

**TOWN OF DEERFIELD  
MUNICIPAL BUDGET COMMITTEE  
January 19, 2011  
MINUTES**

**Call to Order**

6:00pm: Vice Chairman, Don Daley called the meeting to order.

**Pledge of Allegiance to the Flag**

Vice Chairman, Don Daley asked all to rise and pledge allegiance to the Flag.

**Present:**

Vice Chairman, Don Daley, Richard Pitman, Tom Dillon, Harriet Cady, Liz Murphy, Peter Menard & Kevin R. Chalbeck

**Absent:**

Chairman, James Spillane & Kevin Briggs

**Also Present:**

Board of Selectmen Representative, Stephen Barry; School Board Representative, Maryann Clark; Town Administrator, Leslie A. Boswak; Finance Director, Jan Foisy and Recording Secretary, Nese Farrell

Vice Chairman, Don Daley acknowledged that the Municipal Budget Committee (MBC) posted the Public Hearing for the Town & School Budgets for last night (Tuesday, January 18<sup>th</sup> at 6:00pm) in which a quorum met and immediately recessed the meeting for tonight. He called the Public Hearing to order. He confirmed that Chairman Spillane was unable to attend and he would conduct the meeting.

[\(Review of the Town Budget & Warrant Articles\)](#)

**Updates from Town**

Vice Chairman, Don Daley referred to the Town Budget and warrant articles. He stated that the Town Budget the MBC approved at their work session in December was \$3,395,779.93.

Selectman Barry said he had a bottom line of \$3,322,212.00 for the proposed operating budget. He noted that after the Board of Selectmen (BOS) made actions at their meeting last and there were a number of things that were adjusted. He said the Default Budget number is not available as of yet.

Selectman Barry stated that at the BOS' meeting last night the net budget was reduced by a total of \$ 15,771.13; the budget included monies for photo and video equipment for the police cruisers, as well as to purchase tazers for the Police Department. He added that they found money out of previous budget's surplus to purchase those two items.

He said they also had \$2,633.00 in the Highway Department Budget for tires for the grader and they were able to purchase them. He said they removed dumpster from the Town Hall out of the budget, but found out that it was under contract for another two and a half years. Maintenance Supervisor, Mark Tibbetts went back to the company to renegotiate the agreement on the George B. White (GBW) dumpsters and was able to get a lower price for the GBW building; reinstating the dumpster here, adding to the total budget by \$812.00.

Selectman Barry referred to the gas prices going up and stated that the BOS decided that they needed to raise both of those gas numbers to \$3.50 per gallon, as diesel is at \$3.50 per gallon now and gas is rapidly working its way up there.

He said the budget has a net decrease of \$15,771.13. He added that initially the budget proposed was below the Default Budget. He mentioned that the BOS had the budget heads put together a budget that they thought would reflect the needs of the Town for this year and when came down to the finalization of the budget, they decided to removed a few items to make sure it was lower than the Default.

He referred to the warrant articles; raises for town employees, new loader for Transfer Station and the replacement of a truck for the Highway Department.

Vice Chairman, Don Daley called for open discussion from the public and noted that after they review the Town and School Budget (and their warrant articles), they will go into a MBC meetings where they can make further adjustments to each of the budgets.

Walter Hooker asked if the MBC had a summary for this year's budget, both for the Town and the School, and asked if there were any major differences between last year and this year.

Vice Chairman, Don Daley said the MBC made two minor changes to the Budget; they reduced a Library line item by \$300.00 and an MBC printing line by \$100.00.

Selectman Barry said the biggest expense was the Town Revaluation last year of about \$120,000.00; which is the largest item missing from this year's budget. He added that operating wise, there are a number of proposals to go a little further than this budget shows; the BOS is trying to maintain the services they have right now at their current levels and try to bring a budget in that would be less than the Default. He said they are keeping a watch on every penny and the department heads worked hard to use every dime to its greatest extent. He said there were no real major changes in level of services, but the Police Department put in for a part-time officer. He said the BOS cut a full-time position at the Police Department last year; which has not been filled yet.

Mr. Hooker said the School Budget had a one and a half percent raise for non-contract administrative support personnel and asked if there are any wage increases other than longevity raises in the Town Budget.

Selectman Barry said the BOS discussed a number of raises for employees; not any specific number for everyone, but merit raises for almost everyone on the rolls. He said that the total cost came to \$31,785.00 and it was decided to remove those from budget and to put it in a warrant article (Warrant Article-5 for \$31,585.00 for merit wages).

Debbie Boivert asked how many positions that was for. Selectman Barry believes about 40 people work for the Town.

*Vice Chairman, Don Daley referred to the Town Warrant Articles.*

Selectman Barry referred to **Warrant Article-1**; To see if the Town will vote to raise and appropriate the sum of \$100,000.00 (One Hundred Thousand Dollars) for the purpose to purchasing a new or used front end loader for the Transfer Station, with a listed tax impact of 20 cents per thousand (\$.0.195).

He said the current loader at the Transfer Station is a 1986 and needs approximately \$20,000.00 worth of repairs and is not adequate for what they need and is not big enough to remove some of the containers at the Transfer Station has now. They received quotes from a number of companies on what one would cost to meet their needs; the BOS is looking to purchase a new one or go find a used one for a decent price, should the Town approve the cost.

Maureen Mann asked if Selectman Barry could give a general assessment of the formula used. Selectman Barry asked Mr. Hooker if he had the formula. Mr. Hooker said the estimate is based on this year's evaluation; which is \$512,535,164.00 and that every \$512,000 is a dollar on tax rate. Finance Director, Jan Foisy said it is 19.5 cents.

Selectman Barry referred to **Warrant Article-2**; To see if the Town will vote to raise and appropriate the sum of \$22,000.00 (Twenty-Two Thousand Dollars) for the purpose of repairing and improving the parking lot, sidewalk, handicapped walkway and retaining wall at the Library/Fire/Rescue Departments (\$0.043).

