

**TOWN OF DEERFIELD  
MUNICIPAL BUDGET COMMITTEE  
DECEMBER 10, 2011  
MINUTES**

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**Call to Order:**

9:00 am 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; Harriet Cady, Kevin Chalbeck, Tom Dillon, Fred McGarry, Liz Murphy, Dick Pitman, and Kevin Verville  
Committee Members; Steve Barry, Selectman; Maryann Clark, School Board Representative

**Excused:** J. Spillane, Vice Chairman

**Approval of Minutes: December 6, 2011**

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

**Second:** M. Clark

**Discussion:** K. Chalbeck noted that on page 2, paragraph 4, line 2 that the figure for the cost of Chipper rentals should be \$14,000/year, not \$14. H. Cady asked that when figures are provided during a meeting that they be included. She thought that Mark Tibbetts informed the Committee at the last meeting that he charges \$5,000 a year for mowing of the water holes. M. Tibbetts indicated that he charges per/hour and did not give a figure. Nonetheless, if figures are verbalized H. Cady asked that they be included in the minutes.

**Those in favor of approving the minutes as amended - Yea: 8, Nay: 0, Abstention: 2 – Motion Carries**

**Old Business**

Chairman Daley noted that the committee has been provided handouts that include additional information on the Parks & Recreation Department programs as well as the town-wide expenditure figures updated through Friday, December 5, 2011.

**2012 Town Budget Review**

**Parks & Recreation (\$46,513):**

**Motion:** Selectman Barry moved to approve the budget as proposed

**Second:** D. Pitman

**Discussion:** Selectman Barry noted to the MBC that this budget consists solely of the salary of the Parks & Rec Director and that everything else is funded out of the Department's revolving fund. K. Chalbeck asked if the FICA/Medi funds for the employee was taken out of this department's figure, or were separate. Town Finance Director J. Foisy confirmed that they were separate, under the Personnel Administration budget. Chairman Daley asked that Department Head J. Manzi discuss the revolving fund. J. Manzi highlighted for the MBC that the revolving funds paid for the replacement of a furnace in the GBW building in 2011. Funds were also used to pay for maintenance of the fields, hand blowers in the bathrooms, etc. Selectman Barry clarified that the furnace Mr. Manzi referred to is for one half of the GBW Building and pointed out that the Department was also able to purchase a used van with the funds in 2011. He feels the revolving funds structure works very well for all involved. J. Manzi stated that if not for the revolving funds that many of the expenses would be picked up by the town, he used in example that the Town's 2000 budget had \$42,000 for Parks & Rec Programming. K. Chalbeck, referring back to the FICA/Medi, asked if the PT employees were taken out of the revolving fund why would they not also take the Director's from that line. J. Foisy indicated that it would be an accounting nightmare. H. Cady indicated that she had seen it done this way in the past and would prefer to see it broken out on a department-by-department basis. L. Murphy noted this is something the MBC discusses repeatedly year after year and that while she originally agreed with Ms. Cady that she has come to understand the level of difficulty involved in breaking those lines out. H. Cady noted that the Department is incurring building costs that the Town is covering – and that in the past the Town had received rent for that

space. J. Manzi clarified that the Department did not replace a rent-paying tenant, and that they took over a dormant space that the Town owns and that the Dept is funding improvements of. T. Dillon asked what the \$200 decrease was from 2011 to 2012. J. Manzi answered that there was a 10 year bonus paid out in 2011 that will not be paid this year.

**Vote: Yea: 9, Nay: 1, Abstained: 0 – Motion Carries**

H. Cady would like to state for the record that Citizens are asking why the Parks & Rec Department is making money on programming and not paying to use space. She further expressed that she feels the Department runs programs that negatively impact local business. Selectman Barry commented that on the Board of Selectman he has not heard that feedback, but would gladly listen to any Citizens who would like to come forward with their concerns.

#### **Veasey Park (\$26,256):**

**Motion:** D. Pitman moved to approve the budget as proposed

**Second:** Selectman Barry

**Discussion:** Town Administrator L. Boswak indicated that the Veasey Park representative is absent as there was a medical emergency in the family. H. Cady asked for further information on the Repairs & Maintenance line. She noted that lots of improvements had been done in 2011 and wondered what the Department had planned for 2012. Selectman Barry informed the MBC that the funds had been used to rebuild the float raft and to do improvements to the picnic tables. He is not aware of anything specifically earmarked for this coming year, but that ongoing maintenance items do come up. Chairman Daley asked why there was an increase in the employee line. J. Foisy said that was attributable to the increase in the number of hours.

Selectman Barry said that there has been an ongoing issue with the abuse of the parking lot. The Veasey Park Committee had wanted to add the position of Parking Attendant to its budget, but that after speaking with the Police the Board of Selectman are working on developing an ordinance and ticking process. L. Murphy asked if anyone had dealt with the Fish & Game in addressing the issue. Police Chief M. Greeley said that they have both spoken with and sent written communication to the Fish & Game. K. Verville asked for clarification as to how the issue was enforced in the past. Chief Greeley said that in the past they were just asked to leave and that in many cases the individuals had parked and had gone out on their boats for the day. M. Clark clarified that the \$4,400 being discussed for a Parking Attendant was not included in the current budget. Selectman Barry answered yes. T. Dillon asked for clarification as to what the issue is? Chief Greeley answered that allowing out of town vehicles and trailers to use the Veasey parking both is a violation of the Deed as well as restricts parking available to residents. H. Cady commented that she feels it would be useful for Deeds to be printed out as information available to new residents in an effort to educate.

