

**TOWN OF DEERFIELD, NH  
MUNICIPAL BUDGET COMMITTEE  
George B. White Building  
8 Raymond Road, Deerfield, NH 03037  
September 18, 2018  
MINUTES**

**Call to Order:**

6:37 pm – Vice Chair Dubiansky called the meeting to order

**Roll Call:**

Members Present: John Dubiansky, Vice Chair; Andrea Hotaling, James Spillane, Ben Miner, Herman Pretorius, Andrew Robertson, Select Board Representative.

Absent: Alden Dill, Chair, David Carbone, Phil Bilodeau, Jo Anne Bradbury, Zach Langlois, School Board Representative

Phil Bilodeau was excused

David Carbone was not

**Pledge of Allegiance to the Flag:**

Vice Chairman Dubiansky asks all to rise and pledge allegiance to the Flag

**Citizen's Comments:**

None

There was much discussion as to how to proceed as the meeting was incorrectly communicated to some members for 7:00 p.m. but posted for 6:30 publicly. Members called the meeting to order at 6:37 per their understanding as to when the meeting was supposed to start.

J. Spillane wanted to talk about procedural items such as a secretary and nominating the chair and vice chairs for this coming year.

J. Dubiansky stated that the MBC currently has a secretary who transcribes the minutes from the video.

J. Spillane wished to nominate A. Hotaling for chair person but A. Robertson stated that with only a portion of the MBC in attendance, he thought that they should adjourn and call another meeting.

**Motion:** A. Robertson moves to adjourn the meeting and reschedule

**Second:** B. Miner

**Discussion:** A. Robertson stated that he thought it would cause confusion as not all the MBC is in attendance.

A. Hotaling added that some of the confusion is that there was talk of the meeting being at 7:00 p.m. and maybe other people are going to be at the meeting once it is 7:00 p.m.

B. Miner withdrew his second to the vote making the motion fail

**Motion:** A. Robertson moves to go into recess for twenty minutes

**Second:** B. Miner

**Discussion:** none

**Yea: 4, Nay: 1, Abstain 0 – Motion Carries**

Meeting went into recess at 6:40 p.m.

When the meeting reconvened, Chairman Dill had joined the meeting as well as the school's representative, Z. Langlois

Meeting was reconvened at 7:00 p.m. and Vice Chairman Dubiansky turned the meeting over to Chairman Dill.

J. Spillane stated that all should review the e-mail policy and adopt it with the new Board.

A. Robertson stated that the e-mail policy could be distributed to each member before the next meeting and voted on as a matter of housekeeping.

At this point, Jo Anne Bradbury joined the meeting.

Numerous housekeeping items were brought up and discussed.

J. Spillane nominates A. Hotaling to be voted in as Chairperson to which she accepted  
A. Hotaling nominates J. Spillane to be voted in as Chairperson to which he accepted  
B. Minerd nominates J. Dubiansky to be voted in as Chairperson to which he declined.

A. Hotaling asked what the duties of the Chair were. It was discussed that the Chair is to make sure that meetings are posted in the correct amount of time in at least two places, making sure that the website is updated, running the meeting.

The nomination period was closed and the vote taken.

A. Hotaling 8, J. Spillane 1

A. Hotaling is the new chairperson.

A. Dill turned the meeting over to the new chairperson.

Vice Chair nominations from the floor

Z. Langlois nominates John Dubiansky.

No other nominations were heard and therefore voting commenced.

The vote was unanimous for J. Dubiansky for Vice Chair.

A. Robertson stated that budget reviews have started with the Board of Selectmen but that there is nothing to report to the MBC as of tonight.

J. Spillane asked A. Robertson if there were going to be any budgets that are going to be particularly controversial or difficult to which A. Robertson answered that he didn't think there would be anything other than maybe a warrant article pertaining to a new police department building.

A. Robertson continued that he didn't think that there would be a warrant article for a building but he thought that there might be a warrant article for monies for such items as engineer studies or that sort of thing to aid in this process of a building.

A. Hotaling also added about the consolidation of the fire and rescue as it pertains to the default budget and she asked A. Robertson if that was going to happen this year to which he responded that it wasn't a budget decision and it has already happened.

A. Hotaling asked also about the transfer station numbers as that item did not pass because of the default budget and that she wanted to know if they were able to function without the requests in the new budget.

A. Robertson added that there will be a request for a new container for the transfer station.

It was also stated by A. Robertson that the Board of Selectmen were told at an earlier meeting that recycling of glass after October 1<sup>st</sup> would cost \$35.00 a ton for only certain types of glass and if the glass container was contaminated with other than what should be in the container, it will cost the town \$150.00 a ton.

A. Dill asked about plastic market as well. It has been noted that it is still beneficial to separate but the market that was out there for plastic, has gone away.

J. Spillane asked if the police department had any large or different items in their budget such as personnel costs or vehicles.

A. Robertson stated that they hadn't gone through the vehicle schedule and that he didn't think that the police department was going to have any sort of a surplus this year because Chief Duquette has managed to keep the department fully staffed throughout the year.

J. Spillane also asked about any paving budget that would be brought forward.

A. Robertson stated that the highway agent has given the Board of Selectmen some basic suggestions but they haven't reviewed his budget with him.