He added that between the Fire Department / Rescue and the Library there is a big dip and a lack of parking. They have come up with a way to get the parking off the street in front of the Library; making enough room for the Rescue Squad to get the rescue vehicle out and have room for the Fire & Rescue personnel to park without getting in each other's way during an emergency. He said this would be a two stage program, along with striping and a walkway along Church Street (from the Senior Center down to the corner); they are looking for \$22,000.00 this year to start the project and probably next year for an additional \$20,000.00 to finish it off.

Vice Chairman, Don Daley called for comments on Warrant Article-1 and 2. There were none.

Selectman Barry referred to **Warrant Article-3**; To see if the Town will vote to raise and appropriate the sum of \$114,540.00 (One Hundred, Fourteen Thousand, Five Hundred Forty Dollars) for the purpose of purchasing land at 8 Church Street from the Deerfield Volunteer Fire Association and the Deerfield Rescue Squad (\$0.224). He added that there are no restrictions on the use of that land and it is noted with a cost of 22.4 cents per thousand.

Vice Chairman, Don Daley called for comments on Warrant Article-3. There were none.

Selectman Barry referred to **Warrant Article-4**; To see if the Town will vote to raise and appropriate the sum of \$35,000.00 (Thirty-Five Thousand Dollars) for the purpose of replacing the front windows and closing off some of the existing windows, insulating, sheet-rocking and siding the front of the GBW building (\$0.068).

He added that the GBW building is a 1950's building and they believe the windows were replaced somewhere in 1970's and are very drafty, with most of them broken in the front. They are looking to replace some, discontinue others, insulate and put siding on the front of the building this year; and to do the back of the building next year. It was in original budget, but to reduce to the current level it was removed and put into a warrant article.

Vice Chairman, Don Daley called for comments on Warrant Article-4. There were none.

Selectman Barry referred to **Warrant Article-5**; To see if the Town will vote to raise and appropriate the sum of \$31,785.00 (Thirty-One Thousand, Seven Hundred, Eighty-Five Dollars) for salaries and benefits to be set aside in a merit wage pool for full-time and part-time Town personnel.

Vice Chairman, Don Daley called for comments on Warrant Article-5. There were none.

Selectman Barry referred to **Warrant Article-6**; To see if the Town will vote to raise and appropriate the sum of \$56,920.00 (Fifty-Six Thousand, Nine Hundred, Twenty Dollars), of which \$40,301.00 (Forty Thousand, Three Hundred, One Dollars) is for the Highway Department's purchase of a 2011 Ford F-550 and \$16,619.00 (Sixteen Thousand, Six Hundred, Nineteen Dollars) is to purchase and install a dump body and central hydraulics (\$0.111). He noted that this would replace the 2002 Ford F-450; it is cab replacement, several different electronic replacements, as it is rotting out. This truck is a daily use vehicle for the Highway Department.

Vice Chairman, Don Daley called for comments on Warrant Article-6. There were none.

Selectman Barry referred to **Warrant Article-8**; To see if the Town will vote to raise and appropriate the sum of \$90,000.00 (Ninety Thousand Dollars) to be placed in the Fire Engine (Pumper) Capital Reserve Fund already established (\$0.176).

He added that last year the Town agreed to put \$90,000 in the that Fire Engine Capital Reserve Fund and based on the information given to them there is a need to have new pumper in the Fire House by April of 2013. This was an attempt by the BOS to try to catch up on the expected \$400,000 cost of this vehicle, by putting some money away; they want to continue that again this year and they may be brining a warrant article next year for the rest of the purchase price.

Vice Chairman, Don Daley called for comments on Warrant Article-8. There were none. He noted that if there are any further adjustments to the Town Budget they would have to be brought forward during this Public Hearing.

Kevin Chalbeck asked Selectman Barry about the couple of funds that were encumbered; the salt and sand this year. He asked if it would be appropriate to reduce those lines by those amounts. Selectman Barry said they could make a case for it, but they could also make a case of how they never know how much snow they are going to get. He said the BOS encumbered those funds in order to pad the plowing as much as they could and at this time, based on the recommendation of the BOS and the Road Agent, reduction of the sand or salt is not a recommended way to go.

Harriet Cady referred to them saying they bought the cameras and the tazers as part of the police budget. Selectman Barry said that in the Police Budget they were line numbers 682 & 741. He said they purchased the video equipment for \$14,633.00 from money from last year's budget. Mrs. Cady then asked if they would reduce this budget for the amount for the tazers and the cameras. Selectman Barry said they will be looking to reduce the budget on line 682 by \$14,633.00, at the request of the Police Chief to leave \$200.00 in that line in case something breaks. He added that they will be reducing line 741 for the tazers for \$7,664.00.

Mrs. Foisy said the adjustments were made in the paperwork that the MBC members received; in the Selectman's Budget, not the MBC's Budget.

Vice Chairman, Don Daley called for any other comments regarding the Town Budget. Mr. Hooker referred to Warrant Article-5 for the merit wage pool and asked if everyone will get the same raise or will it really be by merit and the amounts be different. Selectman Barry it was a merit raised based on the person and their reviews/service; each one was different.

Mr. Hooker asked if it includes stipends and asked when the last time there was a general raise for everyone. Selectman Barry said it did not include stipends and it has been three years since raises (other than COLA) have been offered; they have not done a COLA for the last three years.

Mrs. Cady referred to the Fire Department's fuel line for propane (under General Government Building on Page-17) and feels it is way more than a house of the same size (using her house as an example). She said line 414 for propane was budgeted 3500 gallons when a house of that size is about 1,500 gallons.

Mark Tibbetts said that all the doors open up for the trucks when they go t a fire and the it cools the place up a lot and when the trucks come back in to a cold building, that heat has to run steady to warm up the room and the metal in that room. He noted that it also runs the generator, which is used a lot.

