

**TOWN OF FRANCESTOWN**  
OFFICE OF SELECTMEN  
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FRANCESTOWN, NEW HAMPSHIRE 03043-0005

**BOARD OF SELECTMEN  
BUDGET AND ADVISORY COMMITTEE  
MEETING MINUTES**

**THURSDAY, DECEMBER 10, 2015**

Members Present: Chairperson Abigail Arnold(BOS), Scott S Carbee(BOS), Brad Howell(BOS), Chairman Charlie Pyle(BAC), Henry Kunhardt(BAC), and Stewart Brock(BAC).

Others Present: Town Administrator Jamie A Pike, Chief Fred Douglas, Chief Larry Kullgren, Carol Brock, Polly Freese, BJ Carbee, Celeste Lunetta, Dave Hanlon, Tom and Kay Anderson, Sarah Pyle, Robin Haubrich, Steve Camirand, Deb Rogers, and others.

**CALL TO ORDER:** Chairperson Arnold called the meeting to order at 5:30 p.m.

Police Department – Ms. Arnold began the discussion talking about the staffing of the Police Department and the changes that have occurred during the year. She provided scenarios for 2016 which included choices between part-time staffing and the hiring of a full-time officer. Projections show that the hiring of a full-time officer in mid 2016 would be approximately a \$9k increase to the overall payroll budget inclusive of benefits, while maintaining a part-time staff and covering 91.4 hours of duty per week would be a \$4.7k savings on the prior budget. Chief Douglas stated that it is difficult to maintain staffing levels with part-time officers due to their commitment to their full-time employers, but the Town has been very fortunate to retain the current officers. A benefit of part-time officers is that they receive their training through their full-time employers, thereby not placing that burden on the Town.

Chief Douglas stated that during the past few months, calls to the PD have been increasing, and he believes this is due to the exposure the department has in town. Chief Douglas currently spends 12-15 hours weekly performing administrative duties within the department and has a goal of hiring of full-time officer that has experience and can be mentored into the Chief position in the future. Chief Douglas feels that in the future, a full-time chief is ultimately needed by the Town to meet the expectations of the residents.

Other budgetary items that were discussed are the decrease in professional development based on the current needs of the department, a decrease in the ammunition line due to the extensive inventory currently in-hand, and the increase in uniforms expense, due to the need for additional officers, either part-time or full-time.

Fire Department – The first item of note in the budget is the increase in the cost of the ambulance service. The Town is experiencing a 59% increase to \$35,949 for the 2016 service year. This cost is expected to continue to increase in the future. It was noted that Dublin and Greenfield are currently seeking new services. The Chief Kullgren explained that the department is looking at options including the Town doing its own transport services in the future. He explained that the new rescue vehicle scheduled to be purchased will have transport capability with minimal upgrades. There are approximately 70 calls for service each year to the Peterborough Ambulance. The remainder of the department budget is generally level funded with the exception of an increase in the Chief stipend. This increase is proposed to compensate for the increasing administrative demands on the position.

Library – Carol Brock presented a budget with minimal increases for electricity and telephone expenses. The increases reflect the realistic costs based on a 2 year look-back of services and known cost increases. Deb Rogers noted that the Library is able to maintain its budget due in a large part to the generous donors that support the library. Without their contributions, there would be the need for an added tax burden upon the residents to maintain the current service level of the library.

Cemeteries – Polly Freese presented a level funded budget. There was discussion regarding an annual payment from the perpetual care trust fund and how that is reflected in the budget.

Supervisors of the Checklist – Due to the combining of the Town Clerk and Tax Collector positions and budgets, expenses related to elections have been separated from those functions and grouped together. There are significant increases due to 2016 being a National and State Primary year resulting in 5 total elections. BJ Carbee and Tom Anderson explained the work that is completed before and after each election and need for added hours and payroll.

The Board and Budget Committee continued to discuss the staffing of the Police Department. Consideration of the full-time officer was determined not to be needed as a separate warrant article. The Board Selectmen gave their full support to the full-time scenario.

The next joint meeting was scheduled for January 11<sup>th</sup>, and the Budget Hearing was scheduled for February 11<sup>th</sup>.

Without further discussion, Chairman Arnold adjourned the meeting at 7:35pm.

Respectfully Submitted,

Jamie A Pike

Not approved until signed.

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Abigail Arnold

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Scott S Carbee  
BOS Minutes  
12/10/2015  
Page 2 of 2

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Brad Howell