

APPROVED OCTOBER 13, 2010

Chairman Charles Kimball called the meeting to order at 7:05 PM. Budget Committee members present were Charles Kimball, Mike Nygren, Andy Kohlhofer, Laurie Allore, Pat Martel, Joyce Booker-Janvrin, Selectman Annmarie Scribner, Ida Keane, Town Administrator Heidi Carlson and Recording Secretary Jeanne Nygren.

A motion was made by Nygren to accept the minutes of the September 29, 2010 meeting. This was seconded by Kohlhofer. The vote was 5-0. Scribner and Kimball abstained as they were not present at this meeting.

Kohlhofer left the meeting at 7:10 PM to see if he was needed to participate in a Planning Board meeting downstairs and came back to the Budget Committee meeting at 7:15 PM.

On tonight's budget agenda the Budget Committee is reviewing the Parks & Recreation Department, Emergency Management budget, Town Clerk portion of the Executive Budget, Reappraisal of Property, Patriotic Purposes, and Solid Waste Collection and Disposal.

**4290 Emergency Management
2011 Budget Proposal**

001 Truck Repair & Maintenance	\$ 200
Truck annual inspection; routine maintenance and fuel.	
002 Training & Mileage	\$ 400
Mileage reimbursement at (\$.44/mile) for training and travel as needed. Includes allowance for use of personal vehicles during disasters. Line item covers seminars, workshops and training. Provide additional pamphlets for public information and education, POD updates, disaster information.	
003 Office Supplies	\$ 200
Misc office supplies, work on updates to Emergency Plans annually; with phone lists and resource listings continually updated.	
010 Communication	\$ 1,450
Cell phone reimbursement for Department Heads at \$20 a month (only those not covered elsewhere); battery replacements for radios as needed. Purchase of a new portable if possible in 2011.	
015 Equipment	\$ 750
Supplies and equipment if an emergency shelter is set up; supplies for emergency kits, HAZMAT supplies and equipment. Shelving to be installed in second floor of Complex for storage and organization of safety service equipment and materials.	
050 Generator Maintenance	\$ 800
Batteries and maintenance for generators at the Town Hall and Safety Complex, includes allowance for repairs if needed. Use if needed for additional portable generator, or maintenance on Town's existing supply of portable units. Continued work on procurement of a generator setup for Ellis School, hoped to be the Town's emergency shelter at a future date.	
100 Director Stipend	\$ 1,200
Stipend established to compensation EMD for his/her time.	
101 Personnel	\$ 200
Provide assistance if a long-term emergency is in place. The ice storm of December 2008 taught many lessons, and gradual improvement and expansion of sheltering options are being	

investigated, as well as how to care for all of our emergency services personnel during the disaster times.

110 Equipment Rental \$ 750

Generators, water pumps, etc, if needed during an emergency (flood, winter storm)

112 Materials \$ 500

Allowance for gravel or barricades during a flood (or other weather) situation.

120 Meals \$ 450

Food and water for volunteers and such, who are assisting with extended emergency situations. The Fremont Food Pantry was of great assistance during the 2008 Ice Storm, and funds could be used to replenish Pantry supplies used during emergencies. It has also been discussed that having some supplemental water and other non-perishable staples readily available would help at fires or other extended operations.

Other background:

There are still funds not yet expended in 2010, as a new EMD was appointed in September 2010, and some planned projects have not yet been initiated. One project discussed includes improving the kitchen facilities at the Safety Complex with the installation of an additional cabinet and counter-top space. The kitchen facilities are not large enough to do all the cooking and preparation for a large number of people on a continued basis, learned during the six day ice storm with power outage in December 2008.

The Town in 2009 revised its Hazard Mitigation Plan with grant assistance (completed and printed in 2010 after approval by FEMA); and wrote an updated Emergency Operations Plan, also grant-funded, in 2009. These working documents will now aid safety services in addressing the next major event in Fremont. They also need to be “working documents” that are refreshed and updated with resource changes, staffing changes, etc. Training needs to take place as well.

Flu shots and the “H1N1” vaccine of 2010 (TBD) are also being considered for the Town’s safety services. With now a paramedic on the Town’s Rescue roster (who is also the new EMD); there are more possibilities at a lower cost for the Town.