He said in 2010 they budgeted \$6,482.00 and actually spent \$4,360.43. Mrs. Cady asked why they are budgeting for 3,500 gallons. Mr. Tibbetts said he wanted to make sure that for two years they know exactly what they are going to use, as last year was the first year they estimated the propane. He added that if they don't spend it goes back to the general fund, but it is important to make sure they have enough to cover a cold winter. Selectman Barry added that the generator uses a large amount of propane and if they have a storm that knocks out power for a couple of days, they will go through 1,000 gallons easy. Kathy Berglund asked about the other sub-station and Mr. Tibbetts said that one is on oil.

Chief Greeley confirmed that the Tasers were voted on last year and they were in the budget, however, they were removed and went to the Default.

Deb Boivert asked if the BOS worked with Energy Committee on the GBW building issues. Selectman Barry said Mrs. Cady worked on getting the Town a free energy audit (which should be done soon), but they did not go through the Energy Committee.

Mr. Hooker asked if the Police Department's Budget (Page-10 of the worksheet) and noted that Selectman Barry said one of the major differences from last year was the reduction of one full-time officer on the Police Department, and that on the first line (110 Full-Time Employee line) is in fact lower for the budget for 2010, but it higher than the actual for 2010; he asked how that could be explained.

Selectman Barry said the budget available was \$356,722 and the actual spent was \$312,274; they are asking for \$321,000. Mr. Hooker asked why they are budgeting \$9,000 more than they spent. Mrs. Cady said they did not have a full-time employee all last year; they eliminated the position, so the money wasn't spent. Mrs. Foisy said there are longevity awards in the 2011 Full-Time line, there were officers that received longevity awards this year, which received a percent increase for 2011.

Erick Berglund referred to the Conservation Commission Budget's printing line being reduced to \$1.00 (Page-22/ fourth line). Selectman Barry said the Conservation Commission requested that and the BOS have not taken any action on that yet.

Vice Chairman, Don Daley noted that the Conservation Commission submitted a change to their budget; to reduce their bottom line to \$2,401.00. There were no further comments on the Town Budget.

Selectman Barry requested that they deal with the Town Budget so that citizen's can move on if not staying for the School Budget. The Committee agreed to recess the Public Hearing to go into a regular MBC meeting to finalize the Town Budget and make recommendations on the Warrant Articles; then to reconvene the Public Hearing to consider the School Budget.

Mr. Menard asked if they were allowed to make changes on thing that were not discussed publically. Vice Chairman, Don Daley said they could not. He said he contacted DRA last year when they made changes last year, asking if it was legal to do,

and they said as long as it is discussed during the Public Hearing. Otherwise, they would have to have another Public Hearing.

*The Public Hearing was recessed at 6:50pm*

Town Budget Bottom line \$3,322,212.00

**MOTION:** Selectman Barry moved the Town Budget in the amount of \$3,322,212.00.

**SECONDED:** Liz Murphy seconded the Motion

Selectman Barry noted a couple of areas where the BOS has reduced or increased the proposed budget and referred to the Police Department line.

**MOTION:** Selectman Barry moved to remove \$14,633.00 from the Photo & Video Equipment line (Line-682), and to remove \$7,764.00 from the Equipment Electronic line (Line-741).

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

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

**MOTION:** Selectman Barry moved to remove \$2,633.00 from the Highway Department/ Highway Tires (Line-695).

**SECONDED:** Tom Dillon seconded the Motion

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

**MOTION:** Selectman Barry moved to remove \$1,128.00 from the Government Buildings (Line-491).

**SECONDED:** Tom Dillon seconded the Motion

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

**MOTION:** Selectman Barry moved to add \$2,075.00 to the Town Hall Budget (Line-491).

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

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

Selectman Barry referred to the entire budget where there are a number of areas in which gasoline and diesel are included with a gallon number set by the BOS' set price of \$3.00 per gallon. The BOS has increased that budget number to \$3.50 per gallon.

**MOTION:** Selectman Barry referred to the entire budget in the areas that are affected by the price of gasoline and diesel and moved to add \$4,921.22 for the price of gasoline, and for the price of diesel to add \$3,290.65 in the appropriate areas.

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

Mrs. Cady asked what the reduction per gallon in taxes that they get on the \$3.00 right now. Mrs. Foisy said that the State is 18% and Federal is 18%; they do not get it automatically as they need to be reimbursed for it after applying for it.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

**MOTION:** Selectman Barry moved for a reduction of \$799.00 in the Conservation Budget (Line-551/ Page-22).

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

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

Selectman Barry said that would amount in a total reduction of \$16,570.13 in the budget; bringing the new bottom line to \$3,306,043.00.

**MOTION:** Selectman Barry moved the new bottom line of \$3,306,043.00.

**SECONDED:** Liz Murphy seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

### **Voting on Town Budget & Warrant Articles**

**MOTION:** Selectman Barry moved Warrant Article-1 for the sum of \$100,000.00 for the front end loader at the Transfer Station.

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

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 7/1 Vote in Favor.

**MOTION:** Selectman Barry moved to approve Warrant Article-2 for the sum of \$22,000.00 for the repairs/ improvements of the parking lot, sidewalk, handicapped walkway and retaining wall at the Library/Fire/Rescue Departments.

**SECONDED:** Maryann Clark seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 5/2 Vote in Favor (1-Abstention).

**MOTION:** Selectman Barry moved Warrant Article-3 for the sum of \$114,540.00 to purchase the land at Church Street.

**SECONDED:** Liz Murphy seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 5/3 Vote in Favor (1-Abstention).

**Town Administrator, Leslie Boswak said the number given for the bottom line in the budget did not include the \$400.00 reduction; the correct reduction is \$3,305,643.00.**

**MOTION:** Selectman Barry moved revised bottom line of \$3,305,643.00.

**SECONDED:** Maryann Clark seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

Selectman Barry referred to WA for front windows at GBW

**MOTION:** Selectman Barry moved Warrant Article-4 for the sum of \$35,000.00 to replace the front windows, the insulation and sheet rocking at the George B. White building.

