

**TOWN OF DEERFIELD  
MUNICIPAL BUDGET COMMITTEE MEETING  
January 10, 2015  
MINUTES**

---

**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; Harriet Cady, Karen Cote, Jeff Kelley, Carol Levesque, and Fred McGarry Members; Maryann Clark, School Board Rep; Andrew Robertson, Select Board Rep

**Excused:** David Carbone and Brendan O'Donnell Members

**Also Present:** Jan Foisy, Finance Director; Kevin Barry, Town Clerk/Tax Collector; Deerfield Community School & SAU Representatives Peter Aubrey, Deb Boisvert, Peter Menard and Paul Yergeau; Alan O'Neal, Playground Fundraising Committee Chair

**Approval of Minutes – January 6, 2015**

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

**Second:** Selectman Robertson

**Discussion:** H. Cady stated that on page 3 "filed" should read "filled" and asked that it be noted she and K. Cote were excused from the meeting at 9p. F. McGarry noted that on page three, paragraph 1, line 1 the "Highway Departments location..." should read "Department's location..." M. Clark asked that page 4, paragraph 1, line 3, "Common Cord" be corrected to "Common Core. Also on page 4, the final sentence of paragraph 2, "...but he suspected it may have been related..." should be changed to "...an MBC member asked if it may have been related..." and finally, on page 4, second to last paragraph, the After School Program is being spearheaded by School Board Member Jim Deely, not Mr. St. Germain.

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

**Municipal Budget Bottom Line**

Vice Chairman Spillane noted that, due to the resignation of District Representative Brian Dobson, additional monies will need to be added to the budget for Elections and potentially the Supervisors of the Checklist. He was aware of another Town in the district who felt \$5,000 would cover the additional costs and asked the Town if that amount would be reasonable. H. Cady spoke that she had been planning to reduce the Supervisors of the Checklist budget by \$1,500, given this new information she feels that \$1,500 would cover the additional expenses for her Department and that the budget can remain as originally proposed. J. Foisy answered that \$5,000 should be reasonable, given prior years expenditures. If a Primary election is necessary in addition to the traditional election, \$5,000 may not fully cover the costs.

**Motion:** Vice Chairman Spillane moves to increase the Town Meetings & Elections budget by \$5,000

**Second:** Selectman Robertson

**Second Withdrawn:** Selectman Robertson

Chairman Verville suggests that doubling each line item in the Town Meeting & Election subsection will bring the total close to the \$5,000 proposed with a difference of \$730

**Amended Motion:** Vice Chairman Spillane amends his motion to double each budget line under the Town Meetings & Elections

**Second:** Selectman Robertson

**Discussion:** H. Cady noted that the 2014 expenditures totaled \$13,232 for the same potential number of elections. J. Foisy responded that the \$13,000 was a cumulative total with Town Meetings & Elections and Supervisors of the Checklist.

**Vote: Yea 8, Nay 1, Abstained 0 – Motion Carries**

Discussion continued on the new Town bottom line of \$3,828,823. H. Cady spoke that in the September 15<sup>th</sup> Select Board Minutes Penny Touchette told the Board that if Avatar was awarded the Assessing contract that it would conduct all Utilities appraisals, and asked why the proposed Town budget included \$39,000 for payments to San Soucy. Selectman Robertson answered that \$39,000 is

for ongoing legal issues that Mr. San Soucy has already been engaged in. \$8,500 was spent with Avatar in 2014 for assessing services, the remaining money in that line was legal costs associated with San Soucy.

**Motion:** F. McGarry moves to approve the bottom line of \$3,828,823

**Second:** Selectman Robertson

**Discussion:** Selectman Robertson noted that the budget amount requested by the Select Board was \$3,830,764. Chairman Verville echoed his previous concerns with presenting a budget that is 3.7% over the default budget, and a 6.7% increase over the previous year's operating budget. He believes this, in addition to a lack of addressing priorities for the Town, for example the Highways, will result in the budgets failure to pass at the ballot box.

