

APPROVED 10/08/2009

At 6:10 pm Chairman Gates called the meeting to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Donald Gates Jr and Greta St Germain; and Town Administrator Heidi Carlson.

Selectmen discussed budgetary matters including the follow-up to the Highway Department budget discussion of last week.

There was some preliminary discussion about the 2008 Audit report and Board members need to review this further.

At 6:35 pm Librarian Barbara Bassett and Trustees John Hennelly and Meredith Patrick met with the Selectmen to review their 2010 budget proposal.

Bassett opened her presentation with a statement that the budget is the same as 2009; aside from a hopeful request for 4% raises for the staff. Gates said that the Board has not proposed raises given the economy and number of houses for sale in town. Bassett said that the budget went up by \$2,347 for that wage increase only.

4550 LIBRARY

Please note that we have maintained last years budget (which is, in fact, the 2008 budget) with the exception of the WAGE line. This line represents a 4% increase plus a \$200 total allotment for the increase in minimum wage for the second half of 2010. Minimum wage increased to \$7.25 as of 07/24/2009; anticipating the increase for July 2010 to \$8.50.

1-4550-001 WAGES \$56,023

Current Library Staff includes:

Library Director	\$13.50 generally 10-12 hours/week
Children’s Librarian	\$12.95 generally 26-28 hours/week
Young Adult Librarian	\$12.52 generally 25-27 hours/week
Aide	\$12.09 generally 15-17 hours/week
Page	\$7.25 / \$8.50 as of July 2010 generally 6-8 hours/week (based on increase proposed in minimum wage).

Trustees have proposed to increase these wages by 4%.

1-4550-002 BOOKS & MEDIA MATERIAL \$18,000

This request is the same as it has been for the past 7 years. Includes the purchase of all media material (books, audio books, etc)

1-4550-003 OFFICE & BOOK PREP SUPPLIES \$3,000

This is the same as last year and includes all office supplies, book cataloging and prep supplies, printer cartridges, paper, etc.

1-4550-004 SPECIAL CHILDREN’S PROGRAMS \$2,500

During the Summer Reading Program, 60 children participated in 2008 from start to finish (6 weeks), and many more attended the special weekly programs. Bassett said that number increased slightly in 2009. We are also now including some other special programs at the holiday seasons. This includes all of the craft supplies for the programs, as well as theme items related to the SRP.

1-4550-005 DUES & PERIODICALS \$300

This includes annual dues for Trustees to the NH Library Trustee Association; and our subscriptions to periodicals.

1-4550-050 COMPUTER MAINTENANCE & REPAIR \$3,300

This covers all monthly technical support for all library computer systems. Done by contract with Seacoast IT on a quarterly payment schedule. There are currently eight computers and they are all networked. They are currently working on a WiFi network for the Library as well. The virus protection has been increased, coupled with a new fax machine and the WiFi were billed at \$480 all together.

1-4550-051 COMPUTER SOFTWARE \$ 800

Annual cost of web site hosting \$500; Annual cost of Downloadable Books Program.

1-4550-060 REPLACEMENT EQUIPMENT \$2,000

This was included beginning in 2008 at the suggestion of the Budget Committee as our computers are aging. It was thought that we could replace one per year (\$2,000). This may not be spent this year, a new fax machine was recently purchased.

1-4550-101 TELEPHONE \$900

This is the same as last year. Covers two phone lines to the Library (phone and fax).

1-4550-102 ELECTRICITY \$6,500

This is the same as last year, based on actual expenses on a monthly basis.

1-4550-103 FURNACE and OIL \$7,000

This covers all oil usage in the building and annual cleaning of all furnaces.

1-4550-105 BUILDING MAINTENANCE \$6,500

This line item covers all daily care and cleaning of the Library (approx 10-12 hours per week); water systems and sprinkler maintenance, lighting fixtures and all necessary maintenance items and cleaning supplies (as well as consumables)

TOTAL REQUEST \$106,823

Gates asked a hypothetical question about the Library Trustees making a decision on how to allocate funding from the library budget. It was discussed that the Trustees can make a decision, once the bottom line is allocated, to raise wages if they chose to. The Trustees and Bassett agreed that they could do this, once the bottom line is allocated.

Hennelly said that they all understand the current economic climate. Gates added that the entire tax burden falls to local residences here because there is very little business or commerce in Town.

Patrick asked about the commercial development at the Cooperage site and pondered what progress might be made on having that become occupied.

St Germain asked about the golf tournament, and Hennelly said that it went very well this year; and they had a great day.

Hennelly said they are working with the Friends to come up with additional activities for all age groups. Free activities “sell” today in this economy. Patrick added that the building is open, being lit and heated, and they are putting their heads together to put additional activities together for adults.