**SECONDED:** Maryann Clark seconded the Motion.

Mrs. Cady said that they haven't gotten the report from the energy audit yet and asked if they will do these repairs or do whatever the energy recommends as the most savings. Selectman Barry said that if this article is approved by the voters, than they would do what was written in the language of the article. Mrs. Boswak said the energy audit rep said the windows failed (they are broken) and have no function at this time other than being able to look outside, which is outside of the energy audit.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was Unanimous Vote in Favor.

**MOTION:** Selectman Barry moved Warrant Article-5 for the sum of \$31,785.00 for merit wages for the Town Employees.

**SECONDED:** Maryann Clark seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 7/1 Vote in Favor (1-Abstention).

**MOTION:** Selectman Barry moved Warrant Article-6 for the sum of \$56,920.00 for the 2011 Ford F-550 at the Highway Department.

**SECONDED:** Liz Murphy seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 7/1 Vote in Favor (1-Abstention).

**MOTION:** Selectman Barry moved Warrant Article-8 for the sum of \$90,000.00 for the Fire Engine Capital Reserve Fund.

**SECONDED:** Maryann Clark seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 5/3 Vote in Favor (1-Abstention).

**(Recessed MBC meeting)**

**Public Hearing Reconvened at 7:17pm**

**(Review of the School Budget & Warrant Articles)**

### **Updates from School**

Vice Chairman, Don Daley referred to the School District's first Warrant Article being the School Budget; purposes set forth

totaling \$11,728,606.00 (the budget voted by the MBC at the Jan 4<sup>th</sup> meeting, which is less than what the School Board presented); should this article be defeated, the Default Budget shall be \$11,781,485.00.

He stated that the MBC reduced two line items; the Teacher's Salaries reduced to \$43,305.00 by a 6/2/1 Vote, and an additional \$7,566.00 reduced on the Secretarial Position by a 5/3/1 Vote. Benefits were not included on their vote, as they didn't have the information at the time; they have since received that information and it could possibly be included when they go into their regular meeting following this Public Hearing.

Mrs. Clark referred to the School District Warrant and stated that the School District's Budget, as amended by the MBC, is \$11,728,606.00 and is less than the Default Budget, which is \$11,781,485.00 (the proposed, amended budget is now less than default by \$52,879.00).

She pointed out that this budget has been worked on since October and some areas important to note are the tuition line. The tuition rate for Concord High School (CHS) where 95% of the students attend has a negotiated rate of 1.42% increase (dramatically lower than anything in the past) and has a positive effect on their budget. She said they are able to get a better idea of the number of students attending CHS next year; they are expecting 216 students to attend High School next year. She mentioned that there has been a reduction in "out of district" placements and in special education transportation, which have also been a positively affected the budget this year.

She referred to the two proposed extra positions to be added in; another teaching position due to an analysis on the students and their individual needs. The Board has communicated with the SAU and worked extensively with administration to include that extra teacher they feel is necessary. The decision was to remove that position from the budget and to remove the part-time secretarial position proposed. They would like to reevaluate and take into consideration what the MBC has said. They have pushed forward their Kindergarten and First Grade registrations (typically done in May); they will change the registrations to January 28<sup>th</sup> so that they can have a better idea of the incoming students they have and the teachers needed to meet those student's needs.

She said they would like to look into a study of the student-teacher ratio (a more comprehensive study to compare to comparable towns that have similar programs) and put together a report for the Community, School Board and the MBC in the fall. She said the result of moving forward the registration for Kindergarten will bring forth more firm numbers and they probably will bring forward that extra teaching position again in the Deliberative Session.

Vice Chairman, Don Daley called for any public comments.

Nancy Shute asked about them trying to get more facts and information to decide if the position is really needed and asked if they are hoping to have it for the Deliberative Session to tell the people at that meeting that the numbers justify it so it can possibly be added into the budget at time. Mrs. Clark said yes. Mrs. Shute asked if it would have the recommendation of the MBC at that point or if they will be asking people to go above the MBC at that time. Mrs. Clark agreed.

Mrs. Shute encouraged the MBC to put that position back in. She added that they cannot just base a position on numbers and said that in all the years she has been teaching she has been alone with 24 students due to the makeup of that particular class, but she has had classes where she has had 15 students and had two other people full-time due to the makeup of that class at the time. She feels the best way is for the MBC to see the need for it now by putting that money back in and if the Town wants to take it out, so be it. She hopes that they were able to find out more in understanding the needs of the children and noted that they are still down two positions (3 were eliminated last year).

Sally Weiss asked the Board which one of them went to DCS to see the classrooms that would be affected. Vice Chairman, Don Daley confirmed that there were four of them that went, one being the Chairman. Mrs. Weiss agreed with Mrs. Shute and mentioned that she has a son in third grade this year who already has an extra desk (due to his wheelchair) and another desk for his assisted devices, and said if they change the classroom to 23 students they would be looking at 25 desks in a very small classroom. She would really like them to reevaluate.

Mrs. Clark said that third grade that will be next year's fourth grade, will have three classes. She added that the question has to do with the incoming Kindergarteners and incoming 1<sup>st</sup> Graders, and trying to get closer to that exact number. This being the first year that they offer full day Kindergarten session, they really don't have an exact idea of how many extra students may be in the Community that opted not to do full day Kindergarten or went somewhere else and may be coming into the 1<sup>st</sup>

Grade.

Joell Ford, who has a child in Kindergarten and 1<sup>st</sup> Grade this year, agrees with Mrs. Weiss. She was part of the group who tried to help get all the numbers together last year to determine how many kids were coming into the Kindergarten. She noted, as point of clarification, the registration was much later last year for Kindergarten and there was a large number that registered after the registration deadline; thus took the estimated numbers of 17-21. Her concern is if they are asking them to register in May and then they get huge numbers after that will they taking that into consideration when looking into the faculty numbers. Mrs. Clark said that would factor in.

