

**TOWN OF DEERFIELD  
MUNICIPAL BUDGET COMMITTEE PUBLIC HEARING & MEETING  
OCTOBER 29, 2013  
MINUTES**

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**Call to Order:**

6:00 pm Chairman Kevin Verville called the meeting to order.

**Pledge of Allegiance to the Flag**

Chairman Verville asked all to rise and pledge allegiance to the Flag.

**Moment of Silent Reflection**

**Roll Call:**

**Present:** Kevin Verville, Chairman; Harriet Cady, Don Daley, Carol Levesque, Fred McGarry, Jeff Shute and Bill von Hassel, Members; Maryann Clark, School Board Rep; Steve Barry, Select Board Rep

**Absent:** Jim Spillane, Vice Chair; David Carbone, Member

**Approval of Minutes – October 15, 2013**

**Motion:** M. Clark moves the minutes as written

**Second:** F. McGarry

**Discussion:** H. Cady asked that page 1, paragraph 4, line 3 “shoes YTD” be corrected to read “shows YTD”, also under “Review of School Budget”, line 1 should correct “2013-2013” to read “2012-2013.”

**Vote to approve the minutes as amended: Yea 8, Nay 0, Abstained 1 – Motion Carries**

**Review of Town Budget**

Chairman Verville noted that he has circulated a Town Expenditure Report as of October 25<sup>th</sup> to members via email and in physical copy tonight. Selectman Barry opened discussion by apologizing for his absence at the October 15<sup>th</sup> meeting. It was a slip of the mind and he was sorry to have wasted the Committee’s time. He offered response to the letter received by the Select Board from the MBC. The new retaining wall and GBW Building Plumbing work was paid for from the Building and Infrastructure Fund and will not show in any specific line of the Town Budget. The Police Audit Report falls under the current budget. A draft of the 2013-2014 Town Budget is available on the website. There is no approved budget at this time. As a general policy Selectman Barry will not respond to emails for business related items. He feels that interaction should be done in person at the meetings and that, for him, the practice of not using email is universal to all Boards he serves on. He apologized for the negative feedback received by the Select Board for his missing a single meeting and feels he has worked to develop a good rapport with the MBC over the last several years.

Selectman Barry referenced paragraph 2 of the October 15 minutes, regarding the sale of the cruiser. He clarified that the cruiser was purchased in NH at the NH bid price. D. Daley asked whether the cruiser was traded in or kept and Selectman Barry confirmed that it was traded in. H. Cady spoke that the minutes are incorrect; she said that the vehicle was bought in Hillsborough and went to Massachusetts for additional work; she would like to see the bids for doing the interceptor package, showing the cost of the cruiser and employee being out of state for the day.

D. Daley noted his questions on the Zoning Board and its budget lines being overspent YTD, asking if the Select Board had any response to this? Selectman Barry did not want to comment, but would find out. H. Cady asked if it would be possible to see the revenue received for the Planning, Zoning, and Legal Departments. F. McGarry noted that the money does not go to the specific Department, but rather into the general fund and is a straight in/out item. K. Verville will make the request for that depth of information.

D. Daley commented that the Supplies & Equipment/Tools line of the Government Buildings budget is also overspent, which seems to be a common occurrence. He also pointed out that the Police Department’s Part Time Employee line is over spent with still two months remaining and asked Selectman Barry for input. Selectman Barry believes the Part Time expenses were due to the Department being short staffed for a period of the year and will get clarification from Chief Greeley. D. Daley added that the Ammunition & Firearms is a line that also seems to be regularly overspent and asked why the Misc. Line was over budget by almost \$1,000. Selectman Barry will find out.

D. Daley referenced pages 13 – 15 of the Expenditure Report, showing the Highway Department, and expressed concern that the line is 96% spent with still two months remaining. He was aware that FEMA money was coming in. Will that help the

Highway budget? Selectman Barry was not concerned, stating that if there is a shortfall they will find a way to make it up, he confirmed that \$21,000 in FEMA money will offset the Highway expenditures. Chairman Verville noted the overspending in the Parts line and asked for information. Selectman Barry stated that was due to repairs for the backhoe.

