

FREMONT BUDGET COMMITTEE MEETING

**Fremont Town Hall
295 Main Street
Fremont, NH 03044
November 9, 2011
7 P.M.**

I. CALL TO ORDER

Chairman Gene Cordes called the November 9, 2011 meeting to order at 7:00 PM on the main floor of Fremont Town Hall.

Present were Budget Committee Members Gene Cordes, Charles Kimball, Patricia Martel, Jeanne Nygren, Town Administrator Heidi Carlson, School Board Representative Sharon Girardi, and Recording Secretary Susan Perry.

II. RESIGNATION RECEIVED FROM MEMBER MIKE NYGREN

The Committee had received notice of the resignation of Mike Nygren. There was discussion on how to proceed for a replacement. Ms. Carlson will post the open seat on the Town Website and in the December newsletter. Notice would be in meeting minutes as well. People may send letters of interest to the Budget Committee. The replacement would be to complete Mr. Nygren's term (to Town Meeting, March 2012).

Mr. Cordes said he would draft a letter of recognition to be reviewed at the next meeting before sending to Mr. Nygren.

III. REVIEW/APPROVAL OF MINUTES: OCTOBER 12, 2011 AND NOVEMBER 2, 2011

Jeanne Nygren made a motion to approve the minutes for the meeting of October 12, 2011 as amended. Pat Martel seconded the motion. Motion passed 4:0:1 abstention from Charles Kimball.

Pat Martel made a motion to approve the minutes for the meeting of November 2, 2011 as written. Charles Kimball seconded the motion. Motion passed 3:0:2 abstentions from G. Cordes and S. Girardi.

IV. TOWN BUDGETS REVIEW

The Committee reviewed Town budgets with Selectmen's recommendations.

1. 4520 PARKS & RECREATION

Selectmen recommended the 2011 default allocation, as it lined up with 2011 expenses. Nothing was very new in the budget but project work might be a little different. Ms. Carlson noted that snow from the recent storm caved in the batting cages; it is unsure what it would be to fix them.

Sharon Girardi moved for the Budget Committee to recommend \$42,553 for the budget of 4520 PARKS & RECREATION for FY 2012. Patricia Martel seconded the motion. Motion passed: 5:0.

2. 4550 LIBRARY

Salaries went up \$10,000. There is a new librarian and the Trustee's proposal is to have her work 30 hours/week at approximately \$13/hour (an hourly wage based on 30 hours/week with no benefits). There are three other library employees and there may be some changes to hours and schedules. It was noted that currently 74 hours/week was used in payroll (for this line). Four people work at the library: Director, Children's Librarian, Young Adult Librarian, and an Aide. Ms. Carlson noted that the library is open 35 hours a week, which differed from the rationale that said 30 hours a week. The former Director only worked between 12 and 15 hours per week prior to her retirement.

Ms. Carlson talked about the State of New Hampshire's designation of the library as a public water system and the associated costs and water system maintenance items which have also added costs.

Jeanne Nygren motioned to recommend that the library salary line revert to the default allocation of \$52,092. She spoke about ratios that did not work (72 hours/week for three employees per week – when 30 hours are added, it equals 102 hours for four employees' work which she felt was a lot of coverage for one department). Sharon Girardi seconded the motion. Motion passed 5:0.

Sharon Girardi recommended \$102,682 (the Board of Selectmen's budget recommendation of \$112,682 minus the \$10,000 salary raise) in 4550: LIBRARY for FY 2012. Jeanne Nygren seconded the motion. Motion passed 5:0.

V. OTHER

1. 4914 CAPITAL RESERVES & 4902 CAPITAL OUTLAY

There was discussion about leaks in fire engines, making repairs and purchasing a proposed fire truck (combo truck). Mr. Cordes suggested that it would be helpful if a vision could be written about what problems need to be solved and how to fix them (including costs). Ms. Carlson said she would talk with the Fire Chief about this (short term and long term plans). There was discussion about the need for recertification of EMS personnel and funding for these classes.

The Police Department was proposing purchasing a detective car (used) for under \$12,500 but it was unsure if that would come out of Capital Reserves.

The Budget Committee would re-look at the Capital Reserves and Capital Outlay lines after the Selectmen review them.

2. OCTOBER TRENDING REPORT

The October trending report was distributed for the Committee members to review.

A summary spreadsheet of updated budget reports (to November 9, 2011) was distributed.

A copy of the School District Financial Report (dated October 31, 2011) was included with the agenda. Ms. Girardi mentioned that the School Board passed the budget for FY 13 last night. It was level funded for Ellis School and the only difference was in high school tuition, which was contractual. \$412,000 was left in the bottom line due to things that were budgeted that came in differently (e.g. retirement, replacement for a teacher that went on leave). She said that the Budget Committee would get the School District budget books by November 16, 2011. The Budget Committee would review the school budget on November 30, 2011 after they review it. On November 16th, the Budget Committee would determine whom they would need to have attend the November 30th meeting to review the school budget.

Mr. Cordes mentioned that with Mr. Nygren's resignation, there is no Vice Chair and he recommended this be an agenda item for the next meeting.

There was discussion about what was left to cover: Police (training, full time position vs. part times); finish Warrant Articles; Social Service vendor payments; and Capital Reserve Articles.

Gene Cordes motioned to request the Board of Selectmen make as much progress as possible within the next week (on Police hours (training), vendor payments, capital outlay, and Warrant Articles). Pat Martel seconded the motion. Motion passed 5:0.

Ms. Martel suggested having a detailed maintenance plan of trucks with estimates, etc. Ms. Carlson said she would mention this to the Fire Chief and Officers.

Ms. Carlson clarified in response to a question from Ms. Martel that only the Police Department non-administrative uniformed personnel are on the matrix.

VI. NEXT SCHEDULED MEETING: WEDNESDAY, NOVEMBER 16, 2011 at 7 PM

VII. ADJOURNMENT

At 8:21 PM, Sharon Girardi made a motion to adjourn. Jeanne Nygren seconded the motion. Motion passed 5:0.

Respectfully Submitted,

Susan Perry
Recording Secretary