

The meeting was called to order at 7:04 pm by Chairman Kimball in the main floor meeting room at the Fremont Town Hall. Present were Committee members Charles Kimball, Joyce Booker-Janvrin, Greta St Germain, Andy Kohlhofer, Michael Nygren; and Town Administrator Heidi Carlson. Ida Keane arrived at approximately 8:15 pm.

Carlson advised members that Ida Keane is attending a School Board meeting and will be late; and that Laurie Allore had been home sick today with a fever and may not attend.

Members had reviewed the minutes for October 27th. Motion was made by Nygren and seconded by Kohlhofer to accept the minutes of October 27, 2010 as written. The motion passed 5-0.

4220 Fire Rescue: Kimball then discussed the Fire Rescue budget and said he had learned that in Danville and Greenland there is some paid staff during the day. Kimball said that there is coverage in both stations at some point during the day. He said that there have been additional calls in 2010 where no Fremont members were able to respond. Nygren asked for Kimball to save his reported findings for the next meeting when more of the members are present to hear them and discuss that budget.

4195 Cemetery: Carlson provided information about the budget in follow-up to questions from last week. This included information from the Trustees meeting (draft minutes) of November 1 relative to the Leavitt Cemetery to include: The Trustees agreed that for 2011 they are looking to: Expand the area that is open behind the wall; spread loam that is already on site; repair the double gate at the front of the cemetery; install a hand pump at the well.

The Committee reviewed the Cemetery budget. Additional questions were asked and answered from the Trustees meeting minutes of this week. Kohlhofer moved to recommend \$11,134 for Cemeteries, as recommended by the Selectmen. Nygren seconded and the vote was approved 5-0.

4196 Insurance: There was general discussion about the Insurance budget. Carlson explained that this covers all of the Town's vehicle, property and liability insurances. Kohlhofer asked if there were any State-mandated requirements regarding type of coverage, and Carlson does not believe so. Nygren then moved to recommend the Selectmen's recommendation of \$38,519. Kohlhofer seconded and the vote was approved 5-0.

4197 Advertising and Regional Association: Nygren moved to recommend the Selectmen's budget of \$6,806. Kohlhofer seconded and the vote was approved 5-0.

4199 Town Report: The Board of Selectmen has decided not to mail the Town Report in 2011, resulting in a large savings in postage and number of reports to be printed. Carlson indicated that the Town Report would be available in town buildings on February 28, 2011.

Kohlhofer moved to recommend the Selectmen's budget of \$2,700. Nygren seconded and the vote was approved 5-0.

4215 Ambulance Service: Nygren moved to recommend the Selectmen's budget of \$6,500. Kohlhofer seconded and the vote was approved 5-0.

4711/4721 Principal and Interest on Bonds & Notes: There was discussion about the previously authorized bonds which have been issued and the one which has been authorized but not issued.

Nygren moved to recommend the Selectmen's budget of \$202,692. Kohlhofer seconded and the vote was approved 5-0.

4723 Interest on Tax Anticipation Notes: Carlson explained that this budget is down substantially due to the success of twice per year tax billing. Carlson expressed that she is hopeful the Town would not need to borrow money again this year. Nygren moved to recommend \$8,000 as recommended by the Selectmen. Kohlhofer seconded and the vote was unanimously approved 5-0.

4902 Mosquito Control WA: There was discussion about mosquito control. It is difficult to determine how good the program works, but there was discussion about the affects the Town would feel of one ill person. The committee will reserve their vote on the individual warrant articles until the warrant is completed and more members are present.

4140 Election and Registration: Carlson distributed the updated budget for consideration. This update included \$1,236 more in wages to cover 120 hours at \$10.30 and \$352 in postage to send 800 letters at \$0.44 for the required 10 year purge of the checklist, due in 2011.

4140 ELECTION AND REGISTRATION 2011 BUDGET *REVISED 11/03/2010*

001 Supervisors	\$2,472
1 election – 13 hrs x 3 supervisors = 39 hrs x \$10.30/hr \$1,272	
Post election scanning - 5 hrs x 3 supervisors = 15 hrs x \$10.30/hr; 1 monthly meeting required by SOS - 1 hr x 3 supervisors = 36 hrs x \$10.30/hr; 1 required pre-sign-up meeting - 1 hr x 3 supervisors = 3 hrs x \$10.30/hr; 1 checklist correction session (required pre-election) - 1 hr x 3 supervisors = 3 hrs x \$10.30/hr; Town deliberative session - 4 hrs x 3 supervisors & 3 assistants = 24 hrs x \$10.30/hr	
2011 required purge of the check list 40 hrs x 3 supervisors = 120 hrs x \$10.30/hr	
Total of 240 hours. Current wage \$10.30/hr	
002 Ballot Clerks	\$690
1 election in 2011. 1 election x 5 clerks x \$138/day. Currently at \$ 134/day for a 13-hour day.	
007 Moderator	\$388
Annual salary of\$250 plus \$138 per day for 1 election.	
008 Ballots / Postage / Supplies	\$2,700
Purchase of ballots and programming of memory card for voting machine for Town & School election. Mailing costs (absentee ballots) and paper for checklist requests. Printer ribbons / paper and general supplies.	
Postage 800 letters for purge (required by SOS) x .44 = \$352.00	\$352
009 Meals Election Officials	\$175
One election	
010 Computer Support & Maintenance	\$250
Annual maintenance contract on the Accu-Vote counting machine.	
035 Dues / Conferences & Mileage	\$50
Annual workshop and mileage for Moderator and Assistant Moderator. Mileage for the Supervisors for attending training / workshops as needed/required by the State.	
100 New Equipment	\$200
New Signage needed at polling place.	

