

TOWN OF DEERFIELD, NH
MUNICIPAL BUDGET COMMITTEEMEETING
George B. White Building
8 Raymond Road, Deerfield, NH 03037
9:00am Saturday 5 December, 2015
MINUTES

Call to Order 9:01am

1. Pledge of Allegiance to the Flag

2. Moment of Silence/Prayer

3. Roll Call

Present: Kevin Verville, Chairman; Carol Levesque, David Carbone, Karen Cote, Steve Giovinelli, Fred McGarry (Planning Board Chairman), and Troi Hopkins, members; Andrew Robertson, Select Board Rep Member; Zachary Langlois, Alternative School Board Rep Member

Excused absence: James Spillane, Vice Chairman

Unexcused absence: Brendan O'Donnell, member

Also Present: Jan Foisy, Town Administrator; Penny Touchette, Financial Director; Harriet Cady, Supervisor of the Checklist; Travis McCoy, Chris Cook, Debbie Smith, Veasey Park Commission Spokespersons; Erick Berglund, Conservation Commission; Josh Freed, Zoning Board Chairman; Chief Gary Duquette, Police Chief; Mark Young, Road Agent;

4. Approval of the Minutes

Motion: A. Robertson moves to approve the MBC meeting minutes from Tuesday 1 December, 2015 as written.

Second: C. Levesque

Discussion: Chairman Verville notes an error on the top of page 2 where it read \$500, should be \$5000. Recording Secretary will update this error. Asks if there are any other errors or omissions.

Vote to approve the minutes as written from the MBC meeting from Tuesday,1 December, 2015: Yay: 6,

Nay: 0, Abstained: 3 - Motion Carries

Chairman Verville will be absent from the Tuesday 8 December meeting. The Town Administrator has the agenda and packets will be prepared. Vice Chairman Spillane will run the meeting. In the event of his absence, the committee will choose a temporary chair to lead the meeting.

There will be a break during today's meeting at 10:30am at the approximate halfway point.

There are updates in the packet from Denise Greig with follow up to the questions about the funding of Health and Social Services agencies. If there are questions, they can be brought up under Old Business on Tuesday 8 December.

There is also an updated budget worksheet that represents the one adjustment that the MBC has made so far as well as an updated draft of the proposed warrant articles.

5. Citizen's Comments

Harriet Cady comments that she has called various towns similar in size to Deerfield to find out what is in their budget. She questions how many members of the MBC have done the same.

Chairman Verville has created two information sheets relative to the proposed salaries. These are for information purposes only and do not advocate for or against. There is a listing of departments with associated page numbers with Personnel line items that show change or no change, dollar amount change, percentage change, and total change. Police have been pulled out because the Police are proposing to reconfigure employee structure. Highway also pulled out because they may propose to reconfigure as well, The proposed budget is up almost 5.5%. Municipal employee salary increases are .88% or .98% of the budget increase. Police are 1.6%. These combined account for 37-39% of the proposed 5.5% budget increase. According to Town Reports, 2009 and 2010 had COLA increase proposed. 2011, 2012, 2013 warrant articles were written for the salary increases. 2014 and 2015 salary increases were part of the proposed budgets and both years the budgets failed at town vote. Expenditure comparison sheets have been consolidated by the Town Administrator.

A. Robertson states that leftover year's end for 2006 was \$62,467, 2007 was -\$666,893 (year of a major flood), 2008 \$3351 (year with a tornado and ice storm). Years 2009-2014 ranged \$173,000-\$261,855. The average year's end is between \$150,000 and low \$200,000s. Town budgets in accordance with the Department of Revenue Administration (DRA) which includes a year's end balance. This goes back into the general fund to retain the DRA recommended fund balance or to lower the tax rate, or to carry over to next budget year for a specific project.

C. Levesque asks if salary increases were done straight across or based on merit.

A. Robertson responds that typically they are not done straight across. Usually merit based pay is a one time payout. Salary increases are based on a salary range composed of information from Deerfield and surrounding towns and local government center. Longevity can also justify an increase as well.

S. Giovinelli asks if the town can provide data and their analysis that shows these salary ranges.

A. Robertson responds that the town will provide this information, salary ranges, and job description for each position.

6. Discussion and Review of 2016 Town Budget

a. Supervisors of the Checklist, page 5

Motion: A. Robertson moves the Supervisors of the Checklist in the amount of \$6,151.00.

Second: F. McGarry

Discussion: A. Robertson states that the increase in budget is due to the four upcoming elections.

Harriet Cady, Supervisor of the Checklist, points out that there are 6 elections in 2016- presidential, state/gubernatorial primary, presidential primary, school and town election, and two deliberative sessions.

S. Giovinelli asks what the cause is for the favorable variance between actual and 2015 and points out that in 2015 the line item for Training/Workshops appears to have been overbudgeted .

