

**TOWN OF DEERFIELD
MUNICIPAL BUDGET COMMITTEE
December 8, 2012
MINUTES**

Call to Order:

9:00am 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, Kevin Barry, Town Clerk, Alex Cote, Chief Mike Greeley, Joe Manzi, Cindy McHugh and Chief Mark Tibbetts, Department Heads

Approval of Minutes December 4, 2012

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

Second: J. Spillane

Vote to Approve the Minutes: Yea - 7; Nay – 0; Abstained – 3: Motion Carries

(Member B. O'Donnell was absent at the time of this vote)

Old Business: Chairman Daley reviewed the handouts with updated Town Department budget figures as a result of votes taken at the last MBC meeting.

Proposed 2013 Town Budget:

Warrant Article – To Establish a Capital Reserve Fund of \$5,000 for the Rescue Department

Motion: S. Barry moves to approve the Warrant Article as written

Second: J. Spillane

Discussion: J. Spillane asked if there was any intention to cap the amount this fund could grow to. L. Boswak answered that that a cap had not yet been discussed, the intent is to first establish the fund and once the Capital Improvement plan has been finalized they will have a better sense of what the Department will need for Equipment and Vehicles. J. Spillane noted that the cap could be raised down the line, but feels strongly that one should put in place to begin with. M. Mann asked, aside from a potential Ambulance purchase, what other expenditures are anticipated? C McHugh responded that the department's Lifepack 12 EKG Machine has a maintenance agreement that expires in 2016. Her recent research has shown that a Lifepack 15 can cost between \$15,000 and \$56,000. J. Spillane asked if the goal of the fund was to remove peaks and valleys from the Department's Annual Budgets or to fund specific equipment purchase. If the intent is specific equipment, why not present such as a Warrant Article. K. Verville was of the impression that the intent of the fund was to soften the blow of major expenses down the line by beginning to set aside for them now. L. Boswak confirmed, and noted that she expects a more detailed description of the Rescue Department's Capital Improvement plan to be available to voters in the coming weeks.

H. Cady expressed that she is always against these funds as people in Town now are paying for a future benefit that they may not be a resident to receive. M. Mann spoke in favor of the concept, explaining that she would hate for five years from now a Warrant Article for an essential piece of equipment to fail due to high costs and have someone's life affected, the issue seems to be \$50,000 later or \$5,000 slowly now. J. Spillane asked if \$5,000 was enough. L. Boswak agreed that \$5,000 may not be adequate but that the intent was to open the conversation and get an initial structure for the reserved funds in place. S. Barry added that this is intended to be a starting point, there are five Departments with Warrant Articles presented this way. J. Spillane asked if this maybe wasn't the best year to present these expenses, has the Town considered focusing on one or two departments with greatest needs and putting off the others until subsequent years. S. Barry's response was that all departments have expensive equipment purchases coming down the line and that these costs are not going away. L. Boswak indicated that she will work with the Planning Board to have a basic Capital Improvement Plan description available for the Public Hearing so that everyone can understand the coming needs.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

Highway Department – \$737,473

Motion: S. Barry moves to approve the department in the amount of \$737,473

Second: J. Spillane

Discussion: A. Cote noted that the budget presented is a \$28,187 increase over last year. He presented to the MBC his Capital Improvement Plan, noting that there is a need to research the current 20 year paving plan and make adjustments so that it matches the Capital Improvement Plan. He expects asphalt costs to only increase. J. Spillane asked why the line for vehicle maintenance and repair had gone down. A. Cote answered that it was in part due to the newer vehicles, and partly from being able to make repairs with less money. They had previously budgeted for a “worst case scenario” and he has been able to research and shop around for cheaper services. F. McGarry asked what the Resurfacing amount of \$1,500 on page 38 represented. A. Cote answered crack sealer. F. McGarry asked if the Department planned to use any impact fees toward road reconstruction and A. Cote responded that he was not sure if any impact fee funds remained. H. Cady noted that the School receives impact fees and offsetting revenues in a lump sum and asked how the Highway Department receives theirs. A. Cote was not sure. L. Boswak responded that it should not be an automatic distribution, but that it needs to be requested as needed and indicated the current impact fee balance is \$25,000. H. Cady asked if those fees need to be used in the area where they were generated. F. McGarry clarified that those fees are to be used to increase the capacity of the roadways, not to improve the existing roads. J. Shute asked what the contract line represented and A. Cote answered Winter Plowing. J. Spillane questioned the 30% increase to the Part Time Employee line and A. Cote responded that this was due to an increase in hours. They have begun working with a Semi Retired Certified Heavy Equipment Mechanic who is able to do many repairs in house, resulting in savings in the Equipment Repair line.

