

**TOWN OF DEERFIELD  
MUNICIPAL BUDGET COMMITTEE MEETING  
December 17, 2013  
MINUTES**

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**Call to Order:**

6:00pm 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; David Carbone, Don Daley, Carol Levesque, Fred McGarry and Jeff Shute Members; Peter Menard, School Board Rep; Steve Barry, Select Board Rep

**Excused:** Jim Spillane, Vice Chair; Harriet Cady and Bill von Hassel, Members

**Also Present:** Deerfield Community School & SAU Representatives: Peter Aubrey, Deb Boisvert, Mike Davis, Patty Sherman and Paul Yergeau,

**Approval of Minutes – December 10, 2013**

**Motion:** D. Daley moves the minutes as written

**Second:** J. Shute

**Vote to approve the minutes as written: Yea 6, Nay 0, Abstained 1 – Motion Carries**

*(F. McGarry absent at the time of this vote)*

**Discussion and Review 2014 School Budget**

P. Menard presented the MBC with a document detailing the 21 questions put forth at the December 10<sup>th</sup> meeting with answers to each along with handouts documenting how Adequate Education Aide is calculated. He spoke that the Adequate Aid amounts are determined by the Department of Education and the process was outlined. Chairman Verville suggested the committee take some time to review the information and any follow up questions will be revisited at a later time. Regarding Catastrophic Aide, P. Menard indicated that the number of Deerfield students whose programs were eligible has gone down by 5 in this budget.

Regarding the English Language Lerner Tutor, P. Menard spoke that this service was previously done through a separate contract, DCS will now pay a share of the person's salary though the SAU and, as a result, the cost has been moved under "Contracted Services." The increase is because the Tutor is working to formulate a compliance manual and there has been an increase in the hours. C. Levesque asked if this cost included High School students, P. Sherman answered that it can if there is a need.

Regarding line 108-055, P. Menard noted the Software Licensing increase from \$0 to \$10,000, he spoke that this increase reflects yearly subscription costs, versus software that may have been purchased directly in the past. There are three lines involved with this, Software, Regular Education, and the Math lines – those lines had decreases of \$8,200 so the net increase to Software Licensing is \$1,800. D. Boisvert spoke that this is in part due to the types of software they are accessing, for example iexcel is a program that allows students to have home access versus having to access through a School machine.

P. Menard spoke that the High School Tuition lines need to be corrected to add 1 additional student to the Pembroke count and 1 student to Coe Brown. Referencing his handout, question #6, P. Menard spoke that the Math line decrease of 20% was because the School purchased a new material series recently and the expected need this year will be for replacement consumables only. D. Daley asked whether some of the changes in technology have resulted in a decrease to the teaching supplies, P. Yergeau answered generally yes, but that it's not a hard and fast rule.

P. Menard indicated that the Guidance Diagnostic line is down as there has been less testing required for Special Education as they have done a better job at providing early interventions. The School Psychologist position has been reduced by ½ day. The decrease in the Nursing line is because the School Nurse is retiring and they will be bringing on a new Nurse at a

lower salary. Regarding the reduction of 1 Teacher and 3 Para Professionals, P. Menard provided the MBC with an Enrollment Projection Sheet. He described that the current 2<sup>nd</sup> and 3<sup>rd</sup> grade classes will be reduced from 3 and 4 classes respectively to 2 and 3 classes in 2014-2015. The current 4<sup>th</sup> grade class will have an increase from 3 to 4 classes, resulting in a net decrease of 1 class. The Para positions are driven by the needs of the students. Chairman Verville asked what the procedure for eliminating a Teacher was, P. Sherman answered that there were various inputs based on the contract negotiations including tenure, certifications, evaluations and experience within the Town. P. Menard added that there had been a concerted effort during the negotiations last year to allow for the Board to be able to retain Superstar Teachers and not base these decisions solely on seniority.

On question #10, P. Menard indicated that the increase in the Auditor line was due to the vendor coming better in line with the current market rates. He noted that \$8,820 is to be billed for next year, while Franklin recently went to bid for these services and was quoted \$17,000, so he feels the DCS is still getting a good deal. P. Menard presented the MBC with the SAU share breakdown and staff roster. He spoke that two positions have been added at the SAU, a Technology Support person and a new HR/Payroll Support Staff person, this has resulted in Deerfield's increase in cost share. F. McGarry noted the devaluation for Epsom and Allenstown, indicating that this also was a contributing factor to Deerfield's increase. D. Daley asked what the funding amount for the new position not yet shown on the roster would be, P. Sherman answered \$35,000.