H. Cady responds that there was a refusal to pay for two of the workshops that the supervisors intended to attend.

Vote to approve the budget for the Supervisors of the Checklist in the amount of \$6,151.00: Yay: 9, Nay: 0, Abstained: 0 - Motion Carries

b. Parks and Recreation, page 52

Motion: Chairman Verville moves to postpone Parks and Recreation to the earliest point once Joe Manzi, Director of Parks and Recreation, is present.

Second: A. Robertson

Discussion: T. Hopkins asks if there is any way to contact J. Manzi to find out when he will arrive.

The response is that there is not a way to contact J. Manzi.

Motion: T. Hopkins moves to table Parks and Recreation until Tuesday night's agenda.

Second: S. Giovinelli

Vote to table Parks and Recreation to Tuesday: Yay 9, Nay: 0 - Motion Carries

c. Veasey Park, page 53

Motion: A. Robertson moves Veasey Park in the amount of \$32,615.00

Second: T. Hopkins

Discussion: Spokespersons from Veasey Park Commission are here- Travis McCoy, Chris Cook, and Debbie

Smith.

S. Giovinelli asks for an explanation for the Part Time Employee line item.

T. McCoy responds that it is for adding one part time staff at 11 weeks, 56 hours a week. The Commission is looking to restructure the Part Time Employee line item. They have not been able to come to a unanimous decision about the structure of this line item.

D. Smith states that the Park Guard at \$8 an has yet to be implemented, although it has previously been proposed, due to the budget not passing.

A. Robertson explains that the increase in the Part Time Employee line item is for someone to be paid to check resident stickers. Veasey has had difficulty with non-residents using the park.

C. Cook states that the Park Guard could also do supplemental duties such as clean bathrooms, etc.

Chairman Verville supports the increase in the Part Time line item and hiring the Park Guard. If this passes and is implemented, he would look for quantitative data next year showing how many people were turned away mid-week/weekends, mornings/afternoons as well as information about trends to target resources going forward.

T. McCoy agrees that data would be very helpful.

A. Robertson states that the original grant of Veasey Park dictates that the park be used by Deerfield residents only which is my this is a concern.

S. Giovinelli asks if the commission has considered any forms of revenue.

T. McCoy responds that the bylaws do not allow for vendors. Swim lessons have always been free of charge to residents. The goal of the Park Guard is to alleviate the burden currently on the lifeguards of filling out parking permits, checking registrations, and fielding complaints about the residents only policy.

C. Levesque asks about the ability of launching canoes/kayaks from Veasey.

T. McCoy responds that the Commission is in the process of writing a warrant article to support expansion of the parking lot and trail to the water's edge.

Chairman Verville confirms that financial resources would be necessary for this warrant article.

A. Robertson explains that another reason for the Park Guard is due to the anticipation of increased use with the expansion of allowing non-motorized canoes/kayaks. Currently most parking spots at the boat launch at the dam are for vehicles with boat trailers and therefore limits the number of people who can launch car-top boats there.

Chairman Verville mentions that previous warrant article was passed at the town vote showing support for this project.

T. Hopkins asks if milfoil is a concern with paddle boats and not just motor boats.

A. Robertson responds that milfoil is a concern on all watercrafts. Signage pertaining to milfoil would need to be incorporated. Pleasant Lake is currently milfoil free.

T. Hopkins asks if the warrant article would include training for the proposed Park Guard to be able to identify milfoil.

D. Smith is appreciative of the suggestion and agrees this training would be important.

Chairman Verville points out that since the Park Guard is in the proposed budget rather than the warrant article therefore funding for training would be addressed in the proposed budget.

Chairman Verville asks for information regarding the Uniform line item.

T. McCoy responds that this line item is based on five lifeguards. Each year they are offered a new uniform. Female uniform is \$165.55. Male uniform is \$131.55. Average uniform is \$148.55. Include 2 swimsuit/swimtrunks, t-shirt, sweatpants, sweatshirt. This line item has been over budget the past couple of years so it has been increased this year.

Chairman Verville asks what the Reimbursement line item is used for.

T. McCoy responds that this line item is used for lifeguards to attend the Waterfront Safety Course at \$350.00 per guard.

Vote to approve the Veasey Park budget in the amount of \$32,615.00: Yay: 9,

Nay: 0, Abstained: 0 - Motion Carries

d. Conservation Commission

Motion: A. Robertson moves the 2016 Conservation Commission in the amount of \$2343.00

Second: F. McGarry

Discussion: Erick Berglund from the Conservation Commission is available to answer questions/concerns.

S. Giovinelli asks about the Trail Club line item.

E. Berglund states that it is a new initiative to establish trail markers in town parks and conservation properties. There will be a plan put together to establish or upgrade trails.

Chairman Verville asks if this refers to painting blazes along the trails.

E. Berglund responds that they plan to use metal disks to make the trails. Painting requires more maintenance.

A. Robertson notes that there is currently an extensive trail network in Deerfield. Many previous markers no longer exist.

T. Hopkins asks about an existing trail map.

Chairman Verville responds that several maps have been updated recently.

K. Cote mentions that they use metal blazes in Fremont and asks if the Commission has checked in to what other towns have done.

