

**TOWN OF DEERFIELD  
MUNICIPAL BUDGET COMMITTEE  
OCTOBER 25, 2011  
MINUTES**

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**Call to Order:**

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

**Pledge of Allegiance to the Flag:**

Chairman Daley asked all to rise and pledge allegiance to the flag

**Roll Call:**

**Present:**

Don Daley, Chairman; Kevin Verville, Harriet Cady, Liz Murphy, Fred McGarry, Kevin Chalbeck, Committee Members; Steve Barry, Selectman; Maryann Clark, School Board Representative

**Members Absent:**

James Spillane, Vice-Chairman; Dick Pitman and Tom Dillon, Committee Members

**Approval of Minutes – April 19, 2011**

**Motion** – Selectman Barry made a motion to approve the minutes as written

**Second** – K. Chalbeck

No Discussion – Yea: 7, Nay: 0, Abstention: 1 – Motion Carries

**Approval of Minutes – January 19<sup>th</sup>, 2011 – Public Hearing**

**Motion** – Selectman Barry made a motion to approve the minutes as written

**Second** – K. Chalbeck

No Discussion – Yea: 6, Nay: 0, Abstention: 2 – Motion Carries

**Old Business**

- **Appointment of Kevin Verville** – Committee members were asked to sign Oath form finalizing the appointment of Kevin Verville to the committee.
- **Additional Applicants** – Chairman Daley noted two individuals who submitted interest in serving on the committee after the position had been filled. A Chuck Reese of North Road, and a Steve Giavinelli. Mr. Giavinelli works with the legislative budget office in Concord and has offered his assistance going forward. The Committee will hold onto both names.
- **Recording Secretary** – Chairman Daley met with Town Administrator Leslie Boswak to interview a potential On-Call Recording Secretary – Katie Libby has been offered and accepted the position.

**Approval of 2012 MBC Budget**

**Motion** – Selectman Barry made a motion to approve the 2012 MBC Budget as written

**Second** – L. Clark

**Discussion** – Chairman Daley noted that the budget is level funded from last year. Only change is in the addition of the purchase of a digital voice recorder. To offset that increase the meeting and seminar line has been reduced. Funds were also moved away from the part time employee line. Chairman Daley estimates ten committee meetings, with additional time for transcribing to net out to roughly 62 billable hours. H. Cady noted

that she thought the committee had purchased a recorder in the past. D. Daley confirmed, but explained that had broken down. The committee had been splitting one with the Board of Selectman, but would like to purchase its own. K. Chalbeck asked if the part time employee line would be adequately funded with close to \$300 having been spent on only two meetings. D. Daley noted that the recording secretary had additional duties previously, including posting of video and minutes online. Going forward use of the services will be limited and he expects the voice recorder to reduce the hours required even further.

**Vote – All in favor – Motion Carries**

### **Updates on Town & School Budgets**

#### **Town:**

Selectman Barry presented the Committee with recent updates from the Board of Selectmen. They are in the middle of addressing the 2012 budget. 2011 is 79% spent year to date. They have reviewed the major Police and Fire budgets. Fire is requesting some additional expenditures including a stipend to the position of Chief, new jaws of life (\$23K), the replacement of the Cascade System (\$44K), purchase of a new fire truck (\$190K already saved, additional \$70K/year for 3 years). Some of those items they will be applying for State grant monies for. Police budget also has a \$15,000 increase year over year as a result of required retirement funds. Most other departments have seen level funded budgets. H. Cady asked what the Cascade System is. Selectman Barry couldn't describe it exactly; F. McGarry believes it is a self contained breathing apparatus. K. Chalbeck had questions on the over-expenditures on the rubbish collection lines. L. Boswak indicated it was due to the Waste Management dumpster agreements. K. Chalbeck also asked Selectman Barry to address the increase in heating oil costs – where will the extra funds come from? And why there was a \$4,000 increase in the Veasey Park budget. Selectman Barry explained that the current heating oil contract began in June, prices are now higher than was estimated, if that line goes over the funds will come from other general building lines. Can't speak to the Veasey Park increase they have not appeared before the board. Selectman Barry also informed the Committee that the Board of Selectmen has voted to move \$250,000 from the unreserved fund balance (much of which was attributed to the school) to offset taxes – should represent a decrease of approximately \$0.40/thousand.

