

I. CALL TO ORDER at 6:07 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes and Leon Holmes Sr; Police Chief Jon Twiss, Resident Bob Carr; and Town Administrator Heidi Carlson.

II. ANNOUNCEMENTS

This is a budget work session of the Board.

The next meeting of the 250th Committee was moved to Tuesday September 23, 2014 due to an event at Ellis School on September 16th.

The next scheduled meeting of the Fremont Budget Committee is Wednesday September 24, 2014.

A Safety Committee meeting was held on Tuesday September 16, 2014 at the Fremont Highway Shed. Minutes were in the Board's mail file for review. The next meeting is Tuesday November 18, 2014 at the Safety Complex.

III. LIAISON REPORTS

17 September 2014 – Budget Committee – Cordes reviewed the Committee's discussion topics from last night and the upcoming schedule. The Committee got through all of the budgets to date that have Selectmen's recommendations. They would tentatively like to meet with Police and Fire in the coming weeks.

17 September 2014 – Planning Board – No report available as Chairman Hunter was out of town.

IV. APPROVAL OF MINUTES

Selectmen reviewed minutes of 04 September 2014 which includes the recessed session to 08 September 2014. Motion was made by Cordes to accept the minutes as written. Holmes Sr seconded and the vote was approved 2-0. Action on minutes of 11 September 2014 was deferred to next week.

V. SCHEDULED AGENDA ITEMS

At 6:07 pm Bob Carr met with the Board and began with a review of his current status and stated that he received a CO for the upper level of his duplex today after meeting with Bob Meade and making many improvements to his home. He did ask again for the tax assessor to contact him about his questions on duplex versus single family status.

He said they will be able to begin making payments of \$1,500 per month beginning in November. He pledged to make his first payment for the end of November. He will be able to go three or four months with the documented income and be able to do some financing and mortgage his home and begin to pay the back taxes.

Carr scheduled his next meeting for February 26, 2015 and was asked to keep in touch with his status and to contact the Board if he could not make the meeting, or the planned payments. Carr left the meeting at 6:15 pm.

At 6:15 pm Chief Twiss met with the Board to review the full-time officer component of the 2015 Police Department budget. There was discussion about part-time versus full-time coverage and hours of coverage. Twiss said that early evenings and weekends are generally the busiest times when there is

needed overlap. He said that you would need to have six full-time people to staff the schedule fully and then overlap during the busiest times with supplemental part-time staff to have two officers on duty.

Cordes said that the Board is planning to level fund all of non-police town staff wages, and look at wages at the end of the budget cycle to see about a cost of living increase and handle it at that time.

Cordes said he could consider supporting one full-time officer, and there was discussion about the training, skill set and judgment that comes with working a lot of hours and having years of experience. He said he felt it best for the Board to move forward with what they felt the Town could support versus asking for two and hoping for one, to be real and accurate about what they felt was appropriate to move ahead with.

The Town is fortunate to have the part-time staff we have, that also includes some retirees and other staff that works full-time elsewhere, all of whom have the additional full-time experience.

The Board reviewed the cost analysis for a full-time position and decided to include one additional full-time staff member in the budget. The figures were reworked for the benefits and uniform/testing fees to be included for one officer for half of calendar year 2015 (six months). The numbers were put into the working spreadsheet for the Chief's request of three full-time officers, and the Board's recommendation will include one. The total cost in wages for a full-time officer for one year is estimated at \$40,392; and the total cost of uniforms and testing for one year for one officer is \$3,585 (\$3,000 uniforms and \$185 psychological and \$400 physical testing). An updated grid will be put together for the presentation to the Budget Committee.

The other line items in the Police budget were reviewed with changes made to the following lines. The proposal for three new officers is not broken down in the department line items, so those changes are included in both the Department Request column and in the Selectmen's Recommendation column.

- Add \$3,000 per officer x 3 (\$9,000) for a total of \$15,600 in the Department Request for uniforms, and put an additional \$3,000 for one officer in the Selectmen's Recommendation, for a total of \$9,600.
- Add \$585 x 3 officers to the Department Request for New Officer for a total of \$9,089. Use \$585 on the Selectmen's Recommendation, for a total of \$7,919.
- Add in wages for half the year for three officers (\$60,588) to Department Request under patrol Wages, and use one-third of that for Selectmen's Recommendation (\$20,196) added to the original wage request of \$260,828. This makes the Department Request \$321,416 and the Selectmen's Recommendation \$281,024. The default budget is \$260,828 with raises for uniformed officers pursuant to the wage matrix.
- Correction to the number of hours for Detective Lieutenant position (math error). Department Request and Selectmen's Recommendation updated to \$41,282.

Selectmen reviewed and discussed all other line items in the budget, and clarifications were discussed in terms of which patrol cars are primary. The two new vehicles are the two primary patrol vehicles and share patrol time. Unit 3 is second-line, and Unit 4 is the unmarked car, used by the Chief and for administrative work, court, details, etc.

