

TOWN OF DEERFIELD, NH  
MUNICIPAL BUDGET COMMITTEEMEETING

George B. White Building  
8 Raymond Road, Deerfield, NH 03037

6:30pm Tuesday 24 November 2015

MINUTES

Call to Order 6:32pm

1. Pledge of Allegiance to the Flag

2. Moment of Silence/Prayer

3. Roll Call

Present: Kevin Verville, Chairman; Fred McGarry, Carol Levesque, David Carbone, Karen Cote, Brendan O'Donnell, Steve Giovinelli, and Troi Hopkins, members; Andrew Robertson, Select Board Rep Member; Peter Menard, School Board Rep Member

Excused: James Spillane, Vice Chair

Also Present: Jan Foisy, Town Administrator; Penny Touchette, Financial Director

4. Approval of the Minutes

Tuesday 15 September: typed and submitted by B. O'Donnell. Will be emailed tonight and available for approval at the next MBC meeting.

Tuesday 27 October 2015: have not been typed up.

Application for Recording Secretary of the MBC has been received. Applicant is Jennifer Verville. She is not available to be present at the meetings but can transcribe them from the audio and video recordings. Previously, Chairman Verville has signed off on time sheets for the recording secretary. Due to conflict of interest this would need to be delegated to someone else.

**Motion:** A. Robertson makes a motion that Jennifer Verville be hired as Recording Secretary.

**Seconded:** S. Giovinelli.

**Discussion:** Who will sign off on the time cards and what basis will there be that the time cards are accurate. Chairman Verville notes that an easy way to gauge is that it will take twice as long to transcribe compared to its run time.

**Motion:** A. Robertson moves that Jennifer Verville be hired as Recording Secretary and S. Giovinelli will sign off on the time cards.

**Seconded:** S. Giovinelli

**Vote to approve Jennifer Verville as Recording Secretary of the MBC and Steve Giovinelli to sign off on her time cards: Yea 9, Nay 0, Abstained 1- Motion Carries**

5. Citizen's Comments

None seen.

Discussion about Meeting Schedule

Chairman Verville will not be present at the 8 December meeting. Discussion about whether to reschedule or cancel the 15 December meeting due to conflict with the Holiday Concert at DCS.

**Motion:** Chairman Verville moves to reschedule the 15 December meeting to Thursday 10 December 6:30pm at the George B. White Building.

**Second:** A. Robertson

**Vote to reschedule 15 December meeting to Thursday 10 December: Yea 10, Nay 0, Abstained 0 -**

## **Motion Carries**

### 6. Receive proposed 2016 Town Budget

A. Robertson provides a brief overview that the Highway Department and Police Department are the largest expenditures. The proposed budget is \$3,85,754.00 which is approximately a 5% increase over last year. The Fire Chief is a good resource for information pertaining to warrant articles. The Police Chief has background information available.

Chairman Verville explains that each page number is a department or subdepartment with supporting documents. He recommends that members have a 3-ring binder divided into sections by page number. If you have any questions, best to ask them early to give the town time to gather their answer. Preliminary drafts of warrant articles are also included. 8 January, 2016 is deadline for petitioned warrant articles. Minimum of 25 signatures approved through the Checkers of the Checklist are required for the warrant article to appear on the ballot.

The MBC will proceed by reviewing each line item and voting to increase or decrease based on the majority vote. Motion will be made to put the budget on the ballot. A separate vote will be taken on the MBC's recommendation of its passage. This vote is present on the ballot. Any Warrant Article that has a monetary impact is also voted on showing whether or not the MBC recommends its passage. This vote is present on the ballot.

Page 62 is the last page of the proposed Operating Budget. This does not include the cost of any proposed Warrant Articles.

A positive variance is noted between the 2014 Budget and the Actual 2014. The 2015 budget appears to be on the same track. A. Robertson explains that the winter weather and personnel tend to effect the budget vs actual.

### 7. Discussion and Review of 2016 Town Budget

#### a. Municipal Budget Committee, page 9.

**Motion:** A. Robertson moves the proposed budget for the MBC in the amount of \$919.00

**Second:** F. McGarry

**Discussion:** F. McGarry states that the increase of \$100.00 over last year is due to legal notices.

**Motion:** S. Giovinelli moves that the Recording Secretary be paid \$12.00 an hour (as is currently budgeted)

**Second:** C. Levesque

**Discussion:** none seen

**Vote to approve rate of pay for the MBC Recording Secretary at \$12.00 an hour:**

**Yea: 9, Nay 0, Abstained 1 - Motion Carries**

**Vote to approve the proposed budget for the MBC in the amount of \$919.00: Yea: 10, Nay: 0 -**

**Motion Carries**

#### b. Cemeteries, page 21.

**Motion:** A. Robertson moves the proposed budget for the Cemetery Department in the amount of \$21,452.00.

**Second:** F. McGarry

**Discussion:** A. Robertson states that the increase over last year is due to the Tree Care line item. This year some emergency tree removal was necessary. C. Levesque inquires about what maintenance is planned for the 2016 budget year. A. Robertson will look into what it entails.

