

## APPROVED 12-11-06

The meeting was called to order at 7:30 PM by Charles Kimball. Members present were Charles Kimball, Kevin Zukas, Michael Nygren, Don Gates, Doug McElroy, Audrey Karamourtopoulos, Peg Pinkham, Mike Miller and Town Administrator Heidi Carlson. Minutes were taken by Jeanne Nygren Selectmen's Clerk.

Police Chief Neal Janvrin was present to discuss the Police Department Budget. Janvrin handed out copies of this budget.

## 4210-POLICE DEPARTMENT

101-Clerical Wages- \$24,965.20. This position was part time until May 1, when it became full time. The increase includes a COLA and step increase.

103-Telephone line \$3480.-covers 4 lines at station and the amount has stayed the same.

105-Postage \$400. same as last year. The DARE program does help with the postage costs.

107-Office Supplies \$2000.00 the supply line stayed the same at about \$166.00 a month .

108-Internet- \$2388.00 there has been a problem with IP address with the system in the past. It keeps changing and when this happens it throws the whole system down. When this happens the technician needs to come to get the line up and running. This budget includes a static IP address.

109-Printing \$500.00 the same as last year.

111-Equipment \$4600.00-maintains office equipment and pays service contract on machines currently owned.

113-Computer Program-\$5697.00 because the Norton virus protection didn't work well a switch was made to Trend Support. Pinkham said she can facilitate the Town buying this type of equipment at her cost if the Town wishes to do so and she can get some quotes on prices.

201-Firearms Training-\$3086.00 same as last year. Includes hourly wages for all firearms training.

202-Firearm Supplies-\$3465.00 this is up because of the need to buy a trunk vault for the Expedition to safely store weapons, vest, camera and ammunition. Miller asked why nothing had been spent from that line. The Chief wasn't sure why. This line is for ammunition and \$1650.00 is budgeted for the vault.

203-In-Service training-\$4630.00 over spent by \$3000.00 this year because of all the training.

204-In Service Supplies-\$500.00 line stayed the same.

205-First Aid Train-\$772.00 stayed the same 4 hours training each man.

207-New Officer Training-\$1488.00 for a new officer to be hired. Covers the minimum of 100 hours in service training.

209-Firearms Range-\$2000.00 stayed the same.

301-Patrol Wages-\$217,364. this salary line includes 7 day patrol. The turnover in help has been the problem with the department losing 5 part-time patrolmen this year alone. Four of these officers left to pursue full-time police positions in other towns. Clivio went to Epping, Mercurio to Kingston, Genest to Salem, Gates III to Nottingham. Emery left to pursue his full-time employment with a county correctional agency.

Nygren asked how you work one additional full-time person into the schedule. The Chief replied there are 3 full timers on rotating basis as part of their schedule now. The fourth full-time will be worked into that schedule (covering 20 of the 21 shifts per week); reducing the need for part-time help. Part timers fill in where they are needed. The four full timers would covering 20 shifts in a week. This would allow for the chief's admin days and less part-time help needed, as well as part-time will cover vacations, etc.

With a new officer on how many part times will be needed Kimball asked. Chief will need to cover vacations and shift changes he will probably need 4 or 5. He has 7 now. He said he would not hire any to replace the one who very recently left.

Pinkham if you went to 4 full-time, would there be any of the existing part-time officers who would be interested in stepping up to full time? Janvrin said there was one who would be interested.

The Chief stated that the part timers are only going to work certain shifts. With them working at another job they have less time for the part-time work here. He indicated that a part-time officer hesitates to write violations because of the hassle for them to go to court (and get a day away from their full-time jobs).

Mc Elroy asked if you hired another full timer do you think they are going to stay?

The Chief stated that it takes 5 part timers to do the job of one full timer. Part-time officers can only work 1300 hours a year by state law. After working 35 hours have to join the retirement system. This 35 hours has to be at a constant happening.

303-Call out wages-\$5750.00-increase due to step raises and COLA. Details pay for themselves, salary is \$31.00 but billed out at \$45.00 for any special detail event.

307-Investigations \$30,482.00 Reese Bassett's sole function in this line, with an addition of 10 hours per week for Bob Allore, newly promoted to detective.

309 Mileage Reimbursement-\$250.00 stayed the same.

311-Prosecution \$10,000.-quoted same price as last year based on 4,000 residents at \$2.50 a per capita rate.

401-Uniform & Safety Equipment-\$6,600.00-to replace and update uniforms. Each year one safety vest is replaced; and one new uniform per officer. They only reissue leather gear, coats, weapons, but a lot of gear is not reusable by another officer.

403-Communication \$983.00- line is down because we did away with a lot of pagers. The department only has two now and officers use their personal cell phones instead.

405-Equipment repair and replace-\$500.00 line item the same.

