

TOWN OF DEERFIELD
BOARD OF SELECTMEN
G. B. White Building, Down Stairs Conference Room
8 Raymond Road, Deerfield, N. H. 03037
09/21/2026
AGENDA

Meeting available on Zoom: Meeting ID 988 534 4964 – Meeting Passcode – 8675309
Meeting may be available via Livestream on YouTube and Public Access Channel 987

5:30 pm

Call to Order/Roll Call

Pledge of Allegiance to the Flag

Public Comment

Unfinished Business

1. Review Budgets
 - a. Gov Buildings
 - b. Transfer Station
2. Facilities Job Description

New Business

3. Open Bids
 - a. GBW Electrical Conduit
 - b. Guardrails
 - c. Oil, Propane, Diesel
4. Review Budgets
 - a. Building
 - b. Emergency Management
 - c. Information Technology
 - d. Library
 - e. Cemetery
 - f. Veasey
 - g. Conservation
 - h. MBC
 - i. Legal
 - j. Town Administration

Regular Business

1. Review of Outstanding Minutes
 - a. 09/14/2026 Public
 - b. 09/14/2026 Nonpublic
2. Vouchers/Payroll Manifest
 - a. N/A
3. Accounts Payable Manifest
 - a. 9/22/2026
4. Signatures/Correspondence
5. Town Administrator's Report

Other Business

Public Comment

Non-Public session RSA 91-A3, II

Adjournment

Agenda Posted: Post Office; Town Offices; Town Website (www.deerfieldnh.gov)

Next meeting: September 28, 2026 at 5:30 at GBW Building

If you require interpretive or other accommodation, please contact the Town Offices at least 48 hours prior to the start of the meeting.

Town Of Deerfield Requested Government Building Budget For 2027

Submitted by Ray Ellis

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4194.01.111	GB Part time Employee	50,736		Facility Supervisor - PT	52,249.60	
	2026 COLA	1,171		\$31.40/hour 32 hours per week	1,567.49	
Line Total		51,907			53,817.09	53,818
01.4194.01.291	GB Gasoline/Diesel	750		Fuel for Town vehicle	1,200.00	
	GBW	1,500		Diesel for Generator	1,500.00	
Line Total		2,250			2,700.00	2,700
01.4194.01.341	GB Telephone	240		Cell Phone reimbursement	240.00	
	GBW	372				
Line Total		612			240.00	240
01.4194.01.398	GB Contract - Mowing	7,800		Bid Process 10% inflation estimate	1,500.00	
				GBW Building, Gazebo Field, Town Hall, South and Central Fire Station, P.J.L & Hedges	10,302.50	
	TS	3,550		Transfer Station	1,000.00	
				TS Hill \$1500 per occurrence	3,000.00	
Line Total		11,350			15,802.50	15,803
01.4194.01.399	GB Contract	4,500.00		R.B. Lewis fire control	12,500.00	
				Fire Extinguisher annual inspection		
				Furnace Annual Inspection and Cleaning	4,000.00	
	TH	3,000.00		TH Sprinkler Testing	3,000.00	
	GBW Water Testing	2,500.00		Water Testing	3,000.00	
	GBW Contract	22,900.00		Cleaning \$1700/month plus \$2500 carpets	22,900.00	
Line Total		32,900			45,400.00	45,400
01.4194.01.410	GB Electricity	7,300		Electricity - Average 12 months	8,760.00	
	GBW	26,000		reallocated from all other budgets.	29,160.00	
	TH	8,000		Average \$4750/month	9,600.00	
	HWY	3,250			3,900.00	
	Veasey	450			540.00	
	TS	4,200			5,040.00	
				25% supply rate estimated increase in 2027	7,125.00	
Line Total		49,200			64,125.00	64,125
01.4194.01.411	GB Heating Oil	0.00		GBW, TH, HWY		
	GBW	28,500.00		Average 14,200 gallons annually		
	TH	10,000.00		\$4.99 26-27 Contract Price	70,858.00	
	HWY	2,500.00				
Line Total		41,000			70,858.00	70,858
01.4194.01.414	GB Propane	8,000		Central Fire Station		
	HWY	800		South Station		
				About 4750 gallons used annually		
				\$1.99 26-27 Contract Price	9,452.50	
Line Total		8,800			9,452.50	9,453.00
Line Total		0			0.00	0

