

**FREMONT BUDGET COMMITTEE MEETING****Fremont Town Hall****295 Main Street****Fremont, NH 03044****September 16, 2015****7:00 PM****I. CALL TO ORDER**

Chair Mary Anderson called the September 16, 2015 Budget Committee meeting to order at 7:00 PM on the main floor of Fremont Town Hall.

Present were: Budget Committee Chair Mary Anderson, Vice Chair Mark Kidd, members Mike Nygren, Gene Cordes, Pat Martel, and Joe Miccile, School Board representative Jennifer Brown, and Town Administrator Heidi Carlson. Also present were: Leon Holmes Jr., Neal Janvrin, and Richard Butler.

**II. INTRODUCTION OF ANY NEW CANDIDATE MEMBERS****III. APPOINTMENTS****A. ROAD AGENT LEON HOLMES JR.: HIGHWAY BUDGET (4312) 7PM**

Leon Holmes Jr. reviewed the Highway Department budget and its rationale.

Of note:

- The 2015 winter budget was overspent by \$25,000 due to last year's bad winter conditions
- The cost of salt increased.
- FEMA reimbursement (estimated at \$15,000) is unknown at this time (if in January, it would come in as revenue, if before, it would offset this budget)
- Anticipating a W.A. to establish an expendable trust fund for winter maintenance in case budget was overspent
- Sealcoat & Crack seal: was not done last year - \$3,000 was taken from Summer Equipment Line for crack sealing and another \$3,000 was taken to put up 2 guard rails.
- Hottop/Reconstr. Mat'ls is increased (from \$116,440 to \$330,695) due to the need to pave roads for winter safety, as there has been public concern. It would cost \$327,000 to overlay all of Whittier Drive; the first half is ready to do now (\$163,500) since it is a newer section. The second phase is the oldest and worst condition of road. To do the road all over again, the cost would be \$600,000 (2 miles of road). There will be a W. A. to pave Chester (\$41,700) and Sandown Roads (\$125,495).
- Roads are going to be evaluated in quarter-mile segments. This will be a good tool.
- There are minimal funds in the Capital Reserve Fund for the Highway Department equipment.

Vote on the budget was deferred.

**B. FIRE CHIEF RICHARD BUTLER: FIRE RESCUE BUDGET (4220) 8PM**

Richard Butler reviewed the Fire Rescue budget and its rationale.

Of note:

- Increases in EMS and Fire Training (cost of Firefighter 1 class increased from \$600 to \$1,300)
- Increase in EMS Supplies line due to the number of calls that have been run and the increase in supplies cost
- Increase in Protective Gear/Uniforms due to two members in Firefighter 1 and gear replacement (10 yr. cycle)

- State-required physicals are added to the Worker Health/Hep B line (@\$250 each).

Ms. Anderson asked about the \$181,000 budget (for 2015) where only \$58,000 has been spent so far. Chief Butler explained that part of that is the LOSAP Plan paid at the end of December. Ms. Carlson will fix a typo. under "LOSAP 2014 Spent".

Line Item 4215 ambulance contract is lumped together with the Fire Department (\$8,000 reflects an increase of \$500 each year for 5 years of the contract) – contract to begin April 1, 2016.

#### **IV. APPROVAL OF MINUTES: AUGUST 26, 2015**

*Mike Nygren made a motion to approve as amended the minutes of August 26, 2015. Mark Kidd seconded the motion. Motion passed 7:0.*

#### **V. APPOINTMENT OF TWO BUDGET COMMITTEE MEMBERS TO THE CIP COMMITTEE**

Ms. Anderson said that it is important to have Budget Committee representation to the Capital Improvement Plan Committee in order to report back to the Budget Committee in anticipation of future budgets. There will be 3 Monday night meetings after the first meeting at the end of September with the Rockingham Planner: 2 in November and 1 in December. The CIP Committee will have members from the Budget Committee, Planning Board, Board of Selectmen, and School Board. These people will rank priorities and develop a plan. The Budget Committee representatives will be: Mary Anderson and either Joe Miccile or Mike Nygren (to be determined next week). Mr. Nygren wondered if non-committee members should be on the CIP Committee for objectivity's sake. Ms. Carlson will check on an at-large membership component.

#### **VI. SCHOOL ITEMS/FOLLOW-UP**

##### **A. FORENSIC AUDIT: SRSD**

Ms. Brown reported that the forensic audit information was still outstanding due to illness of the person doing the audit. Things seemed to be in order however.