T. Dillon asked what the additional \$1,800 in the proposed budget? Selectman Barry answered more hours in an effort to provide more coverage. K. Chalbeck asked if there was a Swim Instructor employed last year. J. Foisy answered yes, but that the hours had been recording under the PT Employee line in error. T. Dillon asked why there was an increase in the Electric line and asked if the electric is run during the winter. Selectman Barry answered that he believes electricity is run year round in the bath house, probably in the form of heating tape, and that it needs to be stirred bi-weekly as a part of ongoing maintenance.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **Rescue (\$51,530):**

**Motion:** Selectman Barry moved to approve the budget as proposed

**Second:** L. Murphy

**Discussion:** K. Chalbeck referenced the 2011 back up material presented by the Rescue Department noting that 2012 uses the same working, "2 Pagers, etc." – is this equipment the Department buys every year? The Rescue Captain confirmed yes, that they rotate equipment annually and as it becomes broken and that they are equipping 2 new members who were added to the squad for this year. K. Chalbeck referenced the \$1,800 budgeted in 2011 for stipends and that only \$900 had been expended YTD. The Department noted that it comes in two installments and that the line will be empty by year end.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **Town Clark/Tax Collector (\$110,553):**

**Motion:** M. Clark moved to approve the budget as presented

**Second:** Selectman Barry

**Discussion:** H. Cady asked what the Motor Vehicle Permit fees were to date. J. Foisy clarified that the number in the budget materials was as of 9/30 and that an updated figure of \$645,807.67 had been presented in the packet distributed today. K. Chalbeck asked what the reason for the vendor increase year over year was. Town Clerk Kevin Barry said that it is a software program the Department uses they currently have 2 user permits and will be adding 3 more. K. Chalbeck noted that the equipment line was the same as was presented in 2011. K. Barry confirmed, saying that they do not replace things all at once, there are two old counter computers, the Department replaced one last year and it looking to replace the second next year. H. Cady asked for details on the cost of the Justice of the Peace/Notary Public. K. Barry clarified that there was a licensing renewal fee in 2011. The \$75 presented represents the State fees plus the purchase of a stamp for him and the Deputy Town Clerk.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **Emergency Management (\$6,317)**

**Motion:** D. Pitman moved to approve the budget as presented

**Second:** F. McGarry

**Discussion:** K. Chalbeck referenced the Annual Service Agreement with Milton CAT and asked why it had been reduced from \$1,200 to \$669. K. Barry answered that there are two contracts with Milton CAT and that the Emergency Generator portion of that agreement has been moved out of this department and under the GBW Building. H. Cady referenced the back-up materials noting that a computer price of \$539 had been presented, but that the budgeted amount was \$900. K. Cary indicated that there are additional pages of materials describing additional equipment needs that are included in the \$900 figure. H. Cady asked why there was a need for two computer stations. K. Barry answered that there are two Emergency Management Co-Directors and that in the case of an emergency one computer would be located at the GBW Building and a second located on-site at the shelter.

T. Dillon asked why the Diesel line had been overspent and seems to be a moving target for the Department? How often are they running the generator? K. Barry answered that the generator is exercised weekly, that the school equipment is a 375 which will run on full load for roughly one day. Typical usage is at 60-70%. H. Cady asked why the line for Verizon phones was more per month than the other department. K. Barry answered that the Department used smart phones as the State and Federal Emergency Management services are communicating via email and internet. He also noted that their Verizon Cell Phones have hot spot capabilities.

**Vote: Yea: 10, Nay: 10, Abstained: 0 – Motion Carries**

#### **Agencies-Health & Social (\$31,336):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** L. Murphy

**Discussion:** H. Cady informed the MBC that the Bedford Select Board had opted to remove donations from its Town budget – she feels it is a violation of the Constitution that individuals are made to give. T. Dillon commented that he agrees with Ms. Cady and also commented that it seems the distribution of donations between agencies seems uneven in terms of the services that are received. Chairman Daley commented that the town had donated \$4,000 to the food pantry a few years ago and asked if it was still working well? Representative for the Department Dennie Greg answered yes and that the services are continuing to grow. The pantry currently serves 60 to 70 families on a regular basis and gave out 80 turkeys at Thanksgiving. H. Cady asked what donations are coming in from private donors for the Food Pantry? D. Greg did not have an exact number available, but noted there are a number of individuals who donate annually to the service. Chairman Daley asked if donations were up if the budgeted money could be moved to the Welfare line? D. Greg indicated that she could not say and generally does not see a reason to move funds back and forth.