**Vote:** Yea 7, Nay 2, Abstained 0 – Motion Carries

Selectman Robertson asked the MBC to consider voting to accept the Town's 2015 Anticipated Revenue. J. Foisy explained that changes to the DRA forms call for both the Select Board and MBC to formally accept an estimated revenue figure.

**Motion:** Selectman Robertson moves to approve the 2015 estimated revenue amount of \$1,286,925

**Second:** M. Clark

**Discussion:** J. Foisy provided an overview of each portion making up the estimated revenue figure at the request of the Committee. Anticipated Current Use and Interest and Penalties revenues were down. J. Kelley commented that Current Use revenue of \$2,500, a figure that would assume only one or two lots coming out of current use, seemed low. J. Foisy responded that the preference is to predict a low, worst case, scenario so that adjustments can be made when it is time to set the tax rate. H. Cady commented that it would be helpful to see a five year history of the Town's revenue in order to be able to see and forecast trends. Chairman Verville recommended that the historical data be presented for next year's MBC.

**Motion:** J. Kelley moves to increase the Current Use line (3120) to \$6,000

**Second:** Vice Chairman Spillane

**Discussion:** H. Cady shared with the Committee that she closed on a piece of property yesterday with 41 acres coming out of Current Use and is aware of two additional properties for sale with potential Current Use impacts.

**Vote:** Yea 8, Nay 0, Abstained 1 – Motion Carries

F. McGarry asked why the Town was projecting a 10% decline in Motor Vehicle Permit Fees. J. Foisy answered that, unless a large portion of the population is buying new vehicles, the rate drops each year. H. Cady asked where the revenue from the State's Gas Tax was presented, J. Foisy answered line 3401. Vice Chairman Spillane commented that Motor Vehicle Permit fees should tend to be one of the more stable figures in the budget, adding that a longer history would be useful here.

**Motion:** Vice Chairman Spillane moves to bring the Motor Vehicle Permit Fees line to \$800,000

**Second:** H. Cady

**Discussion:** K. Barry spoke that generally permitting fees for the first year following a new vehicle purchase are \$18 per \$1,000 in valuation. The second year is \$15 per \$1,000. The decrease levels off after six years.

**Vote:** Yea 8, Nay 1, Abstained 0 – Motion Carries

J. Foisy continued review. State Sources was another significant change where the "other" line was reduced from \$13,142 to \$576, this figure reflects expected grant money received from the State. Vice Chairman Spillane agreed that the Town would be lucky to receive much by way of State Grants in 2015. Chairman Verville asked why the Charges for Services line are reduced by approximately 1/3. J. Foisy spoke that it was reduced with the assumption that if the Warrant Article for the creation of a Special Detail Revolving Fund is passed, the income from the Police Department's detail work would be eliminated from this line. Chairman Verville asked how many times the Warrant Article has been put before the voters and turned down? Selectman Robertson answered two, possibly three times. He went on to say that the Select Board believes it has done a thorough job of explaining the function of the fund this year. Vice Chairman Spillane commented that he is not one to budget based on speculation and is uncomfortable forecasting the line with such optimism.

**Motion:** Vice Chairman Spillane moves to increase line 3401.3406 by \$20,000 to \$80,000

**Second:** H. Cady

**Discussion:** F. McGarry asked what amount of the prior year's revenue was for detail worked. J. Foisy answered \$44,134.

**Vote:** Yea 6, Nay 3, Abstained 0 – Motion Carries

**Motion:** Vice Chairman Spillane moves to approve the new 2015 Estimated Revenue amount of \$1,410,425

**Second:** F. McGarry

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

## Municipal Warrant Articles

Chairman Verville reminded Committee members that if any Warrant Articles are changed during the Deliberative Session they will be reconsidered by the MBC for vote prior to going to ballot. Additionally, immediately following Friday's Public Hearing the MBC will finalize its votes.

**Motion:** Selectman Robertson moves to recommend Warrant Article 1 – To see if the town will vote to raise and appropriate the sum of Seventy Three Thousand Dollars (\$73,000) for the purpose of a metal, weather tight cold storage building 40' X 60' with 16' clearance inside, concrete slab and wired for electricity for the Highway Department.