Deb Boivert asked if the School Board have estimated class sizes available like the Kinder and 1<sup>st</sup> Graders. Mrs. Clark said the recommended size for Kinder is 14 and the recommended size for 1<sup>st</sup> Grade is 16 students. Mrs. Boivert said they are over at 21 students, which is significantly over the recommended amount.

Don Gorman thanked the members of the MBC who took time from their schedules to come over to the School to spend time in the classrooms to see what was going on. He said that teachers just don't just teach anymore; they have to be everything under the sun and all this is put into that classroom and at the very least they analysis how many children are in a room, what their situation is and who is in what room. The teacher, the room and the makeup of the children (needs) are heavily considered. He said 4-hours ago they had a staff meeting and they are committed to putting a genuine effort to get the people of this town to understand what is going on in the School.

Mrs. Weiss pointed out that it was said that as a School District they were able to get the out-of-school district prices down, which is a tremendous job on behalf of the staff at the school, but she is worried about the Kindergarteners going into 1<sup>st</sup> Grade. She feels if their needs are not going to be met then some of these parents are going to have to look to out-of-school district placement.

Patrice Kellum works as a Para-Professional in a classroom of 19 students (they have a student teacher who is learning herself and doesn't really count) and as a classroom aid she finds that they have lots of children coming in from Kindergarten who have unidentified special needs. She said many of them are very needy and they try to work the best they can within the perimeters they have, but it is not enough. She said it is really important that the number has to consider how many kids come in without an identification of their needs and how much more adult time that requires.

Mrs. Murphy thanked Mrs. Clark for what she said, as she was not at the last meeting. She would like to see the figures they came up with, and as a citizen at the Deliberative she will be listening to what they bring in, as she doesn't understand the concepts behind the class sizes yet.

Mr. Chalbeck thanked Mr. Yergeau and Mr. Gorman for taking the time to answer his questions last week, as they gave him a tour of facilities and he had an opportunity to observe many of the classrooms. He said that by not being an educator he doesn't know fully what he saw, but he is tending to lean to the judgment of the School Board to put this position back in at this time, with the understanding that they will get a study that will show where they are compared to some of the other communities; particularly with staffing and would like to see something like that for the fall.

Mrs. Cady thanked the School for having her observe at the School and she said that she does compare what other schools are doing. She complimented the School Board on making sure that full day was there for the Kindergarten and they gave back about \$550,000.00 this year. She said they held to what was in the budget and what was needed; attest to the fact that they are hearing the community saying they want to see fiscal responsibility. She is willing to work with them to say what the studies should be, because people are asking why they have 14-17 students in a classroom.

Bonnie Beaubien spoke as a member on the School Board, the policy is to have much smaller classes when they are younger to determine their needs, find out their difficulties and address them. She said to compare DCS to other communities would not be fair unless they offer the same programs; they need to also look at the number of full-time employees, part-time employees, the size of building they are maintaining, the square footage and the age of the building. She said that programming a commitment to small class sizes in the early phase/grades, the research shows that it lends to more success to the students as they move forward. Mrs. Cady said she checks other schools and they do have foreign languages, but when the "no child left behind" test scores come out she expects to see that smaller classes producing better results as they said it would.

Mrs. Clark said that going forward next year they are probably going to reduce the number of 5<sup>th</sup> Grade teachers (they get moved around all the time), next year will need one less 5<sup>th</sup> Grade classroom, one 4<sup>th</sup> Grade classroom and one more 1<sup>st</sup> Grade classroom; with a net gain of one teacher.

Selectman Barry said he has personally seen the effect of small classes from his children in DCS and he doesn't believe DCS compares to anyone; it has been unique for as long as he has been around. He believes that DCS does a unique job with the amount of money it has to spend and he believes class size makes all the difference in the world. He would support putting that money back in and supporting the School Board, the Administration and staff in their request to have another person.

Vice Chairman, Don Daley spoke to reductions and said when he looked at the budget, the first thing that caught his eye was that they were adding two positions. He said as Budget Committee Member he is aware that they have been working with the Default Budgets for the past few years with the School and it concerns him that the Town is not supporting the School Budget. He said when he asked people for the specifics the response he frequently gets is that there seems to be too much staff at the School. He tries to explain that there were recommended class sizes that the School Board uses that are lower than what the State requirements are. However last year Mrs. Cady proposed putting the Kindergarten to full-time; that budget was rejected, however at the June School Board the decision was made to add a full-time teacher due to the number that was coming in (to make three full-time classes of 21-22 students). He said there was no discussion about the recommended size of Kindergarten, which is 14 students. He said apparently there is an importance to keep those class sizes small, but that was not considered. He said they could have had four part-time classes; two morning and two afternoon classes with about 15 students per class and would have been at the recommended size. He felt if that is acceptable, then maybe it is acceptable to go with maybe 22 students for 1<sup>st</sup> Grade or maybe a little bit higher for another grade.

He said as a MBC member he also looking at the Town Budget and they reduced a full-time police officer. He feels if the elderly is concerned about their safety is important, but they had to do it. He stated that he is looking at the whole budget as a whole. He said the perception is that there is too much staff and his concern is that they will be aware they are adding positions, so will it affect the Teacher's Contract or the Para-Professionals Contract, as it has happened in the past (which is his opinion). He does not want to see them go a third year rejecting these contracts. He said the request the MBC made was less than 1% of a cut of what the School Board presented to them, which is pretty small when compared to other town budget committees. He would like to give the School Board the time to look at that, but he will stay with the reductions they have made.

