

**Fremont Town Hall
295 Main Street
Fremont, NH 03044
November 2, 2011
7 PM**

I. CALL TO ORDER

Chairman Gene Cordes called the November 2, 2011 meeting to order at 7:05 PM on the main floor of Fremont Town Hall.

Present were Budget Committee Members Gene Cordes, Greg Fraize, Charles Kimball, Patricia Martel, Mike Nygren, Greta St. Germain, Town Administrator Heidi Carlson, and Recording Secretary Susan Perry.

Members of the public included: Police Chief Neal Janvrin and Road Agent Mark Pitkin.

II. REVIEW/APPROVAL OF MINUTES: October 12, 2011

There was discussion about clarification of one section of the October 12, 2011 minutes. A Vote on these minutes was tabled until the next meeting.

III. APPOINTMENTS TO REVIEW BUDGET SUBMISSIONS

A. POLICE DEPARTMENT (4210, 4211, 4414) and ANIMAL CONTROL

Police Chief Neal Janvrin addressed the new man training line that was reduced by the Selectmen and he mentioned that due to recent changes in personnel, there was a need to hire a new officer. One officer took a full time position at Exeter and another officer no longer works for Fremont. Another officer will be back from serving in Iraq some time after January 1, 2012. They will need to hire another officer in order to have three full-time officers in Fremont.

There was a discussion about the differences in cost to hire one full-time officer vs. three part time positions (including training and outfitting costs). Chief Janvrin said he would try to recruit someone who is already full-time certified. He said that they have a limited benefit package as compared to other police departments; Mr. Nygren noted that it is an outstanding benefit package but perhaps not as good as in some other towns.

Chief Janvrin said that officers who are retired for 30 days need to re-certify, no matter what age. Even if an officer goes through part time academy, there is a three-year re-certification/physical requirement.

Chief Janvrin noted that Officer Carlson was hired under circumstances (due to military leave) in a temporary capacity.

There was discussion about police coverage, alternative ideas (having people on call), etc.

Mike Nygren made a motion to leave the Police Department new position line to the Board of Selectmen to address. Charles Kimball seconded the motion. Motion passed 6:0.

There was discussion about different budget revisions. Chief Janvrin noted there was a typographical error in the equipment line (from an earlier revision referenced by Martel) that should read \$7,328 (to maintain computer network). He also noted that DayStar did an evaluation and made recommendations to replace computers. He said the Board of Selectmen approved this change in budget and conversion to DayStar.

Chief Janvrin explained the increased request in the Prosecution Contract line due to the Department having a new contract with the county, and that there is a different prosecutor now. He said he got a guaranteed that the rate would not increase until the 2013 budget.

Mr. Nygren asked about coverage for clerical vacation. Ms. Carlson said that vacation coverage for the Secretary is for 3 weeks (the same as with four other full-time employees in Town who have greater than five years of service).

There was discussion about gasoline usage/cost for police cruisers.

There was discussion about the want to flat line the budget and have Department Heads come up with more innovative ways to save money. There was a salary increase of 2.5% within the Police Department matrix. There was discussion about the nature of the Police Department in Fremont (the size of the Community, needs, etc.). Ms. St. Germain added that the Town is not currently growing and since there are no businesses to shoulder the tax burden, a lot is put on taxpayers. Chief Janvrin talked about the nature of the economy as a factor in the need for increased police services. In response to a question about increasing the new officer training line, Ms. St. Germain said there were other wages in the budget that may cover any deficit (while a replacement is sought).

Charles Kimball made a motion to postpone a vote on the Police Department budget until more information is reviewed. Patricia Martel seconded the motion. Motion passed 5:1 (abstention from Gene Cordes).

The ANIMAL CONTROL budget was reviewed:

Chief Janvrin reported that there were 113 summonses served to people not licensing dogs in 2011. Chief Janvrin explained that having a sworn police officer made more financial sense than having a non-sworn police officer in cost (\$60.90 for a service done by a sworn police officer vs. \$187.04 by a non-sworn police officer) as well as in the need to carry a sidearm/shotgun, etc.

There was discussion about the number of hours allocated within the budget. The Selectmen's recommendation includes 500 for the year; and the Department request includes 10 hours per week for 52 weeks per year.

Mr. Nygren mentioned that in the past (2010), the Animal Control Officer covered for the Police Secretary's vacation time. He felt the money should go into the line it's covering (@ \$1,000 was moved to the Police clerical line from here). In the 2012 Police budget, it was a separate line item (therefore it is no longer a 2011 request within Animal Control). He said that the rationale was that the Animal Control Officer was being used for about two weeks' time and this showed that less hours were needed for the Animal Control Officer. Chief Janvrin noted that the Animal Control Officer often works more than 10 hours a week. Mr. Nygren noted they allocated for

500 hours and a raise came in when they changed the police pay matrix. This has led to an overexpenditure to date in 2011.

Chief Janvrin said he did not want the Animal Control officer to work patrol shifts and that her sole function was handling Animal Control issues.

There was discussion about cost to the SPCA, when animals go for emergencies, etc.

Greg Fraize moved for the Budget Committee to recommend \$11,135 for the budget of ANIMAL CONTROL for FY 2012. Gene Cordes seconded the motion. Motion failed: 3 aye (G. Fraize, G. St. Germain, G. Cordes): 2 nay (C. Kimball, P. Martel): 1 abstention (M. Nygren).

