

**TOWN OF DEERFIELD
MUNICIPAL BUDGET COMMITTEE
November 27, 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, Charles Reese, Jeff Shute and Kevin Verville, Members; Steve Barry, Board of Selectmen Rep; Maryann Clark, School Board Rep

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

Approval of Minutes April 17 and May 15, 2012:

Motion: S. Barry moves to approve the minutes as written

Second: J. Spillane

Discussion: Chairman Daley noted that the minutes should be noted as April not February. H. Cady asked that the duplicate "pm" be removed after 6 at the start time.

Vote to Approve the Minutes as Corrected: Yea - 10; Nay - 0; Abstained - 1: Motion Carries

Old Business: None

School District Budget Update:

M. Clark asked the Committee if there were any questions from the '11-'12 school year. H. Cady asked, of the teachers who requested letters of recommendation, how many ended up leaving. M. Clark answered that 11 requested a letter of recommendation and five left, the remaining six individuals were not offered positions. The five who left included a Reading, Foreign Language, Special Education and Music Teachers as well as an Assistant Principal. All of the teachers were tenured. In each of the two previous school years three teachers had left. M. Clark also addressed a previous question noting that the School is not obligated to pay personal, sick days or comp time.

M. Clark provided an update on the Honeywell Heating System Project. What she described as the "middle" section of the system, including wiring and software, was replaced at a cost of \$227,000. Of this \$64,000 was taken from impact fees and the remaining \$163,000 was taken from the money remaining in the budget, resulting in a surplus of \$145,988 being returned to the Town. J. Spillane asked if this project was put out to bid. M. Clark answered that no, the School Board felt that given the time constraints, and because the other two pieces of the system were Honeywell equipment that they should move forward with Honeywell as presented. J. Spillane expressed a concern, he feels a short bid should have been done to ensure that the School was not taken advantage of due to the emergency type situation. The current status is that the work is complete and all classrooms have a stable environment, there are some software issues still being ironed out.

J. Spillane asked for an update on the High School contract negotiations. M. Clark responded that the School Board is currently in talks with Oyster River, Pembroke Academy and Concord High School. They have held a community forum and are working to put the options on the ballot for the coming year, in an advisory manner. They are also assembling an Advisory Committee to meet on December 10th and would encourage any members of the MBC to participate. J. Spillane and M. Mann indicated they may be willing and able to serve. M. Mann asked if there were other schools considered, citing the Coe Brown discussion that took place at the Public Hearing. M. Clark said that the Board had met with Coe Brown and the first question for consideration was "Can you accommodate 200 students?" to which the answer was "No." The side comments about how they could if the Town built them a building were not to here a serious option. It was asked if they had pursued the Manchester schools. K. Verville noted that at the earlier public meetings there had been strong sentiment among the parents not to pursue Manchester.

H. Cady noted that she had spoke with a representative of the Raymond School Board and that they have room for up to 220 students. She realized their tuition is too high, but wanted to pass the information along as it has been the High School for Deerfield in the past.

Town Budget Update:

S. Barry informed the MBC that year to date the Town has spent 85% of its budget with 34 days remaining. Chairman Daley asked if there has been discussion as to how any potential surplus will be spent. S. Barry indicated the Board of Selectmen is looking into it, but will not make any decisions until the final meeting of 2012.

Receive 2013 Proposed Town Budget:

S. Barry noted that all departments worked very hard to submit bare bones budgets to accommodate the lease payment for the new Fire Truck and a 4% raise for employees. J. Spillane asked if cuts had been made to the planned infrastructure. S. Barry answered no, that all essentials are covered, but that there are no new initiatives being budgeted for. H. Cady noted that at the LGC Seminar she attended recently that she was told elected officials should not be included in raises given, and that increase should be set out as a separate warrant article. She also questioned if the leaking middle section of the GBW Building Roof is addressed in the proposed budget. S. Barry indicated that the roof repairs will be presented in a warrant article, currently drafted in the amount of \$35,000 and that some repairs have been made. L. Boswak noted that the MBC will receive the drafted warrant articles at the December 4th meeting.

Review Meeting Schedule:

Chairman Daley reviewed the upcoming meeting schedule. He suggested that the Committee use the same format as last year where next week's meeting will be to move through each department, voting and approving the less controversial departments, and then asking the heads of any departments who require further discussion to be available for the December 8th work session. The MBC will plan to review the School portion of the budget at the Tuesday December 11th and 18th and the Saturday, January 5th meetings. J. Shute confirmed that all meetings will begin at 6p, with Saturday work sessions beginning at 9a. Chairman Daley confirmed, noting all will be held at the GBW Building.

New Business:

K. Verville asked for clarification on the proposed Town Budget – what would the bottom line be without the included 4% employee raise? S. Barry responded that it would be approximately \$40,000 less and noted that the Board of Selectmen and Fire Chief are not included in the raises. J. Shute followed H. Cady's earlier comments asking who the "elected officials" would be. S. Barry indicated the Clerk, Supervisors, and the Treasurer among others. J. Spillane asked for clarification on the 2013 Proposed Town Budget – citing an instance where the figures in the Budget's line did not match the backup materials. S. Barry indicated that the backups submitted by the department heads had not been updated and indicated that the Budget Sheet is the correct number that the MBC should be considering.

Citizens' Comments:

L. Boswak asked the MBC if they preferred the Emergency Management Room for meetings over the conference room across the hall. K. Verville advocated for being across the hall to allow for public viewing. H. Cady agreed, noting the conference room next door has better seating for any members of the public who wish to attend. Future meetings will be held in the conference room.

Adjournment:

Motion: S. Barry moves to adjourn the meeting of November 27th

Second: M. Clark

All in Favor – Motion Carries – Meeting Adjourned @ 6:35pm

Next Meeting Tuesday, December 4th at 6pm

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

Pending Approval by the Municipal Budget Committee