E. Berglund responds that previously the Commission has concentrated on protecting lands and the water table. They are aware of several various methods for marking trails.

A. Robertson comments that there is a trail sub committee that has a Facebook page for Deerfield Trails which gives updates on trail conditions as well as additional info.

Vote to approve the Conservation Commission budget in the amount of \$2,343.00: Yay: 9, Nay: 0,

Abstained: 0 - Motion Carries

e1. Planning, page 14

Motion: A. Robertson moves the Planning budget in the amount of \$37,975.00.

Second: F. McGarry

Discussion: Chairman of the Planning Board, Fred McGarry, states that the Part Time Employee line item increase is to create a Part Time position to do filing of files dating back to approximately 2000 that are currently in boxes stored on the floor. Two Planning Board members have offered to donate filing cabinets. Will also have a method for storing rolled-up plans in a tube file.

Chairman Verville asks if this would be an on going expense or just for 2016.

F. McGarry states that it would be just for 2016. The Printing line item for \$213 is to print the updated zoning regulations. The Legal line item also has a slight increase.

S. Giovinelli asks how often these old files need to be accessed. Comments that often old files do not need to be readily accessed and therefore could be stored in boxes. Many of these items are also available through the Registry of Deeds.

F. McGarry responds that papers in teh files are documents from meetings leading up to final decisions which are ultimately end up at the Registry of Deeds.

S. Giovinelli asks what the advantage of maintaining these documents in a more organized/accessable manner.

F. McGarry responds that regardless of how oftern they are accessed, the papers need tobe organized.

Chairman Verville states that filing cabinets provide a certain level of protection to the papers.

A. Robertson states that the town has had to move quickly to move boxes when there have been pipe/roof leaks.

Vote to approve the Planning budget in the amount of \$37,975.00: Yay: 9, Nay: 0, Abstained: 0 - Motion

Carries

e2. Zoning, page 15

Motion: A. Robertson moves the 2016 Zoning budget in the amount of \$3,891.00.

Second: F. McGarry

Discussion: Chairman of the Zoning Board, Josh Freed is available for any questions/concerns.

Chairman Verville asks about the increase in the Part Time Employee line item.

J. Freed responds that the increase for this line item is due to an increase of hours this year and anticipation of hours and meetings next year.

F. McGarry notes the increase in the number of subdivision applications coming to the Planning Board and therefore there is an understandable increase for the Zoning Board.

S. Giovinelli asks if there are fees for applications.

J. Freed responds that there are fees and they go into the general fund. Fees are currently in line with the norm and havent been raised in a few years. They off set the cost for application*****

S. Giovinelli comments that this benefits only the individual so the fee should reflect the entire cost of the application.

A. Robertson states that with the excetion of fees that go into revolving funds or impact fees, all fees go into the general funds required by state law. The surplus at the end of the year then off sets the tax rate.

S. Giovinelli disagrees with a building fee that does not cover the full cost of the appplication.

Chairman Verville states that the setting of fees is done by the Zoning Board and is not germain to the MBC.

J. Freed states that bause Deerfield has zoning ordinaces, the town is required to provide Zoning Committee as a service and if the fees were greatly increased it may be seen as a barrier to the process and make the town subject of a legal complaint.

A. Robertson states that fees are designed to off set costs such as postage.

S. Giovinelli asks if revenue reports are available.

A. Robertson responds that the reports will be made available to the MBC.

Motion: S Giovinelli makes a motion to table the Zoning budget until the revenue reports are made available.

Second: none seen

J. Freed notes that as of 30 September, 2015 there has been \$456.00 revenue.

Vote to approve the Zoning budget in the amount of \$3,891.00: Yay: 8, Nay: 1, Abstained: 0 - Motion

Carries

f. Highway Safety, page 32

Motion: A Robertson moves the Highway Safety budget in the amount of \$853.

Second: F. McGarry

Discussion: F. McGarry asks why there hasnt been any money spent.

Chief Gary Duquette responds that funds were previously used to purchase bicycle helmets of which they still have to boxes. He recommends to reduce the Safety Programs line item (01.4290.01.683) to \$1.

A. Robertson states that it was used to accept safety grants for DWI enforcement.

T. Hopkins asks if the two boxes could be mde available.

A. Robertson states that the Police can provide bike helmets and firearm locks free of charge.

Motion: Chairman Verville moves to reduce the Safety Programs line item (01.4290.01.683) by \$599 to \$1. Also, reduce Equipment line item (01.4290.01.740) by \$249 to \$1. New bottom line for Highway Safety budget would be \$1.

Second: A. Robertson

Vote to reduce the Safety Program line item (01.4290.01.683) by \$599 to \$1 and the Equipment line item (01.429.01.740) by \$249 to \$1: Yay: 9, Nay: 0, Abstained: 0 - Motion Carries

Vote to approve the new bottom line of the Highway Safety budget in the amount of \$1: Yay: 9, Nay: 0, Abstained: 0 - Motion Carries

h. Highway Department, pages 35-44

Motion: A. Robertson moves the 2016 Highway Department budget in the amount of \$815,922.00.