407-First Aid Equipment-\$2,500.00 added 2 new AED's as the old SurvivaLink units cannot be upgraded to the new CPR standards. He has budgeted for 3 new AEDs. Quote through state bid price at Exeter Hospital of \$709.00 each. The rest of \$2500 is for supplies.

409-Investigation Equipment \$1000.00-camera equipment-stayed the same

411-OHRV Equipment-\$250.00- stayed the same for two machines that are used in aggressive OHRV patrol.

501-Fuel Primary Patrol-\$10,800. stayed the same as last year.

503-Fuel Backup Patrol-\$2700.00 same as last year. Every other year we buy a cruiser. New goes to front line, old one goes to second line and that one goes to unmarked. Expedition will be a 12 to 15 year vehicle because there is not a lot of mileage put on it.

505-Fuel Utility-\$1500.00-stayed the same.

507-Fuel Unmarked-\$2580.00-stayed the same

508-Fuel DARE Car-\$240.00-stayed the same

509-Fuel OHRV-\$400.00-stayed the same.

511-Fuel All other-\$100.00-stayed the same

601-615-Maintenance on all vehicles-each line item stayed the same from last year except one error in the figures that will be corrected.

Janvrin said this is the year to purchase the new cruiser. There will be a warrant article for \$20,995.00 for a new cruiser which is the State bid price.

Janvrin was fortunate enough to get three vehicles outfitted through the CAR 54 project; which updated these vehicles to the tune of \$15,000 each car, in equipment. They won't do the car the Chief is currently driving because it is too old. In talking to the CAR 54 manager at UNH,

Janvrin thinks he might be able to talk him into getting some equipment for his car. If he updates the car to CAR 54 standards the cost would be \$11,018.64, which is shown in the department operating budget. He doesn't know if he is going to need all that money. Worst case scenario is he needs it so he put in for that amount.

Kimball asked why the animal control vehicle isn't included in this budget. Carlson explained this comes under its own budget. This is a Selectmen's budget but the Police Chief maintains it. Animal Control did a comparison of breakdown by years

The Committee reviewed the cost analysis between a full-time and part-time police officer. Kimball asked about workman's comp being \$500 more. Janvrin said this is based on the hours worked. The benefit package is the added cost for full timers because of the cost of health insurance. This is a big bite but the business side is to maintain continuity in the department. Janvrin feels this can be accomplished with full-time versus part-time help.

Nygren asked if a different health plan can be offered. Carlson said that all employees have to be offered the same, and that the Town spent a lot of time this year looking at adding a second choice which would be a lower cost option for the Town and the employee. Gates doesn't think benefits are all that great and that health costs have got out of control. Carlson explained that the employees have a new deductible of \$500 to \$1,500 per person/family this year and still saw an increase of 15% or more in rates (both the Town and employee).

Janvrin said another problem he is having is that he is responsible for some cruiser shifts because but because he can't get out of the office being tied to the telephone and people coming in.

Nygren indicated that the Town has no revenues and that with a 3 % this year and 3 % next year in step raises and health and retirement packages that if the town continues to lock in paying higher benefits, sooner or later we have to think where are we going to get the money? By offering these packages to begin with, are you locked into these plans once the people are hired.

The Selectmen only had a small window of opportunity that was needed to make a decision and recommended that the employee will be paying a larger part with higher deductibles.

Carlson said a second plan will be offered likely for next year. Due to the small size of Fremont's group (currently seven full-time), only two choices in total can be offered. Selectmen decided to fund at this level and employees will pay the difference (or see a savings) depending on what plan they choose in other years.

Miller asked when full time officer goes on vacation, who covers this position. Javnrin said a part-time officer covers for them. The number of calls from last year is down. The rationale for that is as they get busier and in training mode. Self initiating calls are not kept up business checks, house checks because the officers are focused in other areas. How do you put a price on someone riding through town thinking about breaking into a house and then sees a cruiser which is 30 to 50 % of the budget. He talked about putting the police logs up on the website.

Gates said a lot of things can't be talked about, in terms of pending cases, but that there are a lot of things going on in Fremont and how serious they can be.

Janvrin was thanked and left the meeting at 8:45 PM.

Pinkham said at the last School Board meeting they did a lot of cuts. It was supposed to be here tonight. Members were asked to call on Friday to see if they are here for Budget Committee members to pick up and have for next meeting.

Lori Holmes, Town Clerk, came into the meeting at 8:50 PM. New budget figures with the Selectmen's recommendations on it were distributed.

Gates recommended on 3% COL raise, the request from the clerk being greater than that the selectmen disapproved.

Nygren asked what towns are similar to Fremont. At that point Holmes passed out a sheet and she went over this sheet with her explanation. The sheet listed 13 communities surrounding Fremont and similar in size to Fremont, which the Selectmen asked her to do. This list had two sections, Clerk's only and combined Clerk and Tax Collector; and included their populations, salary and hours for the clerks and deputies.