Subtotal 198,019

262,397

Town Of Deerfield Requested Government Building Budget For 2027

Submitted by Ray Ellis

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01.4194.01.111	GB Part time Employee	50,736		Facility Supervisor - PT	52,249.60	
	2026 COLA	1,171		\$31.40/hour 32 hours per week	1,567.49	
Line Total		51,907			53,817.09	53,818
01.4194.01.291	GB Gasoline/Diesel	750		Fuel for Town vehicle	1,200.00	
	GBW	1,500		Diesel for Generator	1,500.00	
Line Total		2,250			2,700.00	2,700
01.4194.01.341	GB Telephone	240		Cell Phone reimbursement	240.00	
	GBW	372				
Line Total		612			240.00	240
01.4194.01.398	GB Contract - Mowing	7,800		Bid Process 10% inflation estimate	1,500.00	
				GBW Building, Gazebo Field, Town Hall, South and Central Fire Station, PJL & Hedges	10,302.50	
	TS	3,550		Transfer Station	1,000.00	
				TS Hill \$1500 per occurrence	3,000.00	
Line Total		11,350			15,802.50	15,803
01.4194.01.399	GB Contract	4,500.00		R.B. Lewis fire control	12,500.00	
				Fire Extinguisher annual inspection		
				Furnace Annual Inspection and Cleaning	4,000.00	
	TH	3,000.00		TH Sprinkler Testing	3,000.00	
	GBW Water Testing	2,500.00		Water Testing	3,000.00	
	GBW Contract	22,900.00		Cleaning \$1700/month plus \$2500 carpets	22,900.00	
Line Total		32,900			45,400.00	45,400
01.4194.01.410	GB Electricity	7,300		Electricity - Average 12 months		
	GBW	26,000		reallocated from all other budgets.		
	TH	8,000		Average \$4750/month	57,000.00	
	HWY	3,250		25% supply rate estimated increase in 2027	7,125.00	
	Veasey	450				
	TS	4,200				
Line Total		49,200			64,125.00	64,125
01.4194.01.411	GB Heating Oil	0.00		GBW, TH, HWY		
	GBW	28,500.00		Average 14,200 gallons annually		
	TH	10,000.00		\$4.99 26-27 Contract Price	70,858.00	
	HWY	2,500.00				
Line Total		41,000			70,858.00	70,858
01.4194.01.414	GB Propane	8,000		Central Fire Station		
	HWY	800		South Station		
				About 4750 gallons used annually		
				\$1.99 26-27 Contract Price	9,452.50	
Line Total		8,800			9,452.50	9,453.00
Line Total		0			0.00	0

Subtotal 198,019

262,397

Town of Deerfield Requested Government Building Budget for 2027

Submitted by Ray Ellis

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4194.01.430	GB Repairs & Maintenance	21,050		Annual routine maintenance	75,000.00	
	Service Calls	300		Building repairs		
	GBW	37,100				
	TH	10,000				
	Sprinkler	2,000				
	Veasey	4,650				
	TS	5,154				
Line Total		80,254			75,000.00	75,000
01.4194.01.491	GB Rubbish Collection	4,800		GBW - \$465.15/month	5,581.80	
	TH	3,840		TH - \$363.72/month	4,364.64	
	Veasey	735		Veasey	735.00	
Line Total		9,375			10,681.44	10,682
01.4194.01.610	GB Supplies	3,000		Bathroom supplies, cleaning materials & softener salt-cost increases	3,000.00	
Line Total		3,000			3,000.00	3,000
01.4194.01.660	GB Vehicle Maint. & Repair	0		Vehicle maintenance and repair	1,000.00	
Line Total		0			1,000.00	1,000
01.4194.01.740	GB Equipment & Tools	250		Tools	500.00	
Line Total		250			500.00	500
01.4194.01.812	GB Grant	1			1.00	
Line Total		1			1.00	1
01.4194.01.813	GB Other Charges & Expenses	1		Miscellaneous	1.00	
	GBW	4				
	TH	2				
Line Total		7			1.00	1
01.4194.01.814	GB Safety Compliance	500		JLMC	500.00	
		500			500.00	500
Subtotal		93,387				90,684
Prev Annual Budget		291,406		Proposed Annual Budget		353,081

Town of Deerfield Requested Transfer Station Budget for the Year 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4321.01.110	TS Full Time Employee	1			0.00	
Line Total		1			0.00	0
01.4321.01.111	TS Part Time Employee	113,256.00		Emp. 1, \$25.75 X 32hrs	42,848.00	
	2026 COLA	2,112.00		Emp. 2, 20 X 24hrs	33,280.00	
				Emp. 3, 20 X 24hrs	33,280.00	
				Emp 4 25.75X8 hrs	10,712.00	
Line Total		115,368			120,120.00	120,120
Line Total						
Line Total						
Line Total						
Line Total						
Line Total						
Line Total						

