

**TOWN OF DEERFIELD  
MUNICIPAL BUDGET COMMITTEE MEETING  
December 6, 2014  
MINUTES**

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**Call to Order**

9:00a - The meeting was called to order.

**Pledge of Allegiance to the Flag**

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

**Moment of Silent Reflection**

**Roll Call**

**Present:** Kevin Verville, Chairman; Jim Spillane, Vice Chair; David Carbone, Karen Cote, Jeff Kelley, Carol Levesque, Fred McGarry and Brendan O'Donnell Members; Maryann Clark, School Board Rep; Andrew Robertson, Select Board Rep

**Excused:** Harriet Cady, Member

**Also Present:** Jan Foisy, Finance Director; Penny Touchette, Assessing Department; Evelyn DeCota, Library Director; Denise Greig, Welfare Administrator; Joe Manzi, Parks & Recreation Director; Erik Berglund, Conservation Commission Treasurer; Kevin Barry, Town Clerk; Mark Young, Highway Agent; Gary Duquette, Police Chief; Mark Tibbetts, Fire Chief

**Approval of Minutes – Tuesday, December 2, 2014**

**Motion:** Vice Chairman Spillane moves to approve the minutes as written

**Second:** D. Carbone

**Discussion:** Chairman Verville noted that on page 5 under Supervisors of the Checklist the vote should read Yea 9, Nay 0, Abstained 1 – Motion Carries.

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

**Discussion and Review of the 2015 Town Budget**

The Town continues to provide the Committee with inventory information, Selectman Robertson noted that in many Departments, and the Police Department specifically, the majority of the furniture is donated.

**Library - \$91,229**

**Motion:** Selectman Robertson moves the amount of \$91,229

**Second:** M. Clark

**Discussion:** E. DeCota spoke that the budget includes an increase to the Heating Oil purchase as they were short in 2013 and are coming close to being short for 2014. The Part Time Employee line has been reduced by the same amount the Contracted Services line has increased as they now employ and outside cleaning service. Selectman Robertson noted that the Committee will see increases to the telephone lines scattered throughout the Departments and this is based on a contract rate increase with FairPoint. Chairman Verville asked what the total increases telephone cost was from 2014 to 2015, P. Touchette will pull that information for Tuesday's meeting.

**Vote to approve the bottom line of \$91,229: Yea 10, Nay 0, Abstained 0 – Motion Carries**

**Welfare Administration - \$68,584**

**Motion:** Selectman Robertson moves the amount of \$68,584

**Second:** M. Clark

**Discussion:** D. Greig spoke that not much has changed since 2014, most lines are static and the appropriations line has been level funded. Expenditures during 2014 had been down slightly, but she has seen an uptick over the last two months. State-wide the biggest issue facing families is rental prices. Chairman Verville asked about the 30% increase to the Mileage line, D. Greig responded that this was due to a reimbursement rate change. Vice Chairman Spillane asked how the amount of \$43,000 in the Appropriation line had been arrived at, and has the Department ever fully expended it. D. Greig answered that it had previously been set at \$38,000 and during the recession expenses climbed close to the mark. The figure has gradually climbed from the \$30,000 range to the \$43,000. She noted the Town is able to stay away from fully spending the money through aggressive outreach to identify

alternatives sources of aide. Vice Chairman Spillane felt this may be an area able to be reduced without affecting anyone, perhaps by bringing the line to \$40,000. Selectman Robertson recalled that the line had been budgeted at \$35,000 for a number of years, as they exceeded it at least once the amount was raised to \$40,000. He could not say where the additional \$3,000 had come from.

**Motion:** Vice Chairman Spillane moves to reduce line 01.4441.01.810, Appropriations, by \$3,000 to \$40,000

**Second:** D. Carbone

**Discussion:** F. McGarry asked whether the \$3,000 cut would significantly impact the Department, D. Greig answered that it is very difficult to predict as a single client can spend the entire budget. Selectman Robertson voiced that the Select Board relies on the Welfare Director for the estimate and supports it fully. C. Levesque asked whether the line included food, D. Greig answered that no, it would cover utilities, rent, and in some cases medication. Vice Chairman Spillane asked if there was any mechanism to recover the expenditures and D. Greig answered that yes, just this week she was happy to receive two repayment checks. J. Kelley asked, if the line were reduced and there was a need, how difficult is it to obtain the money? D. Greig answered that this is a non-discretionary area and that the funds would have to come from another line of the budget.

