

**TOWN OF DEERFIELD
MUNICIPAL BUDGET COMMITTEE
December 4, 2012
MINUTES**

Call to Order:

6:00pm 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; Jim Spillane, Vice Chair, Harriet Cady, Maureen Mann, Fred McGarry, Brendan O'Donnell, and Jeff Shute, Members; Steve Barry, Board of Selectmen Rep; Peter Menard, School Board Rep

Excused: Charles Reese and Kevin Verville

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

Approval of Minutes November 27, 2012

Motion: J. Spillane moves to approve the minutes as written

Second: S. Barry

Vote to Approve the Minutes: Yea - 7; Nay – 0; Abstained – 1: Motion Carries

(Member H. Cady was absent at the time of this vote)

Old Business: None

Proposed 2013 Town Budget:

S. Barry informed the Committee of the corrected backup material provided.

- **MBC - \$960**

Motion: S. Barry moves to approve the department in the amount of \$960

Second: J. Spillane

Discussion: Chairman Daley noted that is level funded from previous years, he has eliminated the purchase of a recorder and suggested reducing the Misc. & Equipment line to \$1 as it is rarely used. The Part Time employee had been previously budgeted at 62 hours with expenditures in the last two years averaging 42 hours, thus he proposed reducing this line to 55 hours.

Motion: D. Daley moves to reduce the MBC proposed 2013 budget by \$101 to \$859

Second: J. Spillane

Discussion: H. Cady pointed out that the Seminars line allows for only two members to attend and would suggest the Committee put in for three. Chairman Daley noted that in recent years there have been seminars put on locally at no charge and feels it is accessible for any members wanting to attend.

Vote to approve the proposed reduction: Yea 9, Nay 0, Abstained 0: Motion Carries

Vote to approve MBC as amended: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Executive - \$7,461**

Motion: S. Barry moves to approve the department in the amount of \$7,461

Second: J. Spillane

Discussion: S. Barry noted that the \$160 increase to the Treasurer line is the result of the 4% pay increase. Chairman Daley asked what these raises were considered, i.e. merit or cost of living. S. Barry confirmed that it was considered a cost of living raise. H. Cady noted that she would like to see elected positions separated out from this raise and presented to the voters in a Warrant Article, per the opinion of Chris Filmore at the LGC. S. Barry responded that the Town has received a legal opinion saying that this is not necessary, but that the information concerning salaries and raises of elected officials will be prominently available in the Voter's Guide. L. Boswak added that Paul Sanderson at the LGC has been contacted concerning this matter and that if the chair wishes he can send written request to obtain the opinion.

Vote to approve the Executive: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Town Administration - \$187,490**

Motion: S. Barry moves to approve the department in the amount of \$187,490

Second: J. Spillane

Discussion: S. Barry noted that there was a \$679 increase in the Maintenance & Vendor line. This was due to software and other increases in contracts. There were also two longevity awards included in this department for \$450 of the proposed budget. H. Cady asked how many full and part time employees were represented. S. Barry answered three fulltime and one on call.

Vote to approve Town Administration: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Town Clerk/Tax Collector - \$108,441**

Motion: S. Barry moves to approve the department in the amount of \$108,441

Second: J. Spillane

Discussion: S. Barry provided an overview. All lines were decreased with the exception of the full time employees. F. McGarry asked why the revenue from motor vehicle permits was so much lower than what was anticipated and S. Barry answered that it is due to the incomplete reporting period, at year end they expect it will be on track. H. Cady asked why there were two Verizon reimbursements, S. Barry noted that this was a mistake and should be listed as one. H. Cady has materials that she would like to review and present for discussion on Saturday and would like to table voting on this Department until then. M. Mann asked through the chair if Ms. Cady felt she would have the full answers by Saturday and asked what her areas of concern were. H. Cady would like to contact other Town Clerks and will discuss with Kevin Barry as appropriate.

Vote to approve Town Clerk/Tax Collector: Yea 7, Nay 2, Abstained 0: Motion Carries

- **Election - \$3,314**

Motion: S. Barry moved to approve the department in the amount of \$3,314

Second: F. McGarry

Discussion: S. Barry noted that the decrease in this department was due to the fact that there are no major elections this year. L. Boswak noted that the employees had given themselves a raise from minimum wage to \$10/hour. H. Cady noted that various Towns Supervisors of the Checklist earn more than minimum wage. J. Spillane asked if this was fair as it was inconsistent with other departments and asked if this was an elected position, should it fall under the same concerns discussed before in being separated out as a Warrant Article. There was discussion as to who was receiving the 4% raise and who did not qualify. S. Barry apologized to the Committee stating that the raise in wages for this Department had not been noticed by the Board of Selectmen. Generally, any employee on payroll with the exception of the Board of Selectmen, Fire Chief and Veasey Park Seasonal employees were included in the raise. Those not on payroll, but paid through accounts payable, such as the Town Moderator and Election workers were not included. J. Spillane voiced the opinion that as a Committee, the MBC should determine how to treat non-payroll employees, to include or exclude them from the 4% raise.