Fuel costs are adjusted for current trending in fuel prices. Training line items are structured to provide at least 24 hours per officer per year to keep up with all current practices and skills required. He also provided a list of the trainings that the Department has completed in the past year. It includes firearms qualifications and lowlight qualifications, police driving force simulator, use of force training, qualifying with new weapons, impaired driver detection, suicide prevention, felony DWI, CISD with the NH State

Police Stress Team, and domestic violence. The Department hosted regional trainings this year for a Taser Instructor course and Reid Interview Techniques. By hosting, the Department gets a slot in the class at no charge. Twiss explained that there are four hours annually required on Use of Force (laws, policies in a classroom setting); and four hours qualifying with your weapon.

Motion was made by Cordes and seconded by Holmes Sr to recommend \$486,492.00 for the Police Department. The vote was approved 2-0. The default budget including the wage matrix is \$462,514.

Selectmen asked Chief Twiss if he could meet with the Budget Committee at 7:00 pm on Wednesday September 24, 2014 to review the budget, especially the questions on the new officer proposal. He said he would put it on his schedule, and he left the meeting at 7:30 pm.

At 7:30 pm Elizabeth Rosa met with the Board to review the Parks & Recreation Commission budget submission for 2015 as well as recap the 2014 Camp Fremont Program.

The goal is to have experienced staff and there was extensive discussion about the pay rates for counselors. Minimum wage rates have yielded younger staff members in recent years. There was discussion about increasing fees in order to raise pay rates somewhat and attract some more experience to the program.

Rosa discussed a survey the Commission is working on, to go out to parents to try and improve our camp program for next year.

The Budget Committee has asked for enrollment data (which is included on the budget spreadsheet for the past five years); information about priorities of items for purchase, and details about the Camp Program. Carlson will highlight the enrollment data and send out the 2014 Camp Brochure for all of the members to review, as it provides an overview of the program for the summer.

Rosa will also gather adult to child ratio data and review the cost increases involved in some wage adjustments as well as a proposal for increasing fees to cover the additional costs.

Rosa left the meeting at 8:25 pm.

VI. OLD BUSINESS

1. Selectmen reviewed the Town Hall basement renovation drawing and the repair/upgrades needed to the rear exit door. The Board discussed the options and will further review at a future meeting.
2. Highway contract for roadside mowing 2015 - action deferred until meeting with the Road Agent.
3. Safety Complex phone system proposals – action deferred until after budgets are reviewed for the Budget Committee.
4. Carlson relayed to the Board a citizen concern this week from Bob Wines about the State issues involving Village Market, who is unable to sell gas following the accident which occurred on the site causing a spill. Selectmen suggested that State Legislators be contacted about assisting them with the issues they are facing to clean up the spill.
5. In response from Keri Minasalli at KTM Properties, Selectmen reconsidered the Library roof extended warranty on workmanship. Chuck Minasalli had been in the Town Hall late this afternoon meeting with the Building Inspector and provided additional information on that warranty, explaining that it added an

additional 10 years of workmanship warranty to the Town. While at the Hall, Mr Minasalli said that he would look into the price and possibly throw it in to the Town's contract. Cordes moved to accept Minasalli's offer to throw it in, if he found that acceptable, and otherwise for the Town to pay the \$325 for the extended warranty that is outlined in KTM's original proposal. Holmes Sr seconded and the vote was unanimously approved 2-0.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$23,921.92 for the current week dated 19 September 2014. Motion was made by Holmes Sr to approve the manifest. Cordes seconded and the vote was unanimously approved 2-0.
2. Selectmen reviewed bills and invoices for payment.
3. Selectmen reviewed the folder of incoming correspondence.
4. Veteran's Open House was scheduled for Tuesday November 11, 2014 at the Fremont Town Hall from 5:00 to 7:00 pm.
5. The Highway Winter Contracts have been prepared and were ready for signatures. Board members reviewed them, and action will wait until the full Board is here given Holmes' family relationship with two of the vendors.
6. Selectmen reviewed and approved the October Newsletter. It was noted that due care needs to be used in the Friends of the Library articles to indicate it is the "Friends" organization that is doing the fundraising, and that care should be used by employees who work at the Library versus the Friends members who may be doing the work.
7. Updated budget copies including expenses to date were circulated to Board members. This included Highway and Fire/Rescue. The Board discussed having a budget work session next week and chose Tuesday September 23rd following their visit to the 250th Committee meeting. Focus will be on the Highway and Fire/Rescue budgets, as well as the Executive – Selectmen's Office.
8. Selectmen discussed a Highway Department Open House, and contemplated it being on Bulky Day at noon or 12:30 pm. The Board asked for the Road Agent to be consulted about this date.
8. Selectman Cordes completed the NH AAO election ballot.
10. Selectmen reviewed a request from the DAR to honor Constitution Week. No action was taken.

VIII. NON-PUBLIC SESSION NH RSA 91-A - none

At 9:10 pm motion was made by Cordes to recess this meeting to 6:00 pm on Tuesday evening September 23, 2014 at the Fremont Safety Complex to meet briefly with the 250th Committee at their regular meeting; to be followed by the Board returning to the Town Hall for a budget work session. Holmes Sr seconded and the vote was unanimously approved 2-0.