Second: F. McGarry

Discussion: Mark Young, Road Agent, major increases in Road Maintenance on page 36.

Chairman Verville notes that the Contracting- General line item in Road Maintenance was budgeted at \$2500 in 2015 and only \$460 has been spent to date ask for the reasoning behind increasing this line to \$5000.

M. Young explains that the actual spending in some of the line items is low because the money has been spent in different line items such as Sand and Salt.

Chairman Verville asks why Salt and Sand have not been increased.

M. Young states that these line items have been increased in the proposed budget.

A. Robertson states that M. Young has proposed an increase in the operating budget as well as a warrant article to create funding for road care.

Chairman Verville confirms that on page 39 the Hot Top/Grinding line item refers to road reconstruction and points out that the proposed warrant article also refers to this same type of work. Therefore there is

+/- \$250,000 in the budget and +/- \$250,000 in the warrant article. Chairman Verville acknowledges that going back to 2009 only one road reconstruction warrant article passed and the value of it was +/- \$30,000. The failed warrant articles ranged from \$100,000- \$250,000. Chairman Verville encourages that warrant articles not specify the road or the specific section of road.

A. Robertson states that Griffin Road reconstruction is in the proposed budget. South Road is used by as much as 1/3 of the town and would be more likely to pass as a warrant article.

S. Giovinelli asks how much more road work could have been done if winter maintenance hadn't pulled funds from Hot Top/Grinding.

M. Young responds that South Road would have been done. This warrant article, if passed, will allow the town to catch up to where it had hoped to be.

Chairman Verville notes that there are still a lot of roads in need.

A. Robertson comments that there is another road opening up between South and Middle and the hope is that will help to alleviate some of the wear on Middle Road,

C. Levesque asks if the Sand and Salt spending increase is due to purchasing more sand and salt or if the price has increased.

M. Young responds that both are the cause of the increase in spending on these line items.

F. McGarry comments that the DOT has been working to eliminate the Japanese Knot Weed and asks if the Highway Department has any plans to address it along the sides of the roads.

M. Young responds that the town has hired a private contractor to spray.

Vote to approve the 2016 Highway Department budget in the amount of \$815,922.00: Yay: 9, Nay: 0, Abstained: 0 - Motion Carries

10 Minute Recess

Roll Call

Present: Kevin Verville, Chairman; Carol Levesque, David Carbone, Karen Cote, Steve Giovinelli, and Fred McGarry, members; Andrew Robertson, Select Board Rep Member; Zachary Langlois, School Board Rep Member Alternate

Excused absence: James Spillane, Vice Chairman; Troi Hopkins, member

Unexcused absence: Brendan O'Donnell, member

Also Present: Jan Foisy, Town Administrator; Penny Touchette, Financial Director; Rick Pelletier, Building Inspector and Transfer Station Employee; Chief Mark Tibbets, Fire Chief and Building Manager; Cindy McHugh, Rescue Squad Captain; Chief Gary Duquette, Police Chief

6. Discussion and Review of the 2016 Budget (continued)

Building Inspector, page 31

Motion: A. Robertson moves the Building Inspector budget in the amount of \$51,127.00

Second: F. McGarry

Discussion: Rick Pelletier, Building Inspector, states that the budget is level across.

Chairman Verville notes a slight decrease in the Gasoline line item. There is also a slight increase in the Full Time Employee line items.

A. Robertson states that as F. McGarry, Planning Board Commissioner, mentioned, there has been an increase in building starts and land coming out of current use which is a good suggestion that they will be more building.

Vote to approve the Building Inspector budget in the amount of \$51,127.00: Yay: 7, Nay: 0, Abstained: 0 -

Motion Carries

j. Transfer Station, pages 45-48

Motion: A. Robertson moves the Transfer Station budget in the amount of \$382,576.00.

Second: F. McGarry

Discussion: Rick Pelletier, Transfer Station Employee, notes a slight increase because paving was added back in to the maintenance line item. The current transfer station is 21/22 years old. There is considerable cracking in the hot top. The Highway Department advised him that it is beyond repair and needs a new top coat. This had been in the budget last year but they didn't get it. If it is not repaired in the next few years, it will need to be peeled off and start fresh.

S. Giovinelli asks if this should be a warrant article since everyone uses the Transfer Station.

R. Pelletier states that he is not opposed to it either way. It just needs to get done.

Chairman Verville asks if R. Pelletier would put it into a warrant article if the budget does not pass in March.

A. Robertson states that if the MBC would like to see this as a warrant article, the Select Board may entertain the idea.

Chairman Verville states that he is not prepared to make a motion since he has not had a chance to review the updated existing warrant articles.

C. Levesque asks about the Equipment line item increase.

R. Pelletier states that it is to replace the tire container. The bottom is almost entirely rotted out. The cost is approximately \$6000.