St Germain asked if the Library made use of the Carriage Towne News and Bassett said that they had not had good luck with advertising in that paper. She said the articles submitted were published late (after the event had happened) and photos represented incorrectly.

Questions were posed about spending trends and Bassett asked if the trustees would need to visit the Budget Committee. Gates and Carlson indicated that they would likely be requested to meet with the Committee.

Carlson had an agenda item to discuss line item transfers, to include for 2009 expenditures, the \$2,700 for painting the exterior of the building. Carlson had previously talked with Bassett about this, and Bassett this evening had brought along copies of pertinent NH Statutes indicating that the final allocation and expenses of the Library Budget were under the complete jurisdiction of the Library Trustees. Some of these statutes include the following:

202-A:6 Library Trustees; Election; Alternates. – *The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town. Any town having a public library shall, at a duly warned town meeting, elect a board of library trustees consisting of any odd number of persons which the town may decide to elect. Such trustees shall serve staggered 3-year terms or until their successors are elected and qualified. There may be no more than 3 alternates as provided in RSA 202-A:10.*

202-A:11 Powers and Duties. – *Except in those cities where other provision has been made by general or special act of the legislature, the library trustees of every public library in the state shall:*

I. Adopt bylaws, rules and regulations for its own transaction of business and for the government of the library;

II. Prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for new construction, capital improvements of existing library property;

III. Expend all moneys raised and appropriated by the town or city for library purposes and shall direct that such moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen or city council. All money received from fines and payments for lost or damaged books or for the support of a library in another city or town under contract to furnish library service to such town or city, shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a nonlapsing separate fund and shall be in addition to the appropriation;

IV. Expend income from all trust funds for library purposes for the support and maintenance of the public library in said town or city in accordance with the conditions of each donation or bequest accepted by the town or city;

V. Appoint a librarian who shall not be a trustee and, in consultation with the librarian, all other employees of the library and determine their compensation and other terms of employment unless, in the cities, other provision is made in the city charter or ordinances.

202-A:13 Discretionary Powers. – *The library trustees shall also have the following powers:*

I. To authorize the payment from library funds for the necessary expenses of library staff members attending library courses and meetings for professional advancement;

II. To extend the privileges and use of the library to nonresidents upon such terms and conditions as they may prescribe;

III. To deposit library funds for the purchase of books and related materials with the state treasurer to secure economies through pooling of purchasing with the state library. Such funds so deposited shall be held by the state treasurer in a separate account to be paid out upon orders of the state library. The state library shall have no control over the selection of items to be purchased by public libraries.

202-A:16 Powers and Duties. – *In addition to any other duties which the librarian may be delegated from time to time, the public librarian shall:*

I. Serve as the administrative officer of the public library;

II. Recommend to the board of library trustees the appointment of all employees.

Bassett also submitted an email from a Library Listserve with information from other librarians. One said that the Board of Selectmen can change the bottom line of the library budget if it is included in the Town operating budget (commonly referred to as the Selectmen's article). However the Trustees administer the finances and set the salaries. They may not have much money to work with if the Selectmen cut the bottom line, as they may legally do. This was submitted by Chris Hague of the Weare Public Library. A copy of this informational email string was submitted by Bassett to Board members, and a copy will also be forwarded to Hunter.

Bassett said that circulation for 2009 through September is over 17,000.

There was discussion about the nice library facility that we have in Fremont.

St Germain asked about office supplies. There was discussion about this line item and how it had been budgeted in past years. At one time office supplies and the summer reading program and library programs were combined in one budget line, and have since been separated to better track individual costs.

Neal Janvrin came into the meeting at 7:05 pm. Bassett and the Trustees left the meeting at this time. Richard Butler came in to the meeting to pose questions about the grant radios being reprogrammed. He had Chairman Gates sign the grant paperwork.

Janvrin came forward to review the 2010 budget proposals for the Police Department and Animal Control Department.

Janvrin said his overall budget is only up 1% over last year and includes a 3% cost of living raise being budgeted for all employees. Janvrin said that the cost to train a new police officer is \$16,000. There was discussion about turn-over and the costs of this to the Department versus retention of existing employees.

There was discussion about raises and the costs of living and what individuals may have received at other jobs or positions. St Germain said that people are worth probably more than they are being paid, but that we are having to make very difficult choices. She said we need to be on a team here, and keep the ship afloat without having to lay people off. It was stated as understood by all that if people have to make difficult choices for their families, they need to do that.

People may choose to stay here for the quality of life, amounts of activity; and may choose to leave to make more money elsewhere.

