

TOWN OF DEERFIELD, NH  
MUNICIPAL BUDGET COMMITTEE  
George B. White Building  
8 Raymond Road, Deerfield, NH 03037  
9:00am Saturday, 3 December 2016  
MINUTES

Call to Order 9:00am

1. Moment of Silence/Prayer

2. Roll Call

Present: James Spillane, Chairman; Ian Scott, Kevin Verville, Steve Giovinelli, Carol Levesque, Karen Cote, David Carbone, Members; Zach Langlois, School Board Rep Member; Andrew Robertson, Select Board Rep Member

Excused Absence: Bill von Hassel, Vice Chairman; Troi Hopkins, Member

Also present: Evelyn DeCota, Philbrick-James Library Librarian; Denise Grieg, Welfare Director; Joe Manzi, Parks and Recreation Department Director; Erik Burgland, Conservation Commission; Rick Pelletier, Building Inspector and Director of the Transfer Station; Jan Foisy, Town Administrator; Gary Duquette, Police Chief; Mark Tibbets, Fire Chief and

3. Citizen's Comments

Maureen Mann, Stage Road, comments regarding the previous MBC meeting discussion pertaining to the decision of the maximum salary for the open librarian position. She had spearheaded the salary increase for the librarian five years ago. At that time the librarian was the lowest paid in the district. The librarian's salary has only fallen further behind since then. A request was made by the MBC that the librarian provide research that shows that the proposed salary increase for the open position is appropriate. She hopes that as was stated, members of the MBC have conducted the same research. Ms. Mann also states that it was inappropriate to suggest that a librarian or library director should be asked to clean toilets and vacuum in order to earn the maximum of \$25 an hour. Ms. Mann reads from a document from 2012 when the library had one full-time and two part-time employees and the total budget was \$98,000. At the same time, out of the four surrounding towns- Candia, Nottingham, Northwood, and Epsom the next lowest budget was just over \$129,000 (Candia, which also receives an endowment). In the same year the budgets for the remaining three towns were as follows; Northwood, \$162,000; Nottingham, \$156,000; and Epsom, \$167,000. These towns have only increased their budgets since. Ms. Mann states that although she does not believe it is done intentionally, the MBC does not show town employees the respect that they deserve.

4. Approval of Outstanding Minutes

November 22, 2016 is postponed until the next meeting on Saturday, December 3, 2016. At which time once received, the minutes from November 29, 2016 can also be approved.

5. Old Business

Chairman Spillane hands out comparison information provided by the librarian. It shows hourly

comparisons and total budgets for surrounding towns. Anything blank is due to not receiving a response from that town. Draft warrant articles have also been distributed.

Z. Langlois states that some responses to previously made requests have been sent to the Cahir and the Chair in turn has emailed them to the committee.

Chairman Spillane confirms with Mr. Langlois that the draft budget will be brought to the MBC on December 6. Chairman Spillane asks if there is a conflict with a concert at the school. Z. Langlois will confirm if there is a concert on December 6<sup>th</sup>. Chairman Spillane states that due to other absences already reported and additional absences due to the concert, it may be best to move the next meeting date to Thursday December 8. He suggests that the School Board still drop off their budget on the 6<sup>th</sup> so that members can review it for a week and then meet December 17<sup>th</sup>.

K. Verville states that there is a long outstanding request for the student supply lists sent home this school year and last. He asks if Mr. Langlois has an estimate as to when that information will be provided.

Z. Langlois states that he requested it. He will be at the school at the beginning of the week to work on it was well as there is a School Board meeting on Wednesday.

K. Verville asks if it requires School Board action or if it can simply go to the administration for them to compile.

Z. Langlois states that it has gone to the administration and they are working on it but that he hasn't had the opportunity to get it.

Chairman Spillane requests that the supply list information be provided at the same time as the budget on December 6<sup>th</sup>.

Chairman Spillane asks if there are any new updates from the town.

A. Robertson states that he does not have anything new.

## 7. New Business

Library budget page 55

**Motion:** K. Verville moves to remove the Library budget from the table.

**Second:** Z. Langlois

**Vote to remove the Library budget from the table. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries**

**Motion:** A. Robertson moves the Library budget in the amount of \$105,699

**Second:** C. Levesque

K. Verville states that the reason the Library budget was tabled at the previous meeting was due to the increase of the full-time employee as well as the increase of the part-time employee. At the previous meeting a reasonable rationale was given that the increase in the part-time line was to allow for there to be two employees at the library both for safety and for customer service. He agrees with this reasoning. The propose for the increase in the Full-time line was explained as to stay competitive when searching for the new librarian.

Chairman Spillane asks Mr. Verville if he has the research that he said he would do pertaining to comparisons with libraries in surrounding towns.

K. Verville states that he does not have anything written down. K. Verville states that the current librarian has been in her position for decades and does a spectacular job. What the MBC has seen repeatedly each year since he has been on it is that when a town employee leaves their position either due to retirement or

moving on to another job, the salary for the incoming employee is at an increase. Other times the incoming employee is paid the same salary as the person who had only earned it after many years of service. That is the reason for questioning the full-time salary increase.

Chairman Spillane agrees with this concern.

K. Verville states that in the past six years on the MBC he does not recall a large salary increase proposed by either a department or the Select Board that didn't make it through the discussion process. There have not been large Library budget increases over the years. In fact, the Library budget has several line items that are down this year. If the feeling of townspeople is that the library budget is underfunded, it needs to be articulated where the need is and how to best address it. K. Verville comments that upon reviewing the information that was provided by Ms. DeCota he does not support raising the Full-time Employee line. He states that this is no reflection on the librarian, part-time librarians, or other town employee. But rather a 12% increase in the Full-time line when going from a 30 year employee to a potential new hire does not seem reasonable. The Town budget has a 4.9% increase and over 40% of that increase is due to salary line items.

**Motion:** K. Verville moves to reduce line 01.4550.01.110 (Full-time employee line) in the amount of \$5,516, returning it to the previous year's budget of \$45,428.