S. Giovinelli asks about the additional \$3000 in the Equipment line item.

R. Pelletier responds that it is for general maintenance, welding, compactors, etc.

F. McGarry asks how the prices are for recycled materials- plastic, aluminum, etc.

R. Pelletier responds that they are very soft

Vote to approve the 2016 Transfer Station budget in the amount of \$382,576.00: Yay: 8, Nay: 0, Abstained: 0

- Motion Carries

k. Fire page 27

Motion: A. Robertson moves the Fire budget in the amount of \$223,970.00

Second: F. McGarry

Discussion: Chairman Verville asks Chief Mark Tibbets, Fire Chief, to explain the Protective Gear line item.

Chief Tibbets explains that every ten years the gear is no longer allowed to be used for training or fire fighting and must be replaced and therefore it would be replaced this year, next year, and the following year. He plans to apply for a grant but not until 2016 when the gear is actually 10 years old. This year they replaced five sets at \$1,768.00 for coat and pants. He plans to replace three more sets before the end of the year.

A. Robertson reiterates that after ten years the equipment cannot be used not only because NH Fire Academy recommendations but also insurer and manufacturer policies.

D. Carbone asks if there is any use for the out-of-date gear.

Chief Tibbets responds that the gear can be used by the Explorer Program which currently has five participants and is run through the Boy Scouts of America. The Explorer can do anything other than go in to a burning building. The gear can also be used in cases where they need to keep dry/warm such as floods.

S. Giovinelli asks for more information about the grant.

Chief Tibbets explains that it is the Fire Act Federal Grant. In 2006 the town received twenty airpacs from this grant which are also due to be replaced.

S. Giovinelli asks about the likelihood that the town will receive the grant and if the town can apply as of January 1, 2016.

Chief Tibbets responds that the town cannot apply for the grant until the end of 2016. The grant cannot be written for reimbursement for items already purchased. The town is hoping to buy some airpacs at the end of this year and beginning of next. Therefore the grant can be written for the remaining necessary airpacs/gear.

Chairman Verville comments that the Vehicle Maintenance and Repair line item has increased.

Chief Tibbets explains that the equipment is aging. \$31,544 was spent on maintenance this year on various vehicles dating from 1981-2006.

F. McGarry states that ten airpacs are included in the Protective Gear line item.

Chief Tibbets explains that the airpicks cost \$6,100 a piece and reiterates that gear and airpicks are safety for fire fighters.

Vote to approve the Fire Budget in the amount of \$223,870.00: Yay: 8, Nay: 0, Abstained: 0 - Motion

Carries

Rescue, page 28

Motion: A. Robertson moves the Rescue budget in the amount of \$50,210.00

Second: F. McGarry

Discussion: Captain Cindy McHugh, Rescue Squad, states that she would like to add \$1,550 to the Maintenance line item (01.4220.02.430). They recently received a grant for a Lucas machine. Maintenance for the next 4 years is \$6200.

Motion: Chairman Verville moves to add \$1,550 to the Maintenance line item (01.4220.02.430) bringing the line item to \$5,425.00.

Second: A. Robertson

Discussion: Annual maintenance and calibration is required for the Lucas machine

S. Giovinelli asks for a description of a Lucas machine,

Captain McHugh responds that it is an automatic CPR machine that compresses the chest.

S. Giovinelli asks what is included in the \$1,550 maintenance cost.

Captain McHugh responds that the machine is inspected, suction cups are replaced, and any required maintenance/calibration. The grant for the machine was through Concord Hospital

D. Carbone asks what the life expectancy for the Lucas machine is.

Captain McHugh responds that the machines are too new to know and she is not aware of any specific life expectancy.

Vote to add \$1,550 to the Maintenance line item (01.4220.02.430): Yay: 8, Nay: 0, Abstained: 0 - Motion

Carries

F. McGarry asks for the reason for the increase in Training and Seminars line item.

Captain McHugh explains that it is for new member and regular training.

S. Giovinelli asks if it is possible to lower the Training and Seminars line item to compensate for the increase in the Equipment Maintenance line item.

Captain McHugh responds that no, it is not possible because the money is needed for training.

S. Giovinelli asks why there is so much money remaining in the Training and Seminars line item for 2015.

Captain McHugh responds that several people have not yet been reimbursed and that in the end the actual for 2015 will be close to \$4,600.

Vote to approve the new bottom line for the Rescue budget in the amount of \$51,760.00: Yay: 8,

Nay: 0, Abstained: 0 - Motion Carries

m. Water Holes/ Forest Fires, page 29

Motion: A. Robertson moves the Water Holes and Forest Fires budget in the amount of \$7,201.00.

Second: F. McGarry

Discussion: A. Robertson comments that Chief Tibbets is present for any questions or concerns. Deerfield is surrounded by three rather large state parks- Northwood Meadows, Bear Bron, and Pawtuckaway. There is potential for forest fires.

S. Giovinelli asks what the ForestFire line item is used for.

Chief Tibbets responds that it is used for forestry equipment or to pay fire fighters for fighting forest fires along with a matching fund from the state.