Vote to approve the Highway Department: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To use \$22,105 to Purchase a Used Chipper

Motion: S. Barry moves to approve the Warrant Article as written

Second: J. Spillane

Discussion: A. cote explained that the Department is currently in a six month lease agreement with the chipper, it has been used for 70 hours thus far. The Warrant is to purchase the same machine currently being rented. K. Verville asked what the cost of the lease is and what the expected life span of that machine would be. A. Cote answered \$8,700 for the six months and estimated a life span of approximately 30 years, noting that it is used exclusively by Town Employees on Town jobs and thus if very well cared for.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To Establish a Capital Reserve Fund of \$10,000 for the Highway Department

Motion: S. Barry moves to approve the Warrant Article as written

Second: J. Spillane

Discussion: J. Spillane asked what equipment purchases are anticipated. A. Cote answered that the Department is in need of a one ton truck, this item previously failed as a Warrant Article and as a result the Department’s Repair Line was higher. J. Spillane asked why \$10,000 was requested for the Highway Department versus the \$5,000 requested for Rescue, A. Cote answered that it is due to the more expensive nature of their equipment, for example a new grader can cost between \$280,000 and \$300,000. It is a much larger capital outlay, but also a longer life expectancy. M. Clark asked about potentially funding these Trust funds with surplus dollars as the School has been successful with in the past. S. Barry noted that the need for funds was approached this way due to the tight proposed budget and that he would be surprised if there is any surplus available at the close of this term. He also pointed out that historically surplus monies have been used to offset the tax rate.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

Parks & Recreation Department – \$33,373 – Discussion Continued from Tuesday

Chairman Daley recapped the discussion from Tuesday evening and opened conversation asking for any comments from Mr. Manzi regarding the question of taking a portion of the Department Director’s salary from the Revolving fund. J. Manzi opened by saying while he understands this is not a black and white issue and that his personal recommendation is not to support the cut at this time. He does not feel it is in the spirit of the initial Warrant Article and sees it as a budget cut where it is up to the Parks and Recreation Commission to make up the balance. He sees it as a slippery slope and while he understands that the intent is to make the Department fully self funded, he does not feel this is the time, and does not feel that the Commission has had enough time to discuss and prepare for this expense. He would hate to be put in a position to have to make a decision between funding his own salary and putting money into Department programming. In his research he believes that Deerfield is the only town in the State where the Department Head’s salary is the only expense.

The language of the original Warrant Article was read and J. Spillane clarified that the Board of Selectmen and MBC cannot compel the Department head to spend the Revolving Funds in any specific way. He feels this is setting a dangerous precedent and in leaving it up to the Department Head to decide his salary, what is to prevent that individual from giving themselves a raise. He feels this Department and this employee should not be treated differently than the rest.

M. Mann indicated that she has done a bit of research on the issue, citing Selectmen meetings as far back as 2007. She found that as early as 2008 Department salaries have been taken out of this fund, specifically that of the Assistant Director. She agrees that the issue is a problem, but does not agree with the statement that it hasn't been discussed. Originally the Director's salary was to start coming from the Revolving fund in 2012, but this was postponed a year. In 2007 it was clearly stated that the *ultimate* goal for this fund was to have the Department completely self supporting. K. Verville asked J. Manzi if it is his opinion that the Warrant Article was not intended to pay Director's salary. J. Manzi said no, that he believes the funds can be used in any way that best service the Town and Department. K. Verville commented that it is hard to believe anyone in Town would support giving an employee their own budget and allow them to determine their own salary. H. Cady commented that she would like to see more self supporting programs, but does not like the way this item was presented. She views it as \$15,000 taken from this Department to lower the budget for the Town and advance the 4% raise agenda. L. Boswak clarified that the Department Director reports to the Board of Selectmen and cannot determine his own salary, she raised issue with the misinformation and stressed that the Director is answerable to the personnel policy of the town, among other things. Any misappropriation of funds could be considered theft and punished as such. She asked the MBC to review the Department's profit and loss statement and added that Town tax dollars are already being spent to support the Parks and Recreation through the use of Town Building space.