**Second:** I. Scott

Ms. Evelyn DeCota, Librarian, makes a point of information that the salary increase for this line item is to be able to have room to negotiate to get the best personnel for the library.

A. Robertson does not support this motion. This money is not to guarantee a 12% increase for the new librarian, it is to be able to negotiate with candidates. He states that he has seen when on other job searches for town employees that many top tier candidates are lost when they see the pay range. He comments that Ms. DeCota started at next to nothing and worked over the years and been gracious enough to stay but he does not foresee that being the case when searching for a new candidate.

Ms. DeCota states that the search for the librarian will be a full search and will be advertised on Joblines.

I. Scott points out that Mr. Robertson stated that Ms. DeCota started at "next to nothing". He states that ideally the town would be able to find someone who is just starting out and can be paid a comparable "next to nothing".

Ms. DeCota responds and states that her starting pay for the year was \$650.

K. Verville asks Mr. Robertson if there are any positions, aside from the Police, that have gone unfilled long-term due to salary and if so, could he speak to that.

A. Robertson responds that there have not been any positions that have gone unfilled long-term. HE continues that there have been candidates who stopped discussion once they were told of the salary range. He believes that this motion does not put the town in the best position.

K. Verville states that there have been very few cuts made to a budget that is up 4.9%. His opinion is that it is very unlikely to have a budget with a 4.9% increase to pass in March. He asks Mr. Robertson if the budget goes to default, what would the value of this line item be.

A. Robertson responds that he does not have that information with him at this time.

K. Verville asks if it is likely to be at or near \$45,428 or if it is likely to be significantly more or less.

A. Robertson states that it is likely to be at \$45,428.

S. Giovinelli states that in his profession as an accountant that there have been times that they have needed to cut corners and one of the first things to cut is the cleaning service and they then clean the office themselves. He comments that he also agrees with the point that you get what you pay for and sometimes when hiring qualified people. His suggestion for the Library would be to take on some of the things from the lines to reduce spending there and make up for this \$5000 increase.

Chairman Spillane states that it is important to not end up in the default budget because it ends up making

it difficult for all departments.

C. Levesque states that the library position has been underfunded for years. She feels that if we want to find a qualified person for this position, this line item cannot be reduced. She states that in the overall budget increases that \$5000 is a small amount.

K. Verville agrees that the librarian has been underpaid for a long time. He continues that if reductions are not made here, then where should they be made. He reiterates that a budget with a 4.9% increase will go to default. K. Verville states that if significant reduction is made to the budget he will be the first person to reopen the Library budget and make adjustments to the Full-time employee.

A. Robertson reiterates his opposition to this cut.

Ms. DeCota states that they were asked to reassess and to come up with the smallest budget possible. When she presented to the Library Trustees in July it was in excess of \$112,000. Any excess money has already been addressed.

I. Scott refers to her handout and asks Ms. DeCota what "MLS" means.

Ms. DeCota responds that it stands for Master of Library Science degree. It is an advanced degree.

I. Scott notes that the majority of the libraries in this area do not have a librarian with an MLS. He asks what is the rationale that Deerfield have a librarian with an MLS.

Ms. DeCota states that she is not stating that it is a necessity. An MLS requires considerably more education and if there was a candidate that was interested in the position, this would allow for negotiations.

I. Scott confirms that a librarian with an MLS is not a requirement and the majority of librarians in the area do not have one.

Z. Langlois states that \$106,000 is a small amount of money to staff and fund the library which is a valuable asset to the town. Flexibility during the hiring process to find the best candidate for the town is very important.

K. Verville states that what he is hearing is that the library is underfunded. He trusts the Library Trustees to come forth with an appropriate budget for the library. If it is underfunded, he wants to know where it is underfunded. He comments that as a visitor to the library he would agree that there are many significant needs of the library that are not being met. He does not believe that Full-time library employee is going to address the vast majority of those needs. He encourages the Library Trustees use the next 12 months to create a SWOT analysis (strengths, weaknesses, opportunities, and threats) to present next year along with supporting documentation.

Chairman Spillane states that this bottom line translates in to \$21 per resident.

**Motion:** A. Robertson moves the question.

**Second:** Z. Langlois

**Vote to move the question. Yay: 7, Nay: 2, Abstained: 0 – Motion Carries.**

**Vote to remove \$5516 from line 110. Yay: 4, Nay: 4, Abstained: 0 – Motion Fails.**

S. Giovinelli states that the discussion is based around the increase in general as opposed to the specific line. He asks Ms. DeCota if she could try to get the increase from 12% down to less than 10%.

Ms. DeCota states that she will speak with her Board.

K. Verville states that it all depends on with whom they negotiate with and to what they negotiate. If this number stays and the budget doesn't pass, then the default budget will hold this budget to last year's numbers.

Chairman Spillane reminds Mr. Giovinelli that he can make a motion to cut the budget .

K. Cote states that historically we need to look at more than surrounding towns. She agrees with Mr. Verville's idea of making the cuts where we can and then coming back to the Library budget to see what increases can be made.

S. Giovinelli states that \$2,050 would bring it to just under a 10% increase to the bottom line.

**Motion:** K. Verville moves the question.

**Second:** Z. Langlois

**Vote to move the question. Yay: 8, Nay: 1, Abstained: 0 – Motion Carries.**

**Vote to approve the Library budget at \$105,699. Yay: 6, Nay: 3, Abstained: 0 – Motion Carries.**

Z. Langlois states that there is a concert that begins at approximately 6pm on December 6<sup>th</sup>.

**Motion:** K. Verville moves to change the December 6<sup>th</sup> to December 8<sup>th</sup>.

**Second:** Z. Langlois

C. Levesque states that she will not be able to attend on the 8<sup>th</sup> and asks that someone hold a copy of the budget in the Town Administrator's Office.

