

**TOWN OF DEERFIELD**  
**MUNICIPAL BUDGET COMMITTEE**  
**December 1, 2009**  
**MINUTES**

**Call to Order**

6:00 pm: Chairman~ James Spillane called the meeting to order.

**Pledge of Allegiance to the Flag**

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

**Present:**

James Spillane~ Chairman, Don Daley~ Vice Chairman, Richard Pitman, Tom Dillon, Harriet Cady, Kevin Briggs and Liz Murphy

**Absent:**

Peter Menard & Bill Carbonneau

**Also Present:**

Alan O'Neal~ Board of Selectmen Representative and Bonnie Beaubien~ School Board Representative

**Approval of Minutes:**

Chairman Spillane referred to the minutes of August 4, 2009.

**MOTION:** Vice Chairman, Don Daley made a Motion to approve the Minutes of August 4, 2009 as written.

**SECONDED:** Tom Dillon seconded the Motion.

**VOTE:** With no further discussion, Chairman Spillane took a Vote to approve the Minutes of August 4, 2009.

It was a Vote in Favor.

**Old Business:**

None

**Budget Schedule Update from School Board:**

School Board Representative, Bonnie Beaubien addressed the spreadsheet copied to all members previously. She received word that the Health Insurance was based on projections and has not gone up in percentage. Overall it is down about \$15,000.00 from what was received in the draft. Her understanding is that December 15, 2009 is when the School Board is to present their budget. There was discussion on what details and backup is required.

Chairman Spillane advised the Committee that Peter Warburton, SAU Supervisor, wants to meet before December 15<sup>th</sup> to review what is expected as backup. Vice Chairman Daley confirmed that the spreadsheet is their working copy. There was discussion on what type of details the Committee wanted to see from the School Board so that they could review all breakdowns. Vice Chairman Daley recalled several spreadsheets last year that were very useful and would like to see those again this year. Chairman Spillane stated that the general backup of line items will be expected every year.

**MOTION:** Richard Pittman made motion to add another working meeting for next Tuesday, 12/8/09 at 6:00pm for all those who can make it.

**SECONDED:** Harriet Cady seconded the Motion.

**VOTE:** Chairman Spillane called for the Vote. It was a Vote in Favor.

The Committee requested that the School Board provide an updated spreadsheet after the School Board meeting tomorrow night. Harriet Cady thinks that Paul Yergeau intends to be put more students in a classroom. She feels if there is going to be a decrease in classrooms that there is a possibility of the positions changing (salary line).

**MOTION:** Liz Murphy moved for 5% increase or decrease to any line item as being minimum criteria for providing backup; which does not limit to, but would require backup for review.

**SECONDED:** Vice Chairman Daley seconded the Motion.

**VOTE:** Chairman Spillane called for the Vote. It was a Vote in Favor.

Vice Chairman Daley would like to have the backup information several days in advance so that the meeting on December 15<sup>th</sup> could be an actual working meeting and the Committee can start reviewing the Budget. There was discussion on receiving this information via email or on

print. Bonnie Beaubien stated that if SAU prints it, they will need to get the copies to the school. It was decided that the school will print theirs and have copies ready for pick up at the school for those members that request one.

#### **Board of Selectman Budget Review:**

Board of Selectmen Representative, Alan O'Neal confirmed an increase of \$214, 953.00 over last year's budget (of which \$175,000.00 was the re-evaluation of the Town required by law) on the completed 2010 Budget of \$3,455,923.00. He stated that a Request for Proposals (RFP) is out on the streets for a bid due on December 14, 2009. The Board of Selectmen (BOS) is hoping to reward that contract in January. Harriet Cady asked how many companies were sent an RFP. Selectman Walter Hooker, present in the audience, stated that the list of competing assessing firms went to everyone on the DRA Website that had email address on that list; possibly 12 or more companies.

Selectman O'Neal confirmed that two of the warrant articles are lacking support documentation due to meetings that are yet to take place. One is for the generator proposal for the George B. White building and one is for the equipment for the live broadcast (live feed to the Deerfield channel). He confirmed that they have not seen any petition warrant articles come in.

Selectman O'Neal also advised that there is an increase in trash disposal; they carried \$200,000.00 for trash disposal and after the numbers were crunched, it actually came out to \$213,000.00 (reflecting tonnages with rate change). He confirmed that the Highway Department is down and the Police Department is up due to retirement, uniforms, gas and the electronic equipment for tazers.

Liz Murphy asked if the members are allowed to question policy matters or just amount of monies. Selectman O'Neal replied that is just the money that can be questioned and any other questions should be emailed to the BOS group's email address. Chairman Spillane requested that all questions be sent to him directly so that he can make sure that all the necessary persons are copied when he forwards them on.

Harriet Cady recalls a BOS discussion previously that stated that if the Town receives a contract from a certain contractor for all of the electronics that it would be cheaper than sorting them out at the Transfer Station. Selectman O'Neal has no further information on that as yet; Mr. Pelletier is looking into an electronic disposal company to take the TVs, monitors, computers and light bulbs. He also mentioned the previous discussion on a Bailer that has been removed, as there was no written documentation to properly review it. He confirmed that if cardboards and plastics are bailed the Town can get more and it is transported differently. It would cost more to run a Transfer Station when recycling, as it would require additional labor to oversee the process.

