

Approved 10/09/2019

Present: Mary Jo Holmes, Joe Miccile, Michael Nygren, Gordon Muench, Gene Cordes, Joshua Yokela, Steve Bonaccorsi, Heidi Carlson, Shawn Perreault, Greg Fraize and Police Chief Jon Twiss. Sharon DeVincent and Sue Penny arrived at approximately 7:30 pm. Nicole Cloutier, Cheryl Bolduc and Debbie Caputo arrived at approximately 8:20 pm.

Chair Holmes called the meeting to order at 7:03 pm in the basement meeting room at the Fremont Town Hall. All rose for the Pledge of Allegiance.

Chief Twiss began with a review of the Police Department (4210) budget. The budget was prepared in a similar fashion as years past, with updated numbers. Clerical wages were divided into two sessions, 13 weeks at the current salary and 39 weeks with the 2% increase. Clerical vacation was taken out in the past and coverage has been filled by the ACO Renee King.

The phone increase was due to the increase in fees by Comcast including a static IP address for the connection to IMC at Rockingham. Postage, Office Supplies and Printing have all stayed the same.

DayStar, which is the company the Town utilizes to maintain and service the computer networks is budgeted for tech support of 36 hours a year (75.00 per hour). They also recommend the computers be replaced every 5 years.

The Chief would like to start a Body Cam Program for all officers. He has budgeted for 9 cameras, one for each officer. He feels by each officer having their own camera there will be more accountability and the camera company recommends each officer having their own. The cameras would mount on the officer's shirt and record both video and audio. He was involved in the interviews with the family of the individual that was killed by police on the Beede Road Bridge. The Trooper involved did not have a body camera, so the family could not see why the police action taken was needed. If there had been video, it would have been a huge help to the officers and the family to see the reason, rather than reading officer accounts. At the end of a shift, the camera would be placed on a docking station, which would automatically upload. The Chief and officer (wearing the camera) would be the people able to access this information. Under the leasing contract, if something happens to a camera, the company would replace it for any reason. Under the contract, the company would replace the camera every two years. There was a question about disposition at the end of the contract and if we must return them or continue to maintain them in the same way.

There is no State bid pricing. The first year of the contract is \$9,153 and then \$4,667 annually for four years. The Chief stated that we do not have cameras in the cruisers and he focused on this company based on recommendations. This company is used by 90% of all departments using the cameras. They also make the Tasers that officers use. The Chief stated he really wants to be able to show officers, prosecutors, family and anyone else needed exactly what happened in any situation. It was stated the video would also be very effective for training purposes. He and the officers would be able to review the footage and see what could be done better or procedures were followed. In response to questions, the Chief stated he has already written a Policy and the State has passed new laws addressing body cameras.

Computer programs includes an increase of \$220 on the IMC annual maintenance fee. Firearm Training wages includes each officer's State mandated hours. Firearm Training Supplies are things like ammo and ear protection and is the same as last year. First Aid includes recertify on CPR, AED and the use of Narcan.

The New Officer line includes training for one new part-time officer, which Fremont is still one short on. There are currently 10 officers, and we are short one PT and one FT presently.

Approved 10/09/2019

Wages are all calculated for uniformed officers with the matrix, but at the first 13 weeks of the year at present hourly wage and the balance of the year with the matrix increase. This does include funding for the vacant FT position, currently being recruited.

Full time officers get 10 holidays paid annually in November. There is a shift differential of \$1.00 for early evenings (4 pm to midnight) and \$1.50 for late nights (midnight to 8 am). Longevity stipends in accord with Town Policy are also included, \$500 after five years; increasing by \$500 each five additional years. Uniformed officers are in the matrix and the Chief is budgeted at a 2% wage increase. Several of the full-time officers are at top step.

Body armor is most expensive part of the uniform and must be replaced every 5 years and two are due. Other equipment costs include a payment on the base radio which failed earlier this year. The replacement equipment was \$21,000 and with Selectmen's approval was done with a three year lease program. Chief is hoping to use any money leftover in the budget and buy the lease out to remove it from the budget. The remaining payments are \$7,463 each for three years.

The Verizon air cards are a current expense, but new is the FirstNet phone system to replace the cell phone stipends.

Fuel is currently being purchased with the Wex fleet cards when the cost is below the current State cost, and that program exists for when market pricing increases. Vehicle maintenance is the same as it has been in the past. OHRV maintenance is funded through the revolving fund, funded with fine revenue. There was discussion about trail patrols, which are planned weekly, staffing dependent.

