

**APPROVED 10/25/2006**

The meeting was called to order at 6:08 pm in the basement Town Hall meeting room. Present were Selectmen Gene Cordes, Peter Bolduc, and Donald Gates Jr; Town Administrator Heidi Carlson, and Keith Stanton who was taping the meeting.

Chairman Cordes read through the agenda.

Neal Janvrin came into the meeting at 6:10 pm.

**OLD BUSINESS**

1. With all members having reviewed the minutes for October 12, 2006; motion was made by Bolduc and seconded by Gates to approve the minutes as written. The vote was unanimously approved 3-0.
2. Carlson discussed the Town Hall basement renovations. Thom Roy has been working on a sketch as well as talking to a builder about getting assistance on a specification and more formal design. She questioned the Board about whether to take the project on in two parts to split up the costs. The prospect of designing and installing/upgrading a heating system has been discussed. Cordes said that he felt we need to have a design for the heating system and it needs to take into account the current floor plan and the intended floor plan; positioning of boilers, duct work and its placement, zones, etc. The Board discussed this, and felt the ideal would be that the work would all be done at the same time to avoid any problems with placement and layout.

Selectmen suggested that a professional could help the Town with this review and also with the code review involved.

It was suggested that a heating expert be contacted to assist with the collection of concepts on a heating system and the renovations, and to take it as far as it can be taken with in-house work. Selectmen asked that additional money be set aside in the capital reserve fund for the renovation purpose, and it be put off for one more year of planning.

3. Selectmen reviewed a letter from Carl Hussey to follow-up on the discussion from last week. His letter indicated that he would be interested in renewing the contract for an additional three years for a 2.5% increase for cost of living along with a percentage increase based on the number of new homes in December annually (same method as is currently used). Gates moved to accept the three year contract extension as proposed. Bolduc seconded and the vote was unanimously approved.

Selectmen said that a contract extension letter needs to be drafted to Hussey, indicating the terms, that it is dependent on annual funding; and that all other contract terms remain in place.

**NEW BUSINESS**

1. Selectmen reviewed the payroll manifest \$25,080.97 and accounts payable manifest \$231,187.80. Gates moved to approve the vendor manifest in the amount of \$231,187.80. Bolduc seconded and the vote was unanimously approved 3-0. Bolduc moved to approve the payroll manifest in the amount of \$25,080.97. Gates seconded and the vote was unanimously approved 3-0.
2. With the Safety Complex available, Carlson suggested the holiday party being held on Wednesday December 6, 2006. It is also St Nicholas Day. Selectmen agreed and the date will be logged on the Complex calendar.

3. Selectmen signed outgoing correspondence to Allan Parsons re: trapping on town property; Albert Witham re: renewal of MHP permit; James Dennis re: Flag of Honor donation; follow-up letter to Joe Gaudet re: 16 Sunny Lane.

At 6:30 pm Police Chief Neal Janvrin moved to the table and distributed copies of the Police Department 2007 budget proposal.

Cordes said that he had done some research on the Labor Department website and on the site you can look at many variations of historical data. He said his research showed that the current cost of living is 3.5 to 4.0%.

Janvrin said that he had used 3.0% in this budget. Gates said that he was inclined to see what the overall budget looked like before committing to an overall percentage. Bolduc thought it was important that the Town be fair. Carlson suggested that since the police had been calculated at 3% and it was the largest wage area in the budget, that we should use 3% for budgeting and then look at the overall wages and put in different amounts to see the overall effect. It was decided this would work for now.

Janvrin said that he felt he had another dilemma in the clerical line in terms of comparison. He felt that it was a job with a lot of responsibility and suggested it should be redone in the pay matrix. He also said that he is having trouble in the patrol wages because people are leaving, taking either full-time or better pay elsewhere.

Janvrin went through the budget line by line, with the following highlights:

Clerical – budgeted for 13 weeks at the present rate; and 39 at a cost of living and step raise.

Telephone - stayed the same , 4 lines into the station; 2229 is the main business line which is call forwarded to Rockingham Dispatch at night; 3425 is the secondary line; 1116 is the secure fax line which is required to be maintained; and a fourth line as another call-out line.