UPDATED TOTAL REQUESTED \$7,277

There was discussion that the Selectmen had not yet seen the update, though Carlson had spoken with them about it when notified by the Supervisors. The Selectmen will get the budget at their meeting tomorrow night. The Committee felt that since it was a required action that the Selectmen were likely to support it, and felt comfortable recommending it this evening. Nygren moved to recommend the updated figure of \$7,277 for Election and Registration, stating this would update the previously approved recommendation of \$5,665. Kohlhofer seconded and the vote was 4-0-1 with St Germain abstaining as the budget has not been before the Selectmen yet.

4194 Government Buildings: Carlson distributed the budget for review and discussion.

4194 GENERAL GOVERNMENT BUILDINGS

001 Telephones

\$ 4,000

Town Hall telephone and fax lines (BI, PB, Selectmen's Offices, Tax Collector & Clerk usage); covers cable internet hookup and email for all Town Offices. Currently in the process of switching to a Comcast phone and internet package to save \$ compared to the current service with FairPoint.

002 Electricity

\$ 3,600

Town Hall annual usage, estimated on past history. After lighting conversion (to include payback period) the annual cost is expected to decrease (sometime into 2011).

003 Gas Oil & Furnace Repairs

\$ 7,500

Includes yearly cleanings (2 furnaces at Town Hall), oil, propane (hot water heater uses approximately \$300 annually), and any needed repairs to heating units. Oil price is \$2.58 per gallon currently, into spring of 2011. Town Hall annual usage is approximately 1,600 gallons annually (\$4,000). Heating systems at Town Hall are well over 30 years old. One furnace currently not in use. Budget allowance for removal of buried oil tank at the Town Hall and new piping (until full heating system can be replaced). \$3,000

005 Custodial Supplies

\$ 400

Includes all consumable cleaning supplies and paper products (Selectmen recommend \$200).

007 Repairs & Maintenance - Town Hall

\$ 3,000

Inspection of fire extinguishers; cleaning of carpets; monthly alarm monitoring \$300; general maintenance, repairs & upkeep; pest control (ants, etc); painting. Repair water damage from winter (ceiling and repaint second story). (Selectmen recommend \$2,500)

008 Repairs & Maintenance - Meeting House

\$ 13,075

Inspection of fire extinguishers \$30; general maintenance and upkeep; pest control; repaint exterior per bid price from 2010 \$13,000 (original submission did not include painting of the Meetinghouse.)

010 Town Shed

\$ 200

This is the shed at the rear of the Town Hall parking lot; general maintenance.

011 Historic Museum 8 Beede Hill Road

\$ 700

Museum located at 8 Beede Hill Road - includes electricity and fuel utilities annualized (reimbursed by the Historical Society).

013 Tax Deeded Properties

\$ 2,500

This line is maintained in the event the Town has to take a property for taxes. Funds used to secure any such property, pay utility bills as necessary, or cover the cost of an auction or bid process to dispose of such property. (Several properties were taken for taxes in 2010).

014 Maintenance Person **\$ 5,000**

Budget includes 5-7 hours per week for projects, maintenance and cleaning at Town Hall, and other maintenance and projects as needed.

015 Historical Society Building 282 Main Street **\$ 75**

This is the old building at 282 Main Street – inspection of fire extinguishers; general repairs

025 Highway Shed Electric **\$ 720**

Includes outside light and minimal usage within building. Average cost is \$60 per month.

026 Highway Shed Maintenance & Repair **\$5,000**

General maintenance / upkeep; fire extinguishers. Allowance for porta-toilet rental \$1,200 annual. Building repairs / renovations. (Selectmen recommend \$3,500).

099 Siren Electricity **\$ 275**

Meter charge for fire siren on water tower \$20/month.

101 Safety Complex - Emergency Light Meter **\$ 138**

Blinking safety lights on Route 107 to announce emergency vehicles entering the roadway. Cost is an average of \$11.50 per month meter charge.

102 Safety Complex - Electricity **\$ 11,000**

Average \$955/month. This is also expected to decrease at the end of the payout on the lighting retrofit grant project (into 2011).