**Vote to move the next meeting from December 6<sup>th</sup> to December 8<sup>th</sup>. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Welfare budget on page 51.

**Motion:** A. Robertson moves the Welfare budget in the amount of \$69,777.

**Second:** K. Verville

A. Robertson notes that the Welfare Director is to provide an overview and to answer any questions. Denise Grieg, Welfare Director, states that the role of the Welfare Office is governed by RSA 165.1. Relying on that statute the town of Deerfield has set forth guidelines. Appropriations line is level funded. There is no discretion in paying the welfare budget. If the support is needed, it must be paid for by the town. There is a cushion right now. Most of the recent issues have centered around the rental issue. A 12% spike in rental costs in the past few years. The average is \$1200 per month for a rental.

**Vote to approve the Welfare budget in the amount of \$69,777. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Parks and Recreation budget on page 52.

**Motion:** A. Robertson moves the Parks and Recreation budget in the amount of \$69,346.

**Second:** Z. Langlois

A. Robertson notes that the Parks and Recreation Director is here to provide an overview and to answer questions.

Joe Manzi, Parks and Recreation Director, states that the difference is due to the hiring of an Assistant Director. Everything else is paid for through the revolving account including half of the Assistant's position.

Chairman Spillane asks if the part-time employee are paid for through the Full-time line.

Mr. Manzi states that is not the case. Part-time employees are paid for through the revolving account including their FICA and Medicare.

Chairman Spillane asks about the Old Home Day line being closed out.

Mr. Manzi states that Old Home Day will be paid out of the revolving account. Mr. Manzi states that the Swanson Gazebo Field line could be closed out as well.

Chairman Spillane states that since the Old Home Day line is at zero it doesn't need to appear on the budget.

**Motion:** K. Verville moves to add \$1 to line 01.4520.01.570 to keep the line open and reduce line 01.4520.01.434 by \$1914 keeping the line open with \$1.

**Second:** K. Cote

**Vote to add \$1 to line 01.4520.01.570 to keep the line open and reduce line 01.4520.01.434 by \$1914**

**keeping the line open with \$1. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Chairman Spillane states that this motion reduces the bottom line by \$1913 to \$67,433.

Z. Langlois asks Mr. Manzi what the status is of Hartford Brook and what additional resources are needed.

Mr. Manzi states that what is being referred to as Phase 1 has been completed- half of the field was aerated, hydro seeded. They have submitted for a land water conservation grant. The citizens are planning on another citizen warrant article as well as using money from the revolving fund.

**Vote to approve the Parks and Recreation budget in the amount of \$67,433. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Agencies Health and Social on page 50

**Motion:** A. Robertson moves the Agencies Health and Social budget in the amount of \$34,316.

**Second:** Z. Langlois

A. Robertson notes that the Welfare Director is to provide an overview and to answer any questions. Denise Grieg, Welfare Director states that she will speak about the social service agencies portion of the budget and Jan Foisy will speak about the other portion. The organizations that the towns supports through these payments reduces the cost of fire and rescue. The goal is to assist and protect the most vulnerable. The budget is flat.

Chairman Spillane asks if there has been any thought to redirect any of these funds in regard to the opiate crisis.

Ms. Grieg states that many of these agencies assist those dealing with addition issues.

Chairman Spillane asks if any of these agencies have requested more funding or if other agencies have approached us for support due to the opioid crisis.

Ms. Grieg states that there has not been a specific request.

A. Robertson states that Ms. Grieg has back up information about the numbers of residents that use these services.

Jan Foisy, Town Administrator, speaks in regard to the physicals and testing which includes physicals and for new hires Police, Fire, Rescue, and DOT, drug testing that is required.

Chairman Spillane notes that it has gone up.

Ms. Foisy states that this is due to the new policy of drug testing for the fire department.

A. Robertson states that you do not need a CDL to drive a fire truck. However after reviewing the size and weight of the trucks, the Select Board decided that the basic testing for the Fire Department was a good idea.

**Vote to approve the Agencies Health and Social in the amount of \$34,316: Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Conservation Commission on page 58

**Motion:** A. Robertson moves the Conservation Commission budget in the amount of \$2,971.

**Second:** Z. Langlois

Erik Berglund, Financial Officer of the Conservation Commission, the commission was established based on RSA Chapter 36-A. He states that as of December 1, 2016, they are over budget in a couple of areas. In particular, the Part-time Secretary has done more research and administrative work pertaining to Northern Pass. There have also been several Right to Knows requiring research. He suggests reducing the Part-time Secretary line to \$1400.

**Motion:** A. Robertson moves to reduce the Part-time Secretary line from \$1600 to \$1400.

**Second:** Z. Langlois

**Vote to reduce the Part-time Secretary line from \$1600 to \$1400. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Chairman Spillane states that the new bottom line is \$2,771.

Mr. Berglund states that the dues line will have another expenditure this month bringing it over budget.

Chairman Spillane asks how much is currently in the conservation fund.

Mr. Berglund states that there was \$295,782 as of September.

A. Robertson states that there was a balance of \$311,046 as of October.

Mr. Berglund states that this money is generated from land use change tax. When land changes status from current use there is a 10% fee and 50% goes to Deerfield Conservation Commission. The other 50% goes to offset taxes.

I. Scott confirms with Mr. Berglund that the creation of the Conservation Commission comes from a “may” statement and is not required by law to exist.

Mr. Berglund states that this is correct.

I. Scott asks if there are any state or federal laws that requires any of the work that the Commission does, for example, pertaining to wetlands.

Mr. Berglund states there are not.

**Vote to approve the Conservation Commission budget in the amount of \$2,771. Yay: 8, Nay: 1, Abstained: 0 – Motion Carries.**

Building Inspector on page 31.

**Motion:** A. Robertson moves the Building Inspector budget in the amount of \$50,992

**Second:** Z. Langlois

A. Robertson notes that Building Inspector is available for questions.

Rick Pelletier, Building Inspector, states that the Building budget is down slightly. There are minimal decreases- salary, gasoline, and health.