**Vote: Yea 4, Nay 6, Abstained 0 – Motion Fails**

**Vote to approve the bottom line of \$68,584: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Health & Social Agencies - \$31,418**

**Motion:** Selectman Robertson moves the amount of \$31,418

**Second:** M. Clark

**Discussion:** D. Greig spoke that this portion of the budget is to support local agencies who provide services to the most fragile residents including the elderly, young and those in need. The only change from 2014 was that the Ritchie McFarland allocation should be \$2,400 and the Rockingham County Nutrition and Meals was increased \$300 to \$1,402.

**Motion:** Vice Chairman Spillane moves to reduce line 01.4415.02.810 by \$300

**Second:** F. McGarry

**Discussion:** There was some confusion regarding the back-up materials, but D. Greig confirmed that the \$29,418 submitted was unchanged and that it was the distribution of that amount that was being shifted.

**Second Withdrawn:** F. McGarry

**Motion Withdrawn:** Vice Chairman Spillane

**Vote to approve the bottom line of \$31,418: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Parks & Recreation - \$52,288**

**Motion:** Selectman Robertson moves the amount of \$52,288

**Second:** M. Clark

**Discussion:** J. Manzi spoke that the amounts on lines .434 and .570 were reversed so that the Gazebo Field should be \$1,915 and the Old Home Day \$2,000. The Old Home Days amount is an estimate based on 50% of the projected cost of fireworks. In years past the Fair Association has sponsored the total cost of the Fireworks, that is no longer the case, in 2014 they made a \$1,500 donation. The line has been added as a way to ensure the sustainability of having the fireworks at Old Home Day. The \$1,915 at the Gazebo is based on the assumption that 1/3 of the playground chips will need to be replaced each year. Other costs associated with the facility include mowing, electric, and toilets, and this is an area where the Department generates no revenue. Selectman Robertson spoke that the Town relies heavily on the Parks & Recreation Department for the maintenance of the Gazebo playground, adding that the new chips was done at the instruction of the Towns Liability Insurance carrier. Vice Chairman Spillane asked whether the Town had looked into recycled rubber at the playground, noting that it would mean higher upfront costs, but that it requires less frequent replacement. J. Manzi answered that they had not as the issue is that that chips are being washed won the bank. Vice Chairman Spillane suggested researching the material; that it drains well and is heavier so that it doesn't wash away as easily. Additionally, it does not need to be placed as deep. Chairman Verville asked what the three year cycle cost looked like, J. Manzi answered that they aren't entirely sure, but that \$2,000 in chips were placed this year and the estimate is that an additional \$700-\$800 will be needed going forward.

**Motion:** Vice Chairman Spillane moves to change line .434 to \$1,915 and line .570 to \$2,000

**Second:** Selectman Robertson

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

J. Kelley asked if the rest of the Parks & Recreation programs were self-funded and Selectman Robertson confirmed yes, that the Department operates with a revolving fund where revenues offset its expenses. The Town pays for the Director's salary and a few other miscellaneous items.

**Vote to approve the bottom line of \$52,288: Yea 10, Nay 0, Abstained 0 – Motion Carries**

**Veasey Park - \$32,615**

**Motion:** Selectman Robertson moves the amount of \$32,615

**Second:** M. Clark

**Discussion:** Selectman Robertson spoke that primary increase over 2014 was to the Part Time Employee line. The Commission is again proposing that a parking lot monitor be hired to control the entrance of the park ensuring that only Deerfield Residents are parking. J. Kelley asked what the cost benefit would be to this endeavor. Selectman Robertson responded that it wouldn't impact any insurance rates, but that it is the Commissions desire to get a better handle on park usage. Chairman Verville spoke that it would unlikely curb vandalism as that it probably happening during off hours and asked what happens currently if a violator is identified. Selectman Robertson answered that an employee would call the Police. Vice Chairman Spillane spoke in favor of being able to issue tickets for violations, thereby recouping some of the cost of the additional employee. F. McGarry noted that it is a requirement of the deed that use of the property be exclusively for Town residents, not keeping to that could risk forfeiture of the property. Chairman Verville asked about the increase to reimbursements from \$500 to \$1,000 and the 50% increase to supplies. J. Foisy spoke that the Town reimburses employees a portion of their costs to get certified and that those certification costs have gone up. Selectman Robertson believed the supplies increase is related to trash bags and bathroom materials. Vice Chairman Spillane noted that the instructor line has always been budgeted at \$5,200 while actual expenditures are rarely more than \$3,000. Selectman Robertson stated that the \$5,280 amount would be if all classes were full and that the full schedule was carried out, as opposed to cancellations due to inclement weather.