The EM staff would also like to begin working on establishment of a volunteer base (CERT or the like); as well as auxiliary volunteers who would help out during major disasters, or even more simple, yet prolonged emergency operations, such as a structure fire, wild land fire, prolonged power outage, etc. Many communities have such people on a “call” list to be activated during a situation where food and beverages are needed for prolonged scene operations. Several trainings are coming up this fall for this type of team.

Increased awareness is also ongoing with regard to the “Emergency Help” form, created to be better able to track people who may need help in an emergency or disaster situation.

TOTAL REQUEST EMERGENCY MANAGEMENT \$6,900

**** Consider Town Trust Fund for emergency expenses. ****

Selectmen removed the truck repair and maintenance and suggest looking into disposition of the old vehicle which has no real use for EM purposes. They put the \$200 listed there into the training & mileage line.

Within the communication line, only the cell phone reimbursement is included for the EMD and Assistant; all else removed and a plan made to purchase one portable radio in 2010, reducing the 2011 request. The Board added \$250 to the equipment line to work on shelter preparations.

**SELECTMEN’S TOTAL RECOMMENDATION EMERGENCY MANAGEMENT
\$6,180**

Emergency Management Director Joyce Booker-Janvrin went through this budget briefly and said she going to keep this budget status quo. There may be some modifications to this budget next year after tracking issues. Carlson said the Selectmen only made a few line item changes. They

are going to purchase one radio this year. Janvrin said this year there needs to be a complete inventory done. Carlson said in the trending report the total expenditures to date for this budget is \$1123.41. Nygren suggested possibly changing the stipend to \$1800.00. Janvrin said she fine with leaving it what it is at for the present time and maybe next year to look at this again. Carlson also stated that the second FEMA check for revenue of \$6,000.00 came in today and this money will go to offset taxes. With no other questions the board moved on to the Parks and Recreation Department budget.

At 7:20 Jon Benson and Nicole Cloutier came into the meeting to present Parks & Recreation budget.

2011 BUDGET REQUEST

WAGES \$16,811

4520-100 Director	\$5,000
4520-105 Activities Director	\$2,027
4520-110 Counselors (4-6)	\$9,784
4520-112 CIT’s	\$0

The Director is paid a \$ 5000.00 salary to prepare, organize and supervise the program. Counselors are paid at varying rates depending upon experience and responsibilities and the payroll budget for the balance of the Counselors and Assistant Director is estimated at 38 hours per week.

SUMMER PROGRAM \$11,550

4520-200 Games	\$200
4520-205 Arts & Crafts	\$350
4520-210 Equipment	\$500
4520-215 T-shirts	\$700
4520-220 Food	\$300
4520-225 Guest Speakers	\$800
4520-300 Administration	\$1,450

Includes CPR training (\$600), background checks (\$450), NH Parks pass, association fees, office supplies (\$25) advertising (\$150), and first-aid (\$175)

4520-310 Field Trips	\$3,750	(Sel Rec \$3,500)
----------------------	---------	-------------------

Canobie Lake, Farm Museum, Palace, Fisher Cats Games, Stonehenge, Beaches

4520-320 Transportation (bus rental)	\$3,500	(Sel Rec \$3,000)
--------------------------------------	---------	-------------------

The summer program operates Monday through Friday from 9:00 am to 3:00 pm for six weeks during the months of July and August. Before/After care is provided for an additional 10 hours (at an extra fee). Camp Fremont is intended for children grades 1 through 8 with the intent that

the children will have an organized summer activity. New accounting numbers have changed the way the layout