Janvrin said that if the voters turn down a new police cruiser that he will have a real problem with regard to maintenance on the existing lot of cruisers. He said that he incurred \$1,000 in maintenance / repairs on the front line cruiser last week.

There was discussion about what the training costs are for a new police officer. It is no longer permissible for a person to simply choose to go to the NH Part-Time Police Academy. They must be an employee and sponsored by a NH Police Agency. Janvrin indicated that we did not pay people to go there initially, and he said that when the Part-Time Academy increased to 200 hours, it was then covered by the Town in terms of part-time wages for time spent in attendance.

Gates said that in this economy, we are all lucky to have jobs. There are a lot of people looking for jobs today as well. There was discussion about what previously brought people to careers in law enforcement, back in the day when Gates and Chief Janvrin began their law enforcement careers.

There was discussion about the physical fitness requirements and budgeting for that. It was discussed that there is now a continuing requirement for officers certified after a certain date to meet the physical fitness testing requirements every other year.

Focus then returned to the line items within the 2010 Police Department budget submission.

Hunter, who was unable to be here this evening due to illness, had submitted comments by email within the text of the Police budget, which Gates read from for lines where Hunter had comments or questions.

4210 POLICE DEPARTMENT

CLERICAL 1-4210-101 \$27,352

52 Weeks X 40 Hours X \$13.15 per Hour = 27,352. As the Town and Police Department grow, so does the workload of the office staff. Starting in 2006 the clerical position became 40 hours per week. This person is responsible for answering the telephone, greeting people that come to the safety complex, maintaining the record system, the preparation of all arrest jackets for court prosecution, the tracking of all citations and dispositions, payroll, and accounts payable. We also identified a need for all of the safety complex telephones to be answered during the day. This was accomplished with a telephone system upgrade; every department's telephone can be answered in her office. The increase in this line is due to a 3 % COLA.

Hunter had done the math on a monthly basis and come up short on hours. This needs to be done on a 26 week payroll basis, which makes the Chief's proposal appropriate. Full time hours on an annualized basis is 2080 hours.

St Germain asked about the clerical staff helping out with any Fire Rescue Department needs. Janvrin said that there is sufficient work at the Police Department, but that she does answer the phones for the entire building and assists with some other minimal clerical duties for the Fire Rescue Department at times.

TELEPHONE 1-4210-103 \$3,840

At this time the Fremont Police Department has four telephone lines. The first is 895-2229. This is the line the general public uses to reach the Police Department during business hours. This line is call forwarded to Rockingham Dispatch when the office is not manned. The second line is 895-3425. This is a business line usually used for out-going calls. The third line is 895-1116 and it is the SECURE fax line. The fourth line was used for the computer system before Comcast Internet was installed. It has been converted to a business line. The telephone bill for the Police Department is approximately \$320.00 a

The existing Police Department computer network includes 7 terminals. Janvrin said he budgets for 3 hours per month of tech support time. There is a lot of work involved in upkeep of the systems. Any breakdown or crash is also costly.

Janvrin wants to add the scanning module to their copy machine due to the re-typing of items. If he could scan them into a word document, they can be added to the IMC reports.

Hunter's notes questioned the equipment repair/replacement line of \$700 and Janvrin said that is the cost to replace one work station if it were to crash.

COMPUTER (software) 1-4210-113 \$5,835

The Fremont Police Department uses Information Management Corporation's (IMC) Public Safety Software. We utilize the administrative, dispatch, records, vehicle maintenance and digital imaging modules. The system was upgraded to a windows based version that allowed all of the workstations to be on-line at the same time. We have added computers in each cruiser. We use a virus and firewall protection named "TREND" it is installed on each of the computers, the server and the units in the cruisers. The annual licensing fees are included in this budget.

IMC annual maintenance fee	\$5,220.00
Trend virus and firewall protection	\$477.00
Network Solutions (Web Page)	\$137.50

TRAINING 1-4210-200

FIREARMS TRAINING

SALARIES 1-4210-201 \$3,373

At this time the Fremont Police Department consists of 12 Officers. To arrive at a cost per hour for training I have added each officer's wage per hour and it totals \$210.79 per hour for all officers. This includes time and a half for the full time officers the training is excess of their 40 hour workweek. This does not include the hourly rate for the Chief. (Salaried Position)

FIREARMS (MANDATORY)

Police Standards and Training requires that each officer complete a 4-hour classroom session and at least a 4-hour session at the range to maintain his or her certification. There also has been a recent court decision that shifts the burden to us.

McLelland v. Facticeau: Lack of budget is not an excuse for lack of training.

Sager v. Woodland Park: If training is inadequate, burden shifts to provider of the training.

Pow Pow v. Margate: Training must be realistic. It must include dim light and moving target scenarios.