Chairman Daley asked if there were plans for the Department to be independent of the Town. J. Shute answered that the issue has not been discussed as a Commission. M. Clark asked what the relationship between the Director and the Commission was, and L. Boswak answered that they are an advisory role only. They do not review the accounts payable and have no oversight of the revolving fund. M. Clark asked how many were on the Commission and J. Shute answered five, adding that they had hoped to have more input with the Selectmen on this topic. If the issue is with the high balance of the fund, they have ideas about how to reduce it, for example through lowering program costs and increasing scholarships.

Motion: K. Verville moves to restore \$15,000 to the Parks and Recreation Department Budget

Second: J. Spillane

Discussion: H. Cady indicated that her vote in favor of this is conditional. She is looking to the Parks and Recreation Department to do more outreach and communication on scholarships. J. Manzi agreed that they need to do a better job promoting the availability of scholarships and noted that they have put additional signage up in the building. F. McGarry shares the concerns with the way this restructuring was set up. S. Barry commented that over the years the Selectmen have been overflowing with praise for the job J. Manzi has done. He feels that the revolving fund has made the programs exponentially better and that a precedent for taking salaries from the fund has been set, this was the direction intended from day one and added that the Town has said it will pick up capital expenditures as the needs arise. He closed by saying that if, after a year, it has been tried and failed, that he would be the first to recommend putting the money back into the Town Budget. C. Reese asked if there are other long term goals for the Parks and Recreation Department that need to be funded. J. Manzi answered yes, that they have taken on the new field at Hartford Brook, and noted that in the past expenditures have included a new furnace, a new passenger van and a new cargo van. Chairman Daley noted that he likes the way the revolving fund has worked with regards to emergency repairs and with such a tight Town budget would have concerns with the Town's ability to take on maintenance expenses that had previously been covered by Parks and Recreation.

Vote to replace \$15,000 to the Department: Yea 7, Nay 4, Abstained 0: Motion Carries

Police Department – \$629,779

Motion: S. Barry moves to approve the department in the amount of \$629,779

Second: J. Spillane

Discussion: H. Cady mentioned the State gas taxes that are returned into the Department budget and noted she did not see this under Revenue. J. Foisy noted that it was included under line 3401 as "Police Department Income" and that all revenues except fines and forfeitures go there. K. Verville questioned the doubling of funds for ammunition and firearms and Chief Greeley responded that they typically run the line at \$500 for a few years and then double it to recoup the money. They do not plan for any new firearm purchases this year. J. Spillane asked what the reasoning behind the reduction in the gas line was and Chief Greeley answered that they have been purchasing vehicles with V6 engines versus the previous V8. K. Verville noted that previous budgets items such as vehicles have been pulled out and presented to the voters as a Warrant Article.

Motion: K. Verville moves to reduce the budget by \$31,999 (the purchase of a cruiser) and suggest it be presented as a Warrant Article.

Second: J. Spillane

Discussion: Chief Greeley expressed that the reason for this item being in the budget is that in the past, if presented as a Warrant Article and the Article failed the Department went without new cruisers for a number of years. If they do not keep to a yearly rotation they run into emergency replacement situations, vehicles that are beyond their warranty period, and have lower resale value. Additionally, if a Warrant Article has been voted down and something happens to a cruiser mid-year, "no means no" and the Department would be in a position where they are unable to replace the vehicle. As a result, they are of the opinion that a Cruiser is an essential part to operating the Department and thus include it in the budget. K. Verville agreed, and supports the purchase of a cruiser, but would like to see a better consistency across departments with regards to these expenses. S. Barry expressed that the reason other departments pull out these purchases is because a Fire Truck costs tax payers ten times as much as a cruiser, you are comparing \$400,000 to \$32,000. J. Spillane expressed that he is not convinced of the need to replace one every year, but agrees that the system works well for the department. He wondered if a revolving fund could also include big ticket items like the cruiser. H. Cady feels this is an issue the community always asks about and suggested a Newsletter explaining and supporting the process would go a long way in justifying the cost.