FIELD MAINTENANCE	\$15,792	
4520-400 Mowing & Labor	\$3,692	
Estimated at 10 hours labor per week for 26 weeks		
4520-410 Gravel & Loam	\$1,500	
4520-415 Fertilizer	\$4,000	
4520-450 Facilities & Grounds	\$5,200	(Sel rec \$2,600)
Includes building repairs, field and drainage repairs, roadway repairs, irrigation and maintenance, dumpster, fence repairs, washout repair, dugout repair, vandalism, park benches (\$850), picnic tables (\$270), locks, bleachers, hand dryer install, basketball hoop install, soccer over install, fence repair		
2011 REQUESTS—foul poles, dugout paint, concession safety net, batting cage braces,		
4520-455 Septic System	\$ 400	
4520-470 Tractor Maintenance	\$1,000	
4520-500 Electricity	\$2,000	
TOWN EVENTS	\$2,500	
4520-600 Easter Egg Hunt	\$800	
4520-605 Memorial Day Parade & Field Day	\$700	
4520-610 Halloween	\$500	
4520-615 Christmas Tree Lighting	\$500	
PLAYGROUP	\$1,000	
4520-650 Gymnastics	\$500	
4520-655 Movies	\$200	
4520-660 Trips	\$300	

TOTAL APPROPRIATION REQUESTED **\$ 49,653**
\$47,280 appropriated in 2010

Projected Revenue **- \$ 17,845**

We plan to increase camp by \$ 5.00 per camper per week for an estimated annual revenue increase of \$ 2000.

Average Enrollment	
2008	15
2009	42
2010	40

Total Estimated Request (raised by taxation) **\$31,808**

Selectmen recommended \$2,600 less in Field Maintenance for work to be completed within the 2010 operating budget; and \$500 less in bus rental based on expended totals for 2010.

Total Selectmen’s recommendation \$46,303

Kohlhofer left the meeting at 7:30 PM to attend the Planning Board meeting downstairs.

Carlson said the biggest change from what was recommended was on projects that will be done this year. The playground equipment is now being installed. Benson said their department

spending time is mainly in October and November when the fields are not being used. There were questions answered by Cloutier on the Playgroup where they meet and their agendas.

Allore asked on the trips where they went and she stated that she can get discount tickets for some events and will provide this information for Benson for use in the future. Cloutier is also trying to organize movies for all age groups at a discount rate and is trying to find theatres that provide this that will bill the town. Benson said there has been a lot of vandalism at the ball fields this year, the latest being on the iron rings at the playground.

Carlson suggested maybe they could put another flood light up for more lighting of the playground. They will get a price for 1 or 2 lights. There were no other questions for Benson or Cloutier and they were thanked by the Board and they left at 7:45 PM.

4323 SOLID WASTE COLLECTION

001 MSW Collection

\$225,520

The pickup (MSW and recycling) contract was rebid early in 2008. The contract was awarded just before the 2008 Town Meeting to Waste Management as the low bidder using the conversion to a toter disposal system. The goal of the system was to reduce tonnage and increase recycling, thus saving in tipping fees.

Contract includes weekly pickup of MSW (what fits in the toter) and all recyclables. The contract with Waste Management is for 5 years with a fixed 5% increase per year. There is also a fuel surcharge, which for the coming year is estimated to decrease the overall cost of the contract, as it has for the current contract year. The contract year begins on April 1. When the contract was negotiated and signed, we asked for the annual renewal date to be December 1st for budgeting purposes. This was done prior to the Town adopting SB2, and we have asked for information ahead of that date, as the Town's budget is slated to be finished prior to that date. Given the current economy and the fact that current fuel prices are slightly below their original multiplier, we have used an estimate of approximately \$800 less per month than the new contract rate. It is possible that by the end of their year (11/30/10) it may change again.

The adjustment for fuel is based on the increase or decrease of diesel fuel cost, as measured by the US Department of Energy, Energy Information Administration for the NE region, from the established baseline cost of \$3.55 per gallon (including taxes) of diesel fuel. The increase or decrease, as determined above, will be applied to the volume of fuel used, which will be fixed at 760 gallons per month. The fuel adjustment is based on the prior year December 1 through November 30.

The base contract price in year one was \$205,500; which ran from April 1, 2008 to March 31, 2009.

Year Two: April 1, 2009 to March 31, 2010 \$215,775

Year Three: April 1, 2010 to March 31, 2011 \$226,564

Year Four: April 1, 2011 to March 31, 2012 \$237,892

Year Five: April 1, 2012 to March 31, 2013 \$249,787

So, the budget for 2011 is based on three months (January through March 2011) at the current base rate (with fuel adjustment included) of \$18,173.17 per month (\$54,520). For the other nine months of 2011, the price is \$19,824.32 per month (\$178,419). The fuel adjustment calculated at

this time is -\$7,200 (nine months at -\$800/month); which would be subtracted from the annual contract. Thus the total anticipated expense on the contract in calendar year 2011 is \$225,740.