**Motion:** Vice Chairman Spillane moves to reduce line .121 by \$1,480 to \$3,800

**Second:** K. Cote

**Discussion:** Vice Chairman Spillane spoke that this amount leaves \$1,100 more than has historically been used and would free up funds to support the telephone increases and parking monitor initiative. Selectman Robertson noted that the Select Board fully supports the figures given by the Commission and feels that Life Guards are critically important to the operation of the Park. C. Levesque voiced her favor for leaving the line as is. Vice Chairman Spillane clarified that the impact would be to the Instruction line only, not the Part Time line where Guards are budgeted for. J. Kelley spoke that in 2014 Veasey Park spent only \$18,874 and for 2015 is budgeted at \$32,615, he questioned whether by spending so much more, the Park would realize any significant improvement to operations. K. Cote spoke that, as a parent of a former Life Guard, she found the activity level at the Park to be somewhat dull adding that mid-week usage is particularly low. She also spoke in favor of encouraging a carry in/carry out policy for trash at the Park.

**Vote: Yea 5, Nay 5, Abstained 0 – Motion Fails**

Vice Chairman Spillane pointed out that historically Veasey Park has some \$5,000-\$8,000 left unspent and expressed concern that the Town budget will be impassable with Voters if not reduced. Chairman Verville concurred, adding that the 2014 actual expenditures were lower than that spent in 2013.

**Motion:** Chairman Verville moves to reduce line .111 by \$2,000 to \$14,588

**Second:** Vice Chairman Spillane

**Discussion:** Vice Chairman Spillane suggested that the Parking Monitor be rolled out on a more limited basis and that if it makes a tangible difference they could consider expanding the hours in subsequent years. K. Cote concurred. The current Parking Monitor position was budgeted for 11 weeks at 56 hours/week, or 8 hours/day, 7 days/week. F. McGarry was in favor of suggesting a 40 your work week for the position. Selectman Robertson spoke that the Select Board is working on a project to create a paddle craft access path at the Park. In doing so, the Commission was concerned that the additional use would further crowd the parking lot and open potential for additional abuse. J. Kelley noted that the reduction of the line would leave \$1,900 for a parking guard to serve on peak hours.

**Vote: Yea 6, Nay 4, Abstained 0 – Motion Carries**

K. Cote asked for additional information around the rubbish collection schedules. Chairman Verville echoed her comments, adding that most State Parks have moved to the carry in/carry out system. He believes a re-education of the user would not be impossible.

**Vote to approve the bottom line of \$30,615: Yea 9, Nay 1, Abstained 0 – Motion Carries**

#### **Conservation Commission - \$2,110**

**Motion:** Selectman Robertson moves the amount of \$2,110

**Second:** M. Clark

**Discussion:** E. Berglund represented the Conservation Commission. The dues line has increased due to an increase in the NH Association of Conservation Commissions dues rate. A new line for the Trails Club has been added in the amount of \$200. The project is being head up Jim Deely and \$200 would serve as start up money. A number of Conservation properties are owned by the Town for the purpose of education and recreation and the Commission feels there is a need to start defining the trails on these lands. Selectman Robertson voiced support of the initiative, he spoke that over the years Eagle Scouts and other residents have worked on trail projects and that he is interested in seeing new signage and refreshing of the blazes. Vice Chairman Spillane asked whether these trails would be for walking use only. E. Berglund answered that the Commission has had several discussions surrounding the use of trails by horses and mountain bikes and the matter is being carefully considered. They plan to take public input on the topic as the project progresses. He reminded everyone that this year the Town permanently protected seven Town Forests with more than 500 acres of land and spoke that the continued goal will be to improve ease of access and informing the public. The Commission will also be pursuing grants for programs related to his project and are looking to improve parking in coordination with the timber harvest work so that if there is a landing site needed for the harvest they can kill two birds.

**Vote to approve the bottom line of \$2,110: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Town Clerk - \$113,909**

**Motion:** Selectman Robertson moves the amount of \$113,909

**Second:** M. Clark

**Discussion:** K. Barry spoke that the Department's budget is up roughly 3.5% from 2014 and that much of this is attributed to an increase in the Part Time Employee line. They are looking to add hours in order to better cover vacations, sick time and training. There is an increase to the Maintenance and Vendors line as the Town will be adding the ability to register dogs online. The Postage line has also been raised by \$900. Vice Chairman Spillane asked whether the dog registration software would be a one-time fee or an ongoing cost, K. Barry answered that the amount budgeted included both an initial and ongoing cost. Vice Chairman Spillane followed by asking what the payback period is to moving online, Selectman Robertson responded that it creates an ease of usage and saves employee hours in producing dog warrants at year end.