Postage is a constant figure of \$400.

Office supplies – budgeted the same as this year.

Internet service – there has been a problem with the internet service in that it is dynamic. Janvrin said he budgeted for a static IP address so it will stay the same. There is a wireless network within the station so the laptops from the cruisers can download. Internet is fully within the building but paid for in this budget line.

Printing - \$500 same as last year

Equipment – includes two more computer stations being upgraded to flat screen monitors; three new battery backups; the copy machine and typewriter maintenance; and there is a budget of \$1,615 to install a truck vault in the Expedition.

Computer – includes the annual IMC maintenance of \$5,220 and virus and firewall protection support.

Training – Includes more than the required amount of training so officers participate monthly. First aid training includes CPR for all officers.

New officer training – includes hiring one new part-time officer.

Janvrin said there are currently three full-time officers, the Chief (part-time salaried), and seven part-time officers. Janvrin read through the description in this area detailing the number of officers that have left in 2006 and the drain that it causes on the budget and on the scheduling.

He said that merit and cost of living increases have been budgeted in accord with the pay matrix adopted by the Town. A cost comparison was done on five part-time officers versus one full-time officer. The comparison does not include insurances or retirement costs. There was discussion about the younger

## FREMONT BOARD OF SELECTMEN

19 OCTOBER 2006

folks that are breaking into law enforcement and why there are not more retired people who want to keep working in it. Janvrin said that several who have applied, their certification has lapsed, and that those wanting to reenter the field need to comply with all of the new and current standards including being retested every three years, go through the physical agility testing and certification.

Janvrin has also included funding to hire a fourth full-time officer. In answer to questions, he indicated that the proposal to add a fourth full-time officer is not to add coverage, but to fill a better need. In addition, if in the future part-time employees leave, they may not be replaced (if the full-time position was to be funded).

Cordes asked if officers who left for full-time employment could return to work a part-time shift and Janvrin explained that some towns do not allow that, and that there are also other problems related to it (such as lack of availability once they are working full-time elsewhere).

This week the investigator has taken on five new felony cases. Additional funds have been budgeted at 10 hours per week (Bob Allore) to assist the Investigator (Bassett).

Prosecution is the same as last year and the detail line is also the same.

Communications is down because a lot of the pagers have been eliminated. First aid supplies is up because two of the defibrillators will not meet the new standards. He has budgeted to buy three at \$709 each (two are replacement) and one is new for the SUV as it does not currently have one.

Investigation and OHRV supplies are the same.

Gas has been budgeted the same as 2006 and Janvrin believes he will come in at the budget for the current year, despite the fluctuations in pricing.

Cruiser maintenance is the same as 2006 – working out OK. It has been a tough year, but he thinks they will get through it OK. He just put \$700 of snow tires on two of the cars and has one more to do.

At 7:00 pm no Department Heads were present.

Janvrin said a line that is really up is cruiser equipment purchase. This is the year for a warrant article for a new cruiser. On the oldest cruiser, there are 142,000 miles on it. This is the Chief's car. Earlier this year the department was fortunate to retrofit three of the four units with the new light bars, computer, and CAR 54 project (\$15,000) per car, done on a federal grant. The CAR 54 Program would not do the Chief's car due to its age and mileage on it.

When we buy a new cruiser it will need to be outfitted to the new standard (budgeted for \$11,019). This includes stripping the existing car and putting upgraded equipment in what will be the new Chief's car. There is no additional grant money for these purposes.

There is a warrant article for a new police cruiser. There is money in the capital reserve account to pay for the majority of it. He suggested that that it may not be prudent to keep them for six years, and questioned whether or not we need to change the upgrade schedule.

They are aggressive about the maintenance issues. It includes the front ends being aligned quarterly; fluids changed every six months; all four tires pulled every time it goes in for grease and oil; oil changes done every 3,000 to 3,500 miles.

The Animal Control budget reflects only an increase in wages. The total submission is \$9, 844.00.

Cordes asked some clarifying questions about wages. Full-time patrol is budgeted for 54 weeks because they get paid their holidays at the end of the year. The training budget calculates the fact that some of the officers are on overtime pay, and it is averaged to include that.