Town of Deerfield Requested Transfer Station Budget for the Year 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4323.01.291	TS Mileage	100		Recyclables to Harding Metals	0.00	
Line Total		100			0.00	0
01.4323.01.292	TS Uniforms/Protective Gear	1,000		Jackets, Gloves, Boots, Hardhats, Coveralls	1,000.00	
Line Total		1,000			1,000.00	1,000
01.4323.01.310	TS Engineering & Testing	2,500		CMA Engineering	10,000.00	
				Groundwater Permit Renewal		
Line Total		2,500			10,000.00	10,000
01.4323.01.321	TS Legal Notices	1		Reallocated to Town Administration	0.00	
Line Total		1			0.00	0
01.4323.01.341	TS Telephone	342.00		Verizon \$110/month	1,320.00	
Line Total		342			1,320.00	1,320
01.4323.01.390	TS Testing	1		Combined #310 Engineering & #390 Testing	0.00	
Line Total		1			0.00	0
01.4323.01.398	TS Mowing	3,550.00		Reallocated to Government Buildings	0.00	
Line Total		3,550			0.00	0
01.4323.01.399	TS Contract	1.00		Triangle Portable Toilet	0.00	
				Bathroom installed		
Line Total		1			0.00	0
01.4323.01.410	TS Electricity	4,200		Reallocated to Government Buildings	0.00	
Line Total		4,200			0.00	0

Town of Deerfield Requested Transfer Station Budget for the Year 2027

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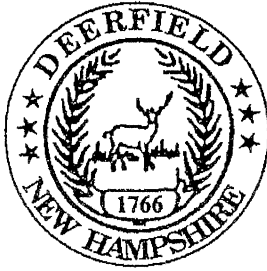
Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4323.01.560	TS Dues & Subscriptions	425		NHDES/WMD Certification	200.00	
				Northeast Resource Recovery NRRRA Dues	425.00	
Line Total		425			625.00	625
01.4323.01.610	TS Supplies	2,200		General Supplies ie: Paint, paper towels, hand cleaners, hardware, pest control, etc water	2,200.00	
Line Total		2,200			2,200.00	2,200
01.4323.01.630	TS Maintenance & Repairs	5,154		Reallocated to Government Buildings	0.00	
Line Total		5,154			0.00	0
01.4323.01.635	TS Gas	105.00		30 Gals @ \$5.00	150.00	
Line Total		105			150.00	150
01.4323.01.636	TS Diesel	4,470.00		1500 gallons	4,470.00	
Line Total		4,470			4,470.00	4,470
01.4323.01.660	TS Vehicle Maintenance and Repairs	5,000		Vehicle Repairs - Roll Off Truck	5,000.00	
Line Total		5,000			5,000.00	5,000
01.4323.01.740	TS Heavy Equipment Cont/Loader	7,750.00		Annual Service Loader Compactor Service	7,750.00	
Line Total		7,750			7,750.00	7,750
01.4323.01.811	TS Meetings/Seminars/ Training	350		Continueing Ed for Licenses	400.00	
Line Total		350			400.00	400
01.4323.01.812	TS Grants	1			1.00	
Line Total		1			1	1
01.4323.01.814	TS Safety Compliance	150		clean up spill kits, antibacterial cleaners, eye wash	100.00	
Line Total		150			100.00	100

Page 3	subtotal	20,605		15,696.00	20,696
	Total Solid Waste Collection	32,300		Total Solid Waste Collection	33,016

Town of Deerfield Requested Transfer Station Budget for the Year 2027

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Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4324.01.420	TS Disposal-Solid Waste	291,000.00		MSW: Hauling Fee \$462*2/week	60,060.00	
				MSW: \$97.65/Ton* Average 14 Tons per load	177,723.00	
				Bulky: Hauling Fee \$430*1/week	22,360.00	
				Bulky: \$113.40/Ton* Average 5 Tons per load	29,484.00	
				Surcharge 3.5%	7,252.25	
Line Total		291,000			296,879.25	296,879
01.4324.01.421	TS Disposal-Refrigerators	1,250			0.00	
Line Total		1,250			0.00	0
01.4324.01.422	TS Disposal-Recyclables	37,800		NH Recycles - Includes Tires, Metal, Freon Electronics		
				Hauling Fee \$441 * Average 1/week	22,932.00	
				Disposal Varies: Average is \$1500/load	18,000.00	
Line Total		37,800			40,932.00	40,932
01.4324.01.423	TS Disposal-Tires	1,000			0.00	
Line Total		1,000			0.00	0
01.4324.01.424	TS Disposal Oil	1		No cost Town Uses in Waste Oil Furnace	0.00	
Line Total		1			0.00	0
01.4324.01.425	TS Disposal-Electronics	1,000.00			0.00	
Line Total		1,000			0.00	0
01.4324.01.426	Hazardous Waste Day	10,000		Hazardous Waste Day	10,000.00	
Line Total		10,000			10,000.00	10,000
Line Total						



Town of Deerfield

Board of Selectmen

of grounds
Position Title: Facilities Supervisor
Reports To: Town Administrator

Department: Government Buildings
Date: 07/01/2026

GENERAL SUMMARY:

The Facilities Supervisor oversees the daily operations, maintenance, and safety of all Town owned buildings. Manages vendor contracts to include custodial and groundskeeping, ensures compliance with safety codes, and handles building budgets. Performs skilled work and manual labor in support of construction and maintenance tasks. May need to respond to on-demand calls for service.