TOTAL REQUEST RECOMMENDATION SOLID WASTE COLLECTION \$225,740

4324 SOLID WASTE DISPOSAL

As we have discussed, conversion to the toter program has increased recycling and reduced tipped tonnage. This budget is calculated based on the 2008 and 2009 budgets and some

additional assumptions about continuing trends in our solid waste and recycling stream for the coming year. Waste Management took over the Town of Fremont's MSW contract on April 1, 2008 and the toter program began on July 1, 2008.

Attached are current and historical information on tipping fees, tonnage of MSW and recycling. From this, we have arrived at the following budget figures for 2011.

1-4324-001 Turnkey Tonnage \$100,189

Based on 27 tons per week for 26 weeks using the current cost per ton of \$68.26 through 06/30/11 (\$47,919); and including an estimated 3% CPI increase; we are estimating \$70.30 per ton for the next Turnkey contract fiscal year 07/01/11 to 06/30/12 (\$49,350). The Bulky waste tonnage current rate is \$82.40 through 06/30/11; and estimated using the same formula as above would be \$84.42 per ton for the balance of 2010. Allowance for 35 tons annual of bulky waste (\$2,920) budgeted 17.5 tons at current rate of \$82.40 (spring bulky before 07/01/11 rate update) and 17.5 tons at \$84.42 for fall bulky.

1-4324-002 Recycling Bins \$ 500

In 2008 we reallocated \$2,750 from the tipping fees budget to purchase additional recycling bins (we ran out twice). We purchased 250 bins in 2009 at prices ranging from \$4.85 to \$6.15; and received grant reimbursement for ½ our costs. In 2010 we purchased 200 at an extremely discounted rate of \$3.95 each. We are budgeting for an additional 100 bins in 2011 for a total cost of \$500.

1-4324-003 Bulk Recycling \$ 9,400

Includes cost of 14 roll-off containers at \$200/each, delivery and pick up and haul to Turnkey in Rochester \$5,600; done both in spring and fall drop-offs; Advanced Recycling 4 50 yard roll-off cans for steel (we pay the difference between revenue from steel/metals, and the cost for trucking the cans down and back) (\$1,800); removal of propane tanks \$200 annual; tire removal \$800; electronics \$500 each collection.

1-4324-004 Recycling Publicity \$ 1,000

Cost represents printing and mailing cost of bi-annual Bulky Collection newsletter; as well as reproduction periodically of the recycling handouts and informational sheets. Mailer costs \$250 to print x 2; and \$250 to mail x 2.

1-4324-015 53-B Added Levy \$4,200

2005 \$3,411; 2006 – \$3,672; 2007 – 5,231; 2008 - \$7,882; 2009 - \$5,000; 2010 - \$4,608. These are added funds paid to the Southeast Regional Refuse Disposal District 53-B (referred to as 53-B) for the costs to run the district, including the shortfall anticipated. All Towns are part of a regional refuse disposal

District, which in our case, covers the contract negotiations with the Turnkey Landfill, public relations programs, the two annual hazardous waste drop-off day, and monthly meetings.

The SRRDD 53-B office has become a “virtual” office with a bookkeeper who is actually the bookkeeper for the Town of Rye; and a secretary who works for one of the other towns in the District. We have received the levy for Fremont in 2011 as \$4,200.

1-4324-035 Dues **\$ 250**

Annual renewal cost of membership in NH Resource Recovery Association, a members cooperative for recycling. Among other things, this organization helps with Bulky Day events in the marketing of recyclables. They are also the “home” to NH the Beautiful where we buy our recycle bins.

1-4324-050 Site Improvements **\$ 1,000**

It is the Town’s obligation in coordination with the closure permit for the old landfill, to keep that area free of brush and trees. The Highway Department staff (Leon Holmes, Jr) has done some work at the site for that purpose, as well as to make our Bulky Day collections more organized and the site clearer. To that end, additional work needs to be done to finish a grassed area and maintain it. Brush from the site (and from the roads) is being chipped on site to form berms and create borders to the site, separated from the Police Department range. A mower is needed at the site to maintain it, and will either include another town mower being reallocated here (including repairs); or one being purchased and stored within the shed.