#### **School:**

Maryann Clark presented the Committee with the School budget updates. For the 2010-2011 calendar year the school had an expenditure surplus. This was largely the result of an over anticipated High School Tuition Line (\$295,959) and Special Placements Line (\$107,644). H. Cady questioned why the Salaries line was over spent by \$20,000? M. Clark indicated that this was a kindergarten teacher that went from half time to full time. The overall number of teachers had been reduced by three.

The 2011/2012 Projection highlights were reviewed by M. Clark. There was an estimated surplus at the time the numbers were supplied, but that could have changed since September 6<sup>th</sup>. High School Tuition has an expected debit of (\$98,950), with changes to state policy the Teacher Retirement line has a shortfall of (\$66,860), but the School expects to use an Education Jobs Grant to offset \$69,150 of that. H. Cady asked if they expect that additional \$68,000 to be a repeat number in the 2012/2013 year? M. Clark confirmed and noted that the board will begin review in November. K. Chalbeck asked how many students the \$97,866 represented? M. Clark answered seven, at \$13,000 per student.

### **School Comparative Cost Report**

At the request of the Committee, M. Clark presented a School Comparative Cost report that she had pulled together. The report is a result of several meetings with SAU representatives, Town Administrators, and Don Daley and Tom Dillion of the MBC Committee. Highlights from each page were presented. There were no

questions from the Committee at this time and everyone thanked M. Clark for a wonderful job done in pulling together the enormous amount of data.

### **Review of Scheduled Meetings**

Chairman Daley went over the meeting schedule for 2011-2012.

Tuesday, November, 29<sup>th</sup> 2011 – Town Budget

Tuesday, December 6<sup>th</sup>, 2011 – Review of less controversial budget items

Saturday, December 10<sup>th</sup>, 2011 – Work Session

Tuesday, December 13<sup>th</sup>, 2011 – School Budget

Tuesday, January 3<sup>rd</sup>, 2012 – School Budget Review

Saturday, January 7<sup>th</sup>, 2012 – Work Session

Tuesday, January 10<sup>th</sup>, 2012

Wednesday, January 11<sup>th</sup> – Public Hearing – may need to change depending on State Primary schedule, last day to hold public hearing is January 17<sup>th</sup>, 2012

### **New Business**

H. Cady, highlighted an article published in the local paper regarding the cost of classes in Goffstown, Hooksett, Allenstown, Bedford and Salem. Not sure how they arrived at the cost per pupil figures. She does not feel that some of the towns used in the Comparative Cost analysis are the best peers to Deerfield. May want to consider removing the pre-school numbers as Deerfield charges for some to attend pre-school. H. Cady also brought attention to the Audit reports and feels the budget committee should be looking at those reports, particularly the Police Department's inventory list and their tracking/documentation policies. Finally, H. Cady found this year that the town had Grants that were not expended with no acceptance by the governing body as the law requires.

D. Daley wanted to thank L. Boswak for hosting the LGC meeting. Thank you for providing the Committee with the Budget book as well.

Committee Members asked if it would be possible to get some more details on the Comparative Cost presentation as far as Special Ed percentage breakdown. M. Clark confirmed that she can pull that data out and would encourage the Committee to look closer at the details in the report.

### **Citizens Comments**

Does Selectman Barry know if they plan to combine the School and Town oil budgets? Mr. Barry said he would be very surprised if they didn't – it benefits the town greatly as they are seeking bids. L. Boswak clarified so that accurate information was presented – the 2010 Deerfield tax rate was \$22.96/thousand. 2011 will be reduced \$1.51 to \$21.45/thousand. The reduction amount attributed to the surplus expenditure was \$0.46.

### **Adjournment**

**7:30pm**

Motion: K. Chalbek made a motion to adjourn, seconded M. Clark

Vote: Chairman Daley called for the vote, all in favor, motion carries.