**Second:** M. Clark

**Discussion:** Selectman Robertson spoke that, following the Committees questions at its last meeting, the Road Agent is putting together a site plan to be disseminated at or prior to the Public Hearing. The intended location for the building is on the lower level of the lot, beyond the current sand piles. The Road Agent is also preparing a cost estimate for a traditional wood sided building. M. Clark asked if the previous talk of creating a Safety Complex near the School is still a goal of the Town's and, if so, is the relocation of Highway Services included in this plan? Selectman Robertson responded that the Complex may be re-proposed in the future. He added that the present state of the Highway Shed is so poor that the discussion will likely circle back to what to do with the overall facility, but reminded that a steel frame storage building would likely be able to be relocated. Chairman Verville expressed his interest in finding out the expected maintenance costs of a metal versus wood building. H. Cady spoke that the Nottingham Police and Fire building is a steel building, she feels it is gorgeous and encouraged anyone interested to go take a look. F. McGarry will abstain from this vote until he has had an opportunity to review the proposed plot layout.

**Vote: Yea 7, Nay 1, Abstained 1 – Motion Carries**

**Motion:** Selectman Robertson moves to recommend Warrant Article 2 – To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000), to be placed in the previously established Fire Apparatus and Equipment Capital Reserve fund.

**Second:** M. Clark

**Discussion:** Selectman Robertson spoke of the continued long term planning for the Fire Department. Seventeen Self-Contained Breathing Apparatus (SCBAs) will need to be replaced in 2015 at a cost of \$5,803. Three were replaced in 2014, with fourteen units remaining. Additionally the Department will need trucks and other equipment over the coming years. H. Cady asked if the replacement of the SCBAs is a State mandate, and whether or not the State provides funding. M. Tibbetts answered that it is a requirement of the National Fire Protection Association. Additionally, he explained that the Protective Clothing has ten-year expiration under Federal Law and many sets need replacement. Vice Chairman Spillane asked what the current balance in the fund is and M. Tibbetts answered \$50,000 placed in reserve from 2014.

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

**Motion:** Selectman Robertson moves to recommend Warrant Article 3 – To see if the town will vote to raise and appropriate the sum of Forty Two Thousand Dollars (\$42,000) for the purchase of a new command vehicle for the Fire Department.

**Second:** M. Clark

**Discussion:** Selectman Robertson described that the current command vehicle is a 2004 Tahoe that has seen significant usage. M. Tibbetts added that they discovered recently that, while outwardly the truck appears to be in great shape, it is rusting from the inside out. H. Cady recommended that the Town adopt a policy to have all its vehicles undercoated. Chairman Verville noted that in 2014 this Warrant Article was defeated by a vote of 304 to 861 and suggested that if it is a sincere need that the Town campaign aggressively for its passing with the new information. M. Clark asked if there was a way to include language to clarify "to replace the 2004 Chevy Tahoe" and Selectman Robertson agreed to ask the Town Attorney and DRA. F. McGarry asked whether the Department still plans to keep the 2004 for miscellaneous use, M. Tibbetts responded that no, they probably will not.

**Vote: Yea 8, Nay 1, Abstained 0 – Motion Carries**

**Motion:** Selectman Robertson moves to recommend Warrant Article 4 – To see if the town will vote to raise and appropriate the sum of Forty Thousand Fifty Dollars (\$40,050) for the purpose of replacing windows, siding and energy improvements to the George B. White Building.

**Second:** M. Clark

**Discussion:** Selectman Robertson spoke that this is the next phase to the ongoing improvements at the George B. White building. This installment will be to address the lower segment of the building. H. Cady complimented M. Tibbetts and the Select Board on the work it has done to keep the building updated, noting that the new carpet looks fantastic.