Young v. City of Killeen and Anderson v. City of Pocatello

Both involve cities having to defend their training as adequate when an officer stepped outside the guidelines under which they were trained.

Due to the court decisions, with the 1999 budget, I increased the hours of training to 16 per officer. This includes the 4-hour classroom, and a 4-hour qualifying that is required by Police Standards and Training

There was discussion about Sergeant Larochelle’s departure planned for August 2010 on military deployment. Janvrin said he wanted to have someone in place prior to Larochelle’s deployment.

RANGE 1-4210-209 \$500

A major problem for all police departments is the lack of a suitable area for firearms training. At this time the Fremont Police Department has established a range on Town-owned property on Danville Road (adjacent to the Highway Shed). This line is used for the up-keep of the range.

PHYSICAL FITNESS 1-4210-211 \$000

The Town has not funded this line. Physical agility testing is now a requirement by PSTC and NH RSA. There will come a time when we will have to address this issue. It is becoming an issue with a number of departments and their respective unions.

SALARIES 1-4210-300

PATROL 1-4210-301 \$231,865

The Fremont Police Department maintains a twenty-four hour patrol schedule, seven days a week. This was done gradually starting in 1989 when I became Chief. At this time the Town of Fremont employs 12 officers. This includes the Chief, three full-time officers, and eight part-time officers. A full staff would be 13 officers, to include one additional full-time officer.

There are times when there should be a second car on patrol. With the expanding population and the new geographic layout of the Town, our calls for service and response times are increasing.

Starting in 2003 the Town of Fremont adopted a pay plan that allowed for cost of living and merit-raises. I have budgeted for a cost of living increase of 3%.

PATROL - FULL TIME COVERAGE

Janvrin	52 WKS X 34 HRS = 1768 HRS X \$28.12 =	\$49,716.16
Larochelle	52 WKS X 40 HRS = 2080 HRS X \$21.47 =	\$44,657.60
Whitman	52 WKS X 40 HRS = 2080 HRS X \$18.99 =	\$39,499.20
Huard	52 WKS X 40 HRS = 2080 HRS X \$18.08 =	\$37,606.40
New Man	52 WKS X 40 HRS = 2080 HRS X \$17.55 =	\$36,504.00
Holiday Pay		\$6,087.20

PATROL - PART TIME COVERAGE

PATROL	52 WKS X 2 DAYS = 832 HRS X \$14.35 =	\$11,939.20
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VACATION

Janvrin	3 WKS X 2 DAYS = 48 HRS X \$14.35 =	\$688.80
Larochelle	3 WKS X 5 DAYS = 120 HRS X \$14.35 =	\$1,722.00
Whitman	2 WKS X 5 DAYS = 80 HRS X \$14.35 =	\$1,148.00
Huard	2 WKS X 5 DAYS = 80 HRS X \$14.35 =	\$1,148.00
New Officer	2 WKS X 5 DAYS = 80 HRS X \$14.35 =	\$1,148.00

St Germain asked about the average hourly rate of pay. Janvrin estimated that it was \$14 for part-time and \$18 for full-time.

DETAILS 1-4211-307 \$43,500

This was a new line in my 1995 budget. This was done to bring the Town within the Department of Revenue Administration’s guidelines. The money in this line is not raised by taxes; it is raised and is offset by revenues.

WITNESS PAY 1-4211-309 \$1,500

This line allows the Town to receive monies from the courts and like the detail line it brings the Town within the Department of Revenue Administration’s guidelines. The money in this line is not raised by taxes; it is raised and is offset fully by revenues.

EQUIPMENT 1-4210-400
UNIFORMS & SAFETY 1-4210-401 \$6,600

This line is used to replace and update the uniforms. We now issue a summer, winter, and utility uniform. Including boots and rain gear. The safety vests have a five-year life, and I have budgeted to replace one of them this year. I have also budgeted to outfit one new officer. This is the same amount as the 2009 budget.

Janvrin said he currently has about \$2,600 left in this line now, and plans to replace three vests this year at a total cost of \$1,800.

COMMUNICATION 1-4210-403 \$1,912

This line is used to re-certify the four radar units used by the department. It is also used to pay for any repairs to our communication system. In 2008 we started a program of paying a \$25.00 per month stipend for the cell phones used by the three supervisors. We also rent a pager from Arch Wireless;

Pagers – 1 unit@ \$123.96 per year	\$125.00
Radio replacement and repairs =	\$500.00
Radar certification every year =	\$387.00
Cell phones stipend =	\$900.00

Hunter’s notes pointed out that to be consistent with other Departments, this should be \$15 per month. Janvrin said that his cell phone bill runs \$90 per month and he estimated that 2/3 of it is Police Department business. The police budget covers the three Supervisors on a reimbursement basis.

