

Minutes  
11/29/2018 6:30PM Budget Committee Minutes  
Public Works Facility, Enfield, NH

Present: Eric Crate, Jean Patten, Erik Russell, John Kluge, Sam Eaton, Dominic Albanese, Mark Eisner, Mike Diehn, Shirley Green

Excused: Nancy Smith

Staff: Town Manager Ryan Aylesworth

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

**Administrative:**

- Minutes approval postponed until later in meeting
- Jean moved to accept minutes as printed.
  - Corrections: Change Jim's budget on p. 2. Change \$50-55,000 for aggregate and fill materials, not actual budget.
  - P2: Change light 'in process' to 'done'
  - P3: Change 'crop' to 'cohort'
  - P3: Change 'used' to 'did'
  - P4: Change the date to Tuesday the 27<sup>th</sup>
  - P1: Change Kara Lee to Carolee
  - Move Nancy to Excused and Mike to Present

Sam request all those in favor of approving minutes with corrections, vote unanimous in favor of the motion with (1) Shirley Green abstaining as she was not present at the meeting.

- Correction to agenda: Human Services will be added to 12/4 agenda and removed from tonight's agenda.

**New Business - Review of Budget Requests**

- **Building & Health Inspection - Phil**

\$500 in training and education has been added in accordance with the strategic governance plan. Ryan clarified that the strategic governance plan included \$8,000 increase investment in training and education across all departments. It may not be in Ryan's final budget recommendation. Computer software has been added with a small portion coming from CIP. There was no personnel line included in building inspection portion as well. All of Phil's salary is reflected in the building department budget. 40% of Diane Heed's salary is reflected here as well. Phil uses his personal vehicle for work, it is agreed that this is the best way to proceed for his work. At present this is the best way to proceed, and continue to reimburse Phil for his mileage. Ryan confirmed that the town uses GSA rates (54.5 cents per mile)

Revenue: \$12,000 was budgeted in permit revenue and we're already past that. It's been a great year. We did increase building permit fees last year, and plan to do so incrementally to try to become comparable to neighboring towns. Jean asked how the rates currently compare to towns surrounding us. In comparison to Lebanon we are likely 30-40% less than their permit fees, in comparison to Hanover we are about 70% less. Ryan stated that as a town we are closest in comparison to Sunapee and we should strive to get in line with them eventually, over time.

- **Planning & Zoning - Scott**

Just a couple of changes, hopefully we will be able to start doing some work on the master plan. We added some money for mapping on that and added some money for contractor services. Scott received a 2.5% raise. There is also money to update the planning books they have that are in a very popular

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series but 2-3 editions out of date. Professional development is also included to attend state conferences and seminars. A new filing cabinet is included in this budget. Ryan clarified that planning and zoning used to be two different departments; this year they are combined. Under special projects there is a reference to master planning in the capital budget outlay. The master plan has not been officially updated since 1995. There were updates in '06 or '08 but due to a procedural misunderstanding they were not officially adopted. Dominic asked if Dan would come talk to the group about the master plan, Scott confirmed that while Dan may not attend a budget meeting specifically, he will be involved in master planning. Dominic also noted that there was no money for economic development in this budget – is there not a need? Ryan stated that it is absorbed in a number of different areas. Sam asked what the reasoning behind updating a master plan is? Scott explained that it is required by statute every 10 years. While towns may not specifically be penalized for not having an up to date master plan, it can negatively affect the towns ability to receive state funding and grants. It covers economic development as well. Scott stated that there are aspects of the master plan that could be taken over by the TIF committee.

Dominic stated that he hopes Scott can respond to the 4 questions laid out previously by January. TIF money covers the monthly cash flow needs. When tax revenues are going well TIF money is not needed, but for the time being they are serving a purpose to cover cash flow problems not covered by other funds. We are also still looking for members of the TIF committee, there are only 2 at this time. Ryan let the group know, on a related note, Mike Akillian from the center for strategic governance will be coming to town for two meetings next week, one with Scott, Ryan and Dan Kiley from the planning board and several folks from the heritage commission to discuss economic development avenues that don't generate a lot of consternation – how to better understand what the 'right' type of economic development is, not necessarily to arrive at a conclusion but to work toward a better understanding of where the commonalities between the differing opinions lie.

