



**Enfield Budget Committee
Public Works Facility, 74 Lockehaven Rd, Enfield, New Hampshire
Meeting Minutes November 21, 2017 6:30 PM (Draft)**

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; Annabelle Bamforth (minutes); Dan Kiley, Richard Martin, Scott Osgood, Shara Buffington, Lori Bliss-Hill, Nate Miller

I. Administrative

Sam called the meeting to order at 6:32 PM.

II. New Business

Budget Presentation: Building

Phil Neily, the town's building inspector, presented the proposed building inspection budget for 2018; Dominic is the department liaison. Phil offered a summary regarding permit history for the years 2012 through 2017. Dominic told the committee about trends discussed with Phil and Scott Osgood, including that building volumes are up and there are bigger "high value" renovations taking place recently. Phil noted that permit rates have recently been adjusted and will likely be adjusted again in the coming years. He said the recent adjustments have brought the town more in line with the rates in other surrounding towns. He stated that this budget is essentially flat and there are no significant expenses requested this year.

Ryan noted that the wage line shows a 9.5% increase and clarified that this is not an increase in salary, but that for one reason or another it was underfunded last year; he is unsure of the exact details, but this year's line reflects a correction.

Phil explained that he has been using his own car for traveling in town for this job. He said that the town's provided car is not appropriate for rougher roads, which is about 40% of the travel he conducts.

Phil's presentation also included a summary of the health department's budget; there are no major items to tend to. Ryan noted that money has not been spent on testing recently, and asked if the \$100 proposed would cover testing should the need arise. Phil responded that those funds could cover two tests.

Sam asked if there was any more information available regarding an estimated trend for homes going forward. Phil responded that unscientifically, the department is seeing more people from Hanover and Norwich coming to Enfield. He added that there are more retirees seen moving in, and less families with school-age children in these new home builds.

Holly noted that in relation to the town reimbursing the mileage charged by Phil for using his personal car, some payroll services have large fees. She asked if the fees were high and if it may be possible to move to a stipend. Ryan responded that he has been looking at it, and added that Phil doesn't send frequent expense reports.

Budget Presentation: Ambulance/Fast Squad

Richard Martin presented the ambulance department's proposed budget for 2018; Mark is the department liaison. Richard said that the budget is on track. He told the committee that a previous persistent ambulance vehicle repair situation has been taken care of. He said that a dealership he'd been using kept replacing parts on the vehicle without fixing the underlying issue, so he got a second opinion and another company was able to fix this issue.

Sam asked how long the system is estimated to last. Richard said that other than this issue, it's been a great vehicle; he added that it's hard to say for certain how long it will last.

Shirley asked how many miles are on the vehicle. Richard said the mileage was at about 30K, but added that there are many hours worth of sitting and idling on it. Richard said that an initial quote for a new ambulance came in at about \$70K for a new ambulance.

Holly asked how long it takes to produce one. Richard said the process is quicker than with a new fire truck, about 8 months estimated.

Ryan said that he is still waiting on the mutual aid cost for 2018, which comes from Lebanon; that number might be closer to \$58-59K.

Dominic asked about the training line. Richard said there's one EMT training now; there are 13 EMTs and 2 paramedics on the Fast squad.

Sam asked Ryan if he knew the percentage of what is being collected in insurance billings for ambulance service. Ryan said he'd need to get the stats from Richard about the number of calls before determining that number. Richard said there were 321 calls total, and Lebanon serviced 192 of those.

Budget Presentation: Planning and Zoning

Scott Osgood presented the proposed planning and zoning budget for 2018. He noted the movement of the salary line. Scott told the committee that there is no money budgeted for the master plan.

Scott noted the consolidation of the personnel line, which is moved from zoning to planning. He said that it's easier to put personnel lines on one account. Scott noted increases in professional development line is for training; he is seeking to encourage Zoning Board of Adjustment and Planning Board members to undergo training sessions.

