

**TOWN OF DEERFIELD, NH
MUNICIPAL BUDGET COMMITTEE
George B. White Building
8 Raymond Road, Deerfield, NH 03037
January 25, 2018
MINUTES**

Call to Order:

6:30 pm – Chairman Dill called the meeting to order.

Roll Call: Alden Dill, Chair, Members Troi Hopkins, David Carbone, Kevin Verville, John Dubiansky, Phil Bilodeau, James Spillane, Zach Langlois, School Board Representative, Andrew Robertson, Select Board Representative.

Absent: Kevin Verville, excused
Troi Hopkins, David Carbone, not excused

Pledge of Allegiance to the Flag:

Chairman Dill asks all to rise and pledge allegiance to the Flag

Open Public Hearing for the Default Budget for Town and School at 6:34 p.m.:

Mr. Langlois stated that there were copies of the school default budget on the back table.

The default budget for the school will be \$13,345,847.00.

Mr. Robertson stated that the default budget for the town is \$3,947,590.00.

Chairman Dill stated that this information was available in the town packet with a copy of the warrant articles.

Chairman Dill asked if there was any public comment on the default budgets.

Harriet Cady – Old Centre Road

\$56,901.00 – Financial Administration.

Ms. Cady stated that when Ms. Touchette gave her notice, the town hired a contracted person for the finance department to which she stated that it was suppose to be something in the amount of \$1,200.00 a month so she asked for a breakdown of the amount in the default budget.

The Select Board representative deferred to the Town Administrator who asked Ms. Cady if she was specifically interested in the Town Administrator budget to which Ms. Cady stated that she was looking at line 41504151 in the default budget.

Mr. Harrington stated that line 4150 is Information Technology

\$58,870 for the Select Board
Same for the MBC

Ms. Cady questioned why the IT person was under Financial Administration and Mr. Harrington stated that the MS-737 categorizes it that way.

Mr. Harrington stated that there are three departments under Financial Administration.

IT Department	\$58,870.00
MBC	\$927.00

Ms. Cady stated that last year she got a much larger handout. Mr. Harrington stated that what she was talking about was the worksheet. What is being presented tonight is the Form MS-737, which is going to be signed by the Select Board.

Ms. Cady stated that she would like a copy of the full detailed worksheet. Mr. Harrington stated that he would provide her with one.

Next Ms. Cady asked about the Fire Budget which was listed at \$397,290.00.

Mr. Harrington asked if she was referring to the Selectmen's budget or the MBC budget as there are two columns, one for each.

Mr. Harrington stated at the last meeting of the MBC, there was a motion to move the retirement and insurance money out of the line and put into separate lines for retirement and insurance under fire.

Ms. Cady talked about the contracts that she received on her "Right-to-Know" request regarding the fire department part-time personnel.

She stated that she received a "Request to Offer of Compensation for Services Letter of Agreement".

Mr. Robertson stated as a point of clarification that no one that works for the town has an official contract as most of the employees are "At Will" employees. After a review by the town's legal counsel, what the town refers to as a legal contract stands as a contract of employment.

Mr. Robertson deferred Ms. Cady's question regarding how the letter was signed after the meeting to Mr. Harrington who stated that because they are dealing with people with varying schedules and the timeline that the board was going to meet, the letters were made into a PDF and sent to the actual hires, they reviewed and signed and sent back a signed facsimile which the Board looked at.

There was much discussion by Ms. Cady, Mr. Robertson and Mr. Spillane regarding the legality of the signatures and hiring of part-time fire fighters and regardless of when the person started, the Board of Selectmen authorized hiring on the 28th of December, 2017.

Ms. Cady stated that there should be a substantial difference in the Financial Administration line and asked why there wasn't.

Mr. Robertson stated that because of the way that the MS-737 lumps together items, it is possible that the bottom line of that department doesn't show a reduction but that the worksheet for the budget would definitely show it.

Ms. Cady stated that she thought that she was wasting her time but Chairman Dill did thank her for her comments.

Ms. Hotaling stated that she wanted to be part of the public at this time and stated that she was concerned with the default budget. She stated that she did see that salaries were adjusted. On the Executive line, she thought that it included the Executive Department plus the town clerk.

Ms. Hotaling had stated that she thought that the employees that were no longer employed should be taken out of the budget but couldn't determine if that had been done. With the hiring of the financial person, she didn't know how that all worked out with the \$31,067.00 decrease but would like the details as to how that decrease happened.