B. O'Donnell noted the copier expense that was also represented under the Town Administration budget, are there multiple machines? K. Barry answered yes, that there are separate machines and that the amounts budgeted are arrived at based on usage. Vice Chairman Spillane asked whether the increase to the Part Time Employee line would be more hours or additional personnel, K. Barry responded that the increase reflects a climb from 300 Part Time hours to 400 and that it would be an additional employee.

Vice Chairman Spillane noted that line .392 has historically been under spent by 50% of more and asked what the expectation for 2014 was. K. Barry responded that it is based largely on speculation as the Town cannot exactly predict the number of properties that will have liens placed or released. Vice Chairman Spillane asked whether the cost of the liens was passed onto the property owners, K. Barry answered that the cost of placing the lien is transferred, but not the release. It was asked why the Telephone line was level funded, J. Foisy answered that amount budgeted is a stipend for the phone and not the cost of the line itself, the cost of the line is covered in the Town Administration and IT Departments.

**Vote to approve the bottom line of \$113,909: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Insurance - \$415,652**

**Motion:** Selectman Robertson moves the amount of \$415,652

**Second:** M. Clark

**Discussion:** F. McGarry asked why the Property and Liability insurance had gone from \$69,000 in 2014 to \$1, J. Foisy answered that in 2014 the Town paid for 18 months of coverage to bring it to a January 1<sup>st</sup> billing cycle. Vice

Chairman Spillane asked whether any thought had been given to partially funding the amount expected in 2016 in order to lessen the blow, J. Foisy answered that funds cannot be encumbered unless there is a bill due. J. Kelley asked why there was such a disparity between the 2014 budgeted and actual for Health Insurance, J. Foisy responded that the 2014 actual is not through year end and that there were several high benefit positions that were unfilled for a portion of the year, impacting that line.

**Vote to approve the bottom line of \$415,652: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Building Inspector - \$49,210**

**Motion:** Selectman Robertson moves the amount of \$49,219

**Second:** M. Clark

**Discussion:** Selectman Robertson noted a slight increase to the Vendor line and attributed this to the AVATAR contract. C. Levesque asked what the terms of that contract are, P. Touchette answered that it is a 5-year contract running through 2019 and that the amount included in the Building Inspectors budget was for software only. Selectman Robertson spoke that the Town had conducted a review to look at alternative vendors and that there was no financial incentive to move.

Vice Chairman Spillane spoke that he does not feel the Town has a need for a full time Building Inspector and objects to the way in which the Full Time Inspector/Part Time Transfer Station Manager job is accounted for. He does not feel that percentage represents the actual work spread. J. Kelley disagreed stating that he fully sees the need for a full time inspector, especially with the economy coming back, he feels the position is not just a body, but is a resource to ensure the integrity of the homes in Town. Selectman Robertson added that the Building Inspector also serves as a Code Enforcement Officer and manages, for example, oversight of the various codes at the Fair Grounds.

**Motion:** Selectman Verville moves to reduce line .320 by \$1,500

**Second:** Vice Chairman Spillane

**Discussion:** Chairman Verville spoke that he finds this line to be historically under spent. Selectman Robertson indicated that the Select Board is comfortable with the amount budgeted and that there have been years when the amount was spent. F. McGarry spoke against the motion, stating that the line covers enforcement issues for the Planning Board and that the Planning Board is facing a potential enforcement action in 2015.

**Vote: Yea 4, Nay 5, Abstained 1 – Motion Fails**

**Motion:** Chairman Verville moves to reduce line .635 (Gasoline) by \$300 to \$629

**Second:** Vice Chairman Spillane

**Discussion:** Chairman Verville spoke that the line has historically been under spent and that \$500 or less would seem sufficient especially where 2014 saw high fuel prices. J. Foisy responded that a portion of the time the Building Inspector travels in his own truck and does not bill the Town for that fuel. If he were to travel in the town truck the full line would be spent.

**Vote: Yea 5, Nay 4, Abstained 1 – Motion Carries**

**Motion:** Chairman Verville moves to reduce line .810 (BI Enforcement) by \$200 to \$300

**Second:** Vice Chairman Spillane

**Discussion:** Selectman Robertson noted that the Town anticipates some action under this line in 2015.

**Vote: Yea 4, Nay 5, Abstained 1 – Motion Fails**

**Motion:** Chairman Verville moves to reduce line .811 (BI Meetings/Seminars/Training) by \$200 to \$200

**Second:** Vice Chairman Spillane

**Discussion:** J. Kelley spoke that changes to building codes are anticipated in 2015 and that will require training. He finds it to be in the best interest of the Town that the Code Enforcement Officer be fully educated.