The Facilities Supervisor is responsible for building maintenance at the following locations:

Public Buildings

Town Hall
Philbrick James Library
George B. White Building – Town Offices (GBW)
Central Fire Department
Highway Department
Police Department
South Station Birch Road Fire Department
Transfer Station
Bicentennial Field
Hartford Brook Field
Veasey Park

Address

10 Church Street
4 Church Street
8 Raymond Road
6 Church Street
8 Church Street
8 Raymond Road
33 Birch Road
51 Brown Road
13 Raymond Road
15 Hartford Brook Road
279 North Road

ESSENTIAL JOB FUNCTIONS:

- Assists in the planning, coordinating, and supervising of the Town's building and facilities maintenance; inspecting Town buildings, structures, and facilities to locate and determine the extent of repair, maintenance, or suggested improvements required; ensuring all routine and major repairs, replacements, renovations, and maintenance plans are completed; and establishing and maintaining practices consistent with conservation of energy and natural resources.
- Develops and oversees preventive maintenance programs to avoid equipment failures and coordinating urgent repairs.
- Ensuring the facility meets all local, state, and federal health, safety, and building code regulations.
- Administering department budgets and acquiring the necessary supplies and equipment.
- Performance of building maintenance tasks in one or more fields (carpentry, heating, ventilation, and air conditioning (HVAC), plumbing, etc.). Repair, maintain/monitor all equipment and amenities
- Change filters for HVAC as needed
- Install and remove window AC units as needed
- Change light bulbs, interior and exterior as needed
- Compiles quotes and RFP's following the Town's Purchase Policy.

- Inspects work in progress and upon completion to ensure conformance to established standards for Town grounds, facilities, infrastructure, equipment, and other areas under the scope of the work assignment to ensure it is properly maintained.
- Prepare meeting rooms; remove or rearrange furniture for town events or elections as needed.
- Maintain sign board at the GBW
- Maintain exterior walkways free and clear of debris (sweeping/snow removal)
- Oversee the rental of the Town Hall to include calendar of events, cleaning, and insurance requirements.
- Investigates complaints from the public or internal customers concerning facilities; takes appropriate action.
- Serving as the primary point of contact for facility-related emergencies and incidents.
- Perform duties and responsibilities with a professional, friendly, customer focused demeanor; work cooperatively with other Town departments and personnel to assure effective and efficient town wide operations.
- Maintains effective working relationships with other employees and the public.
- Performs related work as required.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

KNOWLEDGE SKILLS & ABILITIES REQUIRED:

Thorough knowledge of Building codes or related general construction codes, and a thorough knowledge of commercial and residential construction. Knowledge of NH State building codes, electrical, mechanical, plumbing codes, and zoning laws. Ability to effectively inspect construction projects; discuss issues with owners and the general public; ability to read and understand complicated construction plans and blueprints; ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with employees and the public.

QUALIFICATIONS REQUIRED:

- High School diploma or GED equivalent
- Maintain valid vehicle operator license.
- Must pass a background check

Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials; may be required to work in confined places.

Moderate physical effort generally required. Position requires the ability to operate various facility equipment. Regularly required to lift items weighing up to 50 pounds. The employee is frequently required to use hands to touch, handle or feel facility equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.



Town of Deerfield Board of Selectmen

Position Title: Facilities and Buildings Maintenance Technician Government Buildings department

Reports To: Town Administrator

Date: 08/28/2026

GENERAL SUMMARY:

The facilities and buildings maintenance technician shall conduct routine, daily maintenance, repairs and improvements to town building as needed. Ensures proper maintenance and safety compliance of all Town owned buildings keeping them up to code. Performs custodial and seasonal groundskeeping tasks including but not limited to lawn mowing, weed whacking, shrub trimming, snow shoveling and applying sand and salt to walkways as needed. Prepares and adheres to budgets and reports quarterly to the Board of Selectmen with updates, and situation reports as necessary. The position includes performing skilled work and manual labor in support of construction and maintenance tasks both interior and exterior. May need to respond to on-demand calls for emergency service, may be required to work in inclement weather and is the main contact for hired contractors, and tenants of the GBW building.

The Facilities and buildings maintenance technician shall be responsible for building maintenance at the following locations:

Public Buildings

Address

Town Hall	10 Church Street
Philbrick James Library	4 Church Street
George B. White Building – Town Offices (GBW)	8 Raymond Road
Central Fire Department	6 Church Street
Highway Department	8 Church Street
Police Department	8 Raymond Road
South Station Birch Road Fire Department	33 Birch Road
Transfer Station	51 Brown Road
Bicentennial Field	13 Raymond Road
Hartford Brook Field	15 Hartford Brook Road
Veasey Park	279 North Road

ESSENTIAL JOB FUNCTIONS:

- conducts the planning, scheduling, and implementation of the Town's buildings and facilities. inspecting Town buildings required maintenance including, grounds, structures, and facilities. To perform inspections to locate and determine immediate repairs and upcoming required maintenance, or suggested improvements.; Ensuring all routine and major repairs, replacements, renovations, and maintenance plans are completed; and establishing and maintaining practices consistent with conservation of energy and natural resources.
- Is responsible for keeping town properties and buildings clean, safe, and looking well maintained.
- Develops and conducts preventive maintenance and inspection programs to reduce equipment failures and minimizing urgent repairs.
- Ensuring the facility meets all local, state, and federal health, safety, and building code regulations.
- Administering department budgets and acquiring the necessary supplies and equipment. Monitoring government resources and being diligent to take advantage of potential grants.

