

**CALL TO ORDER**

Chair Mary Anderson called the September 27, 2018 Budget Committee meeting to order with the Pledge of Allegiance at 7:00 PM at the Fremont Town Hall. Present were: Mary Anderson, Neal Janvrin (substituting as Selectmen Representative for Gene Cordes), Mary Jo Holmes, Pat Martel, Joe Miccile, Jonathan Starr (arriving at 7:03 PM), Josh Yokela and Brittany Thompson. Also present were Susan Perry, Gordon Muench and Lisa Brylczyk (leaving at 7:06 PM).

**APPROVAL OF MINUTES**

*Mary Jo Holmes made a motion to approve the minutes as amended of September 19, 2018. Brittany Thompson seconded the motion. Motion passed 7:0:1 (abstention from N. Janvrin).*

**APPOINTMENTS: NONE**

**TOWN BUDGETS WITH SELECTMEN'S RECOMMENDATIONS REVIEWS (UPDATED EXPENSE SUMMARY PAGE PROVIDED):**

**4130 EXECUTIVE/SELECTMEN'S OFFICE**

- There was a 2% increase in salary lines and the Service Agreements line was reduced due to new machinery.

*Pat Martel made a motion to recommend the amount of \$119,484 recommended by the Board of Selectmen for line 4130 Executive. Mary Jo Holmes seconded the motion. Motion passed 8:0.*

**4140 TOWN CLERK TAX COLLECTOR – TABLED UNTIL OCTOBER 3<sup>rd</sup>**

The Committee discussed the Town Clerk/Tax Collector budget, including review of 2017-2018 TCX Summary Data/Budget/Wages/Hours Worked:

- The average number of hours worked by the Town Clerk was around 15 hours/week
- There was concern that this made the hourly rate \$40 - \$90/hour and that the number of hours was not what was expected for the salaried (elected) position.
- There was an overlap of about 4 hours/week (with clerical coverage)
- There was concern that, with the number of covered hours less than expected, this affects taxpayers who wait in lines to get service in the office
- The Committee felt that a \$26/hour salary for the position (intended to be 25 hours) was a good one
- There is money in the budget for a 25 hour/week position but these hours are not being worked
- This salary is set as a part of the operating budget (not a Warrant Article)
- Some of the money is being taken out of the Clerk's salary to cover hours worked by Deputy/Clerical service.
- The Committee favored having the Town Clerk come speak with the Committee so the vote was tabled.

**4152 REAPPRAISAL OF PROPERTY – TABLED**

The following was read:

**TITLE III  
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES  
CHAPTER 32  
MUNICIPAL BUDGET LAW  
Expenditures  
Section 32:10**

**32:10 Transfer of Appropriations. –**

*I. If changes arise during the year following the annual meeting that make it necessary to expend more than the amount appropriated for a specific purpose, the governing body may transfer to that appropriation an unexpended balance remaining in some other appropriation, provided, however, that:... (e) The town or district meeting may vote separately on individual purposes of appropriation contained within any warrant article or budget, but such a separate vote shall not affect the governing body's legal authority to transfer appropriations, provided, however, that if the meeting deletes a purpose, or reduces the amount appropriated for that purpose to zero or does not approve an appropriation contained in a*

*separate article, that purpose or article shall be deemed one for which no appropriation is made, and no amount shall be transferred to or expended for such purpose.*

There was discussion on the fact that according to the Department of Revenue Administration, the Capital Reserve Fund can no longer be used to offset the budget. As such, part of the assessing contract (\$8,000) has been put into a Warrant Article (this is the difference between the last year's budget of \$31,920 in the Appraisal Services line to the 2019 request of \$23,920. 100% valuations are needed because of school aid. Also discussed was concern about the multi-year trash contract (taxpayers need to approve multi-year contracts): that if taxpayers do not vote in the trash Warrant Article, "no means no", and money cannot be spent for that purpose for that year. The Committee tabled the vote to get input from Ms. Carlson.

#### 4199 OTHER TOWN GOVERNMENT – TOWN REPORT

*Mary Jo Holmes made a motion to recommend the Board of Selectmen's recommendation of \$2,800 for line 4199 Other General Government. Pat Martel seconded the motion. Motion passed 8:0.*

#### 4210 POLICE DEPARTMENT – TABLED

There was concern about losing police officers due to low wages in Town; having low staff numbers and volunteers who might not always be available to answer rescue calls; and the benefit of EMT (EMS) support. Consideration was given that there are other large budgets yet to review, such as the Fire and Highway Departments, and the Committee tabled the vote on this budget until after those are reviewed.