103 Safety Complex - Oil & Furnace **\$ 9,000**

Includes oil for building; and service on two oil burners. Bid price for oil at \$2.58/gallon, average 3,700 gallons per year is annual usage (using past two years).

105 Safety Complex - Building Maintenance **\$11,500**

Inspection and service of fire extinguishers, light bulbs & emergency lighting (many different varieties); service AC units and purchase new filters \$400; cleaning supplies and consumables \$4,000; pump holding tank \$360; fire/security alarm monitoring \$25/month; inspections of pressure vessels 3 @ \$25/each; annual sprinkler system maintenance \$1,500; allowance for sprinkler system repairs \$500; water system salt \$1,000; rug service \$55/monthly; Trustee lunches, paint & general maintenance and upkeep.

300 Computer Tech Services **\$ 9,000**

Budget for technical assistance and maintenance of the Town Hall computer systems, including individual desk tops and the Vision system network. Currently working with DayStar Computer Services and this proposal includes 3 replacement UPC units \$900; five hours per month of support at \$75 per hour \$4,500; backup for server annual fee and storage costs \$360 for 20 GB monthly hosting fee (\$30/mo) plus \$60 annual fee; two replacement computers \$1,600 (replace two every year cycle); backup computer setup in a remote location \$200 allowance (reprogramming); added memory cards \$500; Panda Security for Business \$300 annual.

TOTAL SELECTMEN'S RECOMMENDATION

\$ 84,483

Kohlhofer asked if Rhino paint is being considered for repainting the Meetinghouse. He said it is more expensive but anticipated to last 20-30 years. Kohlhofer also said that you do not need to take the same precautions on a public building (different than a school or dwelling) regarding lead paint removal, if that were the case.

There was discussion about the oil tank removal and new tank plumbing set up at the Town Hall; as well as doing additional ceiling and other long overdue repair work at the Town Hall. Kohlhofer suggested having a consultant come through the building and get an estimate of what needs to be done and help the Town to prioritize it. He will check on some possible resources and report back the information.

Ida Keane came in to the meeting at approximately 8:05 pm.

Kohlhofer suggested someone who is experienced in older buildings, such as the NE Center for Antiquities. Nygren said that he thought the Town would need an architectural interior designer. There was discussion about testing the fire escape, repair and paint of ceilings, and checking the status of the roof.

The Committee discussed taking the necessary money out of the Town Hall renovation fund. This is also work that could be considered at such time as the basement renovations take place. Kohlhofer said he felt it was important to maintain our public buildings.

There was discussion about the computer improvements which have been made this year, and the work that is planned for next year.

Kohlhofer moved to accept the Selectmen's recommendation of \$84, 483 for General Government Buildings. Nygren seconded and the vote was approved 6-0.

The Committee will wait for these articles to be placed on the Warrant to make their decisions. It is also possible that at year end, the Board of Selectmen may decide to fund some of them from unreserved fund balance as was done in 2010. This would not add the appropriation to the tax rate for 2011. There was discussion about how those funds were accounted for in 2010 and on the tax rate papers.

4445 Vendor Payments to Social Service Agencies: Carlson distributed the last agency request for review. This was \$1,250 from the Child Advocacy Center. The Selectmen have not made their recommendation on these payments yet.

4916 Expendable Trust Funds: Carlson explained that there will be a Warrant Article again for \$25,000 for a Cable Franchise Fee Revolving Fund. This article being created is the only way for the town to be able to accept and expend cable franchise fees on a regular basis to support public access. Carlson advised that the return line construction has begun, and Comcast has agreed to "pay themselves" from the franchise fee monies they have collected to date.

Carlson distributed a very early draft of the Warrant Articles discussed to date. No action was taken.

Carlson distributed an updated spreadsheet of budgets submitted and recommendations voted to date. This includes expenditures through 10/31/2010. The October 2010 Trending Report was also distributed.

The 2010 tax rate information was reviewed and discussed. The 2010 tax rate is \$26.55. Carlson explained that from looking at the initial reports printed, that most tax bills went down. There were some disparities in valuation of neighborhoods, so some fluctuated more than others, and a few second issue

bills went up. Overall, it would appear that the reduced Town spending and the returned fund balance from the School District of \$471,000 helped the tax rate significantly.

School Budget

The School budget is to be available before Thanksgiving. Keane said the School Board was due to get it next week to begin working on it.

It is believed the Town of Fremont is again a receiver town (relative to school funding); increasing the amount of state revenues offsetting the costs of education in Fremont.

There was a review of the expense and revenue information with the tax rate relative to the School District (local and state) portions of the tax rate.

The Committee's next meeting is Wednesday November 10, 2010. The Annual Veteran's Open House is Thursday November 11, 2010 from 5:00 to 7:00 pm and all are invited to attend!

With no further business, St Germain made a motion to adjourn the meeting at 9:05 pm. Booker-Janvrin seconded and the vote was approved 6-0.

Respectfully submitted,

Heidi Carlson
Town Administrator