

**TOWN OF DEERFIELD
MUNICIPAL BUDGET COMMITTEE
NOVEMBER 29, 2011
MINUTES**

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; James Spillane, Vice Chair; Harriet Cady, Kevin Chalbeck, Tom Dillon, Fred McGarry, Liz Murphy, Dick Pitman, and Kevin Verville Committee Members; Steve Barry, Selectman; Peter Menard, School Board Representative; L. Boswak, Town Administrator

Absent: None

Approval of Minutes: October 25, 2011

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

Second: T. Dillon

Discussion: K. Chalbeck would like to correct from page two, under "Town" line 11 – the questions was not why there was a \$4,000 increase in the 2012 Veasey Park budget – but was why the current 2011 Veasey Park budget has been overspeant by \$4,485 in the Part Time Employee line and is overspent by \$883.22 in the Supplies Line. At the time Selectman Barry did not have the answer to that question as the Department Head had not appeared before the Board for questioning. Additionally the motion to adjourn was made by Selectman Barry, not by himself.

H. Cady questioned page 2, under "School" line 5 the note that the overall number of teachers had been reduced by three. There was discussion as to whether or not that was actually the case – however the answer presented on October 25 by Maryann Clark was as reflected in the minutes.

Vice Chair Spillane asked that the citizen who made the Citizens Comments be identified – made note that comments were made by Don Gorman.

All in favor of approving the minutes as amended - Yea: 6, Nay: 0, Abstention: 3 (F. McGarry absent at time of vote) – Motion Carries

Old Business

Town Administrator Answers: Chairman Daley referenced the email included with the agenda from L. Boswak, Town Administrator. It address the over expenditures of the Veasey Park part-time line as well as rubbish collection being overspent in the GBW and Town Hall buildings.

School Board Update: D. Pitman asked for clarification from School Board Representative P. Menard. Last year the committee had voted to eliminate two positions from the School Budget. One of those positions was subsequently re-added at the deliberative session. Additionally the School Board voted at its July meeting to take what they anticipated would be surplus funds from this year and added the second secretarial position back in. Wanted to make Budget Committee aware of that action and asked P. Menard if that position had been filled. P. Menard confirmed that the PT Office position was voted back in and he believes the position has been filled.

Receive 2012 Town Budget

Selectman Barry provided the Board with a high level overview of the Town's proposed 2012 budget. The bottom line has gone up \$119,035 from 2011. Key areas of interest included a \$75,000 increase in the Highway Department, and an increase in the Police Department due to the necessary purchase of a new cruiser and State Retirement funding obligations. Assessing, Planning and Zoning Board budgets are down. Vice Chair Spillane asked if the Highway Department increase was due to more expensive materials or because of new projects? Selectman Barry answered that there are new paving

projects in addition to rising costs of materials. H. Cady asked if the Committee could see the review of bids on the Police Cruisers? Selectman Barry answered that he believes those are fixed prices set by the State of NH and as a result there is no bidding process. H. Cady asked why two years ago the Chief went to a handful of locations and ended up purchasing a new cruiser from Massachusetts? Selectman Barry said that was to replace a broken cruiser mid-year. At the time, as none were available in NH, they were forced to go to MA and that he believes at the time they paid the fixed MA price.

Chairman Daley clarified for Committee Members that tonight's meeting is not to get into specific review of the budget. Members should take home and have time to review and the intent for next Tuesday's meeting will be to review some of the less controversial Department Budgets in an effort to free up time on the Saturday, December 10th work session. Vice Chair Spillane and L. Murphy agreed that the approach suggested sounded good.

School Update

Chairman Daley asked that the Committee review the email from School Board Rep Maryann Clark – in it she provides the number of Special Ed students and information on the initial proposed 2012-2013 budget. K. Chalbeck asked for a further breakdown from the School Board on the Special Ed classifications. He is interested in percentages and specifics as far as how many students are under 504 plans, have full IEP's or are tied to and 1:1 student/teacher ratio for the day. P. Menard indicated that he will gather a more detailed description. He mentioned that Maryann's absence tonight is because she is involved in the Para negotiations. Chairman Daley would ask the School Board to work to get the contract details to the Committee as early as possible, well in advance of the public hearing scheduled for January 11th so that the Committee can have adequate time to review.

P. Menard also mentioned the relieving of Superintendent Jack Billings of his duties by SAU 53. Chairman Daley asked if that will affect the delivery of the school's budget. P. Menard answered that he does not believe so. Vice Cha Spillane asked if the removal of the Superintendent will have an impact on the salary fees the town is required to pay to the SAU? P. Menard indicated that there was a 6 month severance package afforded to Mr. Billings that the board was strongly advised as necessary. Also, there is a board identifying candidates for the vacant position. Because of the quick turn over in the position, the Head Hunter is no charging for its services to fill the position. They do not expect that the position will be filled quickly, perhaps sometime in the Spring, but he can't be sure.

H. Cady referring back to the Town Budget asked why the Town Administration Other Charges & Expenses line was up 300%. Referencing the description that, "Funding is maintained in this line for unexpected equipment/software failure." What computer failures are we expecting? Chairman Daley asked that the question be tabled until next week when everyone on the Committee has had an opportunity to take the materials home and thoroughly review them. L. Murphy asked if the Department Heads would be present at Tuesday's meeting. Chairman Daley said no, but that they will be available at the Saturday work session. He believes there are several uncontroversial Departments where representation will not be necessary.

E-Mail Policy

Chairman Daley presented the Committees Email Policy that was adopted in 2010 and asked that everyone be aware of it. In summary it states that emails between Committee Members should be kept to the dissemination of information only and that discussion should be kept to a minimum. Vice Chair Spillane informed that the policy was reviewed and approved by legal counsel prior to the Committee's approval. Chairman Daley asked that from this point forward email discussion is kept to a minimal.

New Business

Regarding lunch for the December 10th Saturday work session Chairman Daley asked that everyone bring something to share. Vice Chair Spillane suggested that if people don't want to bring a dish they should bring cash and everyone can chip in for pizza from Yannis.

K. Chalbeck requested information supplemental to the Town budget before the next meeting. Specific items he was looking for additional information on included the proposed Warrant Article for a stipend for the Fire Chief. He feels a breakdown of the hours and type of projects the Chief is working on would be useful as a justification for the stipend. Additionally would like to see specs on the proposed wood chipper, usage details, and some back up information on the Police Promotions, i.e. how long the individuals have been employed with the Town of Deerfield, previous promotions, etc.

Selectman Barry indicated that the Chipper specifications, along with usage details should be in the proposed budget and that they can provide details on the Police Officers. D. Pitman commented that members are also able to go onto the Town Website – the Police Department page has a section titled “Meet Your Officers” that he believes has details of the individuals service.

Citizens’ Comments: None

Adjournment

6:25pm

Motion: Selectman Barry made a motion to adjourn

Second: D. Pitman

All in favor – Motion Carries

The Minutes were Recorded, Transcribed and Respectfully Submitted by Katie Libby.
Pending Approval by the Municipal Budget Committee