**Vote: Yea: 9, Nay: 1, Abstained: 0 – Motion Carries**

#### **Welfare Administration (\$69,769):**

**Motion:** D. Pitman moved to approve the budget as presented

**Second:** Selectman Barry

**Discussion:** H. Cady asked how many hours the Welfare Administrator works. D. Greg indicated that she logs a minimum of 20 hours weekly. H. Cady commented that she has checked with other towns and would like to know why, with larger populations, their Welfare Administration budgets are so much less. She indicated that Deerfield budgets \$49,000 for the employees while other towns are \$16,000 or \$17,000. She believes that up until Claudia was hired that they had an individual doing the work with no salary line and that other towns use their Welfare persons in 3 hour time blocks a couple of nights a week. L. Boswak clarified for the MBC that Northwood's Town Welfare budget was \$63,830 in 2011 and is \$48,957 in 2012. Selectman Barry commented that unfortunately the individual that had been volunteering is no longer an option for the Town and that 2011 is not the year of the volunteer. He feels the Town cannot get services without spending money to acquire them and that we receive three times the value that they pay in salary. L. Murphy agreed with Selectman Barry's comments.

**Vote: Yea: 9, Nay: 1, Abstained: 0 – Motion Carries**

#### **Heritage Commission (\$600):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** M. Clark

**Discussion:** Selectman Barry noted to the MBC that the Heritage Commission included in their budget \$450 for the maintenance and content of a website. \$150 is for the National Preservation Trust.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **Library (\$84,758):**

**Motion:** D. Pitman moved to approve the budget as presented

**Second:** L. Murphy

**Discussion:** Selectman Barry informed the MBC that \$495 should be removed from the budget under the Technical Assistant line as was decided by the Board of Selectman and that the revised figure should be \$83,263

**Motion:** Selectman Barry moved to approve the corrected amount of \$83,236

**Second:** M. Clark

**Discussion:** H. Cady, referencing the Equipment Maintenance Line, asked what the cost to repair the Vacuum Cleaner was and suggested purchasing a new one may be better. Selectman Barry responded that they had already purchased a new one. H. Cady asked that the Vacuum Repair be removed from this year's information.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **Government Buildings (\$80,405):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** D. Pitman

**Discussion:** H. Cady requested to see the savings information from the change in lighting that was done three years ago under the grant awarded to the time. She is of the understanding that the Town spent \$9,000 on the installation and would begin to see the savings in 2012, would like to see the light bill. Selectman Barry pointed out that only 25% of the electric bill is lighting, while the rest goes to furnaces and running equipment, etc. H. Cady asked if the bill had gone down in 2009, 2010 and 2011 after the changes. K. Verville commented that you may not be able to see a reduction if there was a corresponding rate increase during that time. He does not believe that you can break out lights specifically so the savings may be masked. He commented that there was likely an increase in disposal costs that may not have been included in the original cost savings audits. L. Murphy asked if the Town has gone to the Power Market to see if there were more competitive pricing options. L. Boswak answered yes. Because of the Town's size they are considered a Large Residential consumer (as compared to a Commercial Consumer). She indicated that the vendors in that market are small, but that they have signed on with Residential Power and beginning in November expect to see a smaller supplier charge.

T. Dillon noted that the increase in the Government Building line items was primarily at the Central and South Fire Stations. Department Representative Mark Tibbetts explained that the Central Station cost was to replace a fire escape that has become rotted and unsafe and that the South Station costs will be to raise the door to accommodate the new fire truck. K. Chalbeck noted that the Rubbish Collection line had been overspent in 2010 and 2011 and asked if the \$8,365 budgeted for 2012 would be sufficient? M. Tibbetts responded that there are fuel and environmental charges that fluctuate causing the bottom line to move. K. Chalbeck asked if they Department had considered budgeting more to better cover that moving target. M. Tibbetts confirmed that they had included approximately \$50/month over and above the standard fees to address that. H. Cady asked if Mr. Tibbetts had requested a bid from local resident Tombs. M. Tibbetts indicated that he had asked and that when the time comes to do the work they will put out a formal bid and that the information here was just to get an approximate figure for budgeting purposes.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **GBW Building (\$107,068):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** D. Pitman

**Discussion:** K. Chalbeck asked for an explanation of the Fred Basset Quote presented. M. Tibbetts explained to the MBC that the water line that has been in the ground 40 years at the GBW Building has broke and needs replacing. The Basset quote is for that work and at the same time to replace an electrical line so that the pump house can be run on the same meter and will not require the use of a separate generator when the power is out. K. Chalbeck asked what the quote from Ed's Flooring Center was for. M. Tibbetts informed the MBC that it would be to replace the flooring I the Emergency Operations Center. T. Dillon asked if the Diesel purchase line was for operation of the generator and if so weren't those funds also placed in the Emergency Management budget? M. Tibbetts answered that there were two generators, one at the EOC and one at the school. H. Cady asked if there had been bids received for heating oil yet. M. Tibbetts answered no, that the Town is currently under contract through the end of June and that new prices are sought in April. J. Foisy informed the MBC that they are currently paying roughly \$3.59/gallon for heating oil and that the budget presented anticipates a price of \$3.75/gallon. *(M. Tibbetts later corrected that the current oil contract through June 30, 2011 is for \$3.375/gallon)*

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **Town Hall (\$28,430):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** M. Clark