**Motion:** C. Levesque moves to table the motion.

**Second:** S. Giovinelli

**Vote to table the motion to approve the proposed budget for the Cemetery Department in the amount of \$21,452.00: Yea: 9, Nay: 1 - Motion Carries**

A. Robertson will speak with Donald Watts, the Chairman of the Board of Cemetery Trustees, to find out at which upcoming MBC meeting he would like to speak.

c. Advertising/Regional Association, page 23.

Chairman Verville notes that with a majority vote any item previously voted on and moved through can be reopened.

**Motion:** A. Robertson moves \$3,847.00 as the 2016 Advertising/Regional Association budget.

**Second:** F. McGarry

**Discussion:** A. Robertson explains that the dues for the New Hampshire Municipal Association (NHMA) allow access to the local government center. The dues structure is based on the town population. C. Levesque asks if the increase is due to population growth since last year. A. Robertson notes that it would either be due to the population growth or increase in the dues structure. The dues calculation for Deerfield is based on a population of 4,385. NHMA is a great resource for the budget process. They hold workshops and provide books with information pertaining to town government.

**Vote to approve the proposed 2016 budget for Advertising/Regional Association in the amount of \$3,847.00: Yay: 9, Nay: 0, Abstained: 1 - Motion Carries**

d. Patriotic Purposes, page 56.

**Motion:** A. Robertson moves the proposed budget for the 2016 Patriotic Purposes in the amount of \$600.00.

**Second:** F. McGarry

**Discussion:** A. Robertson states that this year the additional money will be used to purchase and replace POW and US flags for the cemeteries.

**Vote to approve the proposed budget for the 2016 Patriotic Purposes in the amount of \$600.00: Yay: 10, Nay: 0 - Motion Carries**

e. Heritage Commission, page 57.

**Motion:** A. Robertson moves the proposed budget for the 2016 Heritage Commission in the amount of \$850.00.

**Second:** F. McGarry

**Discussion:** A. Robertson explains that \$150 is for dues paid to the Annual Preservation Trust. They also plan to update and improve their current website. P. Menard explains that the website includes history and information about the town of Deerfield. C. Levesque states that some of the money will also be used towards some plans for the town's 250th Celebration. S. Giovinelli asks about the amount of traffic on the Heritage Commission website.

**Vote to approve the proposed budget for the 2016 Heritage Commission in the amount of \$850.00: Yay: 10, Nay: 0 - Motion Carries**

f. Forestry Commission, page 59.

**Motion:** B. O'Donnell moves the proposed budget for the 2016 Forestry Commission in the amount of \$1.00.

**Second:** F. McGarry

**Discussion:** A. Robertson explains that the Forestry Commission is now under the umbrella of the Conservation Commission, \$1.00 is to hold the line item open.

**Vote to approve the proposed budget for the 2016 Conservation Commission in the amount of \$1.00: Yay: 10, Nay: 0 - Motion Carries**

g. Tax Anticipation Note, page 61.

**Motion:** F. McGarry moves the proposed budget for the 2016 Tax Anticipation Note in the amount of \$1.00.

**Second:** B. O'Donnell

**Discussion:** A. Robertson states that they do not anticipate needing a Tax Anticipation Note.

**Vote to approve the proposed budget for the 2016 Tax Anticipation Note in the amount of \$1.00: Yay: 10, Nay: 0 - Motion Carries**

Members are encouraged to review the budget and supporting documents on their own. If a member finds they have a question or want back-up material, email Chairman Verville and he will forward it to the pertinent town officials.

Chairman Verville has previously brought up concerns about adding an additional employee at the Police Department pertaining to unionization. A. Robertson has looked into whether an additional employee would create a situation for unionization and he found that is not the case.

C. Levesque brings up concerns about proper lighting at the Town Hall especially considering the upcoming 250th Celebration events beginning in January. Chairman Verville advises that this would be a topic for the Selectboard to address.

8. School Budget Update

P. Menard states that at the December 2 School Board meeting, the school budget will be finalized and will be presented at the December 8 meeting. Chairman Verville advises members that the school board meetings are available for viewing on the school website. Members can see the school board budgeting process,

9. Old Business

A. Robertson states that the tax has been set and the second tax bills have gone out. There was approximately \$1 taken off of the tax rate due to the returned funding of \$300,000.00 from the school budget.

10. New Business

None

11. Citizen's Comments

K. Cote states that someone who was not able to attend the meeting had a question about the setting of fuel costs. A. Robertson explains that fuel cost is spread throughout the departments in the budget. J. Foisy states that currently gas and diesel are budgeted at \$3.50 per gallon, heating oil \$3.00 per gallon, propane \$2.00 per gallon. These numbers are based on annual bids that run October-May.

12. Adjourn

**Motion:** F. McGarry moves to adjourn.

**Second:** A. Robertson

**Vote: Yay: 10, Nay: 0 - Motion Carries - Meeting adjourns at 7:30pm.**

*Next Meeting: Tuesday 1 December 2015*