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

**Motion:** Chairman Verville moves to recommend Warrant Article 5 – To see if the town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing Police Vehicles and Equipment for Police

Vehicles and to raise and appropriate the sum of \$40,000 (forty thousand dollars) to be placed into this fund, and to name the Board of Selectmen as the agent to expend. Further, this Capital Reserve Fund cannot be used to purchase either Police Vehicles or Equipment for Police Vehicles, or both in any fiscal year in which either Police Vehicles or Equipment for Police Vehicles, or both, are funded in part or in whole from the Town of Deerfield Budget. (Petitioned warrant article).

**Second:** Vice Chairman Spillane

**Discussion:** Chairman Verville spoke in support of the Warrant Article. He noted that, by the Police Chief's testimony, the loss of one cruiser would throw the Department out of cycle and result in disaster and therefore suggested the Warrant Article should be thought of as an interest bearing rainy day fund. He added that rainy day money is set aside for all other equipment and vehicles in the Town and he feels doing so for the Police Department would be good and prudent practice. Selectman Robertson spoke that the Select Board considers a cruiser to be a tool of the trade and that it is comfortable with the current replacement mechanism and schedule. Generally, the Select Board found the language of the Article to be convoluted and believes the current system to be straight forward. Vice Chairman Spillane asked if the Warrant Article only prohibits the Town from being able to buy a vehicle from *both* budget and Capital Reserves in the same year and Chairman Verville confirmed that yes, the Article in no way precludes the Town from buying a cruiser. F. McGarry spoke that his interpretation is that the Warrant Article is part of a larger long term plan to eliminate Police cruisers entirely from the general budget by pointing to this resource and expressed his concern with such.

**Move the Question:** H. Cady

**Vote: Yea 4, Nay 5, Abstained 0 – Motion Carries**

**Motion:** Selectman Robertson moves to recommend Warrant Article 6 – To see if the town will vote to raise and appropriate the sum of Thirty One Thousand Dollars (\$31,000) for the purchase of a storage shed for the Swap Shop at the Transfer Station.

**Second:** M. Clark

**Discussion:** Selectman Robertson spoke that this would benefit both the Transfer Station and Swap Shop operations as both groups have the need for additional space. Vice Chairman Spillane asked about the size, construction and location of the proposed building. Selectman Robertson responded that it will be a wood frame building and that he will request a sketch and location information from the Transfer Station Manager for the Public Hearing.

**Vote: Yea 5, Nay 3, Abstained 1 – Motion Carries**

**Motion:** Selectman Robertson moves to recommend Warrant Article 7 – To see if the town will vote to raise and appropriate from surplus the sum of up to Twenty Five Thousand Dollars (\$25,000) to be placed in the previously established Expendable Trust Fund for the purpose of repairs to Municipal Government Buildings and related infrastructure.

**Second:** M. Clark

**Discussion:** Selectman Robertson described a number of ongoing problems with the Government Buildings that need to be addressed including water, sewage and heating system projects. There was some question about the language, the Committee noted that the School Warrant Articles are more specific in their excluding of monies from taxation. J. Foisy responded that the language was compiled under the direction of the DRA. H. Cady asked that the current balance of the fund and a history of its expenditures be provided. Selectman Robertson confirmed that the Town will provide that information.

**Vote: Yea 8, Nay 0, Abstained 1 – Motion Carries**

**Motion:** Selectman Robertson moves to recommend Warrant Article 8 – To see if the town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be placed in the previously established Capital Reserve Fund to purchase Rescue vehicles and equipment.

**Second:** M. Clark

**Discussion:** Selectman Robertson spoke that this setting aside of money is part of the ongoing preparation of expenses associated with the Rescue Squad.

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

**Motion:** Selectman Robertson moves to recommend Warrant Article 9 – To see if the town will vote to raise and appropriate the sum of Six Thousand Dollars (\$6,000) to be used by Northwood Lake Watershed Association to control the Milfoil in Northwood Lake.

**Second:** Chairman Verville

**Discussion:** The Select Board was approached by the Northwood Lake Watershed Association requesting financial assistance in their work to fight milfoil as Deerfield owns property on the lake. Epsom participates in the cost and the work is being done with the goal to preserve property values.