- **Recreation – Joel King**

Overall the recreation budget is proposing to decrease by \$7000. In the personnel line regional recreation personnel has been broken out from general personnel, including lifeguards, Joel's salary, etc. Training will be kept the same – training all new lifeguards is part of the plan this year. Program planning budget has been increased, as there are a few programs that are looking to expand this year including the summer camp program, which will try to cover the last two weeks of summer break as this time is not traditionally covered by any program and presents challenges to some families with regard to childcare and summer activities. Public information was increased by about \$1500. Rec Desk is a software program that allows people to sign up for programs online, and expenses and revenues. Winter rec was decreased by about ½, due to lack of available activities. Professional development has been increased from \$500 to \$750 for the Northern New England Rec Conference. Park maintenance has increased a little over \$2000 – we are not sure of the maintenance needed for the new lakeside park. Dominic and Jean asked how this is different from what the highway department does? Ryan explained that 2018 was the first year a line item had been included in the budget – up to now it had been absorbed in the bldgs. And grounds budget. It was \$4000 this year and covers mulch, vegetation mgmt. etc. This was more explicit this year and with the new software a lot of small lines became one bigger line – the sum was \$10,000 and is now proposed to be \$8,000. We may be able to cut more however we need to see what happens with the new lakeside park. Shirley asked if the Sailing Club and the Enfield Village Association will still contribute, and Ryan confirmed that this is pledged for \$2,000 each up to 5 years. Dominic clarified that on the revenue line \$4,000 will be coming in to offset this total, and Ryan expanded this to use a possible non-resident parking fee and any other revenues collected via recreational equipment storage and other revenue ideas for the lakeside park. Will

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(cemetery sextant) stated that any maintenance he performs on the lakefront area comes out of the cemetery budget. This will be looked into by Sam and Ryan and addressed as soon as possible. The dock at the beach will be replaced individual pieces at a time. Dominic asked for clarification regarding the personnel line item. Ryan clarified that the regional recreation salary was entirely built into the recreational personnel line. Now, Enfield's contribution to Katie Jopeak's compensation is broken out – she is funded through a variety of sources including the Brin Foundation, Canaan contributes \$10,000, Enfield pays 'whatever is left' which this year works out to be approximately \$5605. The program is not being scaled back, no personnel is being cut, we are actually expanding the program. The cuts reflect the fact that the budget may have been inflated in the past.

- **Administration (Executive, Finance, Town Clerk/Elections) – Alisa**

There are not a lot of new things in this budget. We are paying off our internet services in an installment plan that should go down shortly. This money goes to Virtual Town Halls and Schools, who maintains our website. Sam asked what is included in that hosting and Alisa clarified that they provide the site, support, basically they keep it up and running. It sounded expensive to multiple members of the committee. Sam will look into it. Ryan stated that they have the largest market share in the region and he does not think we are getting charged more than other towns. Dominic stated that after looking at other towns they look very similar to ours.

Printing line is down substantially owing to the decision not to have the town reports mailed. This cuts back about \$1600 on printing and \$2500 on postage.

Calendar printing is about \$3500 but postage has gone down considerably. Calendar printing is offset by about \$2900 in advertising.

Dues include: New Hampshire Municipal Association, Government Planning Association, Municipal Managers Association, and Int'l City and County Managers Association.

Travel is now mileage plus meals and lodging so it is up a little bit. This does not reflect attending more meetings, it reflects smaller line items rolled into one and is not anticipated to grow into the future.

Law books and references is down by half – you should be able to get a free copy of the RSAs, however we go online to get the RSAs so it is best to just go online. Dominic clarified that this does not apply to the planning books that Jim and Scott need – they are in hard copy only.

We are looking into getting a soundproofing screen for the town offices – with increased traffic and business in the clerk's office it has become very distracting to get work done in the town offices. These screens vary widely in price, we are going to go with a lower priced one. We are going to rearrange the office to make it easier for people to figure out where they are going. It is possible that we may need odds and ends in this process so \$1000 has been added for that, and hopefully we won't need all of it. The town manager needs a new desk – that is in the budget this year. It was budgeted this year but with some unexpected expenses it was foregone.

Professional development is up a little for expanded professional development, ICMA will be in Nashville this year so a little more expensive.

Per the strategic governance plan, half a new staff member is included in this budget and some increased professional development.

Benefits reflect the most expensive option and hopefully will not cost this much.

Election expenses are down. Ballots and checklists have been rolled into Election expenses, including pencils, food for workers, etc.

Finance overtime has been increased even though none was use last year, we still need it there in case. Because it is a re-evaluation year next year, we have budget extra administrative supplies for this purpose, including assessment cards, postage, paper, toner, etc.

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Repairs and service contracts is up, hopefully they will go down next year, it includes service contract for Avatar assessing, one more year of the Vision software support (until Avatar is fully functional, hopefully in 2019), tax collection module including purchase price installment plan for 3 years. AccuFind is our bookkeeping software – the full amount is charged to Finance but when photocopies or prints are made it is taken out of the budget for the different departments. Also included is our postage meter lease. We have not spent the full amount from the audit, we didn't need one this year but next year we will need one in accordance with the USDA funds that we borrowed (required for federal loans in excess of \$750,000).

Assessment overtime was added in anticipation of the full re-evaluation.

Tax mapping/GIS has a series of one-time fees to get it in line with Avatar while we are transitioning from Vision.

The tax collector does not currently have an overtime line, however she did have some overtime due to being new, learning new software, and things being hectic in general.

3 computer replacements are budgeted this year, server replacement will come up this year as well.