At 6:00 pm Selectman Cordes and Town Administrator Heidi Carlson met at the Fremont Safety Complex with the Fremont 250th Committee. Attendance included 250th Committee Members Matthew and Sharon Thomas, Trish Coloumbe, Leon Jr and Lori Holmes, Rick and Mary Pinter, Darlene Amengual, Dennis Acton, Doug Brown. Leon Holmes Sr arrived at 6:15 pm.

Huge thanks were offered to the Committee on behalf of the Town and the Selectmen's office for the amazing work they did to put the 250th Event together. It was an incredible amount of work and resulted in a stupendous event that made us all proud to be part of this town.

At 6:30 pm Selectmen Cordes and Holmes Sr opened the recessed session of the Board's September 18, 2014 meeting at the Fremont Town Hall, basement meeting room. Also present was Town Administrator Heidi Carlson.

Selectmen reviewed updated budgets for Executive – Selectmen's Office, Parks & Recreation, Police Department, and Conservation Commission.

Executive – Selectmen's Office

Request \$95,382

Wages are proposed the same at this time. The newsletter is down, for one less mailed edition annually. Postage remains the same, and office supplies are up slightly due to office needs. Service Agreements are down due to the lease on the copy machine in the office. A ladder is on order for the Safety Committee and it is anticipated those funds will be fully spent by year end. The Board asked about training and dues funds, and still to complete in 2014 are the annual dues for NH MMA (\$100); and Carlson asked the Board to leave the total of \$350 in the budget for 2015 for potential training opportunities. Motion was made by Cordes to recommend \$95,382. Holmes Sr seconded and the vote was approved 2-0. The default budget is \$102,200.

Selectmen discussed the balance of funds available for merit increases in 2014 following the pending evaluations.

Conservation Commission

Request \$1,723

Selectmen reviewed the budget, which is up \$200 over the 2013 level. The extra funding has been placed into Conservation Projects to continue work on the Wildlife and Forest Management Plan of the Oak Ridge Town Forest. Selectmen were comfortable with the request. Motion was made by Cordes to recommend \$1,723 for Conservation Commission. Holmes Sr seconded and the vote was approved 2-0. The default budget is \$1,523.

Insurance

Request \$35,519

Selectmen discussed the insurance needs for 2015. They are similar to the current year, with one less vehicle currently, and with the addition of potentially one police officer in 2015, and the contract rates, it was felt the budget was fine remaining at the same level as 2014. Motion was made by Cordes and seconded by Holmes Sr to recommend 35,519. The vote was approved 2-0. The default budget is also \$35,519.

Selectmen made a list of the budgets to review on Thursday night including: Personnel Administration, Revaluation of Property, Highway (asking for the Road Agent to be present to discuss the salary item), Fire Rescue (asking Chief Butler and Deputy Nichols to be present to discuss questions as noted above, as well as the truck Warrant Article).

Selectmen asked again about repositioning the sprinkler heads at the Library to avoid the rust stains on the building. Despite the "Rid o Rust" product in the water system, there is some staining. Carlson will ask the Librarian to contact Don Strople about repositioning the heads.

Carlson is working on a benefit spreadsheet to show cost per Department in follow-up to a Budget Committee request. This will be presented with the Personnel Administration budget for review.

Selectmen reviewed the Fire Rescue budget submission and had some preliminary questions about The increase in the Points plan, as well as the reductions in the maintenance lines with the aging fleet. There was discussion about getting a more realistic number for the potential LOSAP candidates to avoid raising money that we don't need to spend. The Board also asked for the information on the truck Warrant Article. They asked for Chief Butler and Deputy Chief Nichols to be scheduled for Thursday night's meeting. Carlson advised the Chief is due in to introduce three new candidates to the Board for hiring.

There was discussion about keeping all of the Town personnel records in one place, and that the Fire Rescue Department needs to get their personnel records to the Town Hall for inclusion in the Town's one personnel file.

There was discussion about the Library roof and whether the balance needs to be budgeted for completion in 2015.

There was discussion about the Highway Department budget and meeting with Mark Pitkin for a more detailed discussion of the changes to the salary position for Road Agent in 2015. There was discussion about the pay and what it would cover. There is a thought that 10 hours per week at \$25 per hour could be accomplished with the \$15,000 proposal, and perhaps more work would need to be done to structure an agreement to understand what it covers and what is covered by those hours. Additional equipment hire time would be paid separately, but the intent would be that this covers all of the administrative work.

There was discussion about timekeeping for salaried officials and ensuring that is done to account for the time that budgets are planned on. The Fire Chief salary was discussed in the same light, as that was designed as a 20 hour week position. The Board will talk further with chief butler about the Fire Department salary and with Pitkin about how to structure the agreement for the revisions to the Road Agent expectations.

The Board set a drop dead date of Thursday this week for submission of the Emergency Management budget.

IX. ADJOURNMENT – At 8:15 pm motion was made by Cordes to adjourn the meeting. Holmes Sr seconded and the vote was approved 2-0. Cordes moved upstairs to the Energy Committee meeting in progress.

The next regular Board meeting will be a budget work session, to be held on Thursday September 25, 2014 at 6:00 pm.

Respectfully submitted,

Heidi Carlson
Town Administrator