

**TOWN OF ENFIELD  
ENFIELD BUDGET COMMITTEE  
MEETING MINUTES OCTOBER 18, 2022**

**TIME: 6:30 PM**

**LOCATION: Dept. of Public Works Building & Zoom Teleconference**

**COMMITTEE MEMBERS PRESENT:** Shirley Green, Nancy Smith, Dan Kiley, Jane Plumley, Tracy Young, John Kluge (Board of Selectmen)

**EXCUSED:** Dimitri Deserranno

**ABSENT:** Mike Diehn,

**OTHERS:** Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager.

**CALL TO ORDER**

Ms. Green called the meeting to order at 6:30 pm.

**BUSINESS**

**Budget Calendar Update**

Mr. Morris stated that there were scheduling conflicts with the previous calendar and presented updates to the Budget Committee.

**Regional Organization Subcommittee**

Ms. Bonnette stated that she was looking to get a list of the members that would form the Regional Organization Subcommittee. She noted that she would pass the list and contact information on to the DPW Administrator, Ms. Delworth, who would reach out for follow up.

Mr. Young inquired about the deadline for submission.

Ms. Bonnette stated that the deadline for submission was October 15<sup>th</sup>, so they should have been received and will be processed when the DPW Administrator returns from her vacation.

Ms. Green and Ms. Smith offered to represent the subcommittee, with the addition of Mr. Diehn who has been on the subcommittee in the past.

**Town Manager Budget Presentation**

Mr. Morris met with each department head and Ms. Bonnette and presented the first draft of the 2023 budget. He stated he highlighted a few areas for discussion, and it is a great starting point for the discussion. He stated that an overview of the information, including the budget percentage increase was available at the end of the document. He stated that the current budget increase is about 4.6%, which includes the 5% increase in salaries and a few other changes.

**Administration Budget Review**

Mr. Morris presented the following highlights related to changes in the budget:

- Administrative – the internet is increasing from \$3,500 to \$19,000 as there is an ongoing discussion with the current website provider, CivicPlus, regarding an upgrade. He noted that the upgrade could cost around \$15,000, but it is only an estimated placeholder until it can be finalized at their next meeting.

Mr. Young stated that having a more modernized web site would help the administrator in charge of it, Ms. Bonnette, a great deal in streamlining.

Mr. Young added that he looked at the administrative line that covers the Board of Selectmen payment and it did not look like it accommodated the addition of two new members for this coming year.

- Mr. Morris stated that postage costs continue to go up, including bulk mailings. He noted that he has discussed the possibility of doing away with the auto-renewals being mailed as the mail is not getting to residents and it is completely accessible online.

Mr. Young stated that when you include how much staff time goes into printing, stuffing envelopes, and mailing, it is a very manual chore.

Mr. Morris stated that the Town Clerk supports moving away from that process and it is worth further discussion.

Ms. Plumley suggested offering an email notification may be helpful.

- Mr. Young stated that, under printing, there was a question regarding printing the calendar and the annual report and he felt that those are decisions to be made by the Selectboard and not the Budget Committee.

Mr. Morris confirmed and stated that the BOS supported continuing the calendar and that there was a residential mailing being planned related to the warrant which will be an added cost.

- Mr. Morris stated that there are computers which are upwards of 9 years old which need replacement. He stated that after this year of catching up on necessary replacements a rotation of replacements will be developed and put into practice.
- Mr. Morris stated that legal services have been dropped to align more with the expenditures of the last couple of years.
- Ms. Bonnette noted that updated rates from Primex include reductions on worker's compensation and unemployment. She noted that health insurance rates have gone up 11%, but the employee share has increased by 1%.

Mr. Morris noted that the health insurance rates went down last year, so the overall increase in the last two years is 8%.

Ms. Bonnette noted that the property and liability charges have increased.

Mr. Morris confirmed that Primex is focused on covering municipalities, but that there would be an RFP put out for insurance next year.

- Mr. Morris stated that he lowered public assistance lines as they have not been expended in recent years and Ms. Delworth in the Human Services Department has been utilizing outside agencies and has been able to fill a lot of needs for residents that way.

Mr. Young stated that the previous two years averaged a total of \$4,900 expended out of \$15,000 budgeted and there may be more room to reduce that line.

Mr. Morris stated that he was hesitant to do so as the two previous years were during COVID when there was a lot of federal money available for assistance. He added that it is also an area that is necessary to have budgeted by law.

- Mr. Morris stated that the Old Home Days line is noted as zero since the Old Home Days has an account that they expend from.
- Mr. Morris stated that the Conservation Commission line was decreased.

Mr. Young inquired why the town contributed to the Conservation Commission if they have their own trust fund.

Mr. Morris stated that was how it was set up.

Ms. Green stated that the money could be used for water shed management plans or land purchases for conservation.

Mr. Morris stated that it is common for unspent funds to be put into the trust to build it up until there is a large project to spend it on.

- Mr. Morris stated that, based on the discussion during the audit review, he plans to draft a policy or procedure to aim to have 5% of the OPED Liability funding available for retirement and unanticipated employee departures. He stated that the proposed 5% can be adjusted based on future needs, but it establishes a goal to have on reserve instead of trying to decide how much to put into the fund each year.
- Ms. Bonnette reviewed the debt service and principal expenses.

Mr. Morris stated that the town offices have done well with finding the optimum time to pay the USDA to get as much principal paid as possible.

Ms. Bonnette stated that the Capital Projects fund is paid for by fees from Lakeview Condos and Shaker Landing Condos, as well as the state aid grant.

- Mr. Morris stated that sidewalk repairs were not completed this year as the town submitted a grant which would include the addition of sidewalks as well as repairs to current structures. He noted that he has not heard more yet, but the hope is to maximize the grant funding if it is finalized.

Mr. Young stated that there is an obligation to use the \$40,000 that was approved by voters to repair the sidewalks on Main Street, regardless of if there is a grant.

Mr. Kiley noted that the vote to authorize the borrowing of funds does not mean that the funds must be borrowed and that it may be possible to be paid in cash by the CIP Fund.

Mr. Morris stated that he misunderstood and thought that the projects were one in the same and stated he would work on that.

Mr. Morris requested if there were any questions regarding the review of the proposed budget. With no further discussion, the Budget Committee moved on to adjournment.

## **ADJOURNMENT**

Ms. Smith made a motion to adjourn the meeting at 7:18 PM. Mr. Kiley seconded. Vote unanimous in favor of the motion (6-0).

The meeting was adjourned at 7:18 pm.