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

**Motion:** Chairman Verville moves to recommend an Operating Budget of \$3,828,823 and default Operating Budget of \$3,687,374

**Second:** Vice Chairman Spillane

**Vote:** Yea 6, Nay 3, Abstained 0 – Motion Carries

Chairman Verville suggested that the Committee should make a recommendation regarding Warrant Article 13 – To see if the town will vote, pursuant to NH RSA 35:9-a-II, to authorize the Trustees of Trust Funds to pay for capital reserve fund investment management services, and any other expenses incurred, from capital reserve funds income. No vote by the town to rescind such authority shall occur within five years of the original adoption of this article. Chairman Verville provided some background to the situation, citing that the Trustees of Trust Funds face significant challenges in filling the positions. If the number of Trustees drops to one or zero, they would be unable to meet quorum and management of the Trust Funds would fall to the Select Board. The Select Board has no interest in being the responsible party for managing the Trust Funds and this Warrant Article would allow for an outside investment firm to oversee the accounts and conduct the necessary State filings.

*Member Jeff Kelley was excused at this time*

Vice Chairman Spillane expressed reservation about the mandatory five year term. C. Levesque, who serves as a Trustee, described the current arrangement whereby the Trustees are chaired by Jim Sullivan and accounts are invested with Cambridge Trust. The Town has a dedicated investment representative and accounts are held in zero risk vehicles, incurring no fee. Trustees received statements monthly and have online access. Other accounts held with Cambridge Trust, for example the Women's Club do have fees associated with them. She spoke that the relationship has worked very well.

M. Clark asked whether the Warrant Article would apply to the School's money held in Trust, or if the School would require a separate Warrant Article. P. Aubrey responded that he is of the opinion the Trustee of Trust Funds falls under the Town Office's control and that a separate warrant for the School would not be necessary. Chairman Verville encouraged C. Levesque to work with the Trustees of Trust Funds to put together a recommendation on the topic for the Public Hearing.

***In the interest of time further discussion was tabled until Friday's Public Hearing.***

#### **Discussion & Review of the 2015-2016 School Budget**

M. Clark updated the Committee on changes made to the proposed School Budget during the past week. The new bottom line is \$12,173,951. \$9,000 was added to the Electricity line based on the YTD usage. Additionally the School Board has removed one of the previously proposed Regular Education Para Professionals and the associated benefits in line 1100.114.108.000.

The question raised at the last meeting regarding the accounting for students was discussed. The SAU apportionment of costs is the vehicle in which the State accounts for students and uses the Average Daily Membership (ADM) figure. ADM is similar to Full Time Equivalent (FTE) and does not equal the number of student bodies in a given class. M. Clark spoke that the ADM is also used in determining allocation of State Education Aide and other categories throughout the system. H. Cady was concerned that the figure does not account for High School Students so that Concord receives the benefit of the count for State Allocation Calculations. She voiced concern that, within the SAU, the Pembroke figures include High School students, whereby Deerfield and the other Towns are underrepresented. M. Clark countered that the SAU has minimal management of the DCS High School Students, as opposed to Pembroke where they do service the High School population. H. Cady felt that tuition is the payment for management and that generally Towns using an outside High School are negatively impacted by the current formula. Vice Chairman Spillane pointed out that, if High School students were included in the ADM calculation Deerfield would receive more money from the State, but conversely would need to pay more money to the SAU, making it unclear whether there would be any cost savings. C. Levesque expressed surprise that the Equalized Valuation figure for Pembroke was not higher considering the Commercial properties located in that Town. P. Aubrey responded that the DRA is the source for all valuation figures and that the student counts and any associated formulas come directly from the Department of Education.

In other outstanding questions, M. Clark reported that Sports participation at DCS climbed from 213 during the 2013-2014 school year, to 225 for 2014-2015.