Chairman Verville verifies that Water Holes also covers cisterns.

S. Giovinelli asks what does the Water Holes line item entail.

Chief Tibbets responds that it includes maintenance, trimming, mowing, painting, and signage. Recently gained one cistern and will likely gain a couple more next year.

Vote to approve the Water Holes/Forest Fires budget in the amount of \$7,201.00: Yay: 8, Nay: 0, Abstained:

0 - Motion Carries

n. Government, page 17

Motion: A. Robertson moves the Government budget in the amount of \$87,307.00.

Second: F. McGarry

Discussion: Mark Tibbets, building manager, explains that his covers mowing, painting, heating, maintenancem rubbish collection.

Chairman Verville notes that heating oil has increased.

M. Tibbets notes that South Station uses 800 gallons heating oil and Central Station propane. This does not include George B. White Building.

J. Foisy notes that the increase was heating oil at South Station.

Vote to approve the Government budget in the amount of \$87,307.00: Yay: 8, Nay: 0, Abstained: 0 - Motion Carries

o. George B. White Building

Motion: A. Robertson moves to approve the George B. White Building in the amount of \$126,061.00.

Second: F. McGarry

Discussion: M. Tibbets notes that the bathroom on the lower level near Parks and Recreation has been remodeled. This year the plan is to remodel two bathrooms that are one level upstairs. This calls for ceramic tile on the walls, new floor and stalls as well as other general maintenance.

A. Robertson states that the townspeople have made it clear that they wish to maintain the George B. White Building and use its fullest potential. These remodeling expenditures are necessary to accomplish this.

Chairman Verville notes that the improvements are reflected in lower costs for electricity and heat and shows in the bottom line being lower than 2015.

S. Giovinelli asks how much of the decrease in fuel is based on fuel cost vs. fuel consumption; how much fuel /electricity is being used.

A. Robertson responds that he does not have that data but look in to what is available. Public Service did electrical audit in recent years.

F. McGarry notes a 15-18% reduction.

M. Tibbets states that they were not able to do as much work as they had wanted to by Parks and Recreation but each time improvements are made, the difference is notable. Next week they will be working on the roof because of problems involving water. There will be a warrant article to redo the lower roof. This roof was sprayed 20 years ago but is in need of major work.

A. Robertson comments that there is hope to be able to replace the front entrance with something more energy efficient and secure.

D. Carbone notes that Heating Oil in 2014 was \$30,000, 2015 the actual was \$29,182 but the proposed amount is \$38,500.

Motion: D. Carbone moves to reduce the Heating Oil line item (01.4191.02.411) by \$7,837.00 making the line item \$30,663.00.

Second: K. Cote

Discussion: A. Robertson speaks against this motion. There is still another month left in the year. He is unsure of when delivery is scheduled or if there are any outstanding bills.

J. Foisy states that there are outstanding bills and there has not been a full delivery this month.

M. Tibbets states that Rymes will be delivering oil every week beginning December 1 because there are only four 330 tanks and sometimes during the winter weekly deliveries are necessary.

C. Levesque states that the town has a contract and with Rymes and therefore know the cost per gallon.

M. Tibbets responds that the contract price is good through June.

S. Giovinelli comments that he does not believe that fuel prices are going to increase enough to impact this line item especially with a continually more energy efficient building.

F. McGarry asks what the current price per gallon for oil is with Rymes.

A. Robertson responds that it is \$2.079 per gallon but that department heads were advised to use \$3.50 per gallon as a guideline.

Vote to reduce the Heating Oil line item (01.194.02.411) by \$7,837.00: Yay: 4,

Nay: 4, Abstained: 0 - Motion Fails

Vote to approve the George B. White Building budget in the amount of \$126,061.00: Yay: 4, Nay: 4,

Abstained: 0 - Motion Fails

Motion: Chairman Verville moves to table the George B. White Building budget.

Second: S. Giovinelli

Vote to table the George B. White Building budget: Yay: 8, Nay: 0, Abstained: 0 - Motion Carries

o. Town Hall, page 19

Motion: A. Robertson moves the Town Hall budget in the amount of \$35,263.00.

Second: F. McGarry

Discussion: M. Tibbets, Building Manager states that every year part of the town hall painting project is completed. This year the two sides were painted. Last year all of the shutters were painted. Next year the back side of the building will be painted and then the cycle will begin again. Two doors will be installed on the back side. An LED light has been approved by

the Select Board and will be installed at the front of the building that will be illuminated dusk til dawn. It will provide security and safety for people going in and out. Safety had been a concern that had been brought up. This winter after voting, the stools, benches, doors, casing, and floor will all be painted.

C. Levesque asks where the LED light will be located,

M. Tibbets replies that it the five spot lights will be removed and the LED will be put in its place.

S. Giovinelli asks why the Electricity line item has been increased.

M. Tibbets responds that the Town Hall is being used a lot more.

C. Levesque comments that a furnace was replaced last year and she asks if a difference has been noticed.

M. Tibbets relies that it is too soon to see a decrease in fuel consumption but it is more reliable and the heat is more consistant.