**Discussion:** H. Cady noted that the Board of Selectman had considered removing the trash container located at the Town Hall when the contract expires and asked if Mr. Tibbetts was looking to remove. M. Tibbetts answered no, that they had decided it would be a lot of extra work for him to transport the rubbish collected I that container, that it gets a lot of use and that it is currently being emptied every 2 weeks. H. Cady asked if they would be able to move the Tai Kwon Do into the GBW Building. M. Tibbetts said that yes, they are discussing and noted that yoga will be moving back to the GBW Building this month. They have installed energy efficient thermostats so that the building is only being heated for the periods it is in use. H. Cady asked what the Accessibility Fund is for. Selectman Barry answered that it is a fund looking to put a ramp/elevator on the Town Hall to allow for handicap access to the second floor. Fran Menard informed the MBC that the quote for that work was approximately \$240,000. K. Verville asked why the access was a problem. Selectman Barry cited the Americans with Disability Act and noted that it is a legal requirement. T. Dillon asked if the Town had the same issue with the GBW Building. Selectman Barry said yes, but that there was accessibility downstairs and that the Town prints on postings and agendas that if handicap assistance is required that it will be made available.

**Vote: Yea: 9, Nay: 0, Abstained: 1 (H. Cady was out of the room) – Motion Carries**

#### **WARRANT ARTICLES RELATING TO TOWN HALL**

- A. To see if the Town will vote to establish an Expendable Trust Fund under the provisions of RSA 35:19-a for the purpose of repairs to Municipal Government Buildings and related Infrastructure, and to raise and appropriate the sum of up to \$25,000 (from surplus) towards this purpose and to name the Board of Selectmen as agents to expend these funds.**

**Motion:** Selectman Barry moved the MBC recommend the Warrant Article

**Second:** L. Murphy

**Discussion:** Chairman Daley explained that the MBC cannot change or adjust the wording of the Warrant Articles but can only recommend or not recommend. The Committee will vote on these items again after the Public Hearing. Regarding the Warrant Article at hand, Selectman Barry commented that the Town operates very old buildings and that they are running into maintenance problems, i.e. the furnace in the GBW Building. The idea for establishing this fund is to get ahead of the costs before the Town is caught flat footed. L. Boswak noted that the language was drafted to include the infrastructure of the buildings as there is potential issues with septic and wells.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

- B. To see if the Town will vote to raise and appropriate the sum of \$35,000 for the purpose of replacing windows, siding and energy improvements to the George B. White Building.**

**Motion:** Selectman Barry moved the MBC recommend the Warrant Article

**Second:** D. Pitman

**Discussion:** Selectman Barry informed the MBC that this is the second part of a previous Warrant Article project that was begun in 2011. K. Chalbeck asked if it was a cosmetic replacement of the siding on the front of the building or included insulation as well. M. Tibbetts answered that it was both cosmetic and energy efficient, they have also worked to insulate the ceiling and to install programmable thermostats. L. Boswak indicated that this is a four year project.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

Selectman Barry informed the MBC that the Warrant Article involving Swett Road had been removed by the Board of Selectman.

**Fire (\$108,537):**

**Motion:** D. Pitman moved to approve the budget as presented

**Second:** Selectman Barry

**Discussion:** K. Chalbeck asked M. Tibbetts to provide the Committee with an explanation of the Grants it is seeking. M. Tibbetts explained that the first, for Water Pump, was awarded. The Town was responsible for \$1,913 and received matching funds. The next grant is for the purchase of 10 sets of Wild Land Nomex shirts, pants and helmets. The Town would be liable for \$896.80 should it be awarded this bid and would gain matching funds from the State. Third, there were two grant applications rolled into one for the purchase of a New Cascade System and new Jaws of Life. The value of this equipment would be \$63,859 and the Town would be responsible for \$3,361. Selectman Barry noted that, should the Grants fail to be awarded, that the Board of Selectman had included money in the budget to cover the outright purchase of a new Jaws of Life. If the Grants are received then that money will not be spent. M. Tibbetts explained that the current Jaws of Life are over twenty years old and they are unable to cut the metals used in the newer vehicles. Finally M. Tibbetts said that the Department has applied for a grant for a new tanker in the amount of \$289,750, of which the Town would be responsible for \$15,250. He noted that under the Fire Act Plan out of Washington D.C. these trucks are being awarded and that the Town of Barnstead just received this award.

D. Pitman asked what the F350 sliding unit was. M. Tibbetts explained that the truck used by the Forestry Unit two or four years ago had died and is having transmission troubles. With \$34,000 he would be able to build a new Forestry Truck for the department. K. Chalbeck asked if the Tanker Grant was awarded which truck the Department would be replacing. M. Tibbetts said that he would probably take the 1980 International out of services as the other 1987 truck is newer and has a revamped tank. H. Cady, referencing the phone and fax line, why they were not using an all in one line? M. Tibbetts answered that during a major incident the phone and fax are always going at the same time and that the usage warrants having two lines. H. Cady asked who the six new

uniforms would be for. M. Tibbetts answered that the line item covers protective gear, gloves, sweatshirts, etc. and is used to replace items as they wear out.