D. Boisvert reported that the School currently uses two external hard drives for backup, each holds 10 terabytes of data. One is a long term, separate storage space for older files and the other is used for routine backups. The proposal is to purchase another 10 terabyte drive and the School believes that the best option for data protection will be to physically carry the drive to an offsite location. The current bandwidth would not support remote offsite backups over the lines.

M. Clark updated that the components of the 33% increase to the Grounds Maintenance Line includes the additional costs for brush-hogging, an increase to the cost of mowing, and doubling of the amount of gravel purchased. Vice Chairman Spillane asked what the actual increase in the cost of mowing was and M. Clark answered that it has increased from \$3,780 to \$3,960.

Vice Chairman Spillane asked how the budget may be affected by the pipe that burst recently at the School. M. Clark answered that it will have no impact on the budget currently under review, but may impact next year. P. Yergeau spoke that the School has no final cost figure for the work, but confirmed that there was a burst in the radiator and a piece of the ventilator is being replaced. Selectman Robertson noted that if the burst was the result of a freeze, the repair would be likely covered under the Schools Insurance Policy, less its \$1,000 deductible. Mike Davis will be looking into the issue further.

M. Clark continued on with a review of the overall proposed budget. She noted that the budget includes the addition of one new teacher under the Regular Programs and that the High School Tuition line is down significantly due to the new Concord High School contract. F. McGarry asked about the planned 76% reduction to math supplies and M. Clark answered that the line is for math consumables that are on a two-year replacement cycle with 2015-2016 being an off year.

Discussion on the Guidance staffing was opened with M. Clark reading the Department of Education guidance for Elementary and Middle Schools Guidance Staff to Student ratios. Language calls that, in Elementary Schools the ratio should not exceed 1 staff per 500 students, and that in Middle Schools that ratio should not exceed 1 staff per 300 students. The population at DCS levels pre-K through 8<sup>th</sup> grade is currently 495. Vice Chairman Spillane interpreted the DOE language to mean that Deerfield would need a population of 800 students before requiring two full time Guidance Counselors. M. Clark responded that, because of the configuration of the building Deerfield is considered an Elementary School. If there was a separate building for grades 4-8, that would be considered by the State to be a Middle School. The School Board feels that students in grades 4-8 have the needs of Middle School Students and fall in the suggested ratio of 1:300. Chairman Verville asked what the population of grades 4-8 is. F. McGarry calculated 255. Chairman Verville followed that if the anticipated enrollment figure of 513 is accurate, that amount will exceed the 1:500 threshold, requiring two Guidance Counselors. Vice Chairman Spillane suggested a Part Time Counselor and spoke that he feels this is an area the School has constantly failed to look at for potential cost savings.

In other review, F. McGarry asked why there had been a reduction in the Nursing salary, M. Clark answered that, following a retirement, a new Nurse was brought on at a lower rate. H. Cady asked whether the Nurses receive benefits and P. Yergeau answered that both positions are eligible for benefits based on the percentage of time worked. H. Cady asked whether the Secretary Salaries could also be expected to be reduced and M. Clark confirmed that yes, she believes that would be likely.

In the Operation and Maintenance portion of the budget H. Cady asked why the electric usage at the School has increased so dramatically. P. Aubrey responded that the answer is to be determined. \$30,000 has been spent through the first six months of the year and need to examine the matter in more depth. They will be conducting further review and expect an updated energy audit may be a piece of that research.

On Pupil Transportation, M. Clark informed the Committee that the new contract had an increased cost of 1%, the reduction from eight to seven buses will continue for next year. She noted an increase to the Field Trip line and described that new State Law says that Parents and Teachers can no longer transport students in personal vehicles.

H. Cady spoke that she finds the three year retirement notice, and associated pay, to be offensive and feels the School Board owes it to the community to renegotiate that piece of the contract. Vice Chairman Spillane asked what would happen were the funds to be paid and the Teacher to later decide not to retire. P. Yergeau confirmed that the language was changed to create clarity so that the expressed intention to retire is considered a formal resignation. H. Cady asked when this contract would be next negotiated, H. Clark answered that negotiations will begin in September 2015.