P.O. Box 159 • 8 Raymond Road • Deerfield, New Hampshire 03037 • Tel (603)463-8811 • Fax (603)463-5846

Website: www.deerfieldnh.gov

- Moderate knowledge of building maintenance tasks in multiple fields including but not limited to plumbing, heating, HVAC, carpentry, painting, groundskeeping ext.
- Change filters for HVAC as needed, monitor and maintain water treatment systems as needed
- Install and remove window AC units as needed
- Change light bulbs, interior and exterior as needed
- Compiles quotes and RFP's following the Town's Purchase Policy.
- monitors work in progress by contractors and inspects upon completion to ensure conformance to established contract and scope of work
- Prepare meeting rooms; remove or rearrange furniture for town events or elections as needed.
- Maintain sign board at the GBW
- Maintain exterior walkways free and clear of debris (sweeping/snow removal)
- Facilitates and schedules the rental of the Town Hall to include calendar of events, cleaning, and insurance requirements.
- Investigates complaints from the public, fellow town employees, and board of selectmen concerning buildings, facilities and safety concerns; takes appropriate action.
- Serving as the primary point of contact for facility-related emergencies and incidents. Reports promptly to town administrator
- Perform duties and responsibilities with a professional, friendly, positive demeanor; work cooperatively with other Town departments and personnel to assure safe, effective and efficient town wide operations.
- Maintains effective working relationships with other employees and the public.
- Performs related work as required.
- Possess Willingness and flexibility to assist in other departments as needed

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. The employee is expected to balance his time between regular weekly maintenance and building/grounds improvement projects. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

KNOWLEDGE SKILLS & ABILITIES REQUIRED basic knowledge of Building codes and related general construction codes and best practices, and a reasonable knowledge of commercial and residential construction, electrical, mechanical, plumbing codes. Ability to work with the fire chief and fire marshal for guidance to ensure buildings are safety compliant. Ability to seek the right answer, if unsure of how to perform a task, or do a repair to code.

QUALIFICATIONS REQUIRED:

- High School diploma or GED equivalent
- Maintain valid vehicle operator license.
- Must pass a background check

Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

May be required to exert significant physical effort such as lifting and carrying heavy tools and materials; ability to be on feet for hours at a time and work in inclement weather, ability to perform tasks overhead, ability to safely perform tasks from ladders. ability to work in confined places. Position requires the ability to operate various facility equipment such as mowers, snow removal equipment, hand tools, power tools and tow a trailer.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Town of Deerfield Requested Building Department Budget for the Year 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4240.01.110	Full Time Employee	1				
Line Total		1			0.00	0
01.4240.01.111	BI Part Time employee	53,248		Part time Building Inspector	54,400.00	
	2026 COLA	1,152				
Line Total		54,400			54,400.00	54,400
01.4240.01.291	BI Mileage	1			1.00	
Line Total		1			1.00	1
01.4240.01.320	BI Legal Services	1		Included in Legal Budget	0.00	
Line Total		1			0.00	0
01.4240.01.321	BI Legal Notices	1		Included in Town Administration	0.00	
Line Total		1			0.00	0
01.4240.01.341	BI Telephone	240		Cell Phone Stipend	240.00	
Line Total		240			240.00	240
01.4240.01.342	BI Software Upgrades	1			1.00	
Line Total		1			1.00	1
01.4240.01.550	BI Permit Forms	200		ICC Code Council/Permit Forms	350.00	
Line Total		200			350.00	350

Town of Deerfield Requested Building Department Budget for the Year 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4240.01.560	<u>BI Dues & Subscriptions</u>	110		<u>ICC Code Council / Dues</u>	175.00	
Line Total		110			175.00	175
01.4240.01.610	<u>BI Supplies</u>	200		<u>General supplies</u>	200.00	
Line Total		200			200.00	200
01.4240.01.625	<u>BI Postage</u>	100		<u>Inlcuded in Town Administration</u>	0.00	
Line Total		100			0.00	0
01.4240.01.630	<u>BI Vendor Maint & Support</u>	2,000.00		<u>Avitar Associates / Building Permit Program</u>	1,820.00	
				<u>Sharp Copier \$15.00 x 12 months</u>	180.00	
Line Total		2,000			2,000.00	2,000
01.4240.01.635	<u>BI Gasoline</u>	300		<u>Average 300 gals x \$5.00</u>	300.00	
Line Total		300			300.00	300
01.4240.01.660	<u>BI Vehicle Repair & Maintenan</u>	1,000		<u>General Maintenance & service</u>	1,000.00	
Line Total		1,000			1,000.00	1,000
01.4240.01.670	<u>BI Books & Periodicals</u>	350		<u>Code Books</u>	500.00	
Line Total		350			500.00	500
01.4240.01.683	<u>BI Health Department</u>	5,000		<u>HO Stipend</u>	5,000.00	
Line Total		5,000			5,000.00	5,000