Motion: J. Spillane moves to amend the department budget line 133 to \$1,874, a reduction of \$711 (from the proposed \$2,585) and notes that the Supervisors of the Checklist should be allowed to put forth a Warrant Article addressing the pay raise if they so choose.

Second: S. Barry

Discussion: H. Cady would like to look at the Town's elected officials and compare their pay to that of neighboring Towns. She feels the departments are not asked what they need or checked in on by the Board of Selectmen, she noted the Election Department is in need of an office chair and an additional laptop. F. McGarry countered that, as a Chair of the Planning Board, it is his responsibility to approach the Board with needs, and not vice versa. P. Menard would like to voice that the Supervisors of the Checklist were VERY busy this past election and worked hard.

Vote to approve the amendment: Yea 8, Nay 0, Abstained 1: Motion Carries

Vote to approve Elections as amended, \$2,603 new bottom line: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Town Meeting - \$6,032**

Motion: S. Barry moves to approve the department in the amount of \$6,032

Second: J. Spillane

Motion: P. Menard moves to amend this Department to include the 4% pay increase

Discussion: M. Mann expressed that she feels this must be consistent across all Departments

Motion Withdrawn: P. Menard withdraws his motion

Vote to approve Town Meeting: Yea 8, Nay 1, Abstained 0: Motion Carries

- **Information Technology - \$46,516**

Motion: S. Barry moves to approve the department in the amount of \$45,516

Second: J. Spillane

Discussion: S. Barry noted this is a reduction of \$6,826, this department does not include a 4% raise and there were reductions in the Vendor, Maintenance and Support and Equipment lines. L. Boswak added that much of the 2012 budget was from the website revisions and with those complete the budget has gone down as a result.

Vote to approve Information Technology: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Revaluation of Property - \$54,147**

Motion: S. Barry moves to approve the department in the amount of \$54,147

Second: J. Spillane

Discussion: J. Spillane asked why it looked to be a 7.2% increase in the part time employee line. L. Boswak indicated this was due to increase in the minimum hours to be worked. Chairman Daley asked if the website enhancements would reduce the work load. L. Boswak answered no that that was not the expectation.

Vote to approve Revaluation of Property: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Legal - \$23,572**

Motion: S. Barry moves to approve the department in the amount of \$23,572

Second: J. Spillane

Discussion: S. Barry noted that his is level funded year over year adding that the actual expenditures for this year were \$6,000 over budget due to a pending Supreme Court case.

Vote to approve Legal: Yea 8, Nay 0, Abstained 1: Motion Carries

- **Personnel Administration - \$81,203**

Motion: S. Barry moves to approve the department in the amount of \$81,203

Second: J. Spillane

Discussion: Chairman Daley asked if it would be possible to get an employee breakdown and L. Boswak confirmed yes. It was noted there is a new line of \$1,500 for performance pay. This would be a way to reward employees on a one time basis for going above and beyond their duties and is intended to improve morale.

Vote to approve Personnel Administration: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Planning Board - \$35,375**

Motion: S. Barry moves to approve the department in the amount of \$35,375

Second: J. Spillane

Discussion: S. Barry noted that the department budget has a reduction of \$6,151 year over year and that this is due to cuts to the part time, legal and contractor lines. F. McGarry, as Chair of the Planning Board expressed that the cuts weren't ideal, but that the Board appreciates the ultimate budget goal that is trying to be achieved. H. Cady asked why, if the economy is coming back, is the projected revenue figure down? F. McGarry responded that they have seen no increase in the number of property subdivisions

and that construction in general was still pretty flat. Chairman Daley asked for a justification of the increase in Town Planner pay from \$65/hour to \$70/hour. F. McGarry believed that this is the number provided by the SNHPC.