Discussion then turned to the Animal Control budget (4414). The largest potential change is a vehicle. The current vehicle is costing a lot in maintenance and he is trying to figure out a way to replace it. There was discussion about whether one of the outgoing police SUVs would work. The Chief stated the SUV does not have enough room, and a van would be ideal. He has looked at military surplus, nothing has panned out. He is still looking into every option.

With no further questions, Chief Twiss left at 8:00 pm.

At this time, Sue Penny and Sharon DeVincent from the SAU Administration were present. Penny began by stating that District will be returning \$52,388 against the tax rate. This is largely due to getting some unexpected funds. The school spent all but \$608 in the prior year. This does this include the cost of the roof.

There was discussion about why the Committee didn't get numbers for the past 3 months and stated that Gordon Muench has been great about keeping the Committee updated. Penny explained that is the way it has been since she joined the staff, that they wait for the audit and final numbers to come in before attending a meeting for a fiscal year end report.

Yokela asked about the High School numbers. Penny stated she didn't have that information and didn't want to answer without the proper information. She stated we pay quarterly now and she believes adjustments were made. She will have more information at the next meeting. Penny asked the Committee to email questions in advance, so she can be prepared to answer.

There was discussion regarding transfers and sub lines not showing overages. Yokela stated that last year they asked the budget to show the overages. Penny stated the School Board choose not to do that on financial statements. Penny stated that \$100,000 would be needed to repair the second section of the Ellis

Approved 10/09/2019

roof and would need to be done in the summer of 2020. In addition, the air handling system needs maintenance.

Holmes asked when the School budget will be ready to be presented to the Committee. Penny stated she is waiting for the health insurance numbers and the Sanborn High School numbers and should be ready in early November. Yokela asked if the budget could be presented in pieces without the numbers if they do not come in. Penny stated no, because those numbers have a huge effect on the overall numbers. Holmes asked Penny to have the budget ready at the November 6th meeting and stated the Budget Committee really can't wait any longer than that. She would like Committee members to send all questions for Penny to her and she will email them all to Penny.

In response to other questions, Penny stated the District did not lose any teachers this year and there are no collective bargaining agreements to handle this year.

With no further School District questions, Penny and DeVincent left the meeting at approximately 8:28 pm.

At 8:30 pm Town Clerk Tax Collector Nicole Cloutier met with the Committee to discuss the (4140) Town Clerk Tax Collector budget. Clerical Assistant Cheryl Bolduc and Deputy Town Clerk Tax Collector Debbie Caputo were also present.

Holmes again noted an error on 4140 in the clerical line. Carlson clarified that the title of the line (clerical wages/contract help) has been used as a past descriptor but at the present time, is used only for clerical employee wages. Cloutier explained that Cheryl holds the clerical position and Debbie is the Deputy in name only to handle all the election items. This was changed when Cheryl moved from Fremont.

The Committee talked about more deputy hours. Nygren explained that he made a proposal last time that the staffing only overlaps 4 hours per week, and to increase the deputy from \$1,800 to \$4,100; an increase of \$2,300, and eliminate the clerical line. By increasing the deputy hours, it would increase coverage for vacation hours. Cloutier stated that only having 4 hours would make it very hard for Cheryl to retain the training she needs to do the job. Also, no one would stay for that amount of hours. Cloutier said that if she didn't have Cheryl, the office would be closed on Tuesdays and would close at 3 pm on Thursdays when she (Cloutier) is not available. She needs the assistant and there are things only Nicole can do, and she provided a list of these tasks to the Committee. Holmes asked Nicole how many hours she is there. Cloutier stated she doesn't know, as she doesn't keep a time sheet and that she is in the office until the job is completed. There was further discussion on the clerical and deputy positions, hours and coverage. The use of the stipends was clarified as well for vacation and sick time.

Cloutier, Bolduc and Caputo left the meeting at approximately 8:50 pm.

A motion was made by Miccile and seconded Bonaccorsi to approve the September 11, 2019 minutes with corrections. Motion passed unanimously.

Holmes made a motion to move reviewing the draft *Rules of Procedure* to bottom of the agenda. Cordes seconded and the motion passed unanimously.

The Committee moved on to other Town budgets ready with Selectmen's recommendation:

4191 Planning & Zoning: Holmes asked about any big changes. Cordes supplied two major changes including the need for more clerical services as Leanne is catching up and has more availability; and a proposed increase in the Master Planning. Based on attendance at the session last week, Yokela said he

Approved 10/09/2019

does not feel they have decided what they are going to do within the Master Plan. The Planning Board has requested a quote from RPC. Carlson suggested putting this budget off until the next meeting when Leanne Miner could be present.