A. Robertson continued that he thought that the road agent had three roads in mind for a cost of \$250,000.00 to \$300,000.00 for road reconstruction.

A. Hotaling asked Z. Langlois if the school was going to have a surplus this year as it has had in the past. He replied that yes, there is going to be a surplus but the number has not been worked out because the retainage amount has not been set as of yet.

Z. Langlois stated that he thought that it would be around \$519,000.00 which includes putting the \$190,000.00 back in and when all aspects have been determined, he thought that the fund balance would be around the \$320,000.00ish range.

J. Spillane asked Z. Langlois about the condition of the field in back of the school with the appearance of sink holes. Would each just be fixed or is there something that is being looked into as to the cause.

J. Spillane's second question was if there was any discussion in paving the upper parking lot as has been done in previous years.

Z. Langlois stated that the sink holes are being repaired as they are discovered. The issue revolves around the fact that when the school was built 25 years ago, the ledge was blasted and put up in the area where the ball field is now. It was not packed with gravel and after all this time, voids are opening up, creating sink holes. The project to fix this area will be extremely expensive when it comes time to fix it.

Z. Langlois stated that for paving the lots mentioned, there is money in the facilities paving fund for that project. At this time, they are delaying paving as at the moment, the student capacity has exceeded the amount that was thought to have been. The estimate for student population was figured in the 530-535 range to which the school board didn't think that they would get to that level before 2030.

With that in mind, the school board is exploring options and at this time didn't want to put down \$70,000.00-\$80,0000 worth of asphalt and then turn around and either dig it up to put an addition on or make a mess of it during building of such an addition.

The space needs are currently being explored and are looking for people to serve on the school facilities building committee.

He also stated that they were looking into the possibility of bring back a modular but it is being looked at from a budgetary stance.

H. Pretorius talked about the facilities upkeep that was stated by the school board and the recommendation from the Board of Selectmen was to chip away at those projects. He wanted to know if a list has been started to prioritize what projects would need to be done.

Z. Langlois stated that an engineering study was done and the results received about a year ago. Monies requested from two warrant articles were transferred into the facilities repair fund and have started to take care of the projects identified.

Z. Langlois discussed with the Committee the thought process behind not going out and doing an addition only to find out that the population of students has gone down again and if they had waited, the problem would have solved itself without the cost of an addition but maybe with the cost of a modular.

J. Spillane also discussed about previous modular classrooms, of which one was unused and the MBC asked that they return it. The MBC was told that because of numerous reasons they didn't want to in case they needed it the next year.

Z. Langlois stated that it would be premature to go into details about modular classrooms and regulations as the school board is still trying to get those answers.

J. Spillane asked a follow up questions regarding a 10-year growth plan and where the school board is heading for the next ten years. (Capital Improvement Plan)

A. Robertson explained what the town's CIP looked like and it was brought up that the Planning Board asked for more money to update the town's CIP.

J. Spillane again asked if there would be one from the school to which Z. Langlois stated that they are working on it and will need the assistance of the Planning Board.

A. Hotaling asked if anything was done regarding combo classes as when it was brought up last year, the principal stated that he would look into this. There is a new principal and A. Hotaling asked if that could be passed onto her.

The second item she brought up was regarding class sizes recommendations which are lower than the state recommendations and when brought up with the SAU, it was stated that it was always done in this regard having smaller than average classroom sizes.

Z. Langlois remarked that with the currently student population, the classroom sizes are nearer to that classroom recommended sizes and that that data was requested by the school board for their next meeting if possible.

A. Robertson added that on both the town and school sides of the budget, there are going to be challenges as Deerfield continues to experience growth.

Z. Langlois stated that the demographic study wasn't what they expected. The study was a basic study and didn't go into depth like the engineering study did.

A. Dill asked also about the high school contract if it were it was mid cycle. Z. Langlois stated that it is active until 2024. In 2022, the school board needs to know what direction they want to go in.

J. Spillane stated that since there are additional demands for the Planning Board to do the CIP for the school and the updates for the CIP for the town, has there been an adjustment to the budget for the Planning Board in order for them to do their job?

A. Robertson stated that on the town side that they are appropriating accordingly.

J. Spillane stated that since they haven't gone over the Planning Board's budget as of yet that they include time for the school.

Z. Langlois stated to make everyone aware that this is a contract year for the certified staff.

H. Pretorius talked about extracurricular STEM activities to which it was stated by Z. Langlois that the school does participate in a STEM activity through LEGO as well as other after school enrichment programs but that these programs are driven by the availability of volunteers.

A. Hotaling stated that the next business is to create a tentative schedule with a start time of 7:00 p.m. and using last year's schedule adjusting for the day of the week.

It was suggested that A. Hotaling get the tentative schedule out to the members.

J. Spillane asked about the school budget and when the MBC would receive the school budget. Z. Langlois stated that the school budget would be submitted in December when complete.

A. Hotaling stated that she had one change for the MBC budget and that is to add to the training line.

**Citizens Comments:**

None

**Motion:** J. Spillane moves to adjourn

**Second:** Z. Langlois

**Discussion:**

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

**Next Meeting: Tuesday, October 30, 2018 at 7:00 pm**

*The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary*

Approved Minutes Voted on at the October 30, 2018 MBC meeting