Janvrin said that he would ask the Board to keep the stipend there. The Highway Department currently gets the full amount of their cell phone bills paid as they are Town phones. There was discussion about the equality factor.

REPLACEMENT 1-4210-405 \$500

This line is used to replace or upgrade any damaged or out dated equipment that has not been budgeted for. This is the same amount as the 2009 budget.

FIRST AID 1-4210-407 \$500

At this time we have four fully equipped jump kits that are used by the officers when they respond to a medical emergency. It is time to replace the batteries in one of the defibrillators that each cruiser is equipped with. This line is used to purchase the necessary equipment to maintain the kits and defibrillators.

Hunter’s notes questioned why this line was not shared with the Fire Rescue supplies budget. Janvrin said that some items are, but that items such as the batteries for his defibrillators were different from those

WAGES **1-4414-301** **\$7,430**

This is budgeted at 10 hours per week. As the Town grows, so does the number of animal control calls. At this time there are over 960 licensed dogs in Fremont. In May each year the Animal Control Department is given a list by the Town Clerk's Office of dogs that have not been re-licensed. This year there were over 174 animals on that list. Each owner has to be contacted and brought up to compliance. This is in addition to handling any routine calls. Our Animal Control Officer has been certified as a part time police officer. This allows her to serve and process her own arrest and summons paperwork eliminating the need for a patrol officer to do it. The pay rate is adjusted to be same as a part time police officer.

This appears to be down from last year and Chief Janvrin will review the wages calculation to see how it was completed. The number shown is more than 10 hours per week at the rate increased by 3%.

COMMUNICATIONS **1-4414-403** **\$124**

Rockingham Dispatch is our primary source of calls to the Animal Control Officer. They will page the officer instead of using a telephone. This line pays the yearly rental of a pager.

EQUIPMENT **1-4414-405** **\$500**

This line is used to replace or repair any equipment that is lost, damaged or no longer of any use

FUEL **1-4414-501** **\$400**

Covers all fuel for Animal Control truck.

MAINTENANCE **1-4414-601** **\$500**

In late fall 2003 the Board of Selectmen addressed one of the major problems with the animal control department. Until then the officer had to transport the animals in his family vehicle. He did not have the necessary equipment with him most of the time. It was decided to purchase a previously owned pick up truck to be used by the Animal Control Officer. This is a limited use vehicle used by any one with the authority to enforce animal control laws both State and Local. This line will be use to purchase fuel for, and maintain the vehicle

TOTAL REQUEST ANIMAL CONTROL **\$11,446**

With no further discussion, Chief Janvrin left the meeting at 9:25 pm.

OLD BUSINESS

1. Selectmen reviewed the minutes for 17 September and 24 September 2009. There was not a quorum of members present this evening who were at the September 17th meeting, so acceptance was tabled until next week. Gates then moved to approve the minutes of 24 September as amended for typographical errors. St Germain seconded and the vote was unanimously approved 2-0.

2. Selectmen began to discuss a review of the 2008 audit report. St Germain asked to have the auditor come in to discuss the report with the Board, and the Town's financial surety and policies, etc. The Board would like to meet with the auditor as a group to gain a better understanding of certain matters, and then meet with the financial departments to review and discuss these matters further with them as appropriate.

St Germain moved to ask Auditor Paul Mercier in to a future meeting. Gates seconded and the vote was approved 2-0. Carlson will set up this appointment as soon as possible.

3. Carlson advised the Board that grant paperwork has been completed and submitted to the NH PUC regarding an Energy Grant for \$8,000 to insulate the Fremont Safety Complex. Thom Roy will be working on the RFP for the work soon.

4. There was some follow-up discussion on the Code Enforcement Officer's letter, drafted in response to Fred LeClair's list of complaints on wood/gravel operations in Fremont. Selectmen reviewed the letter drafted by Roy and there was some discussion about how far the Town would chase these purported businesses. The Board indicated that the first letter should be sent out by Roy in an attempt at compliance.

NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$19,299.00 and accounts payable manifest \$28,654.19 for current week dated 30 September 2009. St Germain moved to approve the payroll manifest of \$19,299.00. Gates seconded and the vote was unanimously approved 2-0. St Germain then moved to approve the accounts payable manifest of \$28,654.19. Gates seconded and the vote was unanimously approved 2-0.

2. Selectmen reviewed the folder of incoming correspondence.

3. Selectmen undertook additional budget reviews.

Carlson presented the budget for Solid Waste Collection.

