

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
July 25, 2011
MINUTES**

Call to Order

5:30pm: Chairman, John Reagan called the meeting to order.

Pledge of Allegiance to the Flag

Chairman Reagan asked all to rise and pledge allegiance to the Flag.

Present: John Reagan, Chairman; Alan E. O'Neal, Vice Chairman; Stephen R. Barry, Bill Perron, and R. Andrew Robertson, Selectmen

Also Present: Leslie A. Boswak, Town Administrator and Jan Foisy, Finance Director

Bids

Town had sought Invitations to bid for work to be done on the Green Building at the Deerfield Community School – decisions will be based on bid plus a scoring criteria and will be rendered at the August 1st Board of Selectmen meeting.

RFP #1 – Concrete Foundation

- Keystone Enterprises, Concord, NH - \$13,700
- RW Frizelle Foundations, Milton, NH - \$12,040
- Normand Vetter Foundations, Rochester, NH - \$14,680
- Bailey Concrete Construction, Deerfield, NH - \$9,200
- Osborne Concrete, Northwood, NH - \$14,850

RFP #2 – Site Work

- Paul & Smith Construction, Deerfield, NH - \$18,000
- Advanced Excavating & Paving, Suncook, NH - \$30,600
- Bob Frizelle, General Contractor, Milton, NH - \$14,750
- LCG Limited, Barrington, NH - \$17,975
- Jeffers Excavation, Deerfield, NH – \$18,350

RFP #3 – Concrete Block Wall Construction

- Stone Castle Construction, Deerfield, NH - \$7,680
- S. Donaldson Masonry, location not provided - \$10,500
- Millstone Masonry, Barrington, NH - \$8,500

RFP #4 – Sealing of Foundation

- Associated Concrete Coatings of Manchester
 - o \$810 for a single coat of Watch Dog Waterproofing
 - o \$15,030 to furnish & install insulation over Waterproofing
 - o Total \$15,840

As per requirement of the Federal Government, bids will be sent back to committee to be returned with recommendation to the Select Board on August 1st.

Regular Business

- Payroll Manifest - \$53,543.94

Motion – Vice Chairman O'Neal moved to approve the Payroll Manifest in the amount stated

Seconded – Selectman Robertson

No Discussion – All in Favor – Motion Carries

- Accounts Payable - \$301,578.34 – of which \$250,000 represents the School

Motion – Vice Chairman O'Neal moved to approve the Accounts Payable as stated

Seconded – Selectman Robertson

No Discussion – All in Favor – Motion Carries

New Business

- 2011 Budget Review

Vice Chairman O'Neal opens discussion by looking to address the \$16,000 budget shortfall presently in the Police Departments Retirement System line item. Need to identify where funds can be found elsewhere in the 2011 budget. Finance Director Foisy, confirms that no adjustment to that figure is expected unless something happens with the town's injunction, which is scheduled for court in October.

Selectman Barry notes that through the end of July the town is at 61% of total budget expended, aside from a low balance in the plowing and snow removal area (75% expended to date) he believes we are in decent shape. Asks if the Chief of Police has any identifiable areas in the Police Department budget to make up some of the \$16,000 shortfall?

Chief of Police Mike Greeley comments, that as it stands, with the exception of the departments Part-time and Detail budget lines, everything else is right on target. He was asked to deliver a bare minimum budget for 2011 and did that, he does not see where savings of \$16,000 will be achieved from the Department through the close of the year. Vice Chairman O'Neal noted that the line item for uniforms currently has \$4,000. Chief Greeley acknowledged that the line is used on an as needed basis and agreed that a percentage – 50% or \$2,000 could be put on hold in an effort to offset the \$16,000 shortfall. Areas identified elsewhere in the budget with potential surpluses included the Transfer Station's Maintenance and Repairs, Heavy Equipment and Hazardous Waste Day line items, accounting for a potential \$10,000 or more in monies that can be set aside. Chairman Reagan felt that the \$16,000, representing 3% of the total department budget, should be produced by the department. All agreed that this being an unanticipated expense and with potential surpluses coming from elsewhere in the budget that it will come down to numbers in November and December. Until then the Chief will operate the department as efficiently as possible keeping the shortfall in mind.

Vice Chairman O'Neal also brought attention to the Police Department's Detail line and his concern there may be a shortfall with the upcoming Fair needs. Having spent \$24,000 in 2010 and \$20,000 in 2009 on working Detail at the Deerfield Fair there is a potential to come up short \$3,000 +/- . Chief Greeley confirmed and noted that he is working to offset this. The department had discontinued detail work for outside towns through the end of the year and is utilizing flaggers, over officers, on some road detail work as safety permits.

Chief Greeley also noted for the Board's information that Fairpoint, who had been behind a number of payments, is becoming current. They are currently behind on 3 payments, two of which are outstanding from 2009 and 2010, prior to the firm's bankruptcy, which the Chief believes are likely lost.

- Upcoming 2012 Budget Points

Town Administrator L. Boswak requested the Board's Guidance on the following items as Department Heads prepare for the 2012 budgeting process. The goal is to eliminate band-aid fixes and to be more proactive heading into the budgeting process. Allowing ample time for any items that require detailed research.

- George B. White Bldg Emergency Expenditures
 - Should create and implement long-term building plans for all government buildings.
- Water Filtration System Repair - \$2,540.50
- Water Line Failure Under Pavement - \$1,973.50
- Town Administration Contingency Line
- Pay Increases – Warrant Article?
- Longevity Increases
- Photocopier – Reaching Maximum Capacity – Research an Upgrade
- Health Insurance – 12.5% Potential Increase
- Data Processing – Public Access TV & Website Improvements
- General Assistance – Consideration for Economy

- Impact of 2012 Presidential Election Cycle on the Town Clerk & Meeting Budgets
- Police Department Revolving Account
- Highway Safety – Warrant Article Re: Traffic Calming
- Fire Department – Fire Truck. Long-Term Equipment Plan
- Budget Figures Required – Diesel, Gas, Propane & Heating Oil
- Highway Department – Equipment & Building Maintenance Plan
- Road Resurfacing – Proposed increase from \$213,000 to \$300,000
- Transfer Station – Warrant Article for Loader. Expanded Schedule. Credit Card Use.
- Mowing – Current Contract of \$32.50/hr vs. Proposition of Purchasing Lawn Mower and Hiring Seasonal On-Call Employee at \$12.00 - \$15.00/hr

Selectman would review each of the 2012 budgeting items above. Through the budget process, all needs should be identified and communicated to the general public. Departments will have to fully justify all expenditures proposed.

Other Business

Vice Chairman O'Neal offered general comments in anticipation of next week's meeting with RFP items for the Green Building. He expressed concern that the Board will be awarding pieces of a contract, in the amount of approximately \$34,000, where there has not yet been a defined over all budget for the project. Selectman Barry agreed, reinforcing that the expectation has always been that unless the project can be accomplished within the granted amount of \$109,370 that it will not go forward. Town Administrator Boswak will ask the committee for a detailed budget with an overall project expenditure figure. Vice Chairman O'Neal also reminded that any Sub Contractors awarded work need to be clear on the terms and conditions of the grant, including but not limited to any insurance and buying American-made requirements.

Adjourned

6:42 pm

MOTION: Vice Chairman O'Neal made a Motion to adjourn.

Seconded – Selectman Robertson

All in Favor The July 25, 2011 meeting is adjourned.