2nd billing tax returns up to the end of the fiscal year 2004.

De-briefing Election Day November 2, 2004

Dr. Beaufait and Mrs. Higbee debriefed the board on the management and administration of the Presidential election. Considering the high turn-out of voters, and registration of new voters, the consensus was that the flow of traffic both human and vehicular was managed well, and that for the next Presidential election, more help should be focused for new registrants. Mrs. Whittaker advised that “Thank You” letters had been sent to all election, police and ranger staff involved.

Town Facilities Committee Update

The board discussed the possibility of having an article on the 2005 warrant for an addition to Whitney Hall. The board expressed concern regarding the Town Manager's comments to the committee that given the short duration of time between now and Town Meeting, she would be stressed to put together a public outreach program, and financial and logistical program especially given the priority for presentation of a Tax Increment Financing District. They further questioned whether the building addition should be prioritized over the TIF District and/or how could the two be moved forward in sync. They also felt that input from the Facilities Committee and Budget Committee should be sought to assist in decision making for a warrant article inclusion.

Following discussion, Mrs. Whittaker was requested to contact the Architect to request that preliminary plans and preliminary costs be assimilated preferably by the end of the month and no later than mid-December, 2004 for joint review and opinion solicitation from the Facilities Committee and Budget Committee.

Grant Application Review Process

The Board met with John Pellerin to assimilate how grant applications are put together and rationale for requests. They advised that questions from the public had been presented with respect to the "Homeland Security" grant process. Mr. Pellerin advised that he worked with Chief Giese in his role as emergency management director to formulate applications and then conferred with respective departments for whom the grant may be applicable to with explanations as to what acquisitions may meet a successful approval criteria.

Following discussion the board requested that all grant requests be presented to the Town Manager so that she may provide rationale to the board prior to forwarding the same to the respective state agency. If it is determined that the request warrants application for grant monies, and is successful in receipt of said monies, then the board will vote to accept the award of monies.

Fireward Administration

The board was presented with documentation regarding the current laws for administration and management of Fire Departments, and explanations of negligence and vicarious liability.

The board will attend the Fire Department meetings for outreach purposes, and to receive feedback from the firemen as to pros and cons as to any proposed changes in the administration of the department.

New Business

The board questioned whether there should be a suspension policy for emergency on-call workers and volunteers. Mrs. Whittaker advised that if the workers are paid for their services then the Department of Labor defines them as employees, which would then relate to the suspension policy under the Discipline and Termination procedures of the Employee Personnel Guidelines handbook.

Cost of Living Raises, and Benefits

The board reviewed the town's pay plan noting 2.5% Step or Merit raises subject to satisfactory personnel review. Following further discussion, motion Scovner to propose a 1% cost of living pay raise making a total potential pay raise for fiscal 2005 of 3.5%, second Albanese, vote 2- 0. The board determined that the benefit co-pays should stay the same, but requested that an employee committee be formed in 2005 to specifically review the benefit program, how it might

relate to other municipal benefit packages, and what alternatives and options may be able to be considered.

Any other Business

Technology Capital Reserve

Mrs. Whittaker requested that a further \$1300 be added to the bottom line withdrawal approval from the Technology fund per the November 1, 2004 meeting. She advised that this was a labor charge that had not been accounted for in the original presentation. Motion Albanese to approve inclusion of the \$1300 labor charge for technology upgrades to the Police Department, second Scovner, vote 2-0.

Tax Rate 2004

Mrs. Whittaker presented figures following her meeting with the Department of Revenue Administration. An unconfirmed breakdown of figures for the 2004 Tax Rate read as follows:

Town	\$5.939
County	\$1.385
Local Education	\$8.638
Statewide property tax	\$2.594
Total	\$18. 556 (subject to computer rounding)
Eastman Village Precinct	\$1.04

Mrs. Whittaker advised that she expected to have a confirmed rate by Tuesday November 16 together with the Warrant in order to begin processing of tax bills. She and the Tax Collector felt that it would take 3 days to prepare the bills and that Mrs. Higbee had recommended a tax bill due date of December 29.

There being no further business, motion Albanese, second Scovner to adjourn, vote 2 – 0. The meeting adjourned at 7:10 PM.

Respectfully submitted
April Whittaker