**Vote: Yea: 8, Nay: 1, Abstained: 1 – Motion Carries**

#### **WARRANT ARTICLES RELATING TO THE FIRE DEPARTMENT**

- A. To see if the Town will vote to raise and appropriate the sum of \$10,000 (Ten Thousand Dollars) as a stipend for the Fire Chief**

**Motion:** L. Murphy moved the MBC recommend the Warrant Article

**Second:** Selectman Barry

**Discussion:** Selectman Barry noted that volunteers are not always around and that the amount of time that this position takes warrants an additional stipend. He emphasized that the stipend is for the position rather than the person, while Mark does an amazing job going above and beyond, the Board of Selectman feels volunteers are dwindling and the position requirements have grown exponentially over the years. K. Verville asked if this would be a one-time stipend. Selectman Barry said no, that the intent is to have it continuing as was done with the Rescue Squad. M. Tibbetts noted that surrounding towns have similar stipends, Freemont is \$25,000, Nottingham is \$10,000 and Northwood is \$5,000 or \$6,000. K. Chalbeck, referencing the activity report, asked if the fire permits can be issued by anyone in the Department or only by the Chief. M. Tibbetts said that typically he is the only one around. Additionally this month he has 45 State Mandated inspections that are due. T. Dillon noted that, as a member of the department, he has found the number of people giving of their time to be amazing. He asked M. Tibbetts who would be his replacement should something happen. K. Chalbeck asked Mr. Tibbetts to confirm that he is working 25 to 30 hours weekly in the position of Fire Chief. M. Tibbetts responded yes, conservatively. Selectman Barry noted that this Warrant Article would be a move to create an added incentive for someone down the line when the time does come to replace Mr. Tibbetts and that no one will do what he does for free.

**Vote: Yea: 9, Nay: 0, Abstained: 0 – Motion Carries**

- B. To see if the Town will vote to raise and appropriate the sum of \$114,540 for the purpose of purchasing land at 8 Church Street from the Deerfield Volunteer Fire Association and the Deerfield Rescue Squad.**

**Motion:** Selectman Barry moved the MBC recommend the Warrant Article

**Second:** L. Murphy

**Discussion:** Selectman Barry noted that this is a repeated Warrant Article presented to the Town and that the Board of Selectman believes this piece of land should be brought back under Town ownership. H. Cady commented that the Town has voted “no” three times on this Warrant and it feels as if no one is listening. T. Dillon asked if the Board of Selectman has discussed what it would do with the land should the Town allow its purchase. Selectman Barry said there has been talk of filling it in to create additional parking for the gazebo. He goes not see the Town’s voting down of previous attempts at this purchase as “No we don’t want it,” but rather as “No, we can’t afford it.” K. Verville asked if there is anything to indicate that the Town’s response will change this year. Selectman Barry said that it has come close recently and that there have been some changes to the language. Chairman Daley asked if the money would go to the Fire and Rescue Associations. M. Tibbetts indicated that it would be largely allocated to the Rescue Trust – on which there are no restrictions.

**Vote: Yea: 7, Nay: 2, Abstained: 1 – Motion Carries**

- C. To see if the Town will vote to authorize the Board of Selectmen to enter into a long-term lease/purchase agreement in the amount of \$266,426.20 payable over a term of 48 months for a new engine for the Fire Department, and to raise and appropriate the sum of \$66,606.55 for the first year’s payment for that purpose. (3/5 ballot vote required).**

**Motion:** Selectman Barry moved the MBC recommend the Warrant Article

**Second:** M. Clark

**Discussion:** Selectman Barry noted that this is a continuation from past Warrant Articles. The Town has put aside money for the past two years toward this purchase. He also referenced insurance rates and noted that on a scale of 1 to 10, 10 being the worst, that Deerfield is a 9 and that he has heard it could go to a 10 were the Town not to improve its Fire fleet, which could translate into as much as a 15% rate

increase. M. Tibbetts added that the current equipment is very old and noted that purchasing this truck would result in its being used for 20 to 30 years. H. Cady asked to see back up information from the State's Insurance Commission regarding Selectman Barry's comments. She commented that she likes the way the lease has been structured so that only actual residents each year are paying for this, rather than people paying now who may be gone down the road.

**Vote: Yea: 9, Nay: 0, Abstained: 1 – Motion Carries**

**Police Department (\$600,581):**

**Motion:** D. Pitman moved to approve the budget as presented

**Second:** Selectman Barry

**Discussion:** Chairman Daley asked that the MBC consider the Police Department budget in three sections to aide in conversation, first to review Revenue, second Staffing, and finally the remainder budget items.

**A. Revenue:** L. Murphy noted that Department revenue last year was \$8,821.95 and is currently at \$6,712.88 and asked why it was down so much. Chief Greeley commented that some revenue stays with the Town while other gets turned over to the State. H. Cady asked if the Department is reimbursed by the State when they send an Officer to Court. Chief Greeley said yes, roughly \$30/day. D. Pitman asked if the old Crown Victoria had been sold. Chief Greeley confirmed yes, that it went to bid and a company out of PA bought it. H. Cady asked what the Other License/Permit Fee line item represented and if gun permits were included in that figure. Chief Greeley said that some of the line may belong under Fines/Forfeits and that no, by law pistol permit fees were returned to the Department and not to the Town. H. Cady would like to see that law and Chief Greeley will provide. Selectman Barry asked about the \$897.72 that was in the Permit Fund as of October 31<sup>st</sup>. Chief Greeley said he cannot be sure, that the Town Treasurer handles disbursements from that pool per the Audits recommendations that he stay at arm's length from the process. K. Verville asked what types of purchases that money funds. Chief Greeley answered lighting systems on the AR15's.