4323 SOLID WASTE COLLECTION

001 MSW Collection

\$216,000

The pickup (MSW and recycling) contract was rebid early in 2008. The contract was awarded just before the 2008 Town Meeting to Waste Management as the low bidder using the conversion to a toter disposal system. The goal of the system was to reduce tonnage and increase recycling, thus saving in tipping fees.

Contract includes weekly pickup of MSW (what fits in the toter) and all recyclables. The contract with Waste Management is for 5 years with a fixed 5% increase per year. There is also a fuel surcharge, which for the coming year is estimated to decrease the overall cost of the contract, thus the decrease. When the contract was negotiated and signed, we asked for the annual renewal date to be December 1st for budgeting purposes. This was done prior to the Town adopting SB2, and we have asked for information ahead of that date, as the Town's budget is slated to be finished prior to that date. Given the current economy and the fact that October and November fuel prices have gone down, that multiplier as estimated now, is expected to be sufficient, and depending on the fuel multiplier, may go down.

The adjustment for fuel is based on the increase or decrease of diesel fuel cost, as measured by the US Department of Energy, Energy Information Administration for the NE region, from the established baseline cost of \$3.55 per gallon (including taxes) of diesel fuel. The increase or decrease, as determined above, will be applied to the volume of fuel used, which will be fixed at 760 gallons per month. The fuel adjustment is based on the prior year December 1 through November 30.

The contract price in year one was \$205,500; which ran from April 1, 2008 to March 31, 2009. The contract price in year two with the 5% increase is \$215,775.

So, the budget for 2010 is based on three months (January through March 2010) at \$17,981.25 per month (\$53,943.75). For the other nine months of 2010, the price is \$18,880.31 per month (\$169,923). The fuel

costs to run the district, including the shortfall anticipated. All Towns are part of a regional refuse disposal district which, in our case, covers the contract negotiations with the Turnkey Landfill, public relations programs, the two annual hazardous waste drop-off day, and monthly meetings.

The SRRDD 53-B office has become a “virtual” office with a bookkeeper who is actually the bookkeeper for the Town of Rye; and a secretary who works for one of the other towns in the District. We are estimating the levy cost for 2010 (do not have budget actuals yet); assuming it will be less given the reduced office costs.

1-4324-035 Dues **\$ 250**

Annual renewal cost of membership in NH Resource Recovery Association, a members cooperative for recycling. Among other things, this organization helps with Bulky Day events in the marketing of recyclables. They are also the “home” to NH The Beautiful, where we buy our recycle bins.

TOTAL REQUEST SOLID WASTE DISPOSAL **\$ 118,095**

REVENUE Recycling income \$2,500 - Estimated money collected at Bulky Day for propane tanks, tires, and return on scrap steel. Recycling income is down significantly at the time of the writing of this budget.

Selectmen discussed this budget briefly as well. Both solid waste categories are down from 2009. St Germain moved to recommend \$118,095 for Solid Waste Disposal. Gates seconded and the vote was unanimously approved 2-0.

Carlson presented the budget for the Selectmen’s Office portion of the Executive line item.

4130 EXECUTIVE

005 Selectmen Salary **\$9,500**

Chair \$3,500; 2 Members at \$3,000 each.

008 Welfare Director **\$ 2,000**

Welfare Director or intake worker paid on an hourly basis for administration and intake time. Budgeted at average of 2-4 hours per week, consistent with current caseload. Decreased overall for 2010 based on budget constraints. Welfare Director is the Town Administrator and many hours are done as part of annual salary of that position (over 40).

Carlson discussed this position being changed to accommodate a small salary portion for the Director, but the Board preferred to keep the budget the same as proposed herein. Selectmen discussed a plan to work on allocating time to train an assistant case worker for welfare matters. The Board discussed allocating \$1,500 for the Welfare Director and \$500 for an assistant.

009 Service Agreements **\$ 1,925**

NEMRC accounting support \$1,050; Copy Machine \$875 – estimate from Copy Connection based on annual usage of 70,000 copies.

010 Mileage **\$ 225**

Conferences, Town business, budgeted rate \$0.44/mile (no increase in rate for past 3-4 years). Covers mileage for Selectmen and Selectmen’s Office staff as needed.

015 Town Administrator**\$55,360**

Town Administrator annual salary \$55,359/annual, no increase from 2008. Separated out from clerical support staff for 2010.

016 Selectmen's Clerk**\$18,640**

Clerical assistance to cover 26 hours per week plus approximately 60 hours to cover TA vacation time, including 3-4 Selectmen's meetings annually. Selectmen discussed additional financial duties and responsibilities being added to this position.

023 Postage & Envelopes**\$ 1,500**

Annual bulk mail permit \$185; stamps for envelopes, bills & all correspondence of Selectmen's Office; annual PO box rent \$50.