**Vote: Yea 5, Nay 3, Abstained 2 – Motion Carries**

**Motion:** Vice Chairman Spillane moves to increase line .560 (BI Dues & Subscriptions) by \$200 to \$375

**Second:** Selectman Robertson

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

**Vote to approve the bottom line of \$48,919: Yea 9, Nay 0, Abstained 1 – Motion Carries**

## Highway - \$798,177

**Motion:** Selectman Robertson moves the amount of \$798,177

**Second:** M. Clark

**Discussion:** Vice Chairman Spillane asked why the Part Time Employee line showed an increase of \$3,000. M. Young responded that when he took over the Department in April that line had already been spent. Vice Chairman Spillane countered that the budget shows an actual expenditure through November 21<sup>st</sup> of only \$2,728.96. Selectman Robertson pointed out that in 2013 the line was spent at \$8,230 and J. Foisy added that the figures were not through the most recent Thanksgiving Storm. She has payroll for some 90 hours of overtime to process from the latest weather event. D. Carbone asked whether the Department would be looking to add additional employees versus using overtime hours and M. Young confirmed yes.

**Motion:** Chairman Verville moves to reduce line .111(Hwy PT Employee) by \$1,000 to \$6,000

**Second:** Vice Chairman Spillane

**Discussion:** Vice Chairman Spillane found the decrease reasonable especially in conjunction with an increase to the Over Time line. J. Foisy provided that there was also a wage increase and job description change for one employee that impacts this line. C. Levesque opposed the motion noting that weather seems to be getting more severe not less. Vice Chairman Spillane asserted that if the recommended budget fails and the line is left with the default amount \$4,056 the Department would be far worse off than the \$6,000 proposed. Selectman Robertson expressed the Select Board's support of the Road Agent adding that there is not a lot of "fluff" in the budget. He went on to point out that there are plans to address only two sections of road where far more require attention.

**Vote: Yea 4, Nay 6, Abstained 0 – Motion Carries**

Vice Chairman Spillane asked about the Contracting line, the budgeted amount has been increased from \$2,500 to \$5,000 and to date only \$200 has been spent. M. Young responded that this money is if they need to bring in an outside contractor to do work outside the scope of road reconstruction. It was under spent in 2014 with an eye on the bottom line as there were other areas of the budget heavily hit. The funds are to be used in 2015 for work to ditching and culverts. Vice Chairman Spillane asked about the 300% increase to line .630 for building maintenance, M. Young responded that this is to fix the leaky roof at the highway shed and to install weather tight doors. J. Kelley remarked that, given the state of the building, \$1,500 wouldn't even begin to address the needed repairs.

J. Foisy pointed out that many of the Department's 2014 budget lines are showing as under spent as the Agent was instructed to keep a close eye on reserves in case of early winter weather. Selectman Robertson added that any more significant storms in 2014 will cause the bottom line to be exceeded and that the Agent has done exactly as the Town asked him to do. J. Kelley voiced that it is embarrassing to have people travel the roads of Deerfield in the winter and felt that millions of dollars was needed to provide any tangible improvement. Chairman Verville expressed displeasure with the numerous small line items and their consistently being moved over into the Sand, Salt and Plowing lines. The Road Agent estimated that with 65 miles of road in town some 10 miles should be resurfaced each year in order to achieve a healthy maintenance schedule. In 2015 the Department has plans to address just 3,000 feet of road. Chairman Verville asked what is the honest dollar amount the Town should be budgeting in order to freeze the condition of the roads as is, and why isn't the Town proposing this number. Selectman Robertson spoke that the issue is one that has been discussed by the Select Board, there was at one point talk of pursuing a bond issuance to tackle the roads, but it was felt that public support is lacking. Chairman Verville encouraged the Board and the Road Agent to pull together a long range plan for the 2016 budgeting cycle.

**Vote to approve the bottom line of \$798,177: Yea 10, Nay 0, Abstained 0 – Motion Carries**

## Transfer Station - \$373,422

**Motion:** Selectman Robertson moves the amount of \$373,422

**Second:** M. Clark

**Discussion:** Selectman Robertson noted that the primary increase to the 2015 Transfer Station budget is \$25,000 for paving at the facility. The budget also includes purchase of another container unit as part of the replacement plan. Vice Chairman Spillane asked whether the paving might be able to wait another year, Selectman Robertson spoke that it could if it had to, but that the advice that has been given is that now is the opportune time. The concern is that the current layer of pavement is too thin and that a slight tear would result in a total loss. J. Kelley asked who would be in charge of heading up a mandatory recycling initiative. Selectman Robertson spoke that in the past there

was a Town Recycling Committee that put forward a contentious warrant article on the topic. The Article failed by a sizeable margin, but he feels generally most residents are on board with recycling.