C. Levesque asks if there are plans for the windows to be repaired.

M. Tibbets states that Fran menard has been working on looking in to this issue.

A. Robertson comments that the next issue to be addressed will be the front entrance doors.

M. Tibbets states that teh doors are getting a lot of use and are starting to show wear.

Vote to approve the Town Hall budget in the amount of \$35,263.00: Yay: 8, Nay: 0, Abstained: 0 - Motion

Carries

p. Police, page 24

Motion: A. Robertson moves the Police budget in the amount of \$720,786.00.

Second: F. McGarry

Discussion: A. Robertson states that the police chief is present for any questions or commments.

Chief Duquette, Police Chief, notes an increase of 7.2%. The department has been down a full time position since January 2015. Also down two part time positions. The department has hired two full time officers and eliminated two part time positions. The Overtime line item has been increased to keep up with the actual cost. Retirement line item increased. New back-up software for the server. \$3,600 increase in Contract due to increased cost of prosecuter. Slight increase in supplies and postage. Gas was calculated based on \$3.50 per gallon instead of \$4 which accounts for a \$4,000 decrease in the Gas line item. This money was redistributed to other line items such as \$1,300 to Vehicle Maintenance, \$500 to Computer Technology, \$700 to Ammunitionand Firearms. 2500 rounds per new hire is required at the Academy. \$1,000 added to the Miscellaneous line item which covers psychologocal exams, lab testing, poligraphs, \$500 increase to Uniforms.

A. Robertson comments that the Police Department has seen a significant increase in drug activity.

Chief Duquette responds that comparing 2015 to 2014 January-October each year the following increases in activity have occured- 17% increase in overall calls, 62% increase in arrests, 350% increase in drug arrests, 8% increase in traffic accidents, 23.5% increase in motor vehiclestops, 200% increase in citations, 14% increase in warnings.

Chairman Verville asks what the 300-400% increase in drug arrests translates in to as far as numbers.

Chief Duquette replies that there were 10 drug arrests in 2014 and 45 in 2015.

A Robertson supports the additional full time officers instead of part time. A meeting a few years ago showed strong support for 24 hour police coverage which is another reason that the Select Board supports these personnel changes.

Chief comments that currently can active police patrol cannot take place.

Chairman Verville states that the proposed police personnel us 1.16% of the budget or 1/5 of the total increase in budget over last year. He personally prefers a non-unionized Police Department. Previously there have been questions about unionization and A. Robertson has checked to see if the new proposed personnel numbers were large enough to unionize. This is not the case and the town is still under that number.

A. Robertson comments that the town does not strategically hire or base staffing on threat of unionization or not but rather the needs of the town.

C. Levesque asks how may full time officers will there be after training is complete.

Chief Duquette responds that including hmself there are eight full time and two part time officers. These personnel changes will allow for patrol during the day.

Vote to approve the Police budget in the amount of \$720,786.00: Yay: 8, Nay: 0, Abstained: 0 - Motion Carries

Chairman Verville informs Joe Manzi, Director of Parks and Recreation, that Parks and Recreation has been tabled until Tuesday.

q. Animal Control, page 49

Motion: A. Robertson moves the Animal Control budget in the amount of \$10,602.00

Second: F. McGarry

Discussion: Chairman Verville states that there had been a motion to reduce the Part Time line item

(01.4414.01.111) by \$1,500.00 to \$5,600.00.

Chief Duquette comments that there used to be two people doing this job, Now there is just one. He would supported this reduction. S. Giovinelli asks if any police officer could handle animal control issues.

Chief Duquette responds that police do handle loose dogs, barking dogs. Animal Control is more speicalized.

A. Robertson shares that during his 15 years on the Select Board Anumal Control has dealt with such things as pigs that fell off a truck, steers in the road, and loose horses.

Vote to reduce the Part Time Employee line item (01.4414.01.111) by \$1,500.00 to \$5,600.00: Yay: 8, Nay: 0, Abstained: 0 - Motion Carries

Vote to approve the new bottom line for the Animal Control budget: Yay: 8, Nay: 0, Abstained: 0 - Motion Carries

r. Executive, page 1

Motion: A. Robertson moves the Executive budget in the amount of \$7,461.00

Second: F. McGarry

Discussion: A. Robertson states that this budget includes stipends for the Board of Selectmen, Treasurer, and Trustees of the Trust Fund. This budget has not changed in many years.

Vote to approve the Executive budget in the amount of \$7,461.00: Yay:8, Nay: 0, Abstained: 0 - Motion Carries

s. Information Technology, page 8

Chairman Verville states that this budget had been tabled because there was a question around increased storage space.

A. Robertson comments that he has a response from Steve Jamele, IT- YouTube has unlimited storage at this time. He can put a link to each of the meeting videos on the appropriate page on the town website rather than the current format where the video plays on the Deerfield web page. This would allow for more videos to be accessed.