Peter Menard said he attended the School Board meetings and appreciates the need for the two positions and Warrant Article-2 & 3 (contracts for Teachers & Paras), but he is thinking of the voters who are not here and won't be at the Deliberative Session but will actually vote; he feels it is a strategic question. He believes they should take care of the teachers that are working there now and get the best possible effort to get the contracts passed and get Warrant Article-2 & 3 passed. He said that looking at the bottom line (with the two positions taken out), it is about \$50,000 less than the Default Budget. For that reason, he will support not putting in the two positions, for the aim of getting the teacher's contracts passed.

Mr. Dillon said he felt the same way and when he looked at the budget this year and what is happening in Concord, he feels it is kind of unrealistic to expect to have the same amount from the State as they had last year; for every dollar less they send us is another dollar they have to raise in property taxes. He feels that any metric from the State they look at shows that we have a much higher ratio of teachers to students than the vast majority of schools. He said he made the decision at the beginning of the budget process that he would not try to bring forward anything to cut positions, but he would not support any new positions (which is what he did).

Selectman Barry has a problem with the idea that they have to Budget lower than the Default; he understands the reasons behind it (having brought this argument up to the BOS), but they are not doing their job by not submitting exactly what they feel is needed (and what it will cost) and explaining why; even though that number might be higher than the Default. He feels it is a fiscal impossibility; that being said, the BOS voted to reduce the Budget to get it below the Default. He added that if they do not get the information out on what they are trying to do and why, people will just look at the numbers. He understands why they are trying to get below that number, but he feels it is not a real budgeting process, as the costs do not go down (they keep increasing).

Mrs. Clark said the School Board has pushed hard on the administration at the School to do what they can to keep the same number of teachers, but they cannot do it that way and make an educationally sound decision; they will not compromise the

educations of the students and that is why they are proposing that extra teacher (it is called for by the needs of the students).

Mr. Chalbeck feels the most important thing is that they provide the needs of the children first; whether they pass these contracts, they should take care of the children foremost. He would encourage more emphasis in getting the teacher to help out than to pass the contracts.

Mrs. Mommsen (3<sup>rd</sup> Grade Teacher) thanked those members that showed up to the School and appreciates them not just looking at the numbers but at the dynamic of the group of students and their needs.

Peter Aubrey said the only revenue numbers they have are those released on November 15<sup>th</sup>. He said there is a lot of talk coming out the State and the Legislative group; the expectation is there will be no increases and the decreases will probably be no more than 5%. They don't know what will happen and they most likely won't until June 30<sup>th</sup> if they are lucky; they have been dragged out through September in the past. He said the only numbers they were given is that Deerfield is getting an increase, but they do not know the numbers yet.

SAU-53 Superintendent of Schools, Peter Warburton referred to Selectman Barry's comment on communicating better and he feels that Mrs. Clark does a great job of putting articles in the Forum. He said one of the items that comes up a lot in all of their districts is adequate yearly progress and noted for the record, that if they would go onto the NH State Website (under the Assessment Data tab) they would find results of the DCS Necap testing. There are 6-categories they tests on as a whole in the school; they either make it as a whole school (which is marked as a "yes") or they don't. He noted that Category-1/ Reading was a Yes, 95% Participation Rate was a Yes, the Target Index of 91% was a Yes (DCS was at 94.5%, which was 3.5% above what they needed), the Math was a Yes, Target Index of 88% was a Yes (DCS made it at 89.1%). So as a whole school, 90% or over are meeting the requirements set by the Federal Government. He added that under Educational Disabilities in Math, they have a small amount of students that do not meet the requirement due to their disabilities; they are diligently working on this and have made a 1.7% increase in that area from last year to this year. He said that Manchester has one school that has not made adequate yearly progress for at least 4 or 5 years due to one student in one sub-group. He is very proud of what the staff has done at DCS and their goal is to have every child at the proficient rate by 2014.

Mrs. Cady said she went to the Dept of Education to speak to the person who keeps these scores and he provided her with two areas. She said that something is different in what he is getting, as she was shown that the 4<sup>th</sup> Grade was not passing. Mr. Warburton said the individual grading may be in question, as he was looking at the school as a whole, but they can look into that.

Mrs. Weiss agrees they need to be transparent and she feels they have to be honest of what the kids need and why they should support it. She said comparing today with when older people were in school is a bit of a disconnect, as they do not understand how they educate all of the children in the Community today as to how it was done many, many years ago. She added that if it was done as they used to, the children with ADHA, Autism and CP would be shoved in a school and they'd never see them; but by giving them the support they need and lower numbers in a class they help them to be successful.

Mr. Yergeau referred to the comment made about 4<sup>th</sup> Grade not making adequate yearly progress and said those are the kinds of information they use when they make decisions on whether there should be two, three or four classes at a grade level.

Mrs. O'Donnell (7<sup>th</sup> Grade Teacher) said that when they do out of placement, they are working hard to keep their students in DCS (as it is very expensive to send them out of placement); but to do that they may need more staff to make it successful in the classroom.

Mrs. Clark referred to **Warrant Article-2** to raise and appropriate the cost items set forth in the collective bargaining agreement reached between the Deerfield School Board and the Deerfield Education Association for the 2011/2012 Fiscal Year, which calls for the following estimated increases in salaries and benefits totaling: \$92,655.00 (for the Teacher's Contract, with an \$0.18 cent impact)

She referred to the attached Fast Facts on the collective bargaining agreements; 1-year contract. This contract will increase the student instructional day by 30-minutes; teachers will be expected to arrive 15-minutes before the day begins and staying 15-minutes after the day ends.

She said there has been a section in the contract where out of town teachers have been allowed to bring their children into DCS for a \$200.00 annual tuition and this part of the contract will no longer be allowed; however, they will allow the students who are already at DCS to finish out to the 8<sup>th</sup> Grade.

She noted that there is language changes relative to defining immediate family for the personal illness leave, there are changes to the sick leave bank and "child rearing" will allow teachers to use at least 15-days of their sick days to take care of a new born or adopted child.

She said there is additional health insurance language dealing with allowing an alternative health provider to the Association; any changes must be agreed upon by the Board and the Association.