REVENUE Recycling income \$4,000

Estimated money collected at Bulky Day for propane tanks, tires, and return on scrap steel. Recycling income continues to be down as we prepare this budget.

Additional information:

- Tonnage and historical pricing information is attached to better explain some of the solid waste costs.

TOTAL REQUEST SOLID WASTE COLLECTION \$ 116,539

TOTAL SELECTMEN’S RECOMMENDATION SOLID WASTE COLLECTION \$

4583 PATRIOTIC PURPOSES

001 Flags **\$ 1,100**

Increased number of flags being used to decorate gravesites and for parade; one set annually of new flags to fly at all town buildings and the Pratt Memorial Park and Memorial Fields; flags for kids marching at the Annual Memorial Day Parade

002 Organist **\$ 100**

Annual fee paid to Bertram Seaver for use of organ and sound system setup at the Cemetery/Ellis School depending on weather; serves as music and PA system for ceremonies

003 Band **\$ 800**

Paid to the Dunlap Highland Band for them to participate in our annual Memorial Day Parade. Reduced based on past several years charging \$800.

004 Programs & Refreshments **\$ 85**

Program printing costs for Memorial Day

005 Community Event**\$ 250**

Community event to be held during Memorial Day, and annual Veteran Open House. Cost covers some mailers sent out as well as other supplies for these two patriotic events. The annual Veteran's Day event has been ongoing since November 2005.

We are also working on a flag project in the center of Town, from the Meetinghouse to the Town Hall. This involved permission from PSNH and the purchase of brackets to be placed on telephone poles to hold flags around Memorial and Independence Day (depending on what we can obtain permission for). As we near year end, if we do not need to replace additional flags for buildings and grounds, we plan to begin to buy some of the brackets. We plan to do this as funds

allow. The total cost of the project to completion may be \$1,300 to \$1,400 depending on flag cost and shipping costs.

TOTAL REQUEST PATRIOTIC PURPOSES \$ 2,335**SELECTMEN'S RECOMMENDATION PATRIOTIC PURPOSES \$ 2,335**

The Selectmen at their work session last night did some budget recommendations. Scribner said that the Selectmen felt they didn't need to see each Department Head and they would make their recommendations and give their rationale, as they had their ideas on where they wanted to go. Kimball stated that the Town Clerk and Tax Collector salary request have to go before the voters. Nygren asked if the Selectmen are taking the position that all elected officials will be decided by the voters that this year the increase in the Road Agent budget in wages would also have to be placed as a warrant article. Scribner said what ever has to be on a warrant article will go on. Scribner said another recommendation is that all the deputies' stipend would be \$500.00. The position of Deputy Town Clerk will have a \$500.00 stipend and what is being done now is considered a clerk's assistant and will get an hourly wage and these hours were cut to 20 hours a week or 1000 hours a year. The Selectmen realized that revenues are going down and a lot of people are purchasing older cars. They are trying to balance budgets to be able to do more on the Town's roads. There will be a 2 percent raise throughout the budget on all positions that are part time and they are looking to improve the health benefits for the full time people and not giving them a raise. Nygren stated that looking at the percentage in what the full time employees will be getting there is quite a higher benefit increase than part timers would be receiving. Other areas considered being changed by the Selectmen was reducing office equipment and supply line to one account controlled by the Selectmen's office and changing mileage lines and combining by having deposits done by one person on a given day. Nygren felt that the supplies should be centrally purchased but charged to the different departments.

4150-Financial Administration

Carlson didn't have any rationale from the Treasurer as she is away so she submitted this budget the same amount as last year. The Selectmen's recommended a reduction in her supply line as her computer will be at town hall and there is no need to reimburse the treasurer for the internet as she will be using the towns. Scribner said again the Deputy stipend was up to \$500.00 and their total recommendation was \$6850. for the Treasurer's budget.