Ms. Hotaling also wished to know if the part-time Assessor position raise was one that was accepted before the end of the year. She also stated that she noticed that the COLA's were not added to the default budget.

Next for Ms. Hotaling on line 4150 401 20, under personnel administration, talking about default budget and FICA, that the FICA shortfall needs to come out of the budget if it hasn't been done already for amount of roughly \$18,000.00.

Mr. Robertson stated that he would bring that back to the Select Board as an advisement.

4196 – Insurance line Ms. Hotaling stated that the default budget should only include people that were covered under the default budget and that anyone that wasn't covered or anyone that has left, should be deducted out of the default budget. She didn't have any numbers but just wanted to make sure that this was addressed if it hadn't been.

3323 – solid waste collection. Ms. Hotaling stated that she had a note from last year’s deliberative session and that a piece of equipment for the transfer station was bought and she wanted to make sure that this item did not appear in the default budget unless it was a piece of equipment that was bought every year.

Chairman Dill stated that Mr. Harrington is making notes and will be checking on these items.

Ms. Hotaling asked that the Board of Selectmen look one more time to make sure that what they will be presenting will be correct.

A person (she did not address herself) came to the microphone and inquired about the school default budget. She asked if the default budget for the school would be the voted-on amount from last year.

Mr. Langlois stated that it would be the amount that was voted on last year with adjustments.

The party asked what those adjustments were and Mr. Langlois stated that you would have to go through the default packet and check the amounts of the lines to see what was adjusted.

Mr. Spillane stated that by DRA guidelines, it is the same budget that was voted on and accepted the previous year minus any one-time expenses plus or minus any contractual obligations.

The party at the microphone stated that she knew that there was excess in the budget, for example the principal’s salary, was listed at \$93,000.00 and some change and its actually only \$85,000.00. So if that is how it is listed in the budget, there would be excess money.

Mr. Spillane explained that this should be corrected under the contractual numbers that are adjusted because the contract is now a known number and so that should be a minus to bring that contract in line with the actual contract. It should show up in the default budget as reduced to whatever the actual contract is.

Chairman Dill asked if there were any other public comment and seeing none closed the public hearing at 7:00 p.m.

Chairman Dill started the business meeting at 7:00 p.m.

There was a question regarding the time that the business meeting was posted. It was determined that the way that the post for the public hearing and business meeting was the correct way to post.

Old Business:

None

New Business:

MS-737 and MS-37 needed to be signed by a quorum of which there is one and they were passed around for signature.

Mr. Langlois stated that the school board had changed their format as to how they presented information to the committee and asked if there was any other information that they would want the school board to include in their submission for next year.

Mr. Langlois stated for those members that are not up for re-election and will be on the committee for next year, please send him an email anytime should there be anything that they would like to see from the school board.

Chairman Dill also stated that the filing period is now open and there are quite a few positions open on the MBC (there are four positions open).

Ms. Hotaling stated that she had a list of items that she would like to see included and thanked Mr. Langlois regarding the presentation from the school board.

Ms. Hotaling asked about the warrant articles that had been removed although they weren’t warrants that affected the bottom line of the budget.

Mr. Robertson explained that the noise ordinance was removed after a well-attended Select Board meeting last week which most everyone in attendance was against the ordinance as it was presented.

The second item was the use of debit/credit cards in the town clerk/tax collector's office. It was determined all was needed was a vote by the Select Board to use them.

Ms. Hotaling stated that she also noted that the Board stated that they were going to be doing a repair to the highway shed roof and that if they had to, they would put money into the budget.

Ms. Hotaling stated she didn't know how that could happen since the budget is well past being able to add anything.

Mr. Robertson stated that it would come up at deliberative session and would ask to add that amount in there. They were researching the best approach in repairing the roof. He also stated that the Board would be adding a slight amount due to the COLA raises that were given. They have to increase it to include everyone, even the departments that employees got wage adjustments.

Mr. Minerd stated that with election filing period just opening up and where the MBC had a member that missed quite a few meetings unexcused, would that have any bearing on how many members would be needed.

Chairman Dill stated that Mr. Carbone missed four meetings and then made two so the Chairman's feeling was that he made an effort so they would leave it as is.

Adjourn:

Motion: Chairman Dill

Second: Mr. Spillane

Discussion:

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

Next Meeting: Tuesday, February 13, 2018 at 6:30 pm

*The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary
Pending approval by the Municipal Budget Committee*