**Vote to approve the Building Inspector budget in the amount of \$50,992: Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Transfer Station on pages 45-48

**Motion:** A. Robertson moves the Transfer Station budget in the amount of \$74,591

**Second:** Z. Langlois

A. Robertson states that Mr. Pelletier is the Director of the Transfer Station and is available to address this budget.

Rick Pelletier, Director of the Transfer Station, stated that there is a substantial increase in the heavy equipment and container. The intent is to replace plastics compactor it is a used machine installed 20 years ago. It has failed three times this year and Mr. Pelletier has repaired it each time but there is not much more to resurrect it.

A. Robertson makes a point of order that the wrong bottom line was moved. \

A. Robertson rescinds his originla motion.

Z. Langlois rescinds his second.

**Motion:** A. Robertson moves the Transfer Station budget in the amount of \$374,656

**Second:** Z. Langlois

Slight increase in the repair and maintenance line. There have been a number of repairs. For example the loader used to be under contract for annual maintenance which has expired. Disposal fees are a contracted service with a 5% increase each year for years. Recyclables vary year to year.

A. Robertson states that the \$21,000 requested for the compactor is very important for safety concerns.

Z. Langlois asks what the age of the machine. He asks if it needs other maintenance.

Mr. Pelletier states that the machine has approximately 2000 hours and

**Motion:** Z. Langlois moves to add \$2,500 to line .740 for additional maintenance on the loader.

**Second:** A. Robertson

Z. Langlois states that maintenance on a machine this size costs \$140-150 an hour for service. The money currently in the line allots for one service visit. He would like to see the money in the line so that the loader could be worked on if the need arises.

K. Verville asks for Mr. Pelletier's feedback on the motion.

Mr. Pelletier states that he can't know what problems may arise so the additional money would be a good idea.

A. Langlois states that the longer that the current machine is able to be maintained through needed maintenance, the better.

S. Giovinelli states that he wants to be very cautious about adding to any lines because the committee is working to find places to cut the budget.

Chairman Spillane states that if the budget goes to default then there will not be a new compactor.

**Vote to Yay: 3, Nay: 6, Abstained: 0 – Motion Fails.**

I. Scott points out that TS Engineering and Testing has had 50% increase each year.

Chairman Spillane points out that the line is overfunded.

Mr. Pelletier states that due to the transfer station being a former landfill, there are requirements for testing. There is an independent agency that comes in and does testing. The agency recommends a figure which we have maintained. If there is a spike, that would cause the additional expenditure.

K. Verville asks Mr. Pelletier about Warrant Article 7 from last year which called for a layer of top coat that failed 47/53 split. He notes that there has not been a similar draft warrant article submitted. K.

Verville asks if there a line that this has been worked in to.

Mr. Pelletier states that it has been in the budget and it has been a warrant article that failed and if the voters don't want it, then it will be dealt with it when the time comes.

**Vote to approve the Transfer Station budget in the amount of \$374,656. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Highway Department on page 44

**Motion:** A. Robertson moves the Highway Department budget in the amount of \$752,753.

**Second:** Z. Langlois

A. Robertson notes that the Highway Agent is present for any questions.

Mark Young, Highway Agent, states that the budget is the same as last year with the exception of fuel being down due to the cost of fuel being down.

Chairman Spillane states that the cost of asphalt is down.

Mr. Young states that the plan is to do more with the same amount budgeted in the asphalt line.

K. Verville states that last year the voters approved \$75,000 to be put into winter maintenance. He asks how much has been used out of that fund.

Mr. Young states that no money has been spent from this fund.

K. Verville confirms that this fund is capped at \$100,000 and this year there is a warrant article for \$25,000 to fully fund that fund. He states that last year there was a warrant article for paving of 4500 feet on South Road in the amount of \$243,000 that was defeated. K. Verville asks Mr. Young if he believes the town is moving backwards, moving forward, or staying status quo when it comes to keeping up with repaving.

Mr. Young states that he does not believe that the town is moving backwards in reference to maintaining

the roads. With the cost of asphalt going down he is confident that a lot of work will get done.

K. Verville recommends that the Highway Department and Select Board consider creating a warrant article for paving/road maintenance that does not necessarily specify the portion of road. He follows-up by stating that he believes the town is moving backwards relative to road maintenance and asks if it would be advisable to increase the appropriate line to increase paving for next year. He adds that it is possible that even with a 4.9% increase, that the budget may not fail if the increases were due to expenditures that the majority of the townspeople agreed with.

Mr. Young states that each year approximately \$250,000 is spent on road reconstruction and he feels that will cover the needs.

**Vote to approve the Highway Department budget in the amount of \$752,753. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries**

Planning Board on page 14

**Motion:** A. Robertson moves the Planning Board budget in the amount of \$44,509.

**Second:** Z. Langlois

A. Robertson defers to Fred McGarry, Planning Board Member.

Mr. McGarry states that there is an increase pertaining to the part-time employee at \$4,100 in order to be able to organize the files. The current planner is retiring and the Board is looking at contracting with the Southern NH Planning Commission or another part-time planner. The position has been advertised but there has not been any response at all.

Chairman Spillane asks about the Legal Services line. It has been significantly overspent in the past; \$800 two years ago; and over \$1,100 overspent this year. There is only a \$200 proposed increase to this line.

Mr. McGarry states that the Chair of the Planning Board believes that it is a sufficient increase.

K. Verville asks for an explanation of the role of the Planner.

Mr. McGarry states that the Planner is the interface between the board and the general public- lot line adjustment, subdivision they would be required to make an appearance before the Planning Board. The Planner provides information to the applicant and points out the regulations that the town requires that they meet. It is also to help ensure that the applicant is on the correct path.

K. Verville asks how long the position has been posted.

Mr. McGarry states that it has been posted 4-6 months and there have been no applicants.