Chairman Verville comments that YouTube is essentially clod storage. This will not change the retention process for the town.

A. Robertson comments that the concern for video achives is still addresses and YouTube would be an additional location for the videos not a replacement storage solution.

Vote to approve the Informaiton Technology budget in the amount of \$49,725.00: Yay: 8, Nay: 0, Abstained: 0 - Motion Carries

Chairman Verville states that tabled items will be addressed at Tuesday's meeting. Once everything from the list has been addressed, there will be a vote on the final bottom line. This vote may or may not occur on Tuesday.

There will be a public hearing to take recommndations. Anything can be reopened. There will be second vote on the bottom line and then a vote to recommend.

A. Robertson asks if there will be anything more happening withthe school budget on Tuesday other than receiving it.

Chairman Verville states that the School Board requested to submit the school budget. Time will be allowed before discussing it.

A. Robertson responds that some town people had asked to wrap up their budgets on Tuesday before the school budget.

Chairman Verville replies that discussing town budget items prior to school budget would be recommended.

7. Discussion and Review of Select Board Proposed 2016 Warrant Articles

Chairman Verville asks what the date is that the Town Warrant Articles are due.

A. Robertson states that Town Warrant Articles are due January 8 and that minor adjustments are still being made to many of the Warrant Articles.

Warrant articles were read as written in current draft form.

Fire Department Tanker warrant article in the amount of \$375,000.00. Chief Tibbets states that the current tanker is 28 years old. It is a primary piece of equipment. There is currently \$100,000.00 in the Capital Reserve Fund. The newest engine will be paid off in 2016, payments can just roll lease over from the new engine to the new tanker.

Reconstruction of stretch of South Road in the amount of \$243,000.00. F. McGarry project will also be off set by impact fees and will widen this stretch of road by 2 feet.

Establish Winter Road Maintenance Expendable Trust Fund. A. Robertson states that the purpose is to make the winter road maintenance budget easier.

\$80,000.00 for George B. White building and energy improvements. M. Tibbets states that there is currently a six year maintenance and improvement plan that they have decided to finish up instead of over the next two years.

\$10,000.00 to create a Fire Department Vehicle/Vehicle Equipment Expendable Trust Fund.

\$63,000.00 to re-roof the third section of the George B. White Building. M. Tibbets states that this section of roof is from 1970 and it creates water problems inside the building.

\$50,000.00 to be placed in an already existing Fire Apparatus and Equipment Capital Reserve Fund. Chief Tibbets states that there is currently \$100,000.00 in this reserve fund. Could be used to offset the new tanker or other needs.

Up to \$25,000.00 to be placed in an already existing Municipal Government Buildings Trust Fund from the surplus. A. Robertson comments that these funds are used to fix leaky roof, broken pipes, furnace, etc. J. Foisy states that as of September 30, 2015 there is a \$41,815.23 balance.

+/- \$11,000.00 for a handicap lift in the George B. White Building between the lowest floor where meetings are held to the front entrance level.

\$10,000.00 to be added to the existing Rescue Vehicles and Equipment Capital Reserve Fund. J. Foisy states that as of September 30, 2015 the balance is \$18,900.00. Captain McHugh explains they currently have a Life Pack 12 (Afib, electrocardiogram machine) to be replaced with a Life Pack 15. The cost is approximately \$32,000.00.

\$8,000.00 to be used by the Northwood Lake Watershed Association to help control milfoil.

8. School Budget Update

Zachary Langlois, School Board Rep Alternate, states that the budget will be presented at the MBC on Tuesday. Proposed warrant articles and the Teacher Contract will be at a later date.

9. Old Business

None seen

10. New Business

None seen

11. Citizen Comments

Harriet Cady, Supervisor of the Checklist, points out that the Supervisors of the Checklist need to check the signatures on petitioned warrant articles. A recent petitioned warrant article had 5 pages of signatures but they were only able to verify 26 signatures. Several were not registered voters in Deerfield. Please be sure to ask signers if they are registered voters.

Chairman Verville reiterates that 25 signatures of registered residents of Deerfield are required on a petitioned warrant article.

Steve Barry asks why Parks and Recreation was tabled today.

S. Giovinelli responds that Joe Manzi was not present when Parks and Recreation came up in the agenda.

Chairman Verville responds that MBC member Troi Hopkins wanted to be present for the Parks and Recreation discussion she made a motion to table. It was seconded and the vote carried.

S. Barry comments that if the majority of the board is present, there was an appointment made with Parks and Recreation and they should not be inconvenienced for one person.

H. Cady comments that it should have been noted in the minutes when T. Hopkins left.

Chairman Verville responds that there was a roll call after the break.

12. Adjourn

Motion: Z. Langlois moves to adjourn.

Second: F. McGarry

Vote to adjourn: Yay: 8, Nay: 0, Abstained: 0 - Motion Carries

Next Meeting is Tuesday December 9, 2015 6:30pm at George B. White Building