

**TOWN OF DEERFIELD
MUNICIPAL BUDGET COMMITTEE MEETING
December 10, 2013
MINUTES**

Call to Order:

6:00pm Vice Chairman Jim Spillane called the meeting to order.

Pledge of Allegiance to the Flag

Vice Chairman Spillane asked all to rise and pledge allegiance to the Flag.

Moment of Silent Reflection

Roll Call:

Present: Jim Spillane, Vice Chair; Harriet Cady, David Carbone, Don Daley, Carol Levesque, Fred McGarry, Jeff Shute and Bill von Hassel, Members; Peter Menard, School Board Rep; Steve Barry, Select Board Rep

Excused: Kevin Verville, Chairman

Also Present: Jan Foisy, Town Finance Director

Approval of Minutes – December 7, 2013

Motion: D. Daley moves the minutes as written

Second: H. Cady

Discussion: Vice Chairman Spillane asked that on page 7 under "Town Administration" the proposed change to the Maintenance Vendor line was voted 5 in favor, 6 opposed, the minutes read "Motion Carries" and should read "Motion Fails". In the same section the minutes read "Vote on the amended amount..." and should read "Vote on the amount..." as the original amount was unchanged. H. Cady indicated that she has been asked recently why the minutes have not been posted to the Town website. Vice Chairman Spillane answered that Chairman Verville had been delayed in posting, but has recently forwarded the minutes to date to Steve. H. Cady suggested the recording secretary send them directly to Steve for posting, Vice Chairman Spillane will leave it to Chairman Verville to decide the best process.

Vote to approve the minutes as amended: Yea 9, Nay 0, Abstained 1 – Motion Carries

Discussion and Review 2014 Town Budget

Highway Department

Motion: Selectman Barry moves the Highway Department Budget in the amount of \$750,626

Second: P. Menard

Discussion:

Motion: Selectman Barry moves to reduce the Telephone line by \$3,112 to \$2,260

Second: J. Shute

Vote – All in Favor – Motion Carries

Motion: Selectman Barry moves the amended Highway Department bottom line of \$747,514

Second: P. Menard

Vote: Yea 10, Nay 0, Abstained 0 – Motion Carries

Animal Control Officer

Motion: Selectman Barry moves the Animal Control Budget in the amount of \$11,168

Second: J. Shute

Discussion:

Motion: Selectman Barry moves to reduce the Telephone line by \$246

Second: D. Daley

Vote – All in Favor – Motion Carries

Motion: Selectman Barry moves the amended ACO bottom line of \$10,922

Second: Vice Chairman Spillane

Vote: Yea 10, Nay 0, Abstained 0 – Motion Carries

Emergency Management

Motion: Selectman Barry moves the Emergency Management Budget in the amount of \$6,744

Second: D. Daley

Discussion:

Motion: Selectman Barry moves to reduce the Telephone line by \$115

Second: P. Menard

Vote – All in Favor – Motion Carries

Motion: Selectman Barry moves the amended Emergency Management bottom line of \$6,629

Second: P. Menard

Vote: Yea 10, Nay 0, Abstained 0 – Motion Carries

Motion: Vice Chairman Spillane moves to approve the 2014 Town Budget in the total amount of \$3,644,504

Second: H. Cady

Vote: Yea 7, Nay 2, Abstained 1 – Motion Carries

Discussion and Review 2014 Warrant Articles

Selectman Barry informed the Committee that the Select Board has not yet completed the wording and formal vote on the proposed Warrant Articles, he hopes to have them finalized for the next meeting. Vice Chairman Spillane asked whether the Board would consider a Warrant Article creating an Emergency Fund for snow and storm costs. He suggested setting aside \$5,000, with the fund to be capped at \$20,000 and it could be used in situations such as this year where funds are running low and other Departments are being impacted due to the need to keep the roads safe. Selectman Barry spoke that finding the money in the budget hasn't been a huge issue in the past, and that one way or another they always get through, he would not see the need for such a fund at this time.