I. Scott asks if this is a position that could be contracted out on an as needed basis.

Mr. McGarry states that would be the role of the Southern NH Planning Commission. They would bill on an hourly basis.

Chairman Spillane asks Mr. Robertson why the Select Board has continually allowed this line to be overspent without a significant adjustment made.

A. Robertson states that the Board typically takes the recommendations of the Chair.

Chairman Spillane asks if there is a reason that there is no information in the percent line throughout the entire budget.

Ms. Foisy states that she will look into it.

**Vote to approve the Planning Board budget in the amount of \$44,509. Yay: 8, Nay: 1, Abstained: 0 –Motion Carries.**

**Motion:** K. Verville moves for a five-minute break.

**Second:** Z. Langlois

**Vote to approve taking a five-minute break. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Police budget on page 24

**Motion:** A. Robertson moves the Police budget in the amount of \$744,142

**Second:** Z. Langlois

Gary Duquette, Police Chief, states that this budget is a 4% increase over last year. The Full-time employee line has a 3% salary adjustment as well as the Administrative Assistant line. Retirement increased approximately \$10,000. The computer/technology line went up \$5000 for a new server. There is warranty service on a firewall. \$50 increase for internet. \$75 increase for dues. \$500 increase for supplies. \$200 increase for postage. \$400 cut from gasoline. \$6000 added to the cruiser line rather than relying on the trade in value of the cruiser being trade in. Salary increase accounts for 2.4% of the total increase.

A. Robertson states that 50% is due to retirement and computer related items.

Chairman Spillane asks what the contract line covers.

Chief Duquette states that it covers the software maintenance fees, fees for prosecutor, dispatch fee, state background check system.

Chairman Spillane comments that this line does not historically meet its budget.

Chief Duquette states that the bill for the software management fees has not come in and it will not come in until January.

D. Carbone confirms that one police cruiser is replaced each year and asks what the criteria is for choosing which cruiser is replaced, ie SUV over 4-door sedan.

Chief Duquette states that the sedan is the one that is up for replacement so it will be replaced with another Taurus so that equipment transfers over more easily.

A. Robertson states that having one SUV and preferred to have two because of the need to patrol Bear Brook, Pawtuckaway, dirt roads in town, and accidents that happen off road.

Chairman Spillane asks what the cost of the new vehicle will be.

Chief Duquette states that \$27,228 is the cost of vehicle plus \$4000 for trade-in. \$7000 for set-up, graphics and stripping down the old car.

Chairman requests copy of the information about the cost of the vehicle to be purchased.

I. Scott confirms that the Police Department buys a new off the lot vehicle every year and with five vehicles, that means that no vehicle is over five years old.

Chief Duquette confirms the purchases but states that there is a black Chevy Impala that is a 2010.

Chairman Spillane explains that this policy is from many years ago when the Select Board took the police cruisers out of warrant articles and put them in the line.

A. Robertson explains that this change was made due to the point that the cruisers are the most indispensable piece of equipment. Due to maintenance costs, replacing one cruiser a year seemed the most cost effective.

K. Verville states that in previous years, he had worked to have the police cruiser removed from the line and put into a warrant article, and it was defeated by the voters.

I. Scott asks the Chief if this policy works for him.

Chief Duquette replies that it does.

S. Giovinelli points out that there are several lines that are over budgeted and underspent. For example, Uniforms at \$5500, Telephone at a flat \$6400, the Contract line, Supply line, and Postage line that all seem to be overbudgeted. Whereas the Repair line appears to be underbudgeted.

Chief Duquette states that there are still bills that have not been paid for this year. A few years ago, the Police Department was in charge of sending out certified letters for bad checks that had been passed.

That responsibility has now been passed to the various departments that receive the bad checks. He states

that he can take another look at it and see if some changes can be made to the budget.

K. Verville asks if a default budget can still allow for a salary increase.

Chairman Spillane responds that it can only if those increases were given before the end of the year.

A. Robertson states that his understanding is that salary increases can be included in a default budget if they have been given throughout the year.

K. Verville asks Chief Duquette if the salary increases have already been awarded.

Chief Duquette responds that they have. These increases have been given based on merit as well as increases to get better in line with comparable surrounding towns.

K. Verville comments that it is difficult to convince a committee without backup documentation pertaining to salary comparisons with surrounding town and asks if those can be provided in future budgets.

Chief Duquette states that there are eight full-time officers including himself, two part-time. The town is budgeted for eight full-time officers. The hiring process takes a very long time. He states that there is a general lack of qualified candidates.

I. Scott points out that 8 officers plus two part-time considered as one full-time for a town of 4300 people equates to one officer for every 477 residents. He asks how that number would compare to other towns around Deerfield.

Chief Duquette Nottingham, Candia are about the same. Northwood has a couple of more. The part-time officer is used to fill-in. The other part-time officer is also the Administrative Assistant and sometimes when working as Administrative Assistant is in full uniform in case she needs to go out on call.

A. Robertson states that in recent years, the townspeople have made it clear to the Select Board that they want 24/7 police presence. The number of officers that are budgeted for is what is required to have 24/7 coverage.

Z. Langlois points out that due to a new hire attending the academy and training, the town can lose up to 24 weeks of patrol time.

Chief Duquette agrees and states that this number is at a minimum because the academy is only starts at certain times throughout the year and there isn't a guarantee of getting a candidate in.

Z. Langlois asks if it is reasonable to say that from date of hire to being on patrol could be nine months.

Chief Duquette responds that it could be up to a year.

Z. Langlois asks how often is the department able to hire a new officer who doesn't need to go through that entire process.

Chief Duquette responds that the pay is not typically enough, in a small town the opportunity to move upward or into a specialization doesn't occur so it is difficult to attract those people.

Z. Langlois asks if the proposed salary increases are significant enough to retain the current employees. Chief Duquette states that they are adequate and the officers are appreciative but they are not significant increases.