Pinkham asked what are their hours work week and the number of hours the deputy works.

Gates remarked that they could go to fee base and not salary. Average base salary is \$10,000 to \$15,000 base provided by the Town and the Clerk then gets fees for items processed.

The Clerk salary can either be paid a salary or collect fees plus a base salary. She can submit a bill to the Town after these fees are collected.

Miller asked if all Town Clerks are elected and can city clerks can be hired? Holmes stated that State law provides for all Town Clerks to be elected.

Gates said that when going over the Town Clerk budget with the other Selectmen, it was discussed that a 20% increase was asked for. This is a unique position in that the Clerk is elected by citizens, and the Selectmen have no authority over this position and the Town pays the salaries. The clerk answers to the State.

Selectmen's recommendation has always followed in line with what has been submitted.

Nygren stated that last year there was a 33 % increase and this year is asking for 20% and the office is only open 27 hours a week and budgeted for 65 hours between the Clerk and hourly wages for the Deputy.

Holmes said transactions are up \$30,000 from last year and a lot more services are being provided from last year. Before last year, the Clerk in Fremont could only do only up to 8000 GVW vehicles and now can do to up to 26,000 pounds.

Nygren said it is difficult to understand the number of hours budgeted, for only 27 hours being open.

Holmes explained that more and more services are being provided. Next year, if the budget is approved, they will be starting mail-in vehicle registrations. They will be going for training to become a boat agent and be able to do both the Town and State portion of boat registrations. She is talking to NH Fish & Game about fishing and ATV/OHRV and Snowmobile licenses. Kimball asked for time sheets if they are available to be viewed with sick days and holidays documented.

Holmes stated her rationale for the increase in salary is that she views it as a two year COLA and performance increase. When the wage study was done by the Town in 2002 to get figures and job descriptions for a matrix, the town officials were not included by NH LGC. She came up with her figures last year by doing an independent review of other towns (data provided). She felt this supported her request last year, but the Selectmen only recommended a 1/3 increase last year on the basis that if the office was open 1/3 more and overall work time and pay increased by 1/3. She was disappointed with the figure recommended (by the Selectmen) because with the additional hours it still came out to the same pay rate of \$15.72 per hour.

The Selectmen recommendation was 40 hours X 15.72. She said this did not give her a COLA increase recommendation for last year.

When Holmes was out 6 weeks for illness and 4 days out with gallbladder she requested no pay. Carlson said that vacation and holiday started January 1 this year.

The Town Clerk's salary of \$32,700 was the Selectmen's recommendation last year when she wanted 2.5 % performance increase, 3 % cola. That she didn't get is why she wants this \$35,700.00 this year.

Gates when you talk about matrix she can't get steps as others but Holmes is not calling it a step increase.

Miller asked about line item transfers. We vote a bottom line. Town budget in general line item falls into this and you can't change it.

Miller doesn't think that the Town Clerk salary should be in with the executive line because of the way the line transfers can be voted and because Holmes said that the Clerk's pay is set by the voters at Town Meeting.

Nygren asked if there is a retirement package. Carlson replied, not at this time and explained that Holmes was asked to put together a package of employment benefits she wants to it can be priced out and included in a budget line or warrant article. If Holmes asks for the same benefit package as Fremont employees, that would include retirement after one year. He also asked if she could be paid on a 1099. This was thought to be not possible given the use of town property and other "employee" type issues.

Gates stated that after looking at everything and with their recommendations that this will probably come to a head, in terms of a defining vote to offer a benefits package to this elected official position (not an employee).

Kimball questioned line 4130-050 where there was no money spent. Holmes had the agent in today for the restoring of these records with a bill planned before year end. These books went out today and this will be spent. Holmes this is restorations of all records, minutes of meetings and preserve and maintain these records, and said the Town and Selectmen have been very supportive of these restoration efforts. She has applied for a \$10,000 grant from the State of New Hampshire for a record preservation project, to include construction/placement of a vault. This will allow the State consultant group to come in and do a checklist as to assessing what your needs are. It is nice for the Town to have the support of the preservation of these records. Holmes was thinking about putting a vault in the basement when renovations are done to have these records onsite for viewing when necessary. This has been requested to be part of the basement renovations.

Kimball questioned office supplies being up 300.00. Holmes stated now that they are online, the State provides equipment but doesn't pay for validators. This increase is ribbons for the registration validators.

Postage and envelopes up because once budget is approved, they will be set up with the State for DMV renewal notices and hopefully they will be mailed to tell people when they are due for renewal.

Lori was thanked by the Committee and left the meeting at 9:50 PM.

A motion was made by Kimball to accept the minutes of the November 27, 2006 meeting. Motion to accept Pinkham and Nygren seconded. All were in favor.

Meeting adjourned at 10:05 PM.

Respectfully submitted by,

Jeanne Nygren  
Selectmen's Clerk