Receive Proposed 2014/2015 School Board Budget

The Committee presented questions to P. Menard for research in advance of the full 2014/2015 School Budget review. H. Cady asked how the adequate education grant is estimated and funded and asked for additional detail on the Catastrophic Aide line. How many students are designated under this area and how is it funded? D. Daley, referencing page 1, line 116, asked for additional detail on the relocation of the ELL Tutor expense and why has the Contracted Services line gone up so much? H. Cady asked for backup detail as to why the budget shows a \$10,000 increase in the Electronic Software Licensing line. P. Menard responded that the School Board has asked Deb Boisvert and Mike Davis to speak with the MBC on their respective areas of Information Technology and Maintenance and Repair.

D. Carbone asked for details on the High School Tuition line, specifically what is included in the "Other Schools" line. F. McGarry, referencing page 5, line 110, asked for detail on the increase in the Nursing line. D. Daley, referencing the reduction of 1 Full Time Staff member and 3 Para Professionals, asked for a full description of the resultant class size and arrangement, he also asked whether that reduction will be through an individual's retiring. Vice Chairman Spillane asked for an explanation on the 25% increase in the Auditors line. B. von Hassel, referencing page 9, asked for detail on the Cleaning Supplies line in the amount of \$6,000 as well as the substantial increase in the Maintenance Supplies line. Adding to that, Vice Chairman Spillane asked what was being purchased in the Maintenance Equipment line to account for the 99900% increase.

F. McGarry asked for an explanation on the page 4, line 330 - \$18,000 year over year decrease in Diagnostic line of Guidance. J. Shute asked for a full description of the removal of one of the modular units and asked specifically where the occupants will be going. F. McGarry noted the SAU Management Services line and asked for the formula used for calculating Deerfield's share of that cost. H. Cady would like to see a breakdown of the SAU costs and D. Daley asked if they might see a list of SAU Employees and salaries as is done that the Town level.

D. Daley asked if the School will be presenting any Warrant Articles, P. Menard answered that they may be considering one for paving of the parking lots, but that they have struggled with wording. The issue will be taken up at their meeting on December 18th, but he does not expect the details to be immediately available. H. Cady asked for a description of how the funds are managed based on the passing of last year's Warrant Article allowing the School to retain a portion of its surplus. If there is a surplus this year is that amount added to the previous amount, or is it a net new amount each year? She would like to better understand the mechanics of it.

J. Shute noted that the Special Education Transportation line budgets for a 60% increase, but is still below the actual expended amount for the 2012-2013 school year, he would like the School to explain this. B. von Hassel asked if there were any pending resignations or retirements aside from the reduction in Full Time Employees. P. Menard answered that they

had two resignations which were immediately filled, and currently there are 9 employees within the 3 year retirement process. 4 were newly added this year. The Committee asked for the description of how those numbers are restricted and managed by the School Board. Finally, F. McGarry asked for an explanation on the reduction of 20% in the Math Teaching Supplies line 023 in section 108.

Old Business

H. Cady asked for a description of how the Health Insurance Deductibles for Town Employees were handled and where they were included in the proposed Town budget. J. Foisy answered that the deductible amount under the Health Insurance plan is \$2,500, of that the employee is responsible for the first \$500 and the Town will pay the remaining \$2,000, the amount budgeted for that was included in the backup materials, for 2014 \$13,365 was budgeted for health reimbursement costs, the number was based on an estimate provided by the Insurance Broker.

The current expenditure report for the Parks & Recreation revolving fund was distributed for Committee review.

New Business None

Citizens Comments None

Adjourn:

Motion: Selectman Barry moves to adjourn the meeting of December 10, 2013

Second: J. Shute

All in Favor – Motion Carries – Meeting Adjourned @ 6:50pm

Next Meeting Tuesday, December 17th @ 6:00pm

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