I. Scott asks for clarification about a previously hired officer who left for Portsmouth.

Chief Duquette states that the officer who was hired was sent to the academy, had field training and was employed for approximately two years before leaving to work as an officer in Portsmouth. Therefore, he spent only one year on patrol before he left.

I. Scott comments that this type of problem is dealt with in the private sector with non-compete documents. He asks if this is something that the Polica Department could consider.

Chief Duquette states that he hadn't been doing that but has done that with this most recent hire with a three year non-compete.

D. Carbone states that even with the three year contract the town is still losing money if the officer chooses to leave after that period of time and asks if it would be more cost effective to pay the officer

more to begin with in order to retain them for longer.

Chief Duquette agrees that would be ideal.

Z. Langlois asks the Chief if the most recent hire signed a non-compete or a contract. A non-compete would state that the employee agrees not to work in a similar field within a particular amount of time and distance. In NH, it is difficult to enforce a non-compete. Whereas an employee contract would state an agreement to hire an employee for a given amount of time.

Chief Duquette states that the most recently hired employee was given an employee contract.

Z. Langlois asks if the Chief has concerns that the if an employee under an employee contract looking to leave would put themselves in a position to be let go by not performing their job to appropriate standards. Based on this example, he states that he does not believe that the contract fixes the problem.

Chief Duquette agrees that the contract is not a cure all.

K. Verville states that he does not believe that Deerfield has the resources to pay new employees on the force a salary that would keep them from leaving for larger towns that are able to pay more such as Portsmouth, Manchester, Dover, etc.

Z. Langlois points out that it a very costly situation to be constantly paying to train new officers only to have them leave after a short period of time.

K. Verville states that he would want to see those costs laid out in comparison.

**Motion:** S. Giovinelli moves to reduce line 01.4210.01.292 (Uniforms) in the amount of \$1,300, reduce line 01.4210.01.341 (Telephones) in the amount of \$900, reduce line 01.4210.01.399 in the amount of \$2000, reduce line 01.4210.01.610 (Supplies) in the amount of \$500, reduce line 01.4210.01.635 (Postage) in the amount of \$100, increase line 01.4210.01.660 (Maintenance) in the amount of \$2000, decrease line 01.4210.01.670 (Books and Periodical) in the amount of \$250, decrease line 01.4210.01.682 (Photo and Video Equipment) in the a mount of \$199 bringing the line to \$1, decrease line 01.4210.01.690 (Misc.) in the amount of \$200, decrease line 01.4210.01.740 (Non-electronic Equipment) in the amount of \$400, decrease line 01.4210.01.741 (Electronic Equipment) in the amount of \$225, decrease line 01.4210.01.811 (Meetings/Seminars/Training) in the amount of \$3000. All together these lower the bottom line by \$7074.

**Second:** I. Scott

Chief Duquette reiterates that there are still bills coming in and that the Supply line will be fully spent this year. He comments that \$1000 for training doesn't allow for anything.

A. Robertson points out that the budget worksheets are from early in November and as Chief Duquette has stated there are still expenditures from these line items.

S. Giovineill states that he also looked at the actuals for 2015 when chooses where to reduce.

Chief Duquette states that he just outfitted the new employee for \$1200 and purchased two bullet-proof vests at \$1000 each.

K. Verville points out that any of the reductions proposed by the motion do not impact any expenditure for this year.

**Vote to reduce the line items as proposed in the motion. Yay: 4, Nay: 5, Abstained: 0 – Motion Fails.**

**Motion:** K. Verville moves the question.

**Second:** A. Robertson

**Vote to move the question. Yay: 8, Nay: 1, Abstained: 0 – Motion Carries.**

**Vote to approve the Police Department budget in the amount of \$744,142. Yay: 6, Nay: 3, Abstained: 0 – Motion Carries.**

**Motion:** A. Robertson moves the Fire Department budget in the amount of \$157,360.

**Second:** Z. Langlois

Mark Tibbets, Fire Chief, states that there is the addition of a stabilizer used during extractions. There is the addition of a spreader. A grant of \$10,000 was received for the purchase of a cutter. These additions would allow for there to be a cutter and spreader set on both Engine 4 and Rescue 2. The \$12,430 cost of the spreader is in the Protective Gear line which has an overall reduction in the line of \$4000. He has hired two professional grant writers to work on grants that have been submitted. One was for a new tanker at \$380,000 and a new cascade system for \$45,000.

K. Verville asks for clarification of the increase in the Part-time Employee line.

Chief Tibbets states that the increase is for stipends received by the fire fighters. They work off of a point system and receive a certain amount for completed monthly duties.

**Vote to approve the Fire Department budget at \$157,360. Yay: 9, Nay: 0, Abstained: 0 – Motion Carries.**

Rescue on page 28

**Motion:** A. Robertson moves the Rescue budget in the amount of \$55,278.

**Second:** Z. Langlois

A. Robertson can provide a brief overview of the budget. There are approximately 12 active members. There are others who are interested in joining. The Director is actively pursuing additional members.

Chairman Spillane asks about the underspend in line .111.

Ms. Foisy responds that the line has been completely spent at this time.

Chairman Spillane asks about the underspend of the Training/Seminar line.

Ms. Foisy responds that it is underspent at this time.

A. Robertson states that the Select Board had the same question and due to the fact that Director is actively pursuing additional new members there is an increase in this line.

K. Verville asks what the number members that the Director is looking to have.

A. Robertson states that the Director is accepting any and all interested people at this time. Currently there are 12 members but 11 of those members are typically available in the evenings and weekends.

**Motion:** S. Giovinelli moves to reduce the Training and Seminars line by \$1000.

**Second:** I. Scott

K. Verville states that although this line has historically been underspent and there is a need to make cuts to the budget as a whole, he is not able to support this motion while there is an active pursuit of new members who would require training.

S. Giovinelli that he agrees that training is important, cuts need to be made somewhere or else there will be a default budget.