Vote to approve Planning Board: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Zoning Board - \$2,227**

Motion: S. Barry moves to approve the department in the amount of \$2,227

Second: J. Spillane

Vote to approve Zoning Board: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Government Buildings - \$83,629**

Motion: S. Barry moves to approve the department in the amount of \$83,629

Second: J. Spillane

Discussion: S. Barry noted that the department is down \$6,776 year over year, this reduction comes from the fire escape and South Station door raising projects that were included in the 2011 budget. Chairman Daley expressed concern that the Maintenance line has been overspent the last few years and has been reduced again. This seems to be a risk, especially with the age of the buildings. L. Boswak indicated that recent over expenditures can be attributed to the water main break and the DES Filtration System. M. Mann asked if this included all government buildings, including the Library. L. Boswak indicated that the Town is working to determine what expenses are to come from the Library budget and what belong in this Department. J. Shute asked if the Bicentennial Building was included here. S. Barry answered that that building is within the Parks and Recreation Department. H. Cady noted that the roof in the mid section of the building has been leaking and asked where the funds for that repair were. L. Boswak responded that they have addressed the roof leakage and that those costs would be in the GB White Building Line.

Vote to approve Government Buildings: Yea 9, Nay 0, Abstained 0: Motion Carries

- **GB White Building - \$114,777**

Motion: S. Barry moves to approve the department in the amount of \$114,777

Second: J. Spillane

Discussion: J. Spillane asked how often the water in the building needed to be tested. L. Boswak answered quarterly, but that due to some recent high readings they have required additional. Chairman Daley expressed his concern with how thin the Repair and Maintenance line was, is a risk.

Vote to approve GB White Building: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Town Hall - \$31,890**

Motion: S. Barry moves to approve the department in the amount of \$31,890

Second: J. Spillane

Discussion: S. Barry noted that this line is up \$3,460 and contributed this largely to contracts. J. Spillane asked if the contracts were put out to bid and when the current obligations expired. L. Boswak responded that they are waiting for current contracts to end before going to bid and that the terms vary between one and two years. Chairman Daley noted that projected revenue was down and S. Barry confirmed, stating that rentals were not a money making venture. The Board receives many requests to waive the rental fees and most are more than reasonable.

Vote to approve Town Hall: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Cemeteries - \$16,452**

Motion: S. Barry moves to approve the department in the amount of \$16,452

Second: F. McGarry

Discussion: H. Cady feels that this department budget should be increased, as she is of the opinion that the smaller cemeteries in Town are not being cared for. S. Barry understands that the Town handles the two main cemeteries and that the Commissioner can be approached for specific areas of interest. These numbers are based on the Commissioner's recommendations. M. Mann agreed with Ms. Cady, but noted

that the money budgeted currently is not being fully spent, concerns on that matter should be expressed through the Board of Selectmen.

Vote to approve Cemeteries: Yea 8, Nay 1, Abstained 0: Motion Carries

- **Insurance - \$370,811**

Motion: S. Barry moves to approve the department in the amount of \$370,811

Second: J. Spillane

Discussion: S. Barry informed the MBC that this increase represents a 4.09% increase to renew the current insurance, and that there were no other changes. Dental rates were increased 1.2%. J. Spillane asked what Section 125 represents and J. Foisy answered that it is the FSA.

Vote to approve Insurance: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Advertising/Regional Assoc - \$3,337**

Motion: S. Barry moves to approve the department in the amount of \$3,337

Second: J. Spillane

Vote to approve Advertising/Regional Assoc: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Police - \$629,779 – Discussion tabled until Saturday**

- **Ambulance - \$10,000**

Motion: S. Barry moves to approve the department in the amount of \$10,000

Second: J. Spillane

Vote to approve Ambulance: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Fire - \$122,179 – Discussion tabled until Saturday**

- **Rescue - \$48,001**

Motion: S. Barry moves to approve the department in the amount of \$48,001

Second: J. Spillane

Discussion: S. Barry noted that these employees are included in the 4% raise. J. Spillane noted that historically the equipment line is all over the place, and asked if the department had a better handle on it this year. S. Barry confirmed that the Selectmen have had that discussion with the squad and that there will be a Warrant Article proposed this year to establish a capital reserve fund for the purchase and repair of rescue vehicles and equipment. H. Cady asked how this proposed budget was following the along with the current Capital Improvement Plan. L. Boswak responded that it is not, that the CI plan that was completed a few years ago was not realistic and is in the process of being revised. J. Shute asked how the stipends are calculated and J. Foisy answered that it is based on a formula including variables like rank, training, number of calls etc. H. Cady asked how many members were in the Department and J. Foisy will find out.