**B. Staffing:** D. Pitman asked for an update on staffing. Chief Greeley indicated that 2 individuals have left the department. The budget proposed recommends that 2 be promoted to Sergeant and 1 be promoted to Patrolman First Class. One Part Time officer was moved to full time following a resignation and the Department is currently looking to fill 1 Full Time and 1 Part Time position. H. Cady indicated she would like to see the number of years worked for each officer to support the requested pay and promotions. Selectman Barry informed the MBC that a Warrant Article has been proposed to establish a revolving fund for the Special Details Officers to remove that wash from the budget. D. Daly informed the MBC that the Article will not be discussed at this time as there is no dollar amount associated with it. Selectman Barry confirmed, but noted it would be helpful to have a recommendation from the Committee.

T. Dillon, referencing the Details Line, noted that he read an article in the Forum that indicated PD Road Races had been paid for by a reduction in the Part Tim and Special Details lines of the budget. This bothers him as the Special Details is a wash line and it is either not spent or there is offsetting revenue. To say that we are reducing that line in order to raise another appears dishonest. Selectman Barry indicated he does not believe the line was reduced to add elsewhere, but rather that PT went down as in the 2011 period there was an Officer who was out for 2 months needing PT coverage and that is not expected to be the case in 2012. He further added that the Full Time Line is not a raise, but rather a pay scale adjustment and that the Officers are in line with the very bottom of their pay grid. T. Dillon was not calling any individuals dishonest, but perhaps the article was incorrect. Chief Greeley noted the Full Time line had increased less than \$3,000 and that the Part Time line had gone down less than \$3,000. H. Cady disagrees with the revolving account and would prefer to see the specific flows in and out. Noted that retirement is 19.95% and asked if the Town pays on every \$1 of salary? J. Foisy confirmed yes, and only on Full Time Officers.

\*Chief Greeley referenced RSA 159:6 regarding Licensing Fees returned to the Police Department

**C. Other:** D. Pitman asked why a cruiser was in the budget and was not being presented via Warrant Article. Selectman Barry said that the discussion has been an ongoing one. His test is, "Can a police Officer do their

job without a cruiser?" and the answer is no. As a result, the Board of Selectman determines it as a cost of doing business and noted that 1 mile on a Cruiser of run time is equal to 6 un-shown miles on the odometer. Chief Greeley informed the MBC that there are 4 patrol cars and 1 detail car and that this line item is part of a 5 year rotation that the Department works through. Chairman Daley noted that he remembers in the past when the Town opted to save money by delaying the purchase of Cruisers and it ending up as a disaster where they were forced to purchase 2 in 2009. K. Verville asked for further detail as to how the 6:1 ratio was arrived at. Chief Greeley explained that every 1 hour of run time is adding 30 mile to the car s there is a higher output with the load of equipment, or in other words 100 hours = 3,000 miles.

K. Chalbeck asked if the Department was still looking at a Chevy Caprese. Chief Greeley said he is researching both the Ford and Chevy not that final State bid prices are out.

K. Chalbeck noted the \$22,000 base price presented and Chief Greeley expanded that the base vehicle requires several options custom to the Police Department including removal of the rear door locks and windows. Because the Crown Victoria is no longer made much of the old equipment is unable to move to the new cruisers. T. Dillon noted the budget reduced the amount they expect to spend on a cruiser, why? Chief Greeley said that originally they were going to purchase an SUV but have opted for a cruiser instead. K. Chalbeck noted that the Meeting in Seminar line was a 2 year class that has gone up from \$900 to \$1,100 – what happened? Chief Greeley answered that after approval last year the State increased the cost. T. Dillon asked if they could install hour meters on the cruisers. Chief Greeley confirmed yes, and that three of the cars have them standard now. H. Cady asked if they could break out Special Detail – to differentiate between times spent idling by the road side versus in active use. Chief Greeley said it would be a very manual process. K. Chalbeck noted a workstation was replaced in 2011 and is budgeted again for this year. Chief Greeley answered yes, that the Department has 8 workstations and that they rotate out of service. H. Cady asked why the Verizon prices for the Police were \$38.14/month where other departments were \$27. J. Foisy said it is based on the volume of usage. K. Chalbeck noted that there was a cost last year to recertify equipment that has gone down. Chief Greeley confirmed and said there were three handheld radar units that they are not currently using and have opted not to re-certify.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **Highway Safety (\$1,103)**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** D. Pitman

**Discussion:** Selectman Barry asked how many bike helmets had been purchased and how is it publicized that they are available. Chief Greeley answered 50 and that they have given out 26, typically while on patrol if they see a child without a helmet they tell them to go to the Station and get one – they are also on display. K. Verville suggested they might consider keeping them in the patrol vehicles. Chief Greeley agreed, but noted they come in different sizes and may be difficult to fit with other items in the cruisers.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

#### **Animal Control (\$12,778):**

**Motion:** D. Pitman moved to approve the budget as presented

**Second:** L. Murphy

**Discussion:** Selectman Barry asked how many calls had been fielded year to date. Chief Greeley indicated there had been 170 calls – at \$40/call they have expended \$6,800 as of 12/8/11. D. Pitman asked who provides the vet services. Chief Greeley informed the MBC that it has a contract with the Deerfield Vet and that they charge a flat fee. There are some instances where additional cost is incurred to take a dog, for example, to another location.