025 Office Supplies**\$ 1,500**

Copy paper; copier toner; pens, legal pads, etc; name plates; stationary; business cards; general office supplies.

026 Computer Supplies**\$ 1,100**

PR and AP checks \$350; W-2 and 1099 forms \$50; disks, paper, printer ribbons and cartridges \$500.

027 Office Equipment**\$ 200**

Allowance for repair/replacement as needed.

030 Reference and Law Books**\$ 300**

Annual RSA book updates.

035 Dues / Conferences / Training**\$ 500**

NHMA conference \$30; NHGFOA budget workshop \$25; NHMA law lectures \$20/ea; DRA workshops, BMSI and NEMRC computer trainings; other trainings that become available during the year; would like to be able to send office staff to additional training.

036 Safety Committee / Supplies**\$ 200**

An active Safety Committee is a NH DOL requirement. With additional WC claims, this Committee needs to be even more active. This is to fund supplies needed in safety reviews, etc.

037 Advertising**\$ 300**

General advertising (sale by sealed bids, public hearings, employment etc) which occurs during the year. Reduced based on using the Town's website for as much as possible.

038 Energy Commission**\$ 300**

The Town has had an Energy Committee since 2007, and 2009 legislation provided them with updated responsibilities and stature. This line item is to provide for training and supplies necessary in funding energy audits, funding small co-payments of grants. An Energy Fund is now allowed which will house grant money in savings until projects can be completed. This is a new line item as the Committee has become more active.

700 Community Newsletter**\$ 6,640**

Includes 1615 issues printed and mailed twelve times per year; Postage \$260 per issue (\$3,120); printing \$230 for single issues (8 annually) \$1,840 and \$420 for double issues (4 annually) \$1,680. This includes a double issue in January (Deliberative Session warrant information) and three others throughout the year.

TOTAL REQUEST EXECUTIVE – SELECTMEN’S OFFICE PORTION \$100,190

Selectmen did discuss the application of furloughs overall for town employees as a cost savings. Several full-time employees had expressed their willingness to accept furloughs for cost savings and to avoid other cuts.

With this budget coming in at less than last year, Selectmen discussed the contents but had no further changes. Gates moved to recommend \$100,190 for the Selectmen’s Office portion of the Executive budget. St Germain seconded and the vote was unanimously approved 2-0.

St Germain motioned to review/reconsider the Town Clerk’s budget when Hunter returns next week. She discussed the data included with regard to open office hours and the hours worked by the Clerk and Deputy. She wanted to return to the 2009 default budget amount for the Deputy town clerk of \$17,186 and not increase the work hours. She felt that there was no additional work load that warrants additional hours for the proposed 30 hour week. She felt this would not be fair in light of the Board’s ongoing discussion of overall town cut backs and possible furloughs.

There was lengthy discussion about this, and Gates felt that because the Board had already recommended the line without a wage increase, only an increase in the number of hours worked, that it was OK as voted. The Board will review when Hunter returns next week.

There was discussion about the hours needed to run the Town Clerk’s Office, and what the hours were planned as open for 2010.

Carlson presented the budget proposal for Interest on Tax Anticipation Notes.

4723 INTEREST ON TAX ANTICIPATION NOTES**001 Interest Payments****\$45,000**

This budget request is based on borrowing history and estimated rates. Amount depends on tax payments and cash flow. Historically, we had borrowed \$800,000 for the years 1994-2002 at rates ranging from 4 to 6% interest. In 2002 borrowing hit \$1,500,000; in 2003 it hit \$2,000,000. The Treasurer went to a line of credit format in 2004 and has been using it ever since. This resulted in lower interest payments due to flexibility when money is borrowed. We continue to anticipate an increase in interest rates from what they have been. Borrowing in 2006 hit \$3,000,000 at interest rates ranging from 4.1% to 4.4%. Our interest paid was \$27,582.75 on December 1, 2006. (A separate TAN history spreadsheet is attached).

The 2007 budget was based on an estimated \$3,500,000 borrowing at 5.75%. The line of credit format allows us to borrow only exactly the amount we need at the time we need it, saving interest (versus borrowing the entire amount in May or June and paying a full six months interest). Interest paid for 2007 totaled \$31,457.97.

The 2008 budget was \$33,000 and was based on an estimated \$3,500,000 borrowing. Actual notes in 2008 included an initial line of credit in the amount of \$3,575,000 at 2.31%; second borrowing of \$600,000 for approximately two months, at 3.97%. Total interest paid in 2008 was \$23,950.03.