Vote to approve Rescue: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Water Holes/Forest Fires - \$6,949**

Motion: S. Barry moves to approve the department in the amount of \$6,949

Second: J. Spillane

Vote to approve Water Holes/Forest Fires: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Building Inspector - \$48,817**

Motion: S. Barry moves to approve the department in the amount of \$48,817

Second: J. Spillane

Discussion: Chairman Daley asked what the mileage on the department's vehicle is currently. S. Barry responded approximately 12,000 miles, noting that the cost for repair was that it needs tires. J. Spillane, noting that the income trend seems to be going down, would recommend removing this full time position and suggest having the work done on a contract basis to avoid carrying the costs of benefits and salary in this line. S. Barry expressed the opinion that the varying types of inspections and volume of code enforcement work done warrants a full time position and noted the value that Mr. Pelletier brings to the

Town with his role at the Transfer Station. J. Spillane feels the salary should be put as a fulltime employee at the Transfer Station and does not agree with the way the budgets are being presented. H. Cady asked how much of the salary was at the Transfer Station and S. Barry answered that it is a 80:20 split, noting that the Board of Selectmen feels the majority of his time is spent on Building Inspector duties and that they position is justified.

Vote to approve Building Inspector: Yea 7, Nay 2, Abstained 0: Motion Carries

- **Highway Safety - \$853**

Motion: S. Barry moves to approve the department in the amount of \$853

Second: J. Spillane

Discussion: J. Spillane asked what equipment was not being purchased. L. Boswak answered misc. signage, including the cross walk plans for in front of the GB White Building.

Vote to approve Highway Safety: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Emergency Management - \$4,281**

Motion: S. Barry moves to approve the department in the amount of \$4,281

Second: J. Spillane

Discussion: S. Barry informed the MBC that the main reduction is attributed to the equipment line. This is due to a grant that was received for approximately \$32,000. J. Spillane questioned the diesel usage as the numbers show none was used. J. Foisy confirmed that the Emergency Management Generator was not turned used in 2011. H. Cady requested a list of the items that were purchased with the grant funds.

Vote to approve Emergency Management: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Highway Department - \$737,473 – Discussion tabled until Saturday**

- **Transfer Station - \$328,409 – Discussion tabled until Saturday**

- **Animal Control – \$11,168**

Motion: S. Barry moves to approve the department in the amount of \$11,168

Second: J. Spillane

Discussion: S. Barry noted the department is down \$1,610 year over year with \$1,000 of that being from the part time employee line.

Vote to approve Animal Control: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Agencies – Health & Social - \$31,036**

Motion: S. Barry moves to approve the department in the amount of \$31,036

Second: J. Spillane

Discussion: Chairman Daley asked if the food pantry benefited Deerfield solely or if donations were made to outside communities. L. Boswak responded that it is her understanding it all stays in Town.

Vote to approve Agencies – Health & Social: Yea 8, Nay 1, Abstained 0: Motion Carries

- **Welfare Administration - \$68,612**

Motion: S. Barry moves to approve the department in the amount of \$68,612

Second: F. McGarry

Discussion: S. Barry noted that the department included a 4% raise and that there was a decrease in appropriations. Chairman Daley felt that that decrease was an area for concern. S. Barry agreed that it was a gamble, but spoke to the Department Chair's ability to tap other resources. H. Cady noted that the Welfare Agent was an elected position in the past and felt that it fell into an appointed position without going before Town vote. Chairman Daley believes that the change was approved at a Town Meeting, but will research the issue and report back.

Vote to approve Welfare Administration: Yea 9, Nay 0, Abstained 0: Motion Carries

- **Parks and Recreation - \$33,373**

Motion: S. Barry moves to approve the department in the amount of \$33,373

Second: J. Spillane

Discussion: S. Barry opened discussion noting that the Selectman had taken \$15,000 of the Director's salary out of this Department Budget and directed that those monies should be pulled from the Departments revolving fund. J. Spillane expressed issue with this budget. He does not feel it is fair or just to take \$15,000 from the revolving fund

and views it as being not only inconsistent to Mr. Manzi as an employee but also a disservice to the people who have put money into the revolving fund to be used towards programming and events. He questioned if eventually all of the salary is pulled from this fund, as is the intent, if Mr. Manzi would not be considered self-employed.

Motion: J. Spillane moves to replace \$15,000 in the full time employee line, bringing it to \$48,368

Second: J. Shute

Discussion: J. Shute agreed with Mr. Spillane and noted that as a member of the Parks and Recreation Committee there were a number of concerns with this funding model. If the revolving fund were to fall below \$15,000 in 2013, would the Town reimburse the amount needed to cover the Director Salary? There was also concern with the position Mr. Manzi was being put in, potentially needing to choose between his salary and spending money on programs, the committee believes that the original Warrant Article for the fund does not allow for revolving fund monies to be pulled into the general Town Budget. S. Barry countered that every other employee in the Department is paid out of the revolving fund and argued that capital expenditures in the past years have more than covered the proposed \$15,000. He noted that going forward capital expenditures, like the purchase of a vehicle or heating system, would be the responsibility of the Town to address, not the revolving line. J. Spillane feels that this money does not belong to the Town and that if the Selectmen feel the revolving balance is too high that they should suggest decreasing the cost of programs to bring it down.