##### **B. REVIEW SCHOOL DRAFT BUDGET REPORT (FINAL FOR JUNE 30, 2015)**

With Sue Penny being ill, there was no updated budget report from the last meeting. The unexpended fund balance that should be returned to the Town pending the audit, is \$374,158.26 (including tuition encumbrance). There was a tuition issue/late bill that was unanticipated that Ms. Penny had to encumber from the last budget.

##### **C. MARY ANDERSON TO REPORT ON FOLLOW-UP MEETING WITH SUE PENNY (TRANSFERS)**

Ms. Anderson reported that it appeared that, half way through the process, Sanborn was going to change the way they calculated tuition for part-time students. She said Ms. Penny is very thorough when going through tuition bills and has been in contact with Sanborn. Ms. Anderson said this change in calculating tuition for part-time students (charging full time rate for part-time students) was not spelled out in the Memorandum of Understanding. The MS-25 this fall will include a return of fund balance (\$373,000) which will go to reduce taxes).

There was a discussion about budget transfers. Ms. Anderson said transfers are legal. She went to a workshop yesterday. The Board of Selectmen and School Board must always approve the transfers (reflect in minutes). There were over \$1,000,000 in transfers in the school budget this year (10% of the school budget) and Ms. Anderson said this was a lot. However, she noted that there have been a lot of new personnel over the past few years and there was some clean up done. The School District does not think there will be a lot of transfers moving forward. Ms. Anderson said the Budget Committee had difficulty tracking the transfers. She and Ms. Penny came up with a form that should help the Budget Committee out. The first column would have the adopted budget. The next two columns would have budget adjustments and revised budget. This will allow for easier tracking and better credibility. Budgets would be given monthly.

*Pat Martel made a motion to have monthly school budget reports include columns for adopted budget, budget adjustment and revised budget (further information on transfers can be given to Budget Committee members upon individual request). Joe Miccile seconded the motion. Motion passed 7:0.*

## **VII. UPDATE ON 2015 BUDGET AND FINANCE WORKSHOP HELD SEPTEMBER 15, 2015**

Ms. Carlson will make copies of the budgeting book that Ms. Anderson got at the 2015 Budget and Finance Workshop. Ms. Anderson noted that in some Towns, the Selectmen and Budget Committee meet together with Department Heads on a Saturday so that both committees hear the same information at the same time. This saved on time. She said at the end of the year, encumbrances need to have a contract and not just a quote. She said it was stressed that the committee acts as a whole (there is no individual authority). All budget transfers should be approved by the governing body. If a Department Head overspends the budget, it is grounds for removal of office. Approving a bottom line budget was emphasized at the workshop as well. Ms. Anderson said that it was suggested that committee members should not hit "reply all" in email, so as not to construe as a meeting. Ms. Carlson will be able to send everyone agenda information but members should not reply to everyone with responses/input. Any budget questions can be emailed to Ms. Carlson before the next meeting and she can reply directly to the person. Ms. Brown said that the Board cannot have a quorum so she would go to the Chair or the Superintendent with questions and they can respond to her with the answer (but not to all). This is what Ms. Anderson thought also.

Ms. Carlson clarified that the Town shares library building responsibilities with the Library Trustees (the governing body).

There was discussion about default budgets, tax impact (on tax rate) and total budget increase.

## **VIII. OTHER**

There was consideration of reviewing all budgets before voting on them. Upcoming Budget Committee meetings (2015) include:

<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
	<b>7</b>	<b>4</b>	<b>2</b>
<b>23</b>	<b>14</b>	<b>9</b>	<b>9</b>
<b>30 (Police, Town Clerk, Library)</b>	<b>21</b>	<b>18</b>	<b>16</b>
	<b>28</b>		

Ms. Carlson mentioned that FCTV is planning to record meetings live at the Town Library, as the secondary semi-hard-wired meeting location. Different groups of people meet there monthly.

Ms. Carlson should have a better idea of the total assessed valuation by next Wednesday. Next Wednesday, Mark Kidd and Jennifer Brown will be absent due to scheduling conflicts.

The Budget Committee will get the School Budget by the first week of November (Nov. 2). Ms. Brown asked if the Budget Committee wanted the budget books tabbed (for a cost of about \$300, which the Committee did not approve in the budget). If it was deemed essential, the School District will tab the books. Ms. Anderson suggested having at least one book tabbed for the Budget Committee (to find information quickly); Mr. Nygren suggested simply copying divider sheets.

## **IX. NEXT MEETING DATE: SEPTEMBER 23, 2105 AT 7 PM**

## **X. ADJOURNMENT**

*At 8:55 PM, Gene Cordes made a motion to adjourn. Joe Miccile seconded the motion. Motion passed 7:0.*

*Respectfully submitted by, Susan Perry, Secretary*