

**FREMONT BUDGET COMMITTEE MEETING**  
**Fremont Town Hall**  
**295 Main Street**  
**Fremont, NH 03044**  
**November 2, 2016**  
**7:00 PM**

**I. CALL TO ORDER**

Chair Mary Anderson called the November 2, 2016 Budget Committee meeting to order at 7:00 PM on the first floor of Fremont Town Hall.

Present were: Budget Committee Chair Mary Anderson, Gene Cordes, Mary Jo Holmes, Pat Martel, and Joe Miccile, and School Board representative Jennifer Brown.

**II. APPROVAL OF MINUTES: OCTOBER 19, 2016 and OCTOBER 26, 2016**

*Jennifer Brown made a motion to approve as written the minutes of October 19, 2016. Joe Miccile seconded the motion. Motion passed 5:0:1 (abstention from P. Martel).*

*Gene Cordes made a motion to approve as written the minutes of October 26, 2016. Joe Miccile seconded the motion. Motion passed 4:0:2.*

The default budget is posted online.

**III. SCHOOL BUDGET UPDATES/INFORMATION**

There will be a School Board public forum on the budget from 6-7 PM on Monday, November 7<sup>th</sup>. A final vote on the budget will be during the special School Board meeting at 7PM that night. The Superintendent and Financial Administrator will be present at the Budget Committee meeting next Wednesday, November 9<sup>th</sup>.

**IV. TOWN BUDGET UPDATES/INFORMATION**

Mr. Cordes presented information on leasing portable radios; this was an idea suggested by Mark Kidd at the last Budget Committee meeting. There was discussion about the cost-effectiveness of leasing/purchasing radios as they break down and use capital reserve money or of replacing them all at once (this would ensure better compatibility). The cost is about \$4,000-\$5,000 per unit and the members thought it was costly. An issue is, as radios become outdated by technology, they are not as supportable and it is a safety issue.

It was noted that the Selectmen Recommendation for line 4140 Town Clerk Tax Collector on the 11/2/2016 draft of the Town Budget list should read: \$63,568.

**V. TOWN BUDGET REVIEW WITH SELECTMEN'S RECOMMENDATIONS**

**4140 TOWN CLERK TAX COLLECTOR**

There was discussion about the increase in the Town Clerk/Tax Collector Clerical line #4140030, and whether it correlated with 3 extra hours for training for clerical help or for 3 extra work hours. Historical data of motor vehicle registrations, marriage licenses, etc. between 2012-2016 was reviewed. Nicole Cloutier informed the members that the requested 3 extra hours per week were for more training of the deputy, and/or for more work help during the busier weeks. She spoke about the issue of not having enough time for the deputy to train if there is only one person at the window to help people. She is looking to have 6.5 hours/week of overlap so there will be more time for both to man the window. The office is now open 5 days a week (28.5 hours/week) to accommodate the public. Ms. Cloutier felt that the work has increased and this affects training because traffic has increased.

*Jennifer Brown recommended the Board of Selectmen's recommendation of \$63,568 in 4140 TOWN CLERK TAX COLLECTOR. Joe Miccile seconded the motion. Motion passed 6:0.*

4130 EXECUTIVE

Mr. Cordes said that the Selectmen met last night to vote on the Executive budget in which the clerical line increased from 26 to 32 hours/week to help alleviate the long hours per week that the Town Administrator (Heidi Carlson) has been working. He noted that there are many part-time positions in town so when people are not at work, the TA has to step in and problem solve. This is an ongoing factor and is not a good plan. Additional clerical help/cross training is necessary for the times when the TA is not there.

*Jennifer Brown recommended the Board of Selectmen's recommendation of \$15,775 in 4130 EXECUTIVE. Mary Jo Holmes seconded the motion. Motion passed 6:0.*

4155 PERSONNEL ADMINISTRATION

There is a \$16,000 increase in NH Retirement-Police, as was expected due to state requirement.

*Joe Miccile recommended the Board of Selectmen's recommendation of \$300,244 in 4155 PERSONNEL ADMINISTRATION. Jennifer Brown seconded the motion. Motion passed 6:0.*

WARRANT ARTICLES: TABLED

The Committee decided to table the vote on the warrants until there is a full board at the meeting next week. Members may make inquiries before then.

**VI. OTHER NEW BUDGETS TO BE DISTRIBUTED FOR REVIEW & OTHER BUSINESS**

It was encouraged that voters be informed and that that the committee think of ways to help get information out to voters.

**VIII. NEXT MEETING DATE: NOVEMBER 9, 2016**

**IX. ADJOURN**

*Gene Cordes made a motion to adjourn at 7:55 PM. Jennifer Brown seconded the motion. Motion passed 6:0.*

Respectfully submitted by, Susan Perry, Secretary