Regarding question #14 and the removal of a Modular Unit, Chairman Verville asked whether the Modular being removed was the oldest/least valuable of the three, or if it was chosen for its proximity to the building. P. Yergeau answered that the decision had been made based on the square footage and classroom size, but that yes it is also the oldest and the one most removed from the building. D. Daley asked whether a plan was still being developed for the remaining two Modulares, P. Menard answered no, not actively, though the School Board is constantly monitoring the situation. P. Aubrey spoke that they expect removal to occur after the close of this School year, they will simply disconnect the utilities and pull it away from the site, he noted that the contract requires payment through August 1, 2014. There are no plans for how the footprint will be handled at this time.

Head of DCS Maintenance, M. Davis, spoke to the \$6,000 increase in the cleaning supplies line. He has found that line to be underfunded in the past, only \$616 remains in the current budget with more than half a school year remaining. He described his process for measuring and monitoring rates of chemical usage, along with the cleaning rotations and his search for more cost effective suppliers. F. McGarry asked whether the SAU had considered coordinating a contract with suppliers to reduce costs, M. Davis was optimistic the idea could be explored further. M. Davis described the equipment he is looking to purchase under the New and Replacement Maintenance Equipment line, including a power washer, leaf blower, hammer drill, dock plate, pallet jack, tool cabinet, wet/dry vacuum, and steam cleaner. Currently the staff use personal equipment and tools brought in from home, rental equipment, or make do without. D. Daley asked whether there was a secure location for storing equipment, M. Davis answered that it would likely be locked in the shed outside of the property where paper products are stored.

P. Menard spoke to the increase in Pupil Transportation under the Special Education lines of the budget indicating that there has been a shift in out of district placements. D. Daley asked if there were any current out of district placements in the K-8 students and P. Sherman answered no.

P. Aubrey explained that the surplus retained does not build, but rather is revisited by the School Board each year. The amount able to be held back is based on the prior year's net assessment. Last year \$145,988 was retained and currently the School Board could keep up to \$242,957 of surplus. F. McGarry clarified whether the \$145,988 was technically part of the anticipated surplus amount for 2014 and P. Aubrey answered yes.

P. Menard provided the Committee with a table of the expected Teacher retirements, adding that it is too early to anticipate resignations. The School Board chose to accept all four individuals who put in for the buyout program this year.

The School Board will be meeting December 18<sup>th</sup> to discuss Warrant Articles. At this point they plan to discuss paving at the school and the potential of creating a Technology Trust Fund. D. Boisvert spoke that the Trust Fund would be to begin setting aside money for larger costs that may be facing the school in the near future, including the purchase of a new server, replacement of the phone system and emergency bandwidth issues that may come up with Common Core Testing. C. Levesque voiced her support of paving, referencing Mr. Davis' description of how the gravel tracked in damages the flooring. D. Daley voiced his concern that, similar to the Building Repair Fund, that projects not be rushed through when money is available. He asked whether additional money to the Building Repair Fund would be presented as a Warrant Article this year, P. Menard responded that he was not sure.

Chairman Verville asked whether the School was in the position to comply with Common Core as is, or will it require a capital investment to do so? D. Boisvert answered that she thinks we are OK as is, they have been planning for this change through the last few cycles for example, they have purchases laptops when replacing computers to allow for testing in locations other than the computer lab.

**Old Business**

D. Daley asked whether the Town's Warrant Articles had been finalized, Selectman Barry answered no, they have been delayed with other business facing the Town, but they will be in set no later than the Public Hearing, they do not expect to put forward anything other than what has been discussed thus far.

**New Business**

P. Sherman thanked the MBC for providing its questions on the School Budget ahead of time, allowing them to fully formulate their answers. She felt the process worked well.

**Citizens Comments**          None

**Adjourn:**

**Motion:** Selectman Barry moves to adjourn the meeting of December 17, 2013

**Second:** F. McGarry

**All in Favor – Motion Carries – Meeting Adjourned @ 7:28pm**

**Next Meeting Tuesday, January 7th @ 6:00pm**

The Minutes were Recorded, Transcribed and Respectfully Submitted by Katie Libby.

Pending Approval by the Municipal Budget Committee