Mike Nygren made a motion to revote on the Board of Selectmen's recommended \$11,135 for the budget of ANIMAL CONTROL for FY 2012. Gene Cordes seconded the motion. Motion passed 6:0.

NEW VOTE: for the Budget Committee to recommend \$11,135 for the budget of ANIMAL CONTROL for FY 2012: 5 aye; 1 nay (C. Kimball)

B. HIGHWAY DEPARTMENT (4312, 4313, and Capital Reserve Funds)

Road Agent Mark Pitkin addressed questions the Committee had on the Highway Department budget lines. He said the increase in hot top line attributed to paving Sandown Road (at a cost of \$86,000). He said it was originally planned to go in as a Warrant Article and that it was supposed to be changed to \$100,000. He said they did not need to specify the road to be paved. Crack sealant was done for \$10,000 as well. They have also tried to track expenses for fuel (saws, chippers, etc) separate from vehicle fuel.

There was a discussion on cost of buying vs. renting a truck or backhoe. Ms. Carlson read information from DRA Auditor Jeane Samms that said that Capital Reserve Funds could be used for a lease/purchase agreement if there was no escape clause, and the Town can use a Capital Reserve Fund to make a down payment and lower the overall annual payments. Even if Selectmen are agents of the CRF, any lease/purchase agreement should be an article on the warrant for voter approval.

Other budget changes included the proposal for a Warrant Article for capital reserve for \$50,000 (not \$25,000 as in past few years) for highway equipment, and the need to have a certain percentage of funding approved to get Fremont on the list to do the bridge. This results in a new Capital Reserve Fund for Bridges and the budgeted request is \$25,000.

Charles Kimball moved for the Budget Committee to recommend \$404,252 for the operating budget of HIGHWAY DEPARTMENT for FY 2012. Pat Martel seconded the motion. Motion passed: 5:0:1 (abstention from M. Nygren).

IV. TOWN BUDGETS WITH SELECTMEN'S RECOMMENDATIONS

The Board reviewed Town budgets with Selectmen's recommendations.

1. 4130 SELECTMEN'S OFFICE

Selectmen Salaries would be \$9,500 (the voted salary) and \$2 would be deducted from the Community Newsletter line in order to keep the \$95,852 Selectmen-recommended budget. This included 3.5% wage increase for the two office employees. The Community Newsletter line item was reduced due to the Board's decision to print only four newsletters per year and the rest would be available online and through a list-serve request which will be set up by the new website vendor. Only quarterly newsletters would be printed and mailed. All will still be available on the website.

Patricia Martel moved for the Budget Committee to recommend \$95,852 for the budget of 4130 SELECTMEN'S OFFICE for FY 2012. Greg Fraize seconded the motion. Motion passed 5:0:1 (abstention from M. Nygren)

2. 4141 ELECTION & REGISTRATION

There was discussion about coverage and number of elections (four next year).

Greg Fraize moved for the Budget Committee to recommend \$15,780 in 4141 ELECTION & REGISTRATION for FY 2012. Charles Kimball seconded the motion. Motion passed 6:0.

3. 4151 FINANCIAL ADMINISTRATION – OTHER
TREASURER AND TTF, BUDGET COMMITTEE & AUDIT

There was an increase of \$600 in the request for TR Treasurer Salary line item. This would be proposed as a Warrant Article. If it gets voted down, the Treasurer will earn \$6,000 if the budget passes. A bid was put out for the annual audit and there was a change in company as a result.

Greg Fraize moved for the Budget Committee to recommend \$19,060 in 4151 FINANCIAL ADMINISTRATION – OTHER for FY 2012. Charles Kimball seconded the motion. Motion passed 5:0:1 (abstention from P. Martel).

4. 4155 PERSONNEL ADMINISTRATION

There were increases in Worker's Compensation coverage, Medical Insurance and NH Retirement - Police.

Patricia Martel moved for the Budget Committee to recommend \$222,498 for the budget of 4155 PERSONNEL ADMINISTRATION for FY 2012. Mike Nygren seconded the motion. Motion passed 5:0:1 (abstention from C. Kimball).

5. 4197 ADVERTISING & REGIONAL ASSOCIATIONS: UPDATES FROM RPC RE: DUES

There was discussion about continuing to pay dues to the Rockingham Planning Commission (which is voluntary) and NH LGC. Mr. Cordes saw worth in the services they provide.

Mike Nygren moved for the Budget Committee to recommend \$6,883 for the budget of 4197 ADVERTISING & REGIONAL ASSOCIATIONS for FY 2012. Patricia Martel seconded the motion. Motion passed 6:0.

6. 4520 PARKS & RECREATION and 4550 LIBRARY: TABLED DUE TO LATE HOUR OF MTG.

V. NEXT SCHEDULED MEETING: WEDNESDAY, NOVEMBER 9, 2011 at 7 PM

VI. ADJOURNMENT

At 9:30 PM, Charles Kimball made a motion to adjourn. Mike Nygren seconded the motion. Motion passed 6:0.

Respectfully Submitted,

Susan Perry
Recording Secretary