TIF Projects Discussion

Lori Bliss-Hill, Shara Buffington and Nate Miller of the TIF Committee shared a number of informational items with the budget committee:

- TIF has been functioning since 2005 and is due to expire soon
- TIF Committee has a short list of projects with little movement on any of them
- The \$3.2 million dollar sewer extension bond is being regularly paid.
- TIF district generates significant income (Nate shared a chart of generation)
- TIF has a \$414K balance
- Every year the TIF district generates about \$300K

Nate said one issue of concern is that TIF is set to expire in 2020, but the sewer bond is to be paid until 2032. He explained that when TIF was established, many studies were done regarding parking issues and greenway improvements and addressing floodplains.

He said that the larger issue of concern is that the TIF Committee has voted to put additional money toward the bond for multiple years in a row, but it has not happened. He added that the TIF committee has been recommending extra payments for 3 years but it was never put into the budget.

It was noted that if those extra payments had been made, the general fund would be exhausted. Sam said members of the budget committee were on board in previous years with the TIF committee making extra payments and had been told by the previous manager that it was not necessary to put those payments into the budget. Sam added that earlier this year, the committee was told that the payments must be included in the budget.

Nate said the committee had wanted to pay the bond off earlier based on consistent reporting that the TIF district was growing every year and thus the money collected in the TIF fund.

Mark asked what would be done in two years; Scott said it would likely go to a town meeting vote.

Eric asked if the interest rate was favorable when this bond started or if the town could do better. Sam said that it would be worth looking at and that he felt 4.375% seemed high. Sam added that the stipulations of the agreement are not known by everyone.

Dominic suggested that in the next two years, officials will need to truly understand and explain this situation and its details.

Mike asked Scott if the town could spend excess funds from TIF, and if it's possible money has been spent but not recorded. Scott said there was an RSA that allowed TIF districts to spend excess funds. Ryan questioned if excess funds meant what's left after all projects are completed, or what's left after the debt payment; he added that if the latter's the case, the TIF fund won't grow.

The committee discussed fund accounting and the potential for this practice to lead to issues of concern. Ryan pointed out that fund accounting is not common in Massachusetts and that he was surprised to see it so common in New Hampshire; He said that having separate cash accounts forces the departments to spend within their means.

James asked what it would take to create these separate accounts. Ryan said it's not hard to do. He added that for some reason the auditor doesn't recommend it because it would create an additional admin load. James said that splitting up accounts forces the conversations that need to be had.

Sam asked what the process is to spend surplus money, or excess TIF money that was used for non-TIF expenditures.

Dominic asked when the committee will be meeting with the Board of Selectmen. The committee noted this meeting is now past due. Ryan said he will circle back on making sure it happens following this meeting's discussions. Ryan suggested an off week meeting. Sam agreed.

Dominic suggested that there should be a smaller group to discuss moving forward, like a subcommittee. Holly said that the budget committee, board of selectmen, TIF committee and the CIP committee all need to meet together.

III. Public Comments

Dan Kiley, a MVRSD budget committee member, told the committee that the upcoming proposed school budget is lower than the default budget.

Dominic asked Dan what the results were of the apportionment committee. Dan said they agreed on using 3-year attendance averages to factor into the formula.

Holly asked Dan if there were savings seen by sending some students to Ledyard Charter School. Dan said that about \$5K is given by the district to Ledyard, and Ledyard is saving the school district about \$250K a year.

IV. Admin items:

Approval of Minutes:

Mike motioned to approve the minutes of November 7th meeting, and James seconded.

Discussion:

Dominic said he hadn't seen Ryan's email attachment with the draft minutes; Annabelle said that she'd had difficulty downloading it successfully but said she should be able to scan the email to ensure it was included in the town's posting of the minutes. The minutes were approved; Holly abstained due to excusal from the previous meeting.

Other Business

Ryan told the committee that at the last Board of Selectmen meeting, the board approved Fred's proposal adjusting the transfer station hours. The town will be collecting data to get a sense of the traffic there.

Ryan told the committee that the Lakeside Park fundraising committee fundraising initiative is set to start soon.

V. Adjournment

Sam adjourned the meeting at 8:23 PM.