Vice Chairman Spillane suggested a review of the disposal fees would be worthwhile, generally he finds Deerfield's fees to be very low.

**Motion:** Vice Chairman Spillane moves to reduce line .422 (TS Disposal-Recyclables) by \$1,500 to \$5,000

**Second:** Chairman Verville

**Discussion:** Vice Chairman Spillane spoke that this could be money freed up to support the paving project. F. McGarry referenced the backup showing that glass and propane costs were up significantly and asked what that wasn't reflected in the 2014 actual figures. There was no answer available.

**Vote: Yea 6, Nay 4, Abstained 0 – Motion Carries**

**Motion:** Vice Chairman Spillane moves to reduce line .423 (TS Disposal – Tires) by \$1,000 to \$1,000

**Second:** Chairman Verville

**Discussion:** Vice Chairman Spillane referenced the historical actual expenditures noting they have never come close to the amount budgeted and suggested the Town research how its tire disposal fees compare to the surrounding Towns. F. McGarry spoke that, similar to line .422, the backup shows \$615 spent to date where the actual reads at \$477.50. It was unclear why.

**Vote: Yea 5, Nay 5, Abstained 0 – Motion Fails**

**Motion:** J. Kelley moves to table the vote on the bottom line until clarifications of the actual expenditures and backup data can be provided, sometime after December 15<sup>th</sup>

**Second:** C. Levesque

**Vote: Yea 8, Nay 2, Abstained 0 – Motion Carries**

#### **Planning Board - \$35,754**

**Motion:** Selectman Robertson moves the amount of \$35,754

**Second:** F. McGarry

**Discussion:** F. McGarry spoke that there were minor changes to the budget since 2014. Based on workloads the PT Employee line was reduced and the PT Planner increased. The intent is to increase the PT Planner pay by 4%. The Printing Services line is up as the Board is anticipating printing new Zoning Amendments if its Warrant Article is passed. The increase to Equipment is for the purchase of a filing cabinet and roll tube storage.

**Vote to approve the bottom line of \$35,754: Yea 9, Nay 0, Abstained 1 – Motion Carries**

#### **Zoning Board - \$3,834**

**Motion:** Selectman Robertson moves the amount of \$3,834

**Second:** M. Clark

**Discussion:** Selectman Robertson spoke that the Board intends to use the Part Time employee more in 2015.

**Vote to approve the bottom line of \$3,834: Yea 9, Nay 0, Abstained 1 – Motion Carries**

#### **Highway Safety & Emergency Management - \$853**

**Motion:** Selectman Robertson moves the amount of \$853

**Second:** M. Clark

**Vote to approve the bottom line of \$853: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Emergency Management - \$10,336**

**Motion:** Selectman Robertson moves the amount of \$10,336

**Second:** M. Clark

**Discussion:** K. Barry spoke that there is an increase to the telephone lines and also to the Maintenance/Vendor line as there are plans to do work on the generator at the DCS. Vice Chairman Spillane asked whether the \$3,000 maintenance was a onetime expense or an annual amount, K. Barry answered that it will likely be a onetime cost, but that the amount involves a bit of speculation as one can't predict the storm usage. Most recently the generator was run for 73 hours during the Thanksgiving storm, the vendor was on site and they have not yet seen the bills for the work or the diesel purchase. Vice Chairman Spillane asked what grants might be pursued in 2015, D. Greig answered that the Town received two grants in 2014, one for updates to the Emergency Operations Plan and a second for base radios and equipment. In 2015 they will be looking to pursue training and exercise grants, specifically they would like to conduct a full scale mass casualty drill at the Fairgrounds.

**Vote to approve the bottom line of \$10,336: Yea 10, Nay 0, Abstained 0 – Motion Carries**

**Town Meeting/Election - \$5,730**

**Motion:** Selectman Robertson moves the amount of \$5,730

**Second:** M. Clark

**Discussion:** K. Barry spoke that the budget shows a decrease as there will only be one Town Meeting/Election held in 2015.