#### **New Business:**

Liz Murphy referred to procedures and asked if something comes up at a BOS meeting that could make money for the Town or cost money for the Town, can the BOS turn it down out of hand without having the Municipal Budget Committee's (MBC) say on it. Chairman Spillane believes that if it is something in the current working budget being affected now, it is up to them to make the decision. He further stated that if they need to overspend a line, they need to come to the MBC to request an over-spendature to get the MBC's permission to overspend the bottom line. Selectman O'Neal does not think revenue stream or generation has anything to do with the MBC.

Harriet Cady feels that it should be brought up that at last night's BOS meeting the Charter School people wanted to rent three rooms for 25-months. These 25-months would have brought \$65,000.00 revenue to the Town and have paid for about one year's cost for heat and lights. She stated that she is going to draw up a petitioned article against this, as she feels the BOS are going against what the voter's voted for in the meeting of 1992. Selectman O'Neal confirmed that no decisions were made at the BOS meeting last night; in two weeks there will be a final decision (after they receive more facts on the return on the investment and/or costs associated with it). He further stated that he looked at the Revised Statues Annotated (RSA) quoted last night regarding acceptations and he did not see where they would be exempt from codes. Mrs. Cady replied that codes are pre-existing. She suggested that the maintenance line should be looked at. Vice Chairman Daley stated that as a Budget Committee, they can change line items; it can be changed at the deliberative session.

Chairman Spillane stated that he received an email from Cindy Heon stating that there were to be no increases in payroll and a COLA would be put in as a warrant article, but found it shocking that two employees were singled out to be given raises immediately from the default budget (taking the decision out of the hands of the townspeople to vote on). He feels that it sends a mixed signal to employees of the Town, as well as these increases being put out of the hands of the budget process. Selectman O'Neal replied that it was done not as a merit increase, but as a position/ wage adjustment. An analysis was done on the surrounding towns for the Town Clerk and the IT person, and it was voted in. Mrs. Cady stated that because the Town Clerk is an elected position, a warrant article can go in to remove that raise and put it back to the original salary; it would be petitioned warrant article. Chairman Spillane feels that it would duplicate the same issues seen during a previous deliberative session when Mark Tibbett's position was split up. He feels that it can come across as an underhanded way of putting a pay increase through for two people after telling the others they cannot receive one; possibly producing a working environment that is not ideal. Selectman O'Neal agrees with this and will express their concerns to the full Board. Mrs. Cady added that the Town Clerk salary survey is not correct, as she did a survey on Town Clerks and the Northwood Town Clerk's salary of \$45,000.00 was the highest paid for a town of our size. She further stated that they have more office hours than our Town; open all day (8:00am to 4:30pm) and one Saturday morning a month. She added that so many people have complained about the office not being open full hours. Vice Chairman Daley mentioned that the

line item can be adjusted. Selectman O'Neal stated that the wage survey for the Town Clerk is not in the package provided. The IT position is not an elected position and that salary would have to be a line item adjustment.

Harriet Cady referred to the Highway Department's Road Agent needing a new truck. She is concerned that there is \$35,000.00 in the Budget line and there is a warrant article for the truck stating that the \$35,000.00 will be removed. She stated that it cannot be removed once a budget is voted, as that line item in it and cannot be removed afterwards. Chairman Spillane stated that it would end up going to the General Fund as a surplus returning to the people in the next budget session. It would raise the Town's tax rate for one year and the Town has the option of not returning that amount and spending it somewhere else. Mrs. Cady added that it would keep the budget at a higher level for the next year if someone does not realize that the \$35,000.00 should be removed. Selectman O'Neal disagreed on her last statement, as it is a one time expenditure, which is backed out of the default budget. He added that it is clearly written out in the equipment line for a used plow dump truck. If the budget gets approved and it goes in, that \$35,000.00 would come out of the Default Budget, as it is not a repeated expenditure. He added that the warrant articles have been through Counsel, and their advice was to add the line; taking the equipment line from the \$35,000.00 down to \$1.00. According to Counsel, that is legal and the Town votes on a budget (they go on a warrant article); if passed, it affects the budget. Chairman Spillane confirmed that the warrant article supersedes. The question is if the warrant article actually affects the bottom line or just that line item. It was confirmed that a warrant article adds to the budget.

Tom Dillon referred to the Parks & Recreation's Revolving Fund and asked if there is any material included on it. Selectman O'Neal doesn't think there is anything on the Revolving Fund. Vice Chairman Daley would also like to know of any employees that were paid out of the revolving fund in the course of last year and if there are any projections of part-time help being paid out of it this year. Selectman O'Neal confirmed that the summer camp people were paid out of that line, along with half the salary of the Parks & Recreation's assistant.

**Other Business:**

None

**Citizens Comments**

There were no citizen's comments.

**Adjournment**

7:00 pm

**MOTION:** Richard Pittman made a Motion to adjourn.

**SECONDED:** Vice Chairman Don Daley seconded the Motion.

**VOTE:** Chairman Spillane called for the Vote. All in Favor