Cordes commented that our police department is trained in some aspects of first aid and that people who are on duty and in uniform get there before a lot of the volunteers because they are already on the road. The Selectmen and Chief Janvrin have always felt this was a valuable service to the community.

Gates questioned the totals at the end of the budget. Janvrin realized that the numbers were from last year and will update them to current. It would make the total operating budget \$410,204. With revenues of approximately \$41,000, the amount to be raised by taxation is \$369,204. This is up almost \$50,000.

Janvrin said he works two patrol shifts a week and has three administrative days. Janvrin said that full-time staff wants to work generally Monday through Friday, which leaves part-time help out a lot on weekends.

There would be some adjustments made to the budget if the Selectmen support the full-time position in that some of the part-time would be pulled back.

There was discussion about a part-time officer covering an accident at the end of their shift, and that that officer may not be back for a week on their next shift. Janvrin said that there is a lot of paperwork and requires that people do come in to get it completed, and this is paid time.

Cordes questioned if this was some double shift coverage. Janvrin said that part of his plan is to identify the nights when there should be two cars on the road and have that double coverage. He said the Town is getting very spread out as well. He also said that they are up to 61 or 62 arrests and this takes the patrol car off the street for up to a few hours.

Selectmen said that they were concerned about cost and also concerned about being supportive of public safety. Janvrin agreed that the Board had always been supportive of public safety efforts.

There are costs not in the Police Department budget that the Board also needs to consider such as the insurances and the retirement cost of a full-time position.

The Selectmen felt strongly that the tax increases of all the budgets is very important.

Cordes said that he does not want to sacrifice the strength of our pay scales to add another position. They want to keep our good strong employees, have them well-cared for and competitive in the job market.

Selectmen asked him to look at the full-time costs and then to do the full-scale comparison with the insurances and other benefit costs and get it back to the Board for further review.

At 7:35 pm Gates moved to take a five minute recess. Bolduc seconded and the vote was unanimously approved 3-0.

The meeting returned to session at 7:45 pm on a motion from Gates and second from Bolduc.

J B Stevens did not appear for her scheduled 7:30 pm appointment and has made no attempt to contact the Town. Peter Loughlin, who originally handled the Stevens matter in 1994, did call the Selectmen's

**FREMONT BOARD OF SELECTMEN****19 OCTOBER 2006**

Office this afternoon to discuss the issue and let the Selectmen know his position on it. The Stevens children (JB and her two siblings) cannot decide on how to list ownership of the property thus it has not recorded the Town's tax deed.

Another follow-up letter will be written to Ms Stevens.

**NEW BUSINESS CONTINUED**

4. Selectmen reviewed the folder of incoming correspondence.
5. Selectmen reviewed the November 2006 newsletter. A few items were updated. Motion was made by Bolduc and seconded by Cordes to approve the November newsletter. The vote was unanimously approved.
6. Selectmen reviewed a Planning Board budget line transfer request from Meredith Bolduc. Bolduc moved to approve this and Gates seconded. The vote was unanimously approved 3-0. The expense will cover training seminars attended by Board members.
7. Selectmen reviewed and signed NH DRED Forest Fire Warden reappointment for Richard Heselton; and for Deputy Wardens Gordon Copp and Fred LeClair as recommended (and signed) by Warden Richard Heselton.
8. Selectmen signed a cemetery deed for one lot to Neal and Verlie Grotenhuis in the Village Cemetery on a motion from Bolduc and second from Gates. Lori Holmes will JP the document.
9. Selectmen signed the Mobile Home Park permit for Martin Ferwerda and the Governor's Forest MHP.
10. Selectmen signed an election warrant for the NH General Election scheduled for Tuesday November 7, 2006 from 8:00 am to 7:00 pm at the Fremont Safety Complex on a motion from Bolduc and second from Gates.

It is noted for the record that Fremont residency verification was done for Rowena LeClair.