**Vote to approve the bottom line of \$5,730: Yea 10, Nay 0, Abstained 0 – Motion Carries**

**Police Department - \$674,980**

**Motion:** Selectman Robertson moves the amount of \$674,980

**Second:** M. Clark

**Discussion:** Selectman Robertson spoke that some of the increase over 2014 was due to wage adjustments made as part of the Department restructuring. When the Town set out to hire a Police Chief they found the current salary to be under market, lower than all other towns in Rockingham County. G. Duquette spoke that the proposed budget reflects a 3 to 3.5% increase, the biggest change being in the personnel lines. He is also proposing an increase in the Training and Firearms and Ammunition lines, noting that the need for a Training Program was one of the areas identified in the PSSG study. F. McGarry asked what the increase to the Training line would represent and G. Duquette answered that the goal is to have bi annual training on each of the three weapons systems.

**Motion:** Chairman Verville moves to reduce line .760 (PD Cruiser) to \$0

**Second:** Vice Chairman Spillane

**Discussion:** Chairman Verville spoke that with his motion he is looking to achieve consistency in the way the Town budgets for its vehicles. All other driven equipment, Fire Trucks, Rescue and Highway Vehicles, are purchased through Warrant Articles and he feels the same should be true for cruisers. A Citizens Petition Warrant Article will appear before voters to establish funds with which the cruiser can be purchased. Selectman Robertson spoke in opposition to the motion, including the cruiser purchase in the budget is the way the Select Board feels most efficiently. Fire Trucks and Highway Equipment is viewed as a Capital item as they have life spans of more than 20 years and can cost upwards of \$500,000. Cruisers are not used in the same way and the Board is comfortable with the current replacement schedule. G. Duquette spoke that while all equipment is important, he does not feel it accurate to compare the usage of a Fire Truck to that of a cruiser. Taking away the current rotation would cost the Town more in the long run. Chairman Verville countered that he is not proposing taking away the cruiser, rather funding it in a different way and that he believes the Town will vote for things that are needed to run the Town. Selectman Robertson voiced concern that if the motion were to pass and the Warrant Article was to fail that the Town would fall out of rotation.

**M. Clark moves the question**

**Vote: Yea 3, Nay 7, Abstained 0 – Motion Fails**

**Motion:** Chairman Barry moves to reduce line .760 (PD Cruiser) to \$1

**Second:** Vice Chairman Spillane

**Discussion:** F. McGarry spoke that if the vehicle in line to be replaced were to remain in use it would likely incur maintenance costs and suggested the motion should be accompanied by an increase to the Maintenance line. K. Cote asked why Chairman Verville felt the Warrant Article to be the better vehicle for funding and Chairman Verville answered that the goal is consistency.

**Vote: Yea 3, Nay 7, Abstained 0 – Motion Fails**

**Vote to approve the bottom line of \$674,980: Yea 8, Nay 2, Abstained 0 – Motion Carries**

**Fire Department - \$164,328**

**Motion:** Selectman Robertson moves the amount of \$164,328

**Second:** M. Clark

**Discussion:** M. Tibbetts went over the various equipment and protective gears that were nearing expiration. The Department's Self Contained Breathing Apparatus expire in 2016. They will be pursuing grant money to replace these items, but funds are being set aside in case that money is not awarded. Selectman Robertson spoke that much of the equipment was originally purchased through grants around 2004 when Homeland Security monies were readily available and that this may no longer be the case in 2016.

**Vote to approve the bottom line of \$164,328: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Water Holes - \$7,451**

**Motion:** Selectman Robertson moves the amount of \$7,451

**Second:** M. Clark

**Discussion:** F. McGarry asked how the cisterns were working out, M. Tibbetts responded that they have been excellent. High Meadows has a 30,000 gallon water source and another will be going in on the Hartford Brook development. F. McGarry was pleased to hear that the Planning Board work was benefiting the Town as anticipated.

**Vote to approve the bottom line of \$7,451: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Rescue - \$48,710**

**Motion:** Selectman Robertson moves the amount of \$48,710

**Second:** M. Clark

**Discussion:** C. McHugh spoke that not much change was expected from 2014, the Uniform and Supplies lines were up slightly based on usage. The Squad hopes to conduct more Training in 2015 as members are looking to upgrade their licenses. Vice Chairman Spillane asked about the Public Safety line that was unspent in 2014. C. McHugh responded that they had wanted to conduct CPR/First Aid training for the public, but that it did not happen. There are hopes to do so in 2015.

**Vote to approve the bottom line of \$48,710: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Finance Administration/IT - \$48,528**

**Motion:** Selectman Robertson moves the amount of \$48,528

**Second:** M. Clark

**Discussion:** Vice Chairman Spillane noted line .399 for the Contract & Cable and felt that the backup materials on Public TV seemed to be unrelated.