Vote to approve removing \$31,999 from the Police Department: Yea 1, Nay 10, Abstained 0: Motion Fails

Motion: K. Verville moves to remove \$1,000 from the Police Department Cruiser line at the request of the Chief

Second: J. Spillane

Discussion: Chief Greeley informed the MBC that at the time of Budget creation they were told to increase the cost of a cruiser by \$1,000, but that he has learned by email yesterday that the price is \$1,000 lower

Vote to approve removing \$1,000 from the cruiser line: Yea 11, Nay 0, Abstained 0: Motion Carries

H. Cady asked about the retirement costs, why the number presented was only 13% higher when costs were expected to go up 35%. J. Foisy answered that from 1/1/2013 through 6/30/2013 the NH Retirement Rate would be 19.95% and that for the remainder of 2013 the rate climbed to 25.3% and noted that a portion of that is paid by the employee. H. Cady believes there should be a specific detail line as every year this area is overspent. J. Spillane pointed out that if the revolving fund is established for that work that the issue would be moot.

Vote to approve the Police Department as amended to \$628,779: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To Establish a Capital Reserve Fund of \$5,000 for the Police Department

Motion: S. Barry moves to approve the Warrant Article as written

Second: J. Spillane

Discussion: K. Verville asked what this fund would be for if items such as cruisers and equipment are routinely put into the operating budget and S. Barry responded that this is for other equipment such as the purchase of bullet proof vests that comes up every five years. The Capital Improvement Plan will further detail these needs. Chief Greeley expects that this fund would aid in the purchase of items such as cruiser laptops, workstations, vests, Tasers, batteries and other unexpected equipment repairs. J. Spillane asked if the establishment of this fund would remove those other lines from the Department budget and Chief Greeley answered that there would need to be more discussion with the Planning Board as to how to use the funds to offset the normal operating costs typically covered in the budget. J. Spillane reiterated that he feels these funds should be capped.

Vote to approve Article: Yea 10, Nay 1, Abstained 0: Motion Carries

Alex noted that he feels there needs to be a better job done in communicating these budget needs and Department expenses to the Town. J. Spillane asked what the cost would be for a mid-year mailing to provide voters with a "Department Update" of sorts and L. Boswak will research this.

Fire Department – \$122,179

Motion: S. Barry moves to approve the department in the amount of \$122,179

Second: M. Clark

Discussion: K. Verville asked if the additional \$9,999 under the Part Time Employee line was a new hire and Chief Tibbetts answered that those monies represent the Chief stipend approved last year. F. McGarry asked why Vehicle Maintenance and Repair was able to be reduced by \$32,000 and Chief Tibbetts answered that in 2012 there was a purchase of a Forestry Truck and in 2011 there was a refurbishment expense which is no longer needed with the new leased truck. With regards to the Training he indicated that Deerfield will be hosting a Fire Fighter 2 course in March and expect 6 people to attend at a cost of \$1,000 per person. J. Spillane asked what the terms of the lease on the new truck were and if a default budget was voted in, would the funds be there? L. Boswak responded that the lease of the truck is not in the budget as a contractual obligation, but that it is shown as a long term debt and thus, if the funds are not available, they can return the truck, but that she believes the Selectmen would locate the funds necessary to keep the truck, it is an 8 year lease term, the first four

payments are for \$61,160.78 and after year four it is anticipated that the capital reserve fund interest will pay for the remaining four years. J. Shute confirmed that 2013 is year one and L. Boswak clarified that 2013 is year two of the lease.

Vote to approve the Fire Department: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To Establish a Capital Reserve Fund of \$50,000 for the Fire Department

Motion: S. Barry moves to approve the Warrant Article as written

Second: F. McGarry

Discussion: S. Barry informed the Committee that this proposal is in line with the other four departments. They are anticipating needing a new Tanker in four years. J. Spillane questioned if it would be possible to use the previously established Capital Reserve fund and to add additional monies to it, to which L. Boswak answered no, because the previous fund was specific to the purchase of that truck. The language for this new fund has been changed to make it more general to avoid those limitations in the future. K. Verville asked why we would want to avoid specificity to which L. Boswak answered that more general language makes funds open and available for when grant opportunities come up that require matching funds. Chief Tibbetts used the Scott Air Packs as an example of an upcoming cost, the Department received a grant in 2006 to purchase 20 packs for \$125,000. These have a ten year warranty and are due to be replaced in 2016 at a cost of between \$6,000 and \$6,800 each.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To Establish a Stipend of \$25,000 for the Fire Fighters