**BUDGET REVIEW**Rescue

The Rescue budget narrative needs to have the numbers inserted with the explanations. Selectmen asked to meet with members of the squad to review this in full, and to have Carlson prepare the balance of the stipend list as associated with each of the fire and rescue positions.

Executive

This needs to be revisited for 3% COL calculation on the wages for the Selectmen's Office staff.

Carlson walked through the budget line items. Selectmen's salaries remain the same (total budget of \$9,500) as does the welfare administrator coverage at \$2,500 to be paid on an hourly basis as used. Office supplies and postage remain the same. The only other change in the budget is an increase in the cost of the newsletter to include printing four double issues instead of three annually. This line would increase to \$5,600.

## FREMONT BOARD OF SELECTMEN

19 OCTOBER 2006

Service Agreements is increased to cover additional use of the copy machine. Carlson indicated the Town really should get a new one, but may get by one more year with the existing machine. The maintenance contract is based on number of copies per year.

The Town Administrator's Salary would be at \$51,126 with a step increase at Grade 19 Step 8. The clerical time is budgeted for 30 hours per week, making the total proposed \$72,000 for staffing.

Selectmen decided that the COLA will be calculated at 3% for budgeting purposes. Once all of the wages are submitted, the Board may consider an additional cost of living adjustment, but wants a better handle on the overall wages and budgets in total prior to committing to that.

The balance of Executive includes the Town Clerk's budget which has not yet been received.

Reappraisal of Property

Carlson discussed the NHEC filing and recapped a conversation today with utility appraiser George Sansoucy. NH Electric Cooperative has filed in many towns, and Sansoucy is treating it as a group appeal and the total costs will be divided amongst the participating towns. Sansoucy said that NHEC has not come up with sufficient discovery in several towns, causing the appeals to be dropped. Carlson has proposed to increase the utility appraisal update line to \$4,000 from the budget the Board recommended last week, based on Sansoucy's recommendation.

Motion was made by Gates to recommend \$47,720 for Reappraisal of Property. Bolduc seconded and the vote was unanimously approved 3-0.

Employee Benefits

An estimate has been received from the Local Government Center to update Fremont's Wage and Salary matrix that was originally done in 2002. Copies of the scope of work and price per job description were given to Board members for review. Carlson was directed to put together a list of positions that need new/updated job descriptions so that a budget estimate can be calculated.

At 8:30 pm Parks and Recreation Commission members Renee King, Jon Benson, Deb Genthner, and Angelo Amengual met with the Board to discuss the 2007 budget proposal. King reviewed the 2006 summer camp program and some of its successes and shortcomings. She left a copy of the Director's year end report which will be copied for Selectmen, Parks & Recreation members, and the Budget Committee.

The program went well this year and Jen Jaquith did a good job in the Director's position. It was with a great deal of input from her that the budget was put together for the 2007 summer program.

King reviewed the budget line items associated with personnel including the following proposed staff job descriptions:

Camp Director: Schedule field trips, buses and speakers. Establish curriculum, activities and scheduling. Assist in implementation of these plans. Establish and provide parental communication through greeting parents, dealing with parental concerns, writing newsletters, and maintaining the recreation website. Handle payroll, budgeting and AR/AP. Act as a leader and mentor to counselors, providing them with guidance and opportunities to grow. Manage disciplinary issues. Evaluate camp and staff.

**FREMONT BOARD OF SELECTMEN****19 OCTOBER 2006**

Activities Coordinator: Proposed to replace Head Counselor role. Would need to have several years of camp or related experience to qualify for this position. Has the management skills to coordinate and run daily activities for entire camp. Is able to generate and implement daily activity plans. Provide leadership and direction to fellow counselors. Is able to manage disciplinary issues. Will act in place of director when not present.

Seasoned counselor: Must have two years prior of counselor experience (not including CIT). Assist in implementing and generating ideas for daily activities. Has ability to manage and chaperone small group activities. Has appropriate safety and personal expectations of campers. Maintains professionalism. Understands and meets needs of campers. Sets up and breaks down activities. Provides leadership to campers and CIT's.