**Motion:** Vice Chairman Spillane moves to table the item until clarification can be provided

**Second:** F. McGarry

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

#### **Town Administration - \$202,101**

**Motion:** Selectman Robertson moves the amount of \$202,101

**Second:** M. Clark

**Discussion:** F. McGarry asked about the \$36,000 in offsetting revenues recognized in 2013 and asked what that amount was for 2014. J. Foisy answered that the amount was from a deeded property that had been returned to the home owner, but that no action has been taken yet with the other properties. Chairman Verville asked about the 7% increase to the Full Time Employee line. Selectman Robertson responded that the line was for the Town Administrator, a position currently vacant. The Town has been below market with this salary and in setting out to fill the position felt the higher amount was appropriate.

**Vote to approve the bottom line of \$202,101: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Government Buildings - \$87,235**

**Motion:** Selectman Robertson moves the amount of \$87,235

**Second:** M. Clark

**Discussion:** M. Tibbetts spoke that the costs budgeted are for the continued maintenance to the existing Government Buildings. The proposed amount included work to the rear of the GBW Building including new siding and installing energy efficient glass. In 2014 work was done on the lights and paint at the Gazebo, to seal and coat the pavement at the GBW Building and to address the pavement issues at the Fire Station. This year unforeseen costs with the Town Hall Sprinkler system used much of the available funds, M. Tibbetts expressed that, with the age of the properties, the Town is constantly putting out fires.

**Vote to approve the bottom line of \$87,235: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **GBW Building - \$129,527**

**Motion:** Selectman Robertson moves the amount of \$129,527

**Second:** M. Clark

**Discussion:** M. Tibbetts described the continued maintenance planned for the GBW Building including plans to replace a portion of the roof between the 2<sup>nd</sup> and 3<sup>rd</sup> sections of the building. This work was unable to be completed in 2014 as they were operating under a default budget. Vice Chairman Spillane asked what was included in the Legal Notices line, M. Tibbetts answered that this covered when items were put out to bid. Vice Chairman Spillane asked

why the Telephone usage was at \$0 to date. M. Tibbetts answered that this had previously been his cell phone, a cost that was divided partially to the GBW Budget.

**Motion:** Vice Chairman Spillane moves to reduce line .341 (GBW Telephone) to \$1

**Second:** Chairman Verville

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

**Vote to approve the bottom line of \$129,156: Yea 10, Nay 0, Abstained 0 – Motion Carries**

#### **Town Hall - \$36,108**

**Motion:** Selectman Robertson moves the amount of \$36,108

**Second:** M. Clark

**Discussion:** Selectman Robertson provided the information previously requested on the furnaces, one unit was replaced 8-10 years ago and the other is more than 20 years old, both are in tough shape. The cost to replace both would be approximately \$10,500. M. Tibbetts spoke that the Town does what it can to maintain the existing furnaces and that recently repair and maintenance of the sprinkler system has monopolized the Town Hall funds. C. Levesque questioned whether a high efficiency furnace or blown insulation had been considered, Selectman Robertson answered no, that the historical nature of the building would make those sorts of changes cost prohibitive. J. Kelley spoke in favor of developing a long term plan for the building. Selectman Robertson spoke that the Heritage Commission remains interested in pursuing elevator access at the rear of the building. The next big project will likely be the entryway and front doors of the building. Vice Chairman Spillane urged the Town to put forward a Warrant Article to replace at least one of the furnace units this year, citing heating efficiency and cost savings as reasons to pursue. Selectman Robertson spoke that the Select Board will want to do a more in depth review of the systems when it is ready to tackle the Town Hall issues.

**Vote to approve the bottom line of \$36,108: Yea 10, Nay 0, Abstained 0 – Motion Carries**

Selectman Robertson noted that the Warrant Articles have not yet been approved by the Select Board, but are expected to be voted on at the December 15<sup>th</sup> meeting.

**School Budget Update**      None

**Old Business**      None

**New Business**

**Citizens Comments**      None

#### **Adjourn:**

**Motion:** M. Clark moves to adjourn the meeting of December 6, 2014

**Second:** Vice Chairman Spillane

**All in Favor – Motion Carries – Meeting Adjourned @ 1:15p**

**Next Meeting Tuesday, December 9<sup>th</sup> @ 6:30p**

The Minutes were Recorded, Transcribed and Respectfully Submitted by Katie Libby.

Pending Approval by the Municipal Budget Committee