4194 General Government Buildings: Carlson highlighted changes made to the budget. Wages are all budgeted for a 2% wage increase. There is a \$4,500 estimate for a new roof to the shed out back, which is long overdue for replacement. Computer Service is up because of we are on year two of the website update, \$2,400 is the annual maintenance and \$1,000 for the second payment on the new website construction. We joined an energy consortium to get a lower price than we could get on contract for propane and oil. We now have a full year of data or more on all of the buildings converted to propane. With no further discussion, a motion was made by Nygren to recommend the Government Buildings budget for \$104,339. This was seconded by Miccile and the motion passed unanimously 7-0.

4197 Advertising & Regional Association: Carlson stated there are two things in this line, dues for the Rockingham Planning Commission, which are up \$18 and dues to NH LGC. Nygren made a motion to recommend Advertising & Regional Association at \$8,990. Bonaccorsi seconded and the motion passed unanimously 7-0.

4215 Ambulance: This contract is effective through April 2021, and increases \$500 annually. The contract amount due for 2020 is \$10,000. This has been a positive financial arrangement for the Town. Miccile made a motion to recommend \$10,000 for Ambulance. Muench seconded and the motion passed unanimously 7-0.

4240 Building Inspection: Carlson explained that this budget is down slightly. The Inspector was given a wage increase in 2019, and another 2% is budgeted. The Selectmen increased the mileage reimbursement rate to 50 cents effective 09/01/2019. With no further discussion, a motion to recommend \$37,692 for Building Inspection was made by Bonaccorsi and seconded by Nygren. Motion passed unanimously 7-0.

4290 Emergency Management: Carlson reviewed the budget, which has not changed. This is basically an allowance for emergency operations, and in a non-declared emergency year, we use it to purchase replacement signs, cones, etc. We did have a microburst storm on Chester Road in June but those costs were primarily funded within the Highway Department budget. In any declared FEMA event, the goal is to get reimbursed by FEMA. The June event did not meet the threshold. Motion to recommend \$4,330 for Emergency Management was made by Miccile and seconded by Muench. The motion passed unanimously 7-0.

In a separate discussion, members asked about the Sandown Road Bridge, and Carlson is putting together a final spreadsheet, but the last of the invoices have not yet been received.

4550 Library: An updated expense report will be brought to the next meeting for further discussion.

4583 Patriotic Purposes: Carlson detailed that this covers our Memorial Day parade, bands, flags, letters sent to Veterans, etc. Holmes – what happened to the flag at the meeting house? Carlson stated that the flag pole fell and it has not been decided where to put the new pole. Motion made by Bonaccorsi to approve \$3,005; seconded by Miccile. Motion passed unanimously.

4610 Conservation Commission: An updated expense report will be available next week.

4711 Debt Service: Carlson explained that this includes the principal and interest payments on the two remaining long-term notes. One is the Library construction and the other is the Glen Oaks land. The

Approved 10/09/2019

Library has 1 payment left and the Glen Oaks has 6. Cordes made a motion to recommend \$103,450 for Debt Service, seconded by Miccile. The motion passed unanimously 7-0.

4723 Interest on Tax Anticipation Notes: Carlson explained that this line is in the budget to allow for one borrowing for taxes. We get closer and closer each year to having to borrow, and work closely with the School District on structured payments until first and second issue come in. The number would just cover the cost. Motion by Cordes to recommend \$1,500 for Interest on Tax Anticipation Notes, seconded by Bonaccorsi. The motion passed unanimously 7-0.

Carlson circulated new budgets for information and discussion at a future meeting including 4199 Town Report and 4220 Fire Rescue.

Holmes inquired if the utility valuation changes are going to impact the tax rate, and Carlson indicated they would. This year, the PSNH value is down \$2 million. The overall town assessed valuation is still up approximately \$2 to 3 million. No information is available yet on the 2019 tax rate.

It was decided to move the draft *Rules of Procedure* review to the next meeting.

Miccile made a motion to adjourn the meeting, seconded by Yokela. Motion passed unanimously. Meeting adjourned at 9:28 pm.

The next meeting will be held at 7:00 pm in the basement meeting room of the Fremont Town Hall on Wednesday October 9, 2019.

Respectfully submitted,

Shawn Perreault
Recording Secretary