Beginner Counselor: Less than two years of camp counselor experience. Has ability to manage and chaperone small group activities. Has appropriate safety and personal expectations of campers. Maintains professionalism. Understands and meets needs of campers. Sets up and breaks down activities:

CIT: Non-paid position. Entrolled in CIT mentoring program. Assist counselors in daily implementation of plans.

King left a copy of the Director's year end report for the 2006 Camp Program. They are proposing a CIT program (7<sup>th</sup> – 9<sup>th</sup> graders) to come into camp and pay a reduced rate to participate and act like mentors for the program. King said that there was a lot of use of the after and before care programs.

The Director has more clearly articulated the inventory and tightened up on what is needed new and for replacement.

The field trips and busses remain the same. Two trips per week are planned, one is a "free" one attending a state park on the pass, and one is a paid event.

Town Events - \$5,500 – There is an increase in the Easter Egg Hunt because it was so big this year. They supply the kids with all of the patriotic treats for Memorial Day. Last year they put \$1,000 in the budget for a concert and they could not get anyone to come for that amount of money. Jeff Rowell has been working on this and they think that \$3,000 will work for this.

Administration - \$430 - Includes the parks pass, stamps, job posting costs, copies, etc.

Field Maintenance - \$26,800 – Includes mowing, labor, ground and facility maintenance. Gravel and loam is for "stock" on site to fix worn areas. The fertilizing program is done 2-3 times per year. New for next year is completion of the basketball court and a skating rink. They would like to try and finish it this year, and if they have enough money to do that, they can remove Appurtenances this year includes benches, fence capping for the rest of the fences, repair of benches and some new picnic tables.

For the skating rink, they will sandbag the lip at the low corner (of the basketball court) in the winter so it can also be used as a skating rink. Maintenance also includes fixing vandalized items.

King said that the playground is done. Picket orders still are being taken.

Playgroup - \$400 – This covers the expenses of the group who meets on Fridays from September to the end of the school year.

Some more detail will be put together to itemize the 2006 maintenance expenses for everyone to review. Parks and Recreation members left the meeting at 9:10 pm.

### **OTHER BUSINESS**

The Selectmen targeted the first week of November to work on evaluations. This may be done in a separate session depending on appointments and budget work progression.

Bolduc discussed a couple of Planning Board items. Last night Chester Bearce met with the Planning Board to advise them that Peter Lewis now owns the former Hall property, and that Lewis is doing road construction and moving materials on site. In the area Bearce had restored, some of the seed didn't take and when he went up to check, found that the Lewis operation on site is using this area for storage of other materials. Bearce said it doesn't make sense to plant seed there when it is just going to be disrupted anyway.

The new owner was not required to bond the prior work, and has not bonded the current work because he is building the road prior to obtaining building permits. The former Bearce bond was to cover reclamation from the gravel operation, which appears now to be a moot point.

The Planning Board did not make a decision last night but they will make a recommendation next week on Bearce's request to release the reclamation bond.

Bolduc questioned the Shirkin Road naming. Shirkin Road ends at the intersection of Loon Way and Paradise Drive. This was changed in 1995 at the onset of NH E-911.

The Planning Board also had questions about whether Jackie Bernier Drive was a town-owned road and had been formally accepted. Carlson did not think it had, and was shown on the town's property where the Library now sits. Several others have a right of way over it. Selectmen suggested further research be done and that it be proposed for acceptance as a town road if that is necessary.

Cordes asked for Carlson to be at the Seacoast Farms site walk on Wednesday afternoon and ask Meredith Bolduc to cover the office for that time period.

### **NEXT WEEK**

The Budget Committee meets at 7:00 pm on Monday October 23, 2006. Don cannot be there if another Selectman wants to attend. Cordes will put the date on his calendar. Their agenda includes primarily reviewing the 2005-06 school financial information.

The next regular Board meeting will be held on Wednesday October 25, 2006 beginning at 3:00 pm at the Seacoast Farms site on Shirkin Road. The meeting will continue to the Fremont Town Hall when the site portion is complete. This meeting will be held in the upstairs meeting room at the Town Hall when it reconvenes after the site walk.

With no further business, motion was made to adjourn by Bolduc and seconded by Gates to adjourn the meeting at 9:20 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Administrator