Sam asked if the recreation computer replacement should be in the recreation budget – Ryan explained that all hardware and software are in this budget and not the individual department budgets.

Erik R. questioned if it is necessary to spend \$1300 per computer – this seemed excessive for town business laptops and Jean asked if we use a dedicated company for this purpose? Ryan explained that we have always worked with an IT contractor, Twin Bridges, and he does not think that we are being upcharged unnecessarily, however this is not Ryan's area of expertise so invites Erik and others who are skilled/interested in this to look into whether or not this is unnecessarily expensive. Dominic requested that those interested parties look at our IT infrastructure altogether including the server, exchange server, hardware, software, with fresh eyes to see if we are proceeding the best way. Mike Diehn disagrees with the concerns of the group with regard to \$1500 being too much – it comes loaded with software and a service agreement – this is not too much. Ryan reiterated that the topic at least warrants further investigation by those who have a professional background and are interested in doing so.

It was also confirmed that all town business-related emails are backed up and made available to the public in accordance with the Freedom of Information Act.

All police computers need to be replaced and the server that unexpectedly failed.

Older computers generally get handed down after they are no longer usable for town business purposes.

Jean asked how the town computers are tracked and identified. Ryan explained that Allen at Twin Bridges does this all as part of the service he provides.

Minute taking should be in this budget as well and they do not seem to be reflected here.

\$30,000 budgeted for overlay – this is still a sensible thing to do until tax rate setting.

Property assessment budget is up due to re-valuation year coming up.

Legal Expense: Ryan stated that we are on track to spend our budget this year, level funding seems appropriate as we do not anticipate any major legal expenses this year.

Personnel Administration: There is a formula in the spreadsheet for proposed wages, unemployment was increased slightly. Ambulance department is looking for 2 full time employees at this time.

Ryan explained that after all departments have done their individual budget request/presentations, he will make his official budget recommendations at the 12/18 meeting complete with a 90-page (give or take) document supporting his recommendations. He supports all requests in concept but will have to make his official recommendations with the lens of what is feasible for the town and its financial concerns and goals.

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Health Insurance: The new proposed plan will be an increase for some and a decrease for some. Ryan described it as a 'middle of the road' option when compared to the two plans we offer now. We are staying with Health Trust, but using their Access Blue 20 plan, with not quite as generous an allowance for specialty services. We are currently at a 95%/5% split for insurance. Ryan acknowledged that a lot of towns are already at 90%/10% or 85%/15% splits for their benefits. It is important to maintain attractive benefits packages for employees so we can attract and retain talented and high quality staff for the town.

Retirement: New Hampshire retirement rates are going down. The two new hypothetical ambulance hires are included in this budget.

**Public Comment**

**Cemetery Trustees:**

Ryan stated that the cemetery budget will be presented and discussed at the same meeting as DPW, not tonight. Tonight the trustees have another matter concerning the cemetery trustees.

Gordon Clark, Fred Williamson: Donald Crate Sr. could not attend due to work commitment. Last year Will (cemetery sextant) had an understudy named Jason who left to go to the water department. This position was never filled with another full time person. This left an opening that needs to be filled for several reasons; Will fixes headstones that have gone into disrepair, he maintains the grounds, and he needs to be training an apprentice for the headstone repair. Last summer there was an incident where love ones of the departed were caring for the upkeep of their own cemetery plots and were very upset that the sites were not being kept in the manner they had become used to. The summer is the busiest part of the season and Will cannot do it all by himself. Additionally, in the winter Will does town plowing and sidewalks and has less time to take care of the cemetery grounds. The position was never filled, it is in the budget, it was just never filled.

We are proud of our cemeteries in Enfield and we strive to make sure that people's loved ones are taken care of – the grass is cut, the trees trimmed, headstones kept intact.

Ryan stated that we should have two 40-hour positions and one 20-hour position.

Will concurred that this past year he has been very taxed this past year taking care of his responsibilities at the transfer station, plowing, maintaining athletic fields and he cannot do it with part time help only. He also sees great importance in training his replacement/successor in the art of maintaining headstones.

Ryan and the committee assured the group that this will be taken care of in the upcoming budget.

John Kluge stated that this is not a budget committee issue so is concerned that it is coming up in this venue.

Ryan explained that this is unique in that the cemetery is not under DPW, Will's time falls under DPW. It remains that the trustees are in essence their own department so in that light this is not too far afield. It is important for the budget committee to know this is an issue so that they may move ahead with this knowledge while reviewing other budgets.

**Next Meeting –**

**Tuesday December 4<sup>th</sup> at 6:30 pm**

**Sam move to adjourn meeting at 8:33 pm, all in favor.**

**Upcoming Meetings** (Generally meetings are at 6:30PM in the DPW Conference Room):

- Tuesday, December 4<sup>th</sup> – usual time, hear from more departments
- Saturday, December 8<sup>th</sup> **8:30 AM** – DPW, Police, Fire, Ambulance

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- Tuesday, December 18<sup>th</sup> – Ryan's budget proposals