Town of Deerfield Requested Building Department Budget for the Year 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4240.01.740	<u>BI Equip & Hardware Upgrade:</u>	1		<u>Plan Copier</u>	5,000.00	
Line Total		1			5,000	5,000
01.4240.01.760	<u>BI Vehicle</u>	1			1.00	
Line Total		1			1	1
01.4240.01.810	<u>BI Enforcement</u>	1		<u>Included in Legal Budget</u>	0.00	
Line Total		1			-	0
01.4240.01.811	<u>BI Meeting/Seminars/Training</u>	1		<u>Registration fees to attend trainings</u>	500.00	
Line Total		1			500.00	500
01.4240.01.812	<u>BI Grants</u>	1			1.00	
Line Total		1			1.00	1
Line Total		-			0.00	0
Line Total		-			0.00	0
Line Total		-			0.00	0

Town of Deerfield Requested Emergency Management Budget 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4290.02.111	EM Stipend	2,400.00		EM Director	2,400.00	
Line Total		2,400			2,400.00	2,400
01.4290.02.291	EM Mileage	1		Mileage for attending Emergency Management conferences and training	1.00	
Line Total		1			1.00	1
01.4290.02.341	EM Telephone	1,367.00			367.00	
Line Total		1,367			367.00	367
01.4290.02.430	EM Maintenance - Vendor	3,720.00		Anticipated Maintenance expense for Generator	3,720.00	
				License for generator 4 Year		
				Maintenance agreement with Milton Cat		
Line Total		3,720			3,720.00	3,720
01.4290.02.610	EM Supplies	50		Office supplies Emergency Operations Center	1,050.00	
Line Total		50			1,050.00	1,050
01.4290.02.625	EM Postage	1		Postage for mailing PSAs	1.00	
Line Total		1			1.00	1
01.4290.02.635	EM Gasoline	1			1.00	
Line Total		1			1.00	1
01.4290.02.636	EM Diesel	1,695		500 Gals - DCS (shelter site)	1,695.00	
				Generator		
Line Total		1,695			1,695.00	1,695
01.4290.02.660	EM Vehicle Maint. & Repair	1			1.00	
Line Total		1			1.00	1
01.4290.02.740	EM Equipment	100		Equipment	100.00	
				Replacement of EOC Base Radio		
				Reprogramming of two Portable radios		
Line Total		100			100.00	100
sub total		9,336				9,336

Town of Deerfield Requested Emergency Management Budget 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4290.02.811	EM Seminars & Training	1			1.00	
Line Total		1			1.00	1
01.4290.02.812	EM Grant	1			1.00	
Line Total		1			1.00	1
		0				
Line Total		0			0.00	-
Line Total		0			0.00	-
Line Total		0			0.00	-
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Line Total		0			0.00	-
Line Total		0			0.00	-
Line Total		0			0.00	-

Town of Deerfield Requested Information Technology Budget for 2027

Submitted by Steven Jamele, Department Head

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4150.06.111	IT Part Time Employee	50,631.00		Part Time Employee @\$38.36 per hour-	51,736.00	
	2026 COLA	1,105.00		24 hrs./wk X 52 wks		
				Merit	1,552.08	
Line Total		51,736.00			53,288.08	53,289
01.4150.06.291	IT Mileage	50.00		100 miles @ .76 /mile	76.00	
Line Total		50.00			76.00	76
01.4150.06.341	IT Telephone	2,580.00		Consolodated Communications	2,580.00	
		240.00		Verizon Wireless Cell Phone Reimbursement 12 Month X \$20	240.00	
		150.00		MCCT - replacement telephone sets (1 x \$50)	50.00	
Line Total		2,970.00			2,870.00	2,870
01.4150.06.342	IT Software Upgrades	5,727.00		MS Business Suite	-	
Line Total		5,727.00			-	-
01.4150.06.390	IT Public Media	1.00			1.00	
Line Total		1.00			1.00	1
01.4150.06.399	IT Contract	3,196.00		Sonicwall firewall support and updates PD and Town	3,196.00	
		3,835.00		Unitrends Local and Cloud Backup	3,835.00	
		7,031.00			7,031.00	7,031
01.4150.06.430	IT Vendor Maintenance and Support					
		1,150.00		Threattrack Vipre Antivirus 2026 x 10% max increase	1,265.00	
		815.00		Breezeline Internet (\$67.95 x 12)	815.00	
		213.00		Breezeline Static IP addresses (1 @ \$17.80/mo.)	213.00	
		3,128.00		Civic Plus website yearly maintenance	3,128.00	
		30.00		PassFab	30.00	
		299.00		RemotePC (50 licenses secure remote access)	299.00	
	In Motion Hosting	235.00				
		165.00				
Line Total		5,870.00			5,750.00	5,750
01.4150.06.610	IT Supplies	2.00		Misc. office supplies	1.00	
Line Total		2.00			1.00	1
01.4150.06.740	IT Equipment	31,332.00		Equipment	5,000.00	
			18	Universal Power Supply (\$62.95 x 4= 252)	252.00	
Line Total		31,332.00			5,252.00	5,252
01.4150.06.811	IT Meetings/Seminars	1.00			1.00	
Line Total		1.00			1.00	1
01.4150.06.812	IT Grant	1.00			1.00	
Line Total		1.00			1.00	1
	Previous Annual Budget	104,721.00		Proposed Annual Budget		74,272