#### 4290 EMERGENCY MANAGEMENT

There is an increase of \$330 which is attributed to the maintenance contract increase on three generators (at the Town Hall, Safety Complex and Highway shed).

*Mary Jo Holmes made a motion to approve the Board of Selectmen's recommendation of \$4,330 for line 4290 Emergency Management. Joe Miccile seconded the motion. Motion passed 8:0.*

#### 4414 ANIMAL CONTROL

*Josh Yokela made a motion to reduce line 4414101 Kennel and Supplies to \$1,000 from \$1,500 (based on historical usage). Pat Martel seconded the motion. Motion passed 8:0.*

*Jonathan Starr made a motion to reduce line 4414103 Office Supplies from \$580 to \$350. Josh Yokela seconded the motion. Motion passed 8:0.*

*Mary Jo Holmes made a motion to approve \$10,818 for line 4414 Animal Control. Joe Miccile seconded the motion. Motion passed 8:0.*

There was discussion about the possibility of using underfunded lines if needed, e.g. the equipment line.

#### 4711-4723 DEBT SERVICE AND INTEREST ON TANS

*Mary Jo Holmes made a motion to approve the Board of Selectmen's recommendation of \$107,600 for line 4711-4721 Debt Service. Pat Martel seconded the motion. Motion passed 8:0.*

#### 4723 INTEREST ON TAX ANTICIPATION NOTES

There was brief explanation that this line deals with fees to borrow money, which is like a safety net, though, historically, this has rarely been needed due to good budgeting.

*Pat Martel made a motion to approve the Board of Selectmen's recommendation of \$1,500 for line 4723 Interest on Tax Anticipation Notes. Jonathan Starr seconded the motion. Motion passed 7:1 (nay: J. Yokela).*

#### 4191 PLANNING & ZONING

There was brief discussion about the clerical wages line and if it warranted an increase to \$19,000 (based on history) and if hours could be added to the position.

*Jonathan Starr made a motion to reduce the requested amount of \$19,000 in line 4191030 Clerical Wages to \$15,000 (which was the previous year's recommendation). Pat Martel seconded the motion. Motion passed 8:0.*

Approved 10/03/2018

*Joe Miccile made a motion to approve \$38,002 for line 4191 Planning and Zoning. Mary Jo Holmes seconded the motion. Motion passed 8:0.*

#### **TOWN BUDGETS STILL PENDING**

4195 CEMETERY

4220 FIRE RESCUE AND WA<sub>S</sub> ON PER DIEM/CALL COVERAGE – SCHEDULED WITH BC 10/10

4240 BUILDING INSPECTION

4312 HIGHWAY AND WA ON CHESTER ROAD – SCHEDULED WITH BC 10/03

4520 PARKS & RECREATION

#### **ADDITIONAL BUDGET COMMITTEE NOTES PROVIDED:**

4130 Executive – Selectmen’s Office – updated expense summary page provided.

4140 Town Clerk Tax Collector – updated expense summary page provided.

4151 Financial Administration – Selectmen will review/recommend at next meeting. Copies of current draft rationale/summary were provided.

4195 Cemetery – Trustees’ budget is presented – will schedule tie to meet with the Budget Committee

4199 Town Report

4210 Police: Updated worksheet copied for the WA for a new officer (updated for current wages). Also provided was a monthly expense budget report forecasting wages through year end {using base wages for each type of wage (e.g. clerical, patrol, Chief, Investigator) for a number of pay periods}. This is being done in all departments to ensure needed funds are planned out to finish the year.

4290 Emergency Management – updated expense summary page provided.

4312 Highway – Road Agent will meet with the Committee next week at 7:15 PM.

Also provided: updated expense sheets for budgets which have Selectmen’s recommendations, a tally of the current monthly budget report with several items forecasted through year end, an updated cover sheet of expenses, and an overall summary budget sheet with expenses to date.

**NEXT MEETING DATE: OCTOBER 3, 2018 in the main floor meeting room at the Fremont Town Hall.**

#### **ADJOURNMENT**

*Mary Jo Holmes made a motion to adjourn at 8:24 PM. Brittany Thompson seconded the motion. Motion passed 8:0.*

Respectfully submitted,

Susan Perry, Secretary