M. Mann asked Mr. Barry to confirm that in exchange for the salary that the Town will be taking over capital expenses that had previously been coming from the revolving line. S. Barry answered yes, that this was the intent of the Board. J. Shute noted that the Parks and Rec Commission had discussed reducing programming costs, increasing scholarship and setting a cap on the fund, where any monies exceeding that limit could be rolled to the Town's general fund. F. McGarry asked if the \$15,000 was put back into the Town Budget, what impact would that have on the 4% raise. S. Barry responded that the raises would be in the budget, but that it would put the proposed budget higher than the default and that in the past default, or the lower budget, has always been the budget of choice among the voters. P. Menard asked if there was any other employee to be used to set precedence, for example has the Fire Chief's salary ever come out of a revolving Department line. S. Barry responded that the Director previously had an Assistant whose salary was funded from the revolving fund. B. O'Donnell expressed the opinion that the Director is as essential and necessary to the Department as vehicles, and supplies, and if the Commission sees no issue with those expenses coming from the revolving fund, why would this be any different.

Vote to approve the amendment: Yea 4, Nay 5, Abstained 0: Motion Fails

Vote to approve Parks and Recreation: Yea 5, Nay 4, Abstained 0: Motion Carries

The MBC will plan to revisit this topic on Saturday

- **Veasey Park - \$25,907**

Motion: S. Barry moves to approve the department in the amount of \$25,907

Second: F. McGarry

Discussion: J. Spillane asked why there was a new Safety Compliance line. L. Boswak responded that the Safety Compliance Audit had identified some potential hazards and that as requirement of the Department of Labor are adding this line to various Departments for future use.

Vote: 9 yea, 0 nay, 0 abstained: Motion Carries

- **Library - \$90,322**

Motion: S. Barry moves to approve the department in the amount of \$90,322

Second: J. Spillane

Discussion: S. Barry noted that the Board of Selectmen had reduced the book line by \$1,500 and pointed out that a large portion of the budget increase is attributed to heating oil. Chairman Daley asked what the justification was for the additional purchase of books. L. Boswak replied that, due to current economic conditions, community usage of the Library has significantly increased. M. Mann added that they have received donations of public access computers, but that there are maintenance costs to go along with that. J. Shute asked if they would anticipate electric costs going down having replaced two window units with a central system. L. Boswak confirmed that yes that is the expectation, but that no numbers were available at this time.

Vote: 9 yea, 0 nay, 0 abstained: Motion Carries

- **Memorial Day - \$300**

Motion: S. Barry moves to approve the department in the amount of \$300

Second: J. Spillane

Vote: 9 yea, 0 nay, 0 abstained: Motion Carries

- **Heritage Commission - \$600**
Motion: S. Barry moves to approve the department in the amount of \$600
Second: F. McGarry
Vote: 9 yea, 0 nay, 0 abstained: Motion Carries
- **Conservation Commission - \$2,075**
Motion: S. Barry moves to approve the department in the amount of \$2,075
Second: J. Spillane
Vote: 9 yea, 0 nay, 0 abstained: Motion Carries
- **Forestry Commission - \$6**
Motion: S. Barry moves to approve the department in the amount of \$6
Second: J. Spillane
Vote: 9 yea, 0 nay, 0 abstained: Motion Carries
- **Tax Anticipation - \$1**
Motion: S. Barry moves to approve the department in the amount of \$1
Second: J. Spillane
Vote: 9 yea, 0 nay, 0 abstained: Motion Carries

In summation, Chairman Daley recapped that the Police, Fire, Highway and Transportation Department Heads will be asked to attend Saturday's work session. The Committee will review those proposed budgets in addition to the Warrant Articles.

New Business: H. Cady asked for information regarding State tax refunds for the purchase of gas and oil that the Town receives along with the usage and quantities purchased by department. J. Foisy will look into pulling these figures for the Committee.

Citizen's Comments: None

Adjournment:

Motion: S. Barry moves to adjourn the meeting of December 4th
Second: F. McGarry
All in Favor – Motion Carries – Meeting Adjourned @ 8:40pm

Next Meeting Saturday, December 8th at 9am

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