Account Number	Description	2026-BUDGET	2026-ACTUAL	2027-DEFAULT	DEPT-REQUEST	BOS-APPROVED	MBC-APPROVED	\$ CHANGE-MBC-2026 BUDGET		
01.4550.01.110	L Full Time Employee	102601	77655	102601	114,030			-102601		
01.4550.01.111	L Part Time Employee	47600	32243	47600	64928			-47600		
01.4550.01.341	L Telephone	1836	1208	1836	2336			-1836		
01.4550.01.390	L Consultants	1000	0	1000	1000			-1000		
01.4550.01.399	L Contract	19174	5627	19174	19174			-19174		
01.4550.01.410	L Electricity	1800	971	1800	1800			-1800		
01.4550.01.411	L Heating Oil	2007	1495	2007	2007			-2007		
01.4550.01.430	L Maint. & Repair	5320	603	5320	5320			-5320		
01.4550.01.560	L Dues and subscriptions	1110	1044	1110	1185			-1110		
01.4550.01.610	L Supplies	1800	1525	1800	2400			-1800		
01.4550.01.630	L Equipment Maintenance	700	411	700	700			-700		
01.4550.01.670	L Books	13500	7653	13500	13500			-13500		
01.4550.01.683	L Humanities	2400	2794	2400	4400			-2400		
01.4550.01.740	L Equipment	2000	1250	2000	4000			-2000		
01.4550.01.811	L Meetings/seminars/training	1050	513	1050	1100			-1050		
01.4550.01.812	L Grant	1	1	1	1			-1		
01.4550.01.814	L Safety Compliance	1	1	1	1			-1		
	01 Total	203900	134997	203900	241615	0	0	-203900	0	0
			*as of 9/14/2026							

Town of Deerfield Requested Cemetery Trustees Budget for the Year 2027

Submitted by Cemetery Trustees

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4195.01.190	<u>CE Superintendent</u>	7,500			7,500.00	
Line Total		7,500			7,500.00	7,500
01.4195.01.390	<u>CE Tree Care</u>	1			25,000.00	
Line Total		1			1.00	1
01.4195.01.399	<u>CE Contractors</u>	14,650			14,650.00	
Line Total		14,650			14,650.00	14,650
01.4195.01.560	<u>CE Dues & Subscriptions</u>	85			85.00	
Line Total		85			85.00	85
01.4195.01.610	<u>CE Supplies</u>	210			210.00	
Line Total		210			210.00	210
01.4195.01.811	<u>CE Meetings/Trainings</u>	140			140.00	
Line Total		140			140.00	140
01.4195.01.812	<u>CE Grant</u>	1			1.00	
Line Total		1			1.00	1
Line Total		-			0.00	0
Line Total		-			0.00	0
Prev Annual Budget		22,587	Proposed Annual Budget		22,587	

01.4195.01.190	CE Superintendent	7500	3750	7500				-7500
01.4195.01.390	CE Tree Care	1	0	1				-1
01.4195.01.399	CE Contractors	14650	18263	14650				-14650
01.4195.01.560	CE Dues & Subscriptions	85	80	85				-85
01.4195.01.610	CE Supplies	210	0	210				-210
01.4195.01.811	CE Meetings / Seminars / Training	140	0	140				-140
01.4195.01.812	CE Grant	1	0	1				-1
01 Total		22587	22093	22587	0	0	0	-22587
Cemeteries Total		22587	22093	22587	0	0	0	-22587

Town of Deerfield Requested Legal Budget for 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4153.01.320	LE Town Attorney	25,000		Upton & Hatfield Legal Fees (use of Town Counsel for legal matters that come before the Town)	35,000.00	
Line Total		25,000			35,000.00	35,000
Line Total						
Line Total						
Line Total						
Line Total						
Line Total						
Line Total						
Line Total						