K. Verville states that unless the committee takes a second look at cutting previously discussed budgets, there will not have been enough cuts made to lower a significant portion of the increases to the budget and therefore avoid the default budget. For these reasons, he does not support this motion

**Vote to reduce the Training and Seminars line by \$1000. Yay: 2, Nay: 6, Abstained: 1 – Motion Fails.**

**Vote to approve the Rescue budget in the amount of \$55,278. Yay: 8, Nay: 1, Abstained: 0 – Motion Carries.**

Government Buildings page 17

**Motion:** A. Robertson moves the Government Building budget in the amount of \$89,081.

**Second:** Z. Langlois

Mark Tibbets, Supervisor/Administrator of the care of the Government Buildings, states that this budget covers Part-time employee, cleaning service, salt for the filtration systems, propane for the fire station, rubbish collection at the GBW building, telephone.

I. Scott asks Mr. Tibbets if there is a reason that the government buildings don't use the transfer station. Mr. Tibbets responds that he brings some items to the transfer station but that is can't be done on a daily basis.

A. Robertson states that some of the trash is produced by commercial tenants and rubbish pick up is part of the lease.

Chairman Spillane asks how much of the rubbish pick-up is off-set by tenant leases.

A. Robertson states that he is not aware of those figures.

Mr. Tibbets comments that in addition there is a lot of trash produced by Parks and Recreation, the Town Offices and the Police Department

Chairman Spillane states that it brings up an interesting point because fees for attending the afterschool program go into the Parks and Recreation fund. He asks if the Parks and Recreation Department is charged rent for the program or is the Park and Recreation Department charged a portion of the rubbish costs.

Mr. Tibbets states that Parks and Recreation has paid for many items in the building such as a new furnace for the building and air conditioning in parts of the building.

**Vote to approve the Government Buildings budget in the about of \$89,081: Yay: 8, Nay: 1, Abstained: 0 – Motion Carries.**

George B. White Building page 18

**Motion:** A. Robertson moves the George B. White Building budget in the amount of \$137,212.

**Second:** Z. Langlois

Mr. Tibbets states that after six the entire building has new windows and the exterior has been redone. The next project is to work on the inside of the Police Department, Town Administrator offices. This is the last phase of improvements for this building.

K. Verville states that as a member of the Safety Services Steering Committee it has been highlighted he Police Department is in need of updating. He asks that someone speak to the plans of improvements for the Police Department.

A. Robertson states that these improvements are cosmetic- paint, floors. Any of the safety issues that have been brought up regarding the Police Department will not be addressed.

K. Verville asks about the partitioned walls.

A. Robertson states that there is not a current plan to address the walls.

S. Giovinelli asks Mr. Tibbets to explain the Diesel line.

Mr. Tibbets explains that the Diesel line is for the generator in the case of lost power.

**Vote to approve the George B. White Building budget in the amount of \$137,212. Yay: 8, Nay: 1, Abstained: 0 – Motion Carries.**

Town Administration on page 2

**Motion:** A. Robertson moves the Town Administration budget in the amount of \$236,305.

**Second:** Z. Langlois

Janet Foisy, Town Administrator, states that she will be retiring in April. She has increased the Telephone line, Maintenance Vendor lines for software programs, Dues and Subscriptions line, Meeting and Seminars line for the NHMA Conference in November and the NHGFOA Conference.

A. Robertson states that Cindy was the first Town Administrator. After she left, Leslie Boswak was

hired. She received a lot of training and then left. As has been mentioned before, once candidates were told of the salary they were no longer interested in the position. Jan became the new Town Administrator and has been for the past year and a half. Now that she is retiring, Mr. Harrington has been hired for the position. He does not have previous Town Administrator experience.

Chairman Spillane asks Mr. Robertson has any data pertaining to what area town administrators are paid. A. Robertson responds that he has that information but not with him. He can provide it.

Chairman Spillane confirms that some of the increase in the Full-time line is to cover Ms. Foisy during the three month overlap.

A. Robertson comments that the increase in the salary for this position increases from \$69,000 to \$75,000.

S. Giovinelli states that this is an 8.7% increase in this salary.

K. Verville states that although he may agree with Mr. Spillane regarding the increase in salary, there isn't much that can be done because this position has been filled at this salary. It would also end up in the default.

**Vote to approve the Town Administration budget in the amount of \$236,305. Yay: 7, Nay: 2, Abstained: 0 – Motion Carries.**

Veasey Park on page 53

**Motion:** A. Robertson moves the Veasey Park budget in the amount of \$34,205.

**Second:** Z. Langlois

A. Robertson notes that no one from the Veasey Park Commission is present. The Commission is looking for more staffing in particular more lifeguards and people to enforce the residential requirement.

Chairman Spillane asks if there is an AED at the beach and is the staff properly trained.

A. Robertson states that there is an AED at the beach and all staff is trained in basic CPR and the AED are talking units.

He also comments that there is now an AED in the Town Hall and there remains one on the outside of the Highway Department. There will also soon be one mounted on the exterior of the building at the Transfer Station. Both AED mounted externally are alarmed for when they are removed.

A. Robertson states that due to the proposed increase in staffing, there is also an increase in the Uniform line. All certified lifeguards are provided with lifeguard bathing suits as well as a sweatshirt.

K. Verville asks for an explanation for the large increase in line .690 (Misc.).

A. Robertson states that this increase is for some safety features along the paddle water craft rail. There is some concern around lighting. They want to install some solar lighting primarily near the bathhouse.

K. Verville states in his experience, there have not been issues that had previously been reported as a concern and therefore a justification for the part-time park guard. Previously reported issues that had included overcrowding due to non-resident use and people parking their large boat trailers after using the boat launch at the far end of the lake.

**Motion:** K. Verville moves to reduce line .111 by \$4928.

**Second:** I. Scott

A. Robertson speaks against the cut. The Commission has continually brought their concern pertaining to the park guard position.

K. Verville states that if this budget goes to default, this position will not make the default budget. The Veasey Park Commission has been asked for quantitative information in support of this position.