Vice Chairman, Don Daley called for comments from the public.

Mr. Hooker referred to the one step on track and asked if the current contract (or teachers) still getting their step increases. Mrs. Clark said they are not and have not gotten any step increases in three years; the contract hasn't past and they would not have gotten their step increases unless it was in the contract.

Mr. Hooker referred to the 30-minute increase and Mrs. Beaubien said it is a minimum requirement; they are adding ½ an hour of instructional time and ½ an hour of contracted time for the teachers, but most of them are there longer anyways.

Mr. Hooker referred to the non-resident students and asked how many are there. Mrs. Clark said the ones that are there will not be kicked out. Mrs. Beaubien said in the contract it says they will honor the request of the teacher; every year they will have to request again. She said if it bumped them to a position where they didn't think it was educationally sound, than they would have to leave. She said the grandfathered ones are allowed to request, but are not guaranteed a place. She confirmed that they are no longer accepting any new students.

Mr. Hooker asked what the real cost of those out of town students is. Mrs. Clark does not have that answer, but said if they look at the average cost to educate a student and how the Department of Education runs their formula, it may come out to be about \$13,500.00.

Mr. Hooker referred to the sick leave bank and Mrs. Beaubien said if it is full at the beginning of the school a brand new teacher cannot get into the sick bank; but if they allow every teacher to give a day at the beginning, then everyone gets in. If it gets depleted, they can ask if they would like to give more; it is simply to help anyone with a catastrophic illness that runs out of sick leave.

Mrs. Shute said they have a staff member on Step-1, although this is his third year of teaching in Deerfield; he was hired as a brand new teacher and because they have not had a contract (or a clause that said they could get there steps) he is still on same step at his third year.

Mr. Menard feels it is a reasonable contract and feels they should support it.

Mr. Dillon said there is also another money item in there for those who do not take advantage of the School's health insurance, but there seems to be a disconnect of what the School Board thought they negotiated and what the draft contract they sent out said. He understood it would only be given to the teachers who are presently taking the insurance and then drop it, however, that is not what the language in the draft contract they sent out was.

Mrs. Beaubien believes that when this was debated, they felt it is a positive for the School District, because if a person does not take health insurance (depending on the plan) it may be \$6,000 or more of a cost to the District for one to have health insurance through our District. She said they tried to survey it and they are comfortable thinking that the number of people taking the buyout would not be that large.

Mr. Dillon said the contract for the Paras is clear that if they are not already using that benefit, then they cannot get the buyout; but in the teachers contract it is not clear. Mrs. Beaubien said she must have mis-spoke; if they are not in already, they do not get the buyout.

Mr. Warburton said this goes back three years and the previous contract talked about only teachers coming into the district before 1997 who were grandfathered could get a buyout. Negotiations have it that now anyone after 1997 could now get the buyout if the contract passes; they don't believe anyone is taking that buyout. He said previously there was a very large clause that said "Only teachers eligible for this benefit will be teachers already taking the benefit, in full as of the end of the 1996-1997 contract years. Should such a teacher opted out of the \$700 benefit at anytime, he or she will not be eligible to receive the benefit again under the terms of this new contract, nor will any teacher not using the benefit as of the end of the 96-97 contract year be eligible to receive the benefit under the terms of this new agreement". She said that is the language they took out three years ago and it was in every contract since then that they tried to get passed but never passed.

Mr. Warburton said as of right now there is zero impact, as they do not think anyone will be taking it (regarding this coming contract, if the contract passes), but they are not projecting anyone. Mr. Aubrey said it would not be an increase anyways.

Mr. Warburton referred to Mr. Dillon's question and said the teachers presently working at DCS that already don't take insurance from DCS would get the \$1,500 buyout, but they don't have anyone on record right now. Mr. Dillon asked why they wouldn't take the buyout if they are eligible and how can there be zero impact.

Mr. Boivert feels the reason one wouldn't take the buyout would be if they are unsure their spouse who has health insurance is going to retain that job in the future, as things are always in flux. He said it may be of a nudge to take that risk and save the Town \$4,500 a year. Mrs. Beaubien said they do not get that money until the end of the school year.

Mrs. Clark referred to the **Warrant Article-3** to raise and appropriate the cost items set forth in the collective bargaining agreement reached between the Deerfield School Board and the Deerfield Para-Educators Association for the 2011/2012 Fiscal Year, which calls for the following estimated increases in salaries and benefits totaling: \$48,684.00

She referred to the note underneath that is important; the total cost associated with the collective bargaining agreement if \$2,000.00 and the remaining \$46,684.00 will compensate the Para-Professionals who are hourly employees for those additional 30-minutes per day if the Teacher's Contract passes. She pointed out the collective bargaining agreement Fast Fact Sheet for the Paras (1-year contract) and that \$2,000 is for job related workshops or courses; however the bulk of that cost (\$46,684) is for the payment of having them work an extra 30-minutes a day.

Mrs. Clark noted that the contract has the staff children at DCS; they are removing that provision, the same as they have for the teachers. The employee rehire policy now states that when an employee leaves the district is rehired within one calendar year, they will return at the same wage if they occupy the same or substantially the same position while employed at the district. If rehired within one calendar year they will be at the same benefit level as they were receiving while employed at the district.

Vice Chairman, Don Daley called for comments on the Para Contract.

Mr. Hooker asked if the Paras are part-time or full-time and Mrs. Clark said they are full-time, hourly (not salary). Mrs. Beaubien said the Paras have some of those benefits at different levels. Hooker asked if they were correcting the teacher's contract to make it as beneficial as the Para Contract. Mrs. Clark said it is all negotiated and they are different. Mrs. Beaubien said the Teacher Contract has been in effect longer than the Para Contract has, so the change in the Para Contract (allowing everyone to put one day in the sick leave) was probably something that needed to be done in the Teacher Contract that had not been done to make it fair to everyone.