4152 REAPPRAISAL OF PROPERTY

001 Appraisal Services \$38,000

Town’s contract with MRI expires as of April 1, 2011. Assessing contract covers all updates, including annual pick-ups, new construction, current use change taxes, building permits. Assessor’s process abatements, land use change taxes, help with taxpayer inquiries, etc. The Town entered a multi-year contract in 2006 to balance costs out over the next several years, based on annual funding with CPI increases annually. (Estimated a 5% increase for 2011; and we are putting the assessing services out to bid. We are including an allowance for appeals beyond the local level (BTLA) as this was removed in 2010 and was needed due to BTLA Appeals.

002 Map Corrections & Updates \$ 2,500

Includes all map updates and map printing services. Tax mapper does April 1 updates annually and reprints map sets as needed/required. Town’s long-time tax mapper (Dollard Associates) will retire as of 12/31/2010. He sold his business to Cartographics of Littleton NH, who has committed to performing updates in accordance with Dollard’s pricing structure. This could go out to bid at some point. Tax mapper currently does all deed reviews monthly for updates and corrections needed to maps, adding all new lots and lot line adjustments. Cost of maps has increased to include color-coding zones as created by Town Meeting zoning amendments; but overall cost is still down somewhat due to reduction in the amount of development and number of new subdivisions.

003 Assessing Supplies \$ 500

Cost of supplies needed for the assessing computer setups, including paper, toner cartridges, backup tapes and disks.

010 Utility Valuation Update \$ 3,500

Annual maintenance of utility valuations by contracted engineer/utility assessor George Sansoucy LLC, includes assistance to Town with new properties and abatement requests on these utility properties. Contract agreement with George Sansoucy LLC for these services annually.

026 Computer Equipment & Software \$ 6,950

Our support contract with Vision Appraisal is renewable in August annually. They have had a price increase about every other year, which we will see for the 2011 renewal. (See memo that follows). The software maintenance contract is \$4,750; and includes all software updates, maintenance, and training. This is up \$250 from the prior two years of \$4,500. The cost to have Vision continue to host Fremont’s data on the web is \$2,200 annually (which is not increased from last year). We have found this well received by residents and think it is a good idea to maintain it. For that sum, we will download updates (monthly) and Vision hosts the site as available for anyone searching the web.

035 Dues \$ 20

Annual membership fee NH Association of Assessing Officials (required by Statute)

TOTAL REQUEST REAPPRAISAL OF PROPERTY \$ 51,420

TOTAL SELECTMEN’S RECOMMENDATION \$ 51,120

The Selectmen’s recommendation a reduction in assessing supplies by \$300. Scribner went through their changes. In the Tax Collectors budget Carlson said that the service agreement bill came in today and it is up 150.00 and they may need to recommend increasing this line by 150.00.

Kohlhofer came back into the meeting at 9:00 PM.

Carlson handed out 4414 the Animal Control budget which will be reviewed with the Chief at the October 16th Budget Committee meeting.

For informational purposes Keane gave the dates of December 8, 9, 10, 16 and 17 that Superintendent Lander cannot meet with the Budget Committee and Financial Administrator Sandstrom can't be present on Saturdays from November 6 through December 18 due to commitments.

Kimball wanted the Budget Committee to consider an 11 percent per line item decrease across the board in the School Budget for next year and asked for opinions from the members.

A letter was read from Greta St. Germain by Keane that contained 2 pages of questions along with 2 pages of factual information from the State and asked the Budget Committee for their opinion and if they had any questions or concerns that may want to add. Keane said there is a power point presentation available on the special needs at Ellis School and how they are determined and she will try to get this for the Budget Committee to review. Keane thought also that the visual organizational chart would be helpful and Kohlhofer asked for this information to be requested on the list and also Nygren asked about receiving the staffing for the last 5 years. A motion was made by Nygren to obtain the answers to the questions on the list and additional information ad discussed. This was seconded by Allore. All were unanimous 7-0.

With no other business a motion to adjourn the meeting was made by Nygren. This was seconded by Allore. The vote was 7-0. The meeting ended at 9:40 PM.

The next Budget Committee meeting will be October 13, 2010 at 7:00 PM.

Respectfully submitted,

Jeanne Nygren
Recording Secretary