

**TOWN OF DEERFIELD, NH**  
**MUNICIPAL BUDGET COMMITTEE**  
George B. White Building  
8 Raymond Rd. Deerfield, NH 03037

**November 17, 2020 7:00 PM via Zoom**  
**Meeting Minutes**

**Meeting called to order by Chair at 7:00 PM**

**Roll Call**

**Present:** Herman Pretorius (Chair), John Harrington, Andrew Robertson, Zach Langlois, JoAnne Bradbury, Phil Bilodeau, Terry Roy, Jocelyn Messier, Bill Von Hassel (Vice Chair)

Maureen Quinn, Bonnie Beaubien

**Unexcused Absences:** Bradley Briggs

Mr. Pretorius noted a change to the meeting schedule. Next meeting will be on Wednesday November 25, 2020.

Mr. Roy clarified his contact info with the Chair. He had been absent from other meetings as he wasn't receiving meeting info at the correct email address and asked that his prior unexcused absences be changed to excused.

**Approval of Minutes:** No minutes to approve

**Budget Presentations**

**Park & Rec: \$102,203.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Nick Lawrence explained the main change was the addition to include 100% of the assistant director's salary. Prior to this year, 50% of the assistant director's salary had been in the budget, 50% had been funded by the revolving fund. The department has grown over time, and the position is essential to support the director & the department's programs. There was also an increase to the Memorial Day and Special Events lines as those programs do not generate revenue and have been pulling from programs in the revolving fund that do generate revenue. Mr. Bilodeau asked what programs have been affected, if any, by the pandemic. Mr. Lawrence explained that the two biggest revenue generating programs, Summer Camp & After School Club, were not operating at this time due to the pandemic.

**Vote: Yay 7, Nay 1, Abstain 0. Motion passed.**

**General Government Buildings: \$107,530.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Ray Ellis explained the biggest change to this budget was a decrease in the cost of trash removal due to the change from Waste Management to Pinard Waste. The mowing contract has also decreased as one contractor is now taking care of the entire town, instead of several companies handling several departments. Heating oil has increased from last year. Mr. Robertson stated that there was one increase to the part time employee salary as they increased Mr. Ellis' hours from 29 to 32. Ms. Quinn asked about

an increase in mileage. Mr. Ellis explained he uses his personal vehicle to get supplies, meet with contractors. He said he is doing a lot online to try to keep miles down.

**Vote: Yay 8, Nay 0, Abstain 1. Motion passed.**

Mr. Von Hassel joined the meeting at 7:21.

**George B. White Building: \$96,175.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Mr. Ellis explained that there is an increase in water testing due to mandatory testing. Heating oil has increased.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Town Hall: \$33,952.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Mr. Ellis stated that the Town Hall is closed due to the pandemic but still being heated to keep pipes from freezing and that he checks it daily.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Police Department, Animal Control, Highway Safety:**

**Police Department: \$861,165.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois.**

Chief Gary Duquette explained the 12.5% increase to this budget, which is 7.5% higher than the 2020 proposed budget, that the years of default budget are starting to catch up with us. The full time employee line was increased due to pay step increases that are performance based for officers. Also the retirement line increased substantially and they have no control over that. There is a \$5700 decrease in the contract line which is savings on annual maintenance fees on the records management system, due to changes made last year. \$5700 was added to the cruiser line. Mr. Langlois asked if a cruiser was on order for this year. Chief Duquette said yes, he had been unable to order one earlier in the year due to the pandemic they weren't being made but it was ordered a month or so ago.

**Vote: Yay 8, Nay 1, Abstain 0. Motion passed.**

**Animal Control: \$7,777.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Chief Duquette noted two additional lines for gasoline and vehicle repair & maintenance. He explained that the ACO uses her personal vehicle and that he had approached the board about giving her a cruiser that was being taken offline to use. These two lines would cover the cost of operating that vehicle.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Highway Safety: \$5.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Chief Duquette stated no changes. This line used to be used to pay for bicycle helmets, is not really needed, just kept open in case it is needed in the future.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Planning Board: \$50,290.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Mr. Robertson stated that the increase in money has been earmarked for prep of a master plan. Mr. Roy asked about part time employee fluctuations. Mr. Robertson answered that that amount is relative to the number of hearings for the administrative assistant.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Town Clerk/Tax Collector: \$119,752.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Kelly Roberts stated she was able to move some things around to keep this budget around the same as last year. Mr. Roy asked about an increase to the mileage line. Ms. Roberts explained that they use their personal vehicles to make bank deposits. Ms. Quinn asked why a decrease in the salary line. Ms. Roberts explained the salaries are the same, she wasn't asking for increases in an effort to be conservative due to the pandemic. She will reexamine next year. There had been extra money in the line from when she was the deputy tax collector and she removed it.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Town Meeting & Elections: \$9,289.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Ms. Roberts explained the increase in this budget is due to the increased cost of maintenance on the Accuvote machine. The machine is older, requiring more maintenance.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Information Technology: \$62,875.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Steve Jamele stated minor increases were due to standard maintenance fees, Microsoft Office upgrades, monitors & universal power supplies.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Emergency Management: \$7,363.00**

**Motion to approve made Mr. Robertson, seconded by Mr. Langlois**

Denise Greig stated that this budget was mostly unchanged. Slight change due to arrangement with DCS in regards to generator, depends on fuel prices.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Welfare Administration: \$71,522.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Ms. Greig stated there were slight salary adjustments in this budget.

**Vote: Yay 8, Nay 1, Abstain 0. Motion passed.**

**Agencies Health & Social: \$38,816.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Ms. Greig spoke in regards to the social services agencies, stated that they are level funded, and provide direct support services for residents which eases the burden on fire, rescue, & police. They have been active throughout the pandemic. Mr. Robertson stated the health lines are employee physicals & testing, to which Mr. Harrington added that an additional \$4500 is to attempt to fund the required National Fire Protection Agency physicals. Legislation was passed a year or two ago that requires firefighters covered by worker's compensation for job related injuries to have a baseline physical, which are a more thorough physical than a standard physical exam. Mr. Von Hassel asked why these physicals aren't under the fire department budget. Mr. Harrington explained it was just accounting, all employee physicals are on this line. Mr. Roy asked if this is a one time expense. Mr. Harrington said he did not know the answer to that but he would ask the fire chief and get back to him.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Municipal Budget Committee: \$1,279.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Mr. Pretorius stated the increase is to the part time employee salary for allocated hours, based on meetings this year being held via zoom, possibly taking longer to transcribe.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

**Zoning Board: \$4,306.00**

**Motion to approve made by Mr. Robertson, seconded by Mr. Langlois**

Mr. Robertson stated the increase is to the part time employee line. Mr. Harrington explained that the Planning Board & Zoning Board share an administrative assistant, increase is a COLA increase, default budget has not kept up with the increase.

**Vote: Yay 9, Nay 0, Abstain 0. Motion passed.**

Mr. Pretorius asked for an update on the school budget. Mr. Langlois said the school board hasn't met since the last MBC meeting. Their next meeting is the first week of December and should be able to pass the budget on to the MBC after that. Mr. Pretorius asked when copies would be available for the MBC. Mr. Langlois said a draft copy is available on the SAU website should anyone want to see a draft and he anticipates the school board being done with it on 12/2.

**Citizens Comments:** None

**Motion to adjourn by Mr. Langlois.**

**Meeting adjourned at 8:25 PM.**

These minutes were transcribed and respectfully submitted by  
Tina St. Peter, Recording Secretary  
Pending approval by the Municipal Budget Committee