Chairman Verville asked about the transfer to Food Services under the Miscellaneous Accounts line and a general conversation about food service waste and government funding ensued. Chairman Verville asked whether the School has tracked the solid waste leaving the cafeteria over time to determine whether changes to Federal requirements are resulting in more waste. P. Yergeau responded that, with no data from before the changes, they would be unable to quantify any change, but confirmed that, from a qualitative perspective, the bags are heavier. It was estimated that \$47,600 will be received from the Federal Government and Chairman Verville wondered whether the Town might be better off refusing the federal money to create better efficiencies and reduce waste in house. P. Aubrey spoke that most Federal and State funding is interconnected so that the School cannot refuse one without forfeiting the others, additionally, if Deerfield were to stop participating the State as a whole would lose Federal Funding. DCS receives some \$3 million in State and Federal Funding each year, approximately 25% of its operating budget.

**Motion:** M. Clark moves the 2015-2016 School Operating Budget bottom line of \$12,173,951

**Second:** Selectman Robertson

**Vote:** Yea 7, Nay 1, Abstained 0 – Motion Carries

Chairman Verville informed the Committee of an inquiry he had made of the School Board by email to M. Clark. Following the question being raised in-meeting by K. Cote, Chairman Verville asked the School Board to provide an estimation of the monetary impact implementing Common Core and Smarter Balance standards has had. Chairman Verville does not believe that the School can re-align its curriculum to a new set of standards without incurring some expenses. He provided professional development, creating

new or updating current lesson plans, purchasing of educational materials, man hours spent and hardware/software purchases as areas where an added cost might be seen and asked the School to estimate a dollar figure. Selectman Robertson found the inquiry to be a question of Chairman Verville's and not of the MBC as a whole. M. Clark responded by saying that the topic of Common Core will be covered at the next School Board meeting, to be held February 4<sup>th</sup> in the Town Conference Room at 6p. She did not feel that a philosophical discussion of Common Core and Smarter Balance is appropriate for this venue, but assured the topic would be fully covered at the School Board meeting. At this time, unless Chairman Verville is making a motion with a specific dollar amount and line item, she would ask that the Committee move on.

#### **Discussion & Review of the 2015 School Warrant Articles**

**Motion:** M. Clark moves to recommend Warrant Article 2 – Shall the District vote to raise and appropriate the cost items set forth in the collective bargaining agreement reached between the Deerfield School Board and the Deerfield Para-educators Association for the 2015/2016 fiscal year, which calls for the following estimated increases in salaries and benefits totaling: 2015/16 - \$24,543, 2016/17 - \$25,823 and further to raise and appropriate the sum of \$24,543 for the 2015/2016 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year

**Second:** Selectman Robertson

**Discussion:** M. Clark described that the negotiated and ratified contract is a two year agreement that includes one step in salary plus 1% in year one and one step in salary plus 1% in year two. Other changes include additional language to allow for immediate termination during certain egregious scenarios and adding the word "unordered" in regards to the order releases are made. Additionally, wages must now be paid for time worked as a requirement of the State. Para-educators are no longer able to elect equal pay over the fiscal year. H. Cady asked to see a copy of the proposed contract. Other changes to the contract include an additional \$0.50/hour for Para-educators who have toileting responsibilities and defining "immediate family" to include "step" familial relations. The School Board has eliminated the Point of Services Health Plan and added an Open Access Plus Plan to the policy, resulting in an \$11,922 savings potential. Insurance buyout amounts were also changed. Vice Chairman Spillane summarized that the end result of the changes to insurance is that Para-educators are now responsible for some of the deductible and co-pay costs, M. Clark confirmed yes, that would be correct for those using Open Access plans.

**Vote: Yea 7, Nay 1, Abstained 0 – Motion Carries**

**Motion:** M. Clark moves to recommend Warrant Article 3 – To see if the Deerfield School District will vote to raise and appropriate the sum of up to thirty-five thousand dollars (\$35,000) to be added to the **Playground Expendable Trust Fund** previously established. This amount to be raised from taxation.