Motion: S. Barry moves to approve the Warrant Article as written

Second: M. Clark

Discussion: S. Barry informed the Committee that this proposal intended to be run the same way that the Rescue Stipends are where a point system is used and the sum is divided among the Fire Fighters at year end. J. Spillane asked if the Chief would be included in this pool and would like to know how many are in the department. Chief Tibbetts clarified no, that he would not be involved in this and that there are currently 32 Fire Fighters who would be eligible to participate in the stipend.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To Raise \$35,000 for Windows, Siding and Energy Efficiency Improvements at the GB White Bldg

Motion: S. Barry moves to approve the Warrant Article as written

Second: J. Spillane

Discussion: S. Barry explained that this is a continuation of the work that has been done the previous two years on the building. K. Verville noted that people have expressed concerns with the quality of the Public Restrooms in the middle of the building and asked if that would be addressed here, to which Chief Tibbetts answered that those are not in this section, but that they are being worked on continuously. J. Spillane asked if there were any grants available for energy efficiency improvements. Chief Tibbetts said that they are always looking, but do not currently have any identified.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To add \$25,000 to the Expendable Trust fund for Municipal Buildings and Infrastructure

Motion: S. Barry moves to approve the Warrant Article as written

Second: J. Spillane

Discussion: J. Spillane asked what the current fund balance is to which L. Boswak answered \$25,000 plus any interest accumulated. She added that the fund is there for purely emergency purposes and that the goal is to raise its balance to roughly \$100,000 for the eventual replacement of the septic system.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To Raise \$19,775 to Side, Maintain and Repair the Birch Road Fire Station

Motion: S. Barry moves to approve the Warrant Article as written

Second: M. Clark

Discussion: Chief Tibbetts explained that the building, being 32 years old, requires some repair work.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To Raise \$2.4M through Bonds and Notes for the Design, Engineering, Equipping and Construction of a Safety Complex, with \$330,300 as the First Year Bond Issuance and Payment, 3/5 Vote Required

Motion: S. Barry moves to approve the Warrant Article as written

Second: M. Clark

Discussion: Chief Greeley opened discussion by explaining that the current space that houses the Fire and Police Departments are raising several safety issues and they feel that it is time to present this proposal to the Public. He cited issues with the current arrest and booking areas, if a prisoner is in need of the restroom they need to be escorted into the

public restrooms, and the Department has continually been in violation of the State's Juvenile Act where underage offenders are required to be sight and sound separate from the adult population. Chief Tibbetts added that the Fire Station has outgrown its space, so much that in instances where they are receiving mutual aid workers are forced to sit outside, additionally he stressed that the location is in a dangerous area of Town where traffic patterns are not well-suited to the big trucks.

J. Spillane asked what the increase in cost for this project has been between 2004 when it was originally presented and current, noting that this would be good information to give to the public. Chief Greeley indicated that in 2004 the Municipal Bond bank required \$1.87M for the proposed project, and today expects to require \$2.2M to \$2.4M. J. Spillane asked where the proposed location is and Chief Tibbetts answered over on the Town property by Freeses Pond, adding that the area is closest to the center of Town and has good sight clearance. J. Shute asked what the square footage would be and Chief Tibbetts answered 17,116 square feet. The MBC should go by the floor plan, not the drawn diagram. K. Verville asked if the Departments had calculated the costs to improve the existing locations or had given any thought to that information. The Chiefs did not have a specific number, but felt that even with major improvements to the existing facilities they would still not be up to public safety standards.

H. Cady asked what the anticipated Bond rate was and J. Foisy answered that a rough estimate of 3.5% was given, Chief Greeley expanded that this would translate into \$0.62 in year one on the Tax Rate, decreasing to \$0.46 in year ten. F. McGarry questioned if they had considered a 20 year bond term as the life of the building would justify, S. Barry responded that they had numbers at the 10, 15 and 20 year increments, but that the additional interest charges made the longer options unattractive.