Mr. Hooker referred to the dollars and asked if for some reason the Teacher Contract does not pass and the Para does, the Para cost would not be \$48,684 because there is no extension in the school day. Mrs. Clark agreed and Mr. Hooker asked how they would account for that if that happened. Mrs. Clark said it would be \$2,000. Mr. Hooker wonders if the language should be "up to \$48,684.00" in case they only need two. Selectman Barry interprets the warrant article states that money could not be spent anywhere else and would be returned.

Mrs. Beaubien said they worked hard to negotiate these contracts and the Para Educator Team worked really hard, so it is important to realize that they negotiated only \$2,000; which is reimbursement to become better educators for the students in Deerfield.

Mr. Gorman said the teachers work about 60 hours a week as it is, and if people feel that there is too much staff they should

drive to the school at 4:00pm to see that there is a lot of staff there taking care of all kinds of things. He asked the Committee Members to support the Para & Teacher's Contracts and they will provide them with one of their blue and white ribbons to hang on their mailbox so that people in the Town will realize what these people put in a daily grind at the school and they deserve a contract. He said the frustration rate is high, the morale is low and they need to pass these contracts.

Mrs. Cady referred to the Para Contract's Employee Rehire portion and feels it is unfair to the people of the Community. She feels they should go back to the salary rate they were hired at.

Mrs. Beaubien said if they have a Para in May who's child leaves the district and when September rolls around another child comes into that district and the educational background of that Para is needed (as they were trained for similar needs of that student) they would rehire them at the same wage/benefits/responsibilities and training they need to fulfill that students needs. Don Gorman said that ... all within the same year

Mrs. Clark referred to **Warrant Article-5** to see if the Deerfield School District will vote to create an Expendable Trust Fund under the provisions of RSA 31:19-a, to be known as the Playground Expendable Trust Fund, for the purpose of building a new playground at Deerfield Community School and to raise and appropriate the sum of \$25,000 (from surplus) towards this purpose. The Deerfield School Board are agents to expend these funds.

Mr. Hooker said most of the articles he's seen dealing with surplus would have the words "up to \$25,000", as they don't know how much surplus they are going to have. He said if that amount isn't there they could take what is there. Selectman Barry said the language could be changed prior to the printing of the ballot and prior to the Deliberative Session. Mr. Warburton recommends they make that change.

Mrs. Weiss added that the playground is in terrible condition and she is working with a group trying to raise money to fund some of that money.

*Closed Public Hearing & Reconvened MBC meeting at 8:51pm*

#### **Approval of Minutes:**

**MOTION:** Harriet Cady made a Motion to approve the January 4, 2011 Minutes as amended.

**SECONDED:** Peter Menard seconded the Motion.

Mr. Menard noted that on Page 6 of 8 it stated that Mr. Menard said the School Board "trashed the Budget", but he really said "thrashed the Budget".

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 5/2 Vote in Favor (2-Abstentions).

#### **Voting on School Budget & Warrant Articles**

**MOTION:** Liz Murphy moved approved the School Budget's bottom line of \$11,728,606.00.

**SECONDED:** Selectman Barry seconded the Motion.

Selectman Barry asked for the number of the teacher's position and Mrs. Clark said it was \$43,305.00.

**MOTION:** Selectman Barry move to amend the School Budget by increasing the Teacher's Salary line by \$43,305.00.

**SECONDED:** Maryann Clark seconded the Motion.

Selectman Barry said that in light of the people that came out this evening, that they take another look at it, as those who showed up would like to see that position put back.

Mrs. Clark agreed that they should consider the public's input. She said they will continue to look at the numbers and if the numbers they see from the earlier registration indicate that they do not need another position, then that can be brought forward at the Deliberative Session as well.

Mrs. Cady prefers to wait until the studies are done and they go to the Deliberative Session. Selectman Barry personally has

seen the effect that smaller classrooms have on children in the Deerfield Community School. He said the School Board supported it 21 years ago when he was on it and continues to this day. He added that the School Board has put together a proposal based on the information given from the SAU, the Administration and the Teachers; they were put in charge to make these decisions and this is what they are saying they need.

**VOTE:** Vice Chairman, Don Daley called for the Vote to amend the amount by \$43,305.00. It was a 3/5 Vote. The Motion Failed.

Vice Chairman, Don Daley referred to the original amount and called for further discussion.

**MOTION:** Tom Dillon moved to amend the budget and to reduce it by \$25,502.00 for the benefits for the two positions that were cut, yet the benefit line was not adjusted.

**SECONDED:** Selectman Barry seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 7/1 Vote in Favor.

Vice Chairman, Don Daley referred to the new bottom line of \$11,703,104.00.

**VOTE:** Vice Chairman, Don Daley called for vote on amended amount of \$11,703,104.00. It was a 7/1 Vote in Favor.

**MOTION:** Maryann Clark moved Warrant Article-2 for the Teacher's Contract for \$92,655.00.

**SECONDED:** Selectman Barry seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 6/2 Vote in Favor.

**MOTION:** Maryann Clark moved Warrant Article-3 for the Para-Professionals Contract for \$48,684.00.

**SECONDED:** Selectman Barry seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a 7/1 Vote in Favor.

**MOTION:** Maryann Clark moved Warrant Article-5 for the playground repairs from the surplus in the sum of \$25,000.00.

**SECONDED:** Selectman Barry seconded the Motion.

Mr. Menard asked if the wording could be changed. Vice Chairman, Don Daley said the MBC cannot make any wording changes, but believes the School Board can or it can be done at the Deliberative Session.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

**New Business**

None

**Adjourned:**

9:03 pm

**MOTION:** Selectman Barry made a Motion to adjourn.

**SECONDED:** Maryann Clark seconded the Motion.

**VOTE:** Vice Chairman, Don Daley called for the Vote. It was a Unanimous Vote in Favor.

The January 4, 2011 meeting is adjourned.