**Second:** Selectman Robertson

**Discussion:** Playground Fundraising Committee Chair Alan O'Neal presented an overview of the progress made to date. He spoke that the current wooden playground structure is 24 years old, is non-accessible for handicap students, and over time has had six major pieces removed. In 2011 the Town voted to establish the Expendable Trust Fund and to place \$25,000 in reserve. The total cost for the first three phases of the Playground equipment is \$70,260.40. Shipping is estimated at \$4,900 and professional installation would cost \$13,000 for a total of \$88,160.40. Fundraising to date has yielded \$39,016.16, leaving an estimated balance to be funded of \$24,144.24.

The Playground Fundraising Committee will be holding a meeting Tuesday, January 13<sup>th</sup> in the School Cafeteria to discuss a community build versus a professional installation. They are currently doing research to see what other factors may be in play, primarily insurance and liability associated with using volunteers. A. O'Neal spoke that recently two generous and significant donations have come in, \$8,000 was gifted in the memory of Mary Mahoney, and the Deerfield Veterinary Clinic made a \$5,000 matching gift. As a result, he will be looking to reduce the amount of this Warrant Article from \$35,000 to \$25,000 during the Deliberative Session.

Selectman Robertson complimented the Committee and thanked them for their efforts. H. Cady asked that an informational sheet, laying out the figures given by Mr. O'Neal be made available for the Public Hearing. F. McGarry pointed out that the wording "up to" should be eliminated from the Article as it will not be an amount drawn from surplus. M. Clark confirmed and will modify at the Deliberative Session. Vice Chairman Spillane suggested holding some monies in the fund for the ongoing maintenance costs of the structure. A. O'Neal spoke that the structure is expected to be very low maintenance. The aluminum posts on the structure have a 99 year warranty. There is one final phase of the plans that calls for a Hill Slide to be put in, that piece would cost approximately \$10,000.

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

**Motion:** M. Clark moves to recommend Warrant Article 4 – To see if the Deerfield School District will vote to raise and appropriate the sum of up to twenty-five thousand dollars (\$25,000) to be added to the **Facility Paving Plan** previously established. This sum to come from the June 30, 2015 fund balance available for transfer on July 1, 2015. No amount to be raised from taxation.

**Second:** Selectman Robertson

**Discussion:** M. Clark described that this will be the second phase of the work begun last year. Plans are to pave from the road, up through to the stop sign.

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

**Motion:** M. Clark moves to recommend Warrant Article 5 – To see if the Deerfield School District will vote to raise and appropriate the sum of up to ten thousand dollars (\$10,000) to be added to the **Replacing or Repairing Technology Expendable Trust Fund** previously established. This sum to come from the June 30, 2015 fund balance available for transfer on July 1, 2015. No amount to be raised from taxation.

**Second:** Selectman Robertson

**Discussion:** M. Clark spoke that this fund was established last year as a source for keeping the School's technology running. Vice Chairman Spillane asked what the current fund balance is, M. Clark answered that the fund balance as of June 30, 2014 was \$10,000.

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

**Old Business**      None

**New Business**

H. Cady spoke that she would like to see the Town develop a policy on the use of Town-owned vehicles outside of Town. She feels that Raymond has a good policy prohibiting use of vehicles any further than ten miles from Town. In general, she feels that the Town and School Policies on the whole could use updating and would ask for those groups to do a review. Additionally, she asked that video of all public meetings be put on disc and made available to residents who do not use MetroCast, perhaps through the Library. Vice Chairman Spillane suggested that YouTube may be a good platform for making meetings available to the public at large.

**Citizens Comments**      None

**Adjourn:**

**Motion:** H. Cady moves to adjourn the meeting of January 10, 2015

**Second:** Vice Chairman Spillane

**All in Favor – Motion Carries – Meeting Adjourned @ 1:24p**

**Next Meeting Public Hearing, Friday, January 16<sup>th</sup> @ 6:00p**

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

Pending Approval by the Municipal Budget Committee