The Treasurer suggested for 2009 budgeting for 4% interest on \$4,000,000 LOC. Exact intervals of borrowing are unknown, but on the line of credit we borrow only as much as needed to make payments. This line item for 2009 appropriation represents funds placed in this line while working with the default budget. 2009 actual borrowing to date includes:

2009 Date of Issue	Amount Borrowed	Interest Rate	Days	Estimated Interest Due 12/31/2009
15 May	\$ 950,000	2.64%	230	\$16,023.33
02 July	\$1,000,000	2.16%	182	\$10,920.00
21 August	\$2,050,000	2.16%	132	\$16,236.00
* Est 01 Nov	\$400,000 **	2.16%	60	\$1,420.27

* Estimated based on one final, POSSIBLE payment by the bank. ** We have hit our borrowing limit of \$4M as of the August TAN; and further expenses may have to await the receipt of 2009 tax monies to make final year end expenditures.

We have tried to budget sufficient to account for some reduction in the amount of taxes paid in a timely fashion, as well as to account for the cash flow needs. Borrowing has been primarily for school expenses, and Town and School/SAU Officials are working closer with monthly cash requirements for planning purposes.

New lender regulations have made the TAN process much more cumbersome for Town Officials; as well as added a \$250 bank processing fee per transaction (or \$1,000 in 2009); and there are always associated legal costs (\$675 estimated in 2009). New regulations also provide that a 0.25% fee on the unused portion of the loan is to be charged monthly from a designated Town account at Citizen’s Bank. We are anticipating that borrowing in 2010 would be at least \$4,500,000 and using similar borrowing schemes as above, we are budgeting for \$46,000 in payment of interest on temporary loans.

There is currently discussion about conversion to twice per year tax billing, suggested and researched by the Treasurer and Tax Collector. The Selectmen have held one, and will hold one additional, public hearing this fall to discuss this with residents in terms of the cost savings which may be realized by such a conversion. The Town and School District spend money 52 weeks a year, but collect the majority of it (tax dollars) only once per year.

We are also communicating more often with the financial personnel associated with the SAU and Ellis School to work on payment plans that are more clearly defined. We are beginning to discuss the prospect of taking the full school annual appropriation amount (from taxes) and paying it out on a monthly basis throughout the year. (Total appropriation/12 months). This would allow the school to know what to expect monthly from the Town as well as allow both to invest money, knowing what the obligations are regularly.

The request includes all interest paid on loans as well as the bank processing costs. Legal fees are included in the Town’s legal budget.

TOTAL REQUEST INTEREST ON TAX ANTICIPATION NOTES \$45,000

The Selectmen felt it was appropriate to leave this line as requested for 2010. It is unknown when bi-annual tax billing will be initiated and how quickly that will affect the Town’s cash flow needs.

With no further discussion, motion was made by Gates to recommend \$45,000 in interest on tax anticipation notes. St Germain seconded and the vote was unanimously approved 2-0.

Other Budgets: Selectmen briefly discussed contributions to the Capital Reserve Funds. Matthew Thomas has requested an additional \$10,000 be added to the Historic Museum CRF. The Board

discussed future impacts of failing to fund Capital Reserve Funds now. It will create an increased tax burden in future years when capital items need to be purchased or replaced.

NEW BUSINESS CONTINUED

4. Further information has been received from the Highway and Fire Rescue Departments indicating that Rowe's Gas Station will be closing in the near future. Some months ago the Town applied for an Irving Account; and other options are currently being investigated. Carlson indicated she purchased a diesel fuel card this week from the 7/11 Store, but that it will only do about a 10 day fuel supply for the Highway truck. Guerwood Holmes contacted Carlson on Tuesday and said that he and other contractors in Town were investigating the purchase of individual fuel storage tanks and pumps; along with a concrete storage pad. He questioned if the Town would be interested in this type of setup, but was unsure if it could go at the shed where it would not be under cover.

Carlson advised Holmes that he should plan to further talk with the Board about this. The Board took no action. Currently the Town's only Highway vehicle that needs fuel is the one ton truck.

5. The third quarter budget report was circulated to Board members. This will also be given to the Budget Committee next week, along with the trending report for September once it is completed.

6. Selectmen were advised that DRA has inquired about the date of adoption of the Blind Exemption in Fremont. A review of Town Records back to 1937 when it was incorporated into the NH Statutes, does not reveal a vote that it was adopted. Due to this, NH DRA is recommending that the Town put this question back on the warrant for adoption in 2010. Carlson is also going to ask the Town Clerk and Town Historian if they have any further information which may be helpful in this request.

NEXT WEEK

The next regular Board meeting will be held on Thursday October 8, 2009 at 6:00 pm. The Budget Committee meets on Wednesday October 7, 2009.

With no further business to be brought before the Board, motion was made by St Germain and seconded by Gates to adjourn the meeting at 11:23 pm. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator