

FREMONT BUDGET COMMITTEE MEETING
Fremont Public Library
7 Jackie Bernier Drive
Fremont, NH 03044
August 23, 2017
7PM

CALL TO ORDER

Chair Mary Anderson called the August 23, 2017 Budget Committee meeting to order at 7:02 PM at the Fremont Public Library. Present were: Budget Committee Chair Mary Anderson, Vice Chair Pat Martel, Gene Cordes, Mary Jo Holmes, Kathy Miccile, Joe Miccile, and Josh Yokela, Town Administrator Heidi Carlson, and School Board representative Jennifer Brown. Members of the public included School Superintendent Allyn Hutton and School Business Administrator Susan Penny.

APPROVE MINUTES FROM MAY 3, 2017

Mary Jo Holmes made a motion to table the minutes of May 3, 2017 until the next meeting. Joe Miccile seconded the motion. Motion passed 8:0.

REVIEW DUTIES AND RESPONSIBILITIES AS A MEMBER OF THE BUDGET COMMITTEE AND MEETING PROCEDURES

Ms. Anderson read the following, in preparation of the upcoming budget process:

Role of the Budget Committee -- "To assist voters in the prudent appropriation of public funds"

It is important to remember:

- We are not school board members or selectmen; which at times does result in some natural tension.
- A little debate or disagreement is normal - but we should always be civil, courteous and respectful to one another
- Our mutual goals should always be a good end result for the town and school
- One member of the budget committee has NO authority—we act as a whole – therefore, if there are requests for information that you would like, the request should come through this committee as a whole and not individual member. If you are interested in learning more or getting additional information, please bring it up at a meeting where a member of the selectmen, town administrator or school board member is in attendance
- Always ask questions if you don't understand what is being asked. Be polite and respectful in doing so; do not interrupt when someone is speaking. As chair, if I feel that too much time has been given to a particular project, I will move it along.
- Everyone will be recognized and given an opportunity to ask questions. Ask for clarification, more detail – whatever you need to know. Please do not leave a meeting not understanding something – please ask
- In closing -- As a committee, we are working for all of the residents of Fremont. We are working to recommend a budget that meets the needs of the town and school district and at the same time it will ultimately meet the needs of the residents of the town while always being cognizant of the cost that will be passed on to Fremont residents through their property taxes.

Mr. Yokela will be attending the NHMA Budget workshop on September 12, 2017 and this topic will be put on the September 13th Budget Committee agenda.

SCHOOL BUDGET UPDATES/INFORMATION

It was reported that the School District will return \$553,354. Building maintenance was able to be done without impacting the return. This will have a positive impact on the tax rate. There was discussion about having conversation about what to do with differences between the high school tuition GMR and actual cost. The Fremont School Board will have representation at Sanborn School Board meetings and will report back to Ms. Hutton and Ms. Penny. Ms. Penny noted that the final fund balance does not

include the last Sanborn payment, so it could be higher. Ms. Brown noted that the rooftop air handler project that was budgeted in FY17 for \$35,000 was put out to bid and only one company replied, with a cost of triple the estimate. Therefore, the job was not done but should be revisited. Funds were used for necessary replacement of doors in the school building. Ms. Penny and the Director of Building and Grounds are working on a physical plant schedule with expenses. It was noted that the SAU office was moved to the corridor next to the main office and that core classrooms are in the building now and specials/Case Managers are in the modular.

The District is currently completing FY17 expenses. FY18 expenses will be reported on for the next meeting. Monthly financial reports will continue to be mailed to Budget Committee members.

TOWN BUDGET UPDATES/INFORMATION

Ms. Carlson reported that the Town 2017 budget seems on target. The 2016 Audit report is posted on the website; it was distributed to Committee members. Town Hall renovations (using the Capital Reserve Fund) are continuing and should be complete in October 2017. Brick columns in the basement will start to be removed tomorrow. 2018 budget submissions received to date from Departments were distributed to Committee members. The Highway Department is trying to fill a position held by someone who will be returning to college. It was noted that there are a few requests for full-time/increased hours in a few departments (Police, Building Inspector). Ms. Anderson mentioned that it is the Board of Selectmen’s job to prioritize such conversions before presenting them to the Budget Committee. The School Board will send to Ms. Carlson the demographic study that was done a few years ago.

SCHEDULE/THOUGHTS RE. FALL PLANNING/BUDGETING PROCESS

Where the Sanborn tuition GMR is received on November 1st, and the School Board needs to approve the budget on November 7th, the Budget Committee will walk-through the school budget at the November 8th meeting.

The following is the 2017 Budget Committee Schedule:

<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>
	4	1	6
13 (7pm tour of Ellis; meet in Ellis Library if possible)	11	8 (school budget walk-thru)	13
20	18	15	20
	25	22 (No)	
		29	

The 2018 Budgeting Calendar draft was reviewed. The Public Budget Hearing was clarified to be held on Wednesday, January 10, 2018 with a snow date of Thursday, January 11th. The School District Deliberative Session was tentatively set for February 3, 2018 with a snow date of February 6th, pending School District counsel’s availability.

OTHER NEXT MEETING DATE: SEPTEMBER 13, 2017 (7PM TOUR OF ELLIS; MEETING AT ELLIS IF POSSIBLE)

ADJOURNMENT

At 8:10 PM, Gene Cordes made a motion to adjourn. Jennifer Brown seconded the motion. Motion passed 8:0.

Respectfully submitted by,
Susan Perry, Secretary