K. Verville asked how often the Police Department has instances of having more than one individual in booking, or having both a juvenile and adult prisoner at the same time. Chief Greeley could not provide specifics, but reinforced that potential for something to happen is real, and that it only takes one incident for something to happen where the Town would be held liable. H. Cady asked if the Town could take a mortgage to which L. Boswak answered that this amount of money must be bonded as part of the Town's long term debt. C. Reese asked if there could be any savings to the Town's liability insurance as a result of completing this Complex to which J. Foisy indicated that she was not aware of any penalties on the current facilities. M. Clark asked if the South Station would still be maintained with the completion of this building and Chief Tibbetts confirmed yes. K. Verville asked if there had been any discussion on the sale of the existing buildings, as a means to offset some of these costs and S. Barry responded that the issue has not yet been discussed.

The Chiefs plan to do a full presentation at a Public Hearing in the near future and encourage anyone to tour the current facilities.

Vote to approve Article: Yea 9, Nay 0, Abstained 2: Motion Carries

Transfer Station - \$328,409

Motion: S. Barry moves to approve the department in the amount of \$328,409

Second: J. Spillane

Discussion: S. Barry noted the reduction in this budget of \$19,987 year over year and informed the Committee that the New Loader was purchased in 2012 with a fantastic savings. A Warrant Article in the amount of \$110,000 was originally approved and the Town was able to purchase a Loader with attachments and several accessories for \$107,000. F. McGarry noticed that the current year's revenue was down and questioned why. J. Foisy responded that these inflows do not always occur monthly, that the Department could be getting more payments, but that it depends on when the items are taken away. J. Spillane asked if the Department feels they are covering the cost of disposal with the fees that is charges. L. Boswak responded that they are still working to identify some of the problem items, but that yes, in general most of the charges cover the fees to the Town. C. Reese asked if the Hazardous Waste days had leveled off in terms of items turned in and S. Barry answered yes, that they have been going very well. H. Cady noted that there had been some talk of an individual disposing of electronics for free, does this still happen? L. Boswak answered that Rick consistently seeks out those types of people and programs in an effort to keep costs down.

Vote to approve the Transfer Station: Yea 11, Nay 0, Abstained 0: Motion Carries

Warrant Article – To Establish a Capital Reserve Fund of \$5,000 for the Transfer Station

Motion: S. Barry moves to approve the Warrant Article as written

Second: M. Clark

Discussion: L. Boswak indicated that this is expected to be for the future purchase of a Front End Loader, which can cost \$19,500, along with storage containers which run from \$8,000 to \$10,000 a piece. J. Spillane expressed that he would like to see this fund capped.

Vote to approve Article: Yea 11, Nay 0, Abstained 0: Motion Carries

In summary, Chairman Daley noted the new bottom line of \$3,390,963, up \$13,188 from previous adjustments. L. Boswak asked the Chair if it had been verified as to whether elected officials needed to be separate from Town Employees with regards to the raise, he had not, but will do so.

Motion: J. Spillane moves the Town Budget in the amount of \$3,390,963

Second: F. McGarry

Discussion: Chairman Daley expressed his concern with the issue of pay raises, though he personally is in the same boat having gone five years without a raise, he supports the raise for Town Employees and would ask the MBC if it should consider asking the Selectmen to present the 4% raise as a Warrant Article, versus being worked into the Operating Budget. H. Cady is of the opinion that the budget represents the “cost of doing business” and that included in that are salaries and benefits. K. Verville added that he feels pulling the item out as a Warrant Article puts it at a significant risk of not passing.

Vote to approve the Town Budget Bottom Line of \$3,390,963: Yea 10, Nay 1, Abstained 0: Motion Carries

New Business:

M. Clark presented the Committee with the current 2012/2013 School Budget projections along with the proposed 2013/2014 budget along with an SAU fee breakdown and the certified and non-certified staff rosters. The MBC will review this information in preparation for discussion at the December 18th meeting. Chairman Daley requested a classroom breakdown and M. Clark will provide. She indicated that both contracts have been ratified and she will bring to the Tuesday, December 18th meeting. H. Cady noted that she would like to see the contract.

Motion – K. Verville moved that the MBC add a moment of silence to its meeting agendas following the pledge of allegiance to allow members to mentally prepare for the meeting to come

Second- J. Spillane

No formal vote was taken, but Committee Members were agreeable and this will begin at the next meeting.

Chairman Daley formally thanked Leslie, Jan, Katie and the Department Heads for their work with the Committee today.

Citizen’s Comments: None

Adjournment:

Motion: S. Barry moves to adjourn the meeting of December 8th

Second: M. Clark

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

Next Meeting Tuesday, December 18th at 6pm

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