H. Cady spoke that last December the Highway Department had encumbered \$25,000 and asked if that money might be used to offset the salt over expenditure? Selectman Barry was unable to answer, he will confirm if and how much was encumbered and what specific purpose it was earmarked for. In general the Select Board feels the Town expenditures YTD are about right, and does not expect the bottom line to be over spent.

*Member David Carbone Arrives*

D. Daley noted there has been some discussion of the ability to review, discuss, and approve some of the less controversial Department budgets prior to the November meeting. He asked if the Select Board could select those departments and bring them to the MBC Chair so that members might review the budgets online and discuss. Chairman Barry spoke that he is happy to work with the Committee any way that he can.

**Motion:** D Daley moves to approve the 2013-2014 MBC Budget in the amount of \$859

**Second:** F. McGarry

**Discussion:** D. Daley noted that the budget is level funded YOY and that the majority of the expense, \$687, is for the Part Time Employee

**Vote: All in Favor – Motion Carries**

H. Cady asked if the Building and Infrastructure fund that financed the retaining wall and plumbing was the result of the Warrant Article from last year to set aside monies each year. Selectman Barry answered yes.

**Old Business**

M. Clark presented the Committee with supplemental information requested. She provided a breakdown showing the number of students in each classroom, noting the current total of 465 students and stressing that this is a moving number as students are constantly coming and going. She also provided the year-end financial report from the 2012-2013 school year, pointing out that the \$316,000 surplus does not reflect the amounts retained and returned to the Town to offset taxes. D. Daley asked if there was any more information on the surplus funds used for security improvements, to which M. Clark answered that the vote was to spend an amount not to exceed \$20,925 to improve security. She noted that they are working on the room utilization information.

M. Clark explained to the Committee that one of the key items in the negotiations with Concord High School (CHS) was over the estimated number of students that the Deerfield Community School (DCS) forecasts. DCS has historically tended to overestimate the number of students it plans to send to CHS and then pays only for the actual number attending, this becomes a budgeting issue for CHS and can be significant, last year the estimated and actual represented a difference of \$160,000. Under the new contract DCS will provide its estimate on February 15<sup>th</sup> and pay at that time for the number estimated. If more students enroll, DCS will pay the additional funds, however if less enroll, CHS will hold the overpayment of tuition and apply it toward the next year's cost. This will work to stabilize both the CHS budget and the DCS's High School Tuition Line. Chairman Verville asked where CHS would hold the funds, for example in escrow or in its general fund. M. Clark was not sure. Chairman Verville asked if DCS continues to overestimate will the pot grow over time. M. Clark answered no, that it would be a new fund/amount every year, with the previous year rolling into the new amount owed.

**New Business**

**Motion:** H. Cady moves that the MBC receive a one page sheet that details all paid benefits (life insurance, disability insurance, retirement etc.) and the number of full time employees those benefits are provided to.

**Second:** Chairman Verville

**Discussion:**

B. von Hassel asked to what end Ms. Cady would like to see this report. H. Cady indicated that she has been asked by citizens what the actual cost of a full time employee is when benefits are factored in. She believes the citizens are interest in knowing the total cost, pointing out that there is much more than just the salaries presented. Selectman Barry spoke that all the information requested is in the budget and he is not in support of creating a separate report. D. Daley pointed out that page 8 of the Town Expenditure Report provides a breakout of the costs Ms. Cady is asking about.

Chairman Verville added that applying a straight division of the total benefit amount would imply that everyone receives the same package and he does not expect that would be correct. C. Levesque asked if employees have options within the Health Insurance plan and Selectman Barry confirmed there is one plan, but the employee may opt for single, family, etc. coverage. He would reiterate that the information requested is provided in the backup materials to the budget.

**Vote: Yea 2, Nay 8, Abstained 0 – Motion Fails**

**Citizens Comments**        None

**Adjourn:**

**Motion:** Selectman Barry moves to adjourn the meeting of October 29, 2013

**Second:** C. Levesque

**All in Favor – Motion Carries – Meeting Adjourned @ 7:00p**

The Minutes were Recorded, Transcribed and Respectfully Submitted by Katie Libby.  
Pending Approval by the Municipal Budget Committee