Ms. Foisy states that this position has been named the parking guard but they would also be charged with tending to the bathroom and supervising the use of the paddle boat trail.

K. Verville states that in his understanding that the Commission plans to use a third party for swim instruction so that would relieve the lifeguards from those duties.

A. Robertson states that he is not aware of a third-party contract for water safety instruction.

C. Levesque asks if the park guard would also be checking for invasive weeds.

A. Robertson states that this is not the intended role of the park guard. The Select Board was able to feel more comfortable with this due to the fact that that trail will not be open to trailers.

Z. Langlois states that in previous years there has been significant usage of the boat ramp on Gulf Road by paddle boats. He suspects that once the paddle boat trail is open, there will be an increase in use of the Veasey parking lot.

K. Verville states that without supporting data, he cannot support this position.

S. Giovinelli comments that if there are non-residents using the park there is more likelihood to be misuse of the park. He agrees that enforcement of the residency requirement is important but suggests there may be a different way.

A. Robertson points out that it is more than a respect issue. There is a section of the deed that requires that the park be for Deerfield residents only.

C. Levesque confirms that in order to use the paddleboat trail, you must also be a Deerfield resident.

A. Robertson responds that the paddle boat trail is for Deerfield residents only.

K. Cote states that she does not believe that there will be a large number of people coming from the dam. She would rather see more people getting involved in taking responsibility for our space. She feels that the water safety instruction is more important than checking for residency.

I. Scott asks Mr. Robertson how many incidents have there been in the past three years to remove people because of non-residency.

A. Robertson there has not been a need for the police to remove anyone due to non-residency but that is due in part to not having the staff to be able to enforce the residency policy.

**Vote to reduce line .111 by \$4928. Yay: 6, Nay: 3, Abstained: 0 – Motion Carries.**

S. Giovinelli states that the new bottom is \$29,277.

**Vote to approve the Veasey Park budget in the amount of \$29,277. Yay: 6, Nay: 3, Abstained: 0 – Motion Carries**

K. Verville states that this bring us to the bottom line. He comments that at the next meeting with the new numbers the bottom line could be reviewed.

Chairman Spillane agrees and also points out the request for the percentage column to be filled.

K. Verville asks that Chairman Spillane put a request in to the Municipal Association relative to whether or not the committee is to weigh-in on and vote approval or not on a warrant article that although it may not have a specific dollar amount, it still impacts the budget in some way.

A. Robertson agrees to look in to this with the Municipal Association.

A. Robertson states that these are draft warrant articles and that warrant articles can still be accepted up until January 10<sup>th</sup>.

The first warrant article pertains to the Winter Weather Road Maintenance fund that currently has \$75,000. The amount is to be determined but it is to increase the total fund to the allotted \$100,000. Currently that would mean an additional \$25,000.

The third warrant article it to raise an appropriate the funds in the amount of 67,540 for a 30,000-gallon cistern in the vicinity of the town water shed.

To see if the town would raise and appropriate \$50,000 to the previously established capital reserve fund for equipment and apparatus.

To see if the 36,600 to replace the town hall roof. This would go out to bid.

To see if the town would raise and appropriate up to \$25,000 in the previously established municipal government building infrastructure expendable trust to be used such as when a furnace or roof need to be replaced.

To see if the town would raise and appropriate \$10,000 fire department vehicle and equipment expendable trust (none to be raised form taxation).

To see if the town would raise and appropriate \$10,000 rescue department vehicle and equipment expendable trust (none to be raised form taxation).

To see if the town would raise and appropriate \$8000 Northwood watershed association in Northwood lake to help control milfoil in the lake. There are several Deerfield properties on this lake and property values are directly affected at lake properties where there is milfoil in the lake. This was a warrant article last year.

To see if the town would raise and appropriate \$5600 LED lights and paddle fans upstairs in the GBW.

To see if the town would raise and appropriate \$2500 Pleasant Lake Preservation Association for training of workers at Pleasant Lake for courtesy milfoil inspection.

To give the Select Board authority to dispose of property acquired by tax deed at public auction. A warrant article passed several years ago that took away authority for the Select Board to sell off property acquired at public auction. There are several properties that cannot be returned to the tax rolls. Currently it has to be approved by vote of the town.

There are two warrant articles pertaining to two specific properties that fall in to this category.

Warrant article pertaining to the Veteran's tax credit.

K. Verville asks to discuss the warrant article pertaining to the sale of acquired properties through tax deed. HE asks for the reason behind including the consultation of the Planning Bard, Conservation Commission, and Parks and Recreation.

A. Robertson states that it is from an advisory perspective.

Ms. Foisy disagrees and states that the conservation and planning board are required to weigh-in on the sale of property acquired by tax deed. Parks and Recreation is required based on a previous decision and is included in the warrant article

K. Verville asks if it would be appropriate to have the Municipal Association weigh-in on this.

Chairman Spillane agrees that it would be appropriate and also if needed the town attorney.

A. Robertson agrees to look into this with the Municipal Association.

K. Verville makes a request of the School Board member for some information pertaining to portable electronic computing devices such as Chromebooks- how many have been purchased each year, how many have been retired; type, quantity and expense year over year during the past three years.

## 8. Citizen's Comments

Harriet Cady states that at the Town Meeting where the motion was made for the Conservation Commission and Planning Board to review the lands, Jim MacIntyre who was on the Conservation Commission didn't want town tax land sold to see until it could be reviewed and added to a town forest for example. The intent of the motion was that if the Conservation Commission or Planning Board didn't have a use, the town could sell the land.

Ms. Cady asks the committee find out how much has been contracted this year to know what will need to show up in the default budget.

A. Robertson states that they will have that number.

9. Adjournment

**Motion:** K. Verville moves to adjourn

**Second:** Z. Langlois

**Vote to adjourn: Yay: 9, Nay: 0, Abstained 0: - Motion Carries**

*Next Meeting: Thursday December 8, 2016 at 6:30pm*