Prev Annual Budget

25,000

Proposed Annual Budget

35,000

Town of Deerfield Requested Town Administration Budget for 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4130.02.110	TA Full Time Employee	251,752.00		Town Administrator	258,880.00	
	2026 COLA	5,752.06		Finance Administrator		
				Administrative Assistant		
				Merit	7,766.40	
Line Total		257,504.06			266,646.40	266,647
01.4130.02.140	TA Overtime	1.00		No OT, use compensatory time, keep line open	1.00	
Line Total		1.00			1.00	1
01.4130.02.291	TA Mileage	1,094.00		Mileage to training, registry, bank		
				40 miles to NHMA * 12	365.00	
				36 miles to registry * 4	110.00	
				18 miles to bank * 52	712.00	
				76 cents a mile		
Line Total		1,094.00			1,187.00	1,187
01.4130.02.301	TA Auditing Services	11,138.00		Cost is \$25060 - 50% in TC/TX	12,530.00	
Line Total		11,138.00			12,530.00	12,530
01.4130.02.321	TA Legal Notices	1,500.00		Newspaper Advertisements - lines remove from GB and GBW	2,000.00	
				Public Hearing Notices, Employment Ads		
				Invitations to Bid		
Line Total		1,500.00			2,000.00	2,000
01.4130.02.341	TA Telephone	720.00		(3) Employee phone stipend	720.00	
				\$20 per person for 12 months		
				GBW Land Line \$125/month	1,500.00	
Line Total		720.00			2,220.00	2,220
01.4130.02.342	TA Software Subscriptions	500.00		Adobe \$240 * 2	480.00	
				Dropbox \$150 Annually	150.00	
				Zoom \$220 Annually	220.00	
				Audio Recordings		
Line Total		500.00			850.00	850
subtotal		272,457				285,435

Town of Deerfield Requested Town Administration Budget for 2027

0

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4130.02.392	TA Registry Recordings	50		Rockingham Registry of Deeds Copies of Deeds or Deeds to be Recorded. Recordings for Assessing funded under Appraisal/Revaluation Budget	50.00	
Line Total		50			50.00	50
01.4130.02.399	TA Contract	35,001		Finance Consultant \$75/hour	20,000.00	
Line Total		35,001			20,000.00	20,000
01.4130.02.430	TA Maintenance - Vendor	19,038.00	2	MuniSmart Annual License and Support Payroll, AP, AR, GL, Tax, Budget	19,038.00	
Line Total		19,038			19,038.00	19,038
01.4130.02.440	TA Rental & Leases	4,248.00	4	Postage \$539.79*4 Copier Monthly Lease \$175*12 Copier Maintenance Fee \$799*4	2,159.16 2,100.00 3,196.00	
Line Total		4,248			7,455.16	7,456
01.4130.02.560	TA Dues & Subscriptions	175.00		NHGFOA ANHPEHRA NHMMA	35.00 15.00 150.00	
Line Total		175			200.00	200
01.4130.02.610	TA Supplies	3,500		Toner Cartridges Town Administrator/Finance Payroll and Accounts Payable Envelopes, Checks, Folders, Copy Paper, Letterhead, Staples, Note Pads, Forms, etc. 1099's, W-2's, Pocket Folders	3,500.00	
Line Total		3,500			3,500.00	3,500
01.4130.02.625	TA Postage	8,000		Postage Box Rental \$84 Approx. 3000 pieces of mail + certified mailing Newsletter and Voters Guide	8,000.00	
Line Total		8,000			8,000.00	8,000
sub total		70,012				58,244

Town of Deerfield Requested Town Administration Budget for 2027

0

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4130.02.670	TA Books & Periodicals	3,900		NH Revised Statues Annotated Each year the State sends updated law books. The number of replacement books depends on the number of law changes.	1.00	
Line Total		3,900			1.00	1
01.4130.02.690	TA Printing	400		Professional Printing Costs Annual Town Report Voter Guides Business Cards	1,800.00 1,100.00 500.00	
Line Total		400			3,400.00	3,400
01.4130.02.691	TA Reimbursement - Tuition	1		No Course Reimbursement This Year	1.00	
Line Total		1			1.00	1
01.4130.02.740	TA Equipment - Computers & Copiers	2,500		Replace workstation printers, keyboards, mouse	1,000.00	
Line Total		2,500			1,000.00	1,000
01.4130.02.811	TA Meetings/Seminars/Training	1,500		Registration fees to attend training	1,500.00	
Line Total		1,500			1,500.00	1,500
01.4130.02.812	TA Grants	1		Available for Grant Opportunities	1.00	
Line Total		1			1.00	1
01.4130.02.813	TA Other Charges & Expenses	1,500		Unanticipated Expenses Criminal Background Checks Name Plates Memorial Flowers	5,000.00	
Line Total		1,500			5,000.00	5,000
Line Total						
subtotal		9,802			10,903.00	10,903
Prev Annual Budget		352,271		Proposed Annual Budget		354,582