**Vote: Yea: 10, Nay: 0, Abstained: 0 – Motion Carries**

**Chairman Daley recessed the meeting for a 15 minute break – at which time Committee Member D. Pitman was excused.**

**Information Technology (\$50,942):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** F. McGarry

**Discussion:** Selectman Barry noted that this budget has had a name change from Data Processing to Information Technology. H. Cady asked if the Town has looked to contract with a firm who handles IP address. Selectman Barry responded no, not at this time, that they have been pleased with the services provided. K. Chalbeck noted printing of the Annual Report was listed at \$1,500 and is an expense that was not included last year. L. Boswak confirmed, noting the equipment internally was no longer able to handle the printing and distribution. The guides are the same, but the copier cannot handle and the printing in house did not go well last year. K. Chalbeck asked about the 2 desktops that were budgeted to be replaced. L. Boswak confirmed yes, that there are 8 in total and that they are on a rotating schedule for replacement. H. Cady asked why the printing of the reports was not listed under the Town Administration budget line. J. Foisy answered that they had been, but where the IT Employee was doing the work it was decided it should stay here. T. Dillon asked what was involved with the website update. L. Boswak answered that it will be a complete overhaul of the site, requiring a lot of data entry.

**Vote: Yea: 8, Nay: 1, Abstained: 0 – Motion Carries**

**Personnel Administration (\$76,382)**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** L. Murphy

**Discussion:** Selectman Barry noted that this line is for the FICA/Medicare costs on all salaries.

**Vote: Yea: 9, Nay: 0, Abstained: 0 – Motion Carries**

**Insurance (\$356,052):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** M. Clark

**Discussion:** K. Verville asked why there was an increase to the Unemployment Tax. J. Foisy responded that a rate change caused the amount to go from \$5,197 to \$7,118. H. Cady asked for an explanation of section 125. J. Foisy answered that it is a benefits card where deductions can be made pre-tax from the employee's paycheck and there is an administrative cost to that. F. McGarry asked if the major change in cost was due to a change in carriers. J. Foisy confirmed yes. H. Cady asked if the deductible was increased. J. Foisy confirmed yes, from \$2,500 to \$3,000. The employee pays the first \$500 and is reimbursed the remainder.

**Vote: Yea: 8, Nay: 0, Abstained: 1 – Motion Carries**

**Building Inspector (\$49,845):**

**Motion:** M. Clark moved to approve the budget as presented

**Second:** L. Murphy

**Discussion:** Chairman Daley referenced the employee line noting that 80% of the salary was attributed to the role of Building Inspector. Does that fairly represent the usage of time? Selectman Barry confirmed yes, that he had had several conversations and that the individual does adamantly feel that number is accurate.

**Vote: Yea: 8, Nay: 1, Abstained: 0 – Motion Carries**

**Transfer Station (\$373,396):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** F. McGarry

**Discussion:** H. Cady asked if the MBC could see an hourly breakdown of the employees. Selectman Barry informed the Committee that there are 2 employees who work 62 hours every two weeks (information provided in the handouts) and that there is 1 employee who works 19 hours every two weeks, covering lunch breaks and

times so that there is never anyone working alone. K. Chalbeck noted that last year's Employee 1 rate was \$13/hour and is now \$17/hour. J. Foisy clarified that the Employees had been flipped, there had been no increase. K. Chalbeck asked if the increase in electricity is due to rate increases or added usage. J. Foisy answered that usage is up as another compactor has been added. F. McGarry asked what percentage recyclables represent of the total tonnage. Selectman Barry did not have a clear figure but noted it is rising, he will ask the Department to look at identifying. H. Cady noted that last year's budget had funds for sandblasting and painting the canopy, why is it included again this year? L. Boswak answered that as the project was begun last year they encountered lead paint which led to an increased cost. They intend to encumber the \$16,000 from last year and add to the \$9,000 this year for \$25,000 total.

**Vote: Yea: 9, Nay: 0, Abstained: 0 – Motion Carries**

#### **WARRANT ARTICLES RELATING TO THE TRANSFER STATION**

**A. To see if the Town will vote to raise and appropriate the sum of \$100,000 for the purpose of purchasing a new or used front-end loader.**

**Motion:** Selectman Barry moved the MBC recommend the Warrant Article

**Second:** F. McGarry

**Discussion:** Selectman Barry noted this is a continuing issue – the current loader is very old and in constant need of repair, it is not strong enough to do the work required of it. K. Verville asked what has changed. Selectman Barry indicated the current loader can move smaller open containers, but that it cannot handle the closed containers.

**Vote: Yea: 8, Nay: 1, Abstained: 0 – Motion Carries**

#### **Town Administration (\$180,634):**

**Motion:** Selectman Barry moved to approve the budget as presented

**Second:** M. Clark

**Discussion:** D. Daley asked what the "Other Charges and Expenses" line was. L. Boswak answered that they had renamed the contingency line. Those funds cover things like the water filtration system that needed to be replaced in January 2011 and is for the unknown items that arise in maintaining a 60+ year old building. K. Chalbeck asked for additional information on the telephone line that was not in the 2011 budget. J. Foisy answered that this was a split cost with Emergency Management as Town Administration put a fax line on the DSL services. L. Boswak added that a secure and confidential fax line was needed as they are sometimes receiving personnel information. K. Chalbeck asked what the results from the new water filtration system have been. L. Boswak answered they don't know just yet as the final testing has not been completed.

**Motion:** H. Cady made a motion to remove \$5,000 from the Charges and Expenses line

**Second:** T. Dillon

**Discussion:** H. Cady feels that the detail discusses computers, copiers, etc. and that all of the Departments have expenses for computers and it is adding up. Selectman Barry commented that while equipment is being replaced in rotation there could be an unknown expense that arises. If the money is not needed then it will not be spend. H. Cady feels that every year extra money is put in and it is *always* spent or encumbered, using the purchase of salt and taser guns as examples, she feels it is never returned to the tax payers.

**Vote to remove \$5,000 from the Charges & Expenses Line: Yea: 3, Nay: 6, Abstained: 0 – Motion Fails**

**Vote to approve the budget as presented: Yea: 7, Nay: 2, Abstained: 0 – Motion Carries**

**Motion:** Based on the discussions thus far Selectman Barry made a motion to approve the new bottom line total Town Budget of \$3,432,183.

**Second:** M. Clark

**Vote: Yea: 7, Nay: 2, Abstained: 0 – Motion Carries**

#### **WARRANT ARTICLES RELATING TO TOWN ADMINISTRATION**

- A. To see if the Town will vote to raise and appropriate the sum of \$43,058.79 for salaries and benefits such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriate at current staffing levels paid in the prior fiscal year.**

**Motion:** Selectman Barry moved the MBC recommend the Warrant Article

**Second:** M. Clark

**Discussion:** H. Cady referenced a USA Today article relating to the public employee salary and benefits costs and noted that benefits cost the town roughly \$1 per \$1,000. She does not believe the tax payers clearly see that figure and feels it should be put out for public education. Selectman Barry noted that the Town employees have seen no raises since 2008 and he does not feel that a public employee should be made to work at a disadvantage to those in the public sector. K. Chalbeck would like to inform the Committee that he will be abstaining from this discussion and vote as he has two brothers who are employed by the Highway Department. H. Cady went on to say she is not putting down Town Employees, but feels the benefits they receive are different than those provided in the Public Sector. Selectman Barry agreed, and commented that the benefits are why the Town is able to keep employees at salary levels that are not commensurate with their skill and experience levels. K. Verville asked when the last time a Town-wide pay increase was approved. J. Foisy answered in 2008 a 2.5% raise was approved by a Petition Warrant Article. Selectman Barry noted that the Town approved a raise for teachers in 2011.

K. Verville commented that three or four years without a raise is a long time, and that a 2.5% increase is still a net decrease when taking into account the CPI and inflation. Selectman Barry commented that the majority of the people who work for the Town of Deerfield can't afford to live here. He feels the raise is more a gesture of recognition than it is a monetary award. T. Dillon commented that he supports the Warrant Article, but wants to communicate that it is not entirely accurate to say that no one has had a raise since 2008. He would like to see the Board of Selectmen be more consistent across departments as far as how raises and promotions and wage scale adjustments are handled.

H. Cady raised the point that people living on Social Security have received no cost of living raise for the past two years as has been decided by the Federal Government while Medicare costs have been increased. J. Foisy added that in July the State of NH voted to increase the employee contribution portion of its retirement program, without any choice by the employees, which resulted in between \$25 and \$50 lost per paycheck.

**Vote: Yea: 7, Nay: 1, Abstention: 1 – Motion Carries**

#### **REMAINING WARRANT ARTICLES**

- A. To see if the Town will vote to raise and appropriate the sum of \$86,000 for the purpose of paving the portion of Nottingham Road from Mountain Road to the Parade.**

**Motion:** Selectman Barry moved the MBC recommend the Warrant Article

**Second:** L. Murphy

**Discussion:** None

**Vote: Yea: 7, Nay: 1, Abstention: 1 – Motion Carries**

- B. To see if the Town will vote to raise and appropriate the sum of \$31,000 for the purpose of purchasing a chipper.**

**Motion:** M. Clark moved the MBC recommend the Warrant Article

**Second:** Selectman Barry

**Discussion:** None

**Vote: Yea: 8, Nay: 0, Abstention: 1 – Motion Carries**

### **New Business**

Chairman Daley noted for the Committee that Tuesday's meeting would be a follow up to today's session and that the School Budget would be presented to the MBC at that time. The January 3<sup>rd</sup> and January 7<sup>th</sup> meetings will be to review the School. Selectman Barry thanked the members of the MBC for making the review a pleasant process. Chairman Daley thanked the Department Heads for their time.

K. Chalbeck – referencing the Town's Revenue – noted that is significantly down from the estimated amount. F. McGarry commented that the town has not yet received the Meals & Rooms tax from the State and J. Foisy confirmed that those funds are typically dispersed at the end of December.

**Citizens' Comments:**      None

### **Adjournment**

**1:11pm**

**Motion:** Selectman Barry made a motion to adjourn

**Second:** F. McGarry

**All in favor – Motion Carries**

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