

At 6:00 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Annmarie Scribner, Greta St Germain and Brett Hunter; Town Administrator Heidi Carlson and Justin West of Mainstay Technologies.

West met with the Board to review a new website design. There was general discussion about the layout of the new site and viewing of other sites to make determinations about how the site should be set up with landing pages and a variety of sub-pages.

West was provided with a "map" that had been put together and additional information was gathered this evening. He also provided some samples of how the website editing will work and how landing pages and sub-pages will be established.

At 7:05 pm School Board member Andy Kohlhofer came into the meeting.

In about a week, West thought he could get back to the Board with an estimate.

There was continued discussion about the website, layout, and content of the pages.

West left the meeting at 7:20 pm and the Board met with Andy Kohlhofer for an update on School Board matters.

Kohlhofer discussed school bond issues coming due in the next several years, and their plan to work with the Capital Improvement Committee to get school improvements into the program. He said that the Ellis School facility is inadequate due to the layout and how things have been added on over time. Kohlhofer said that the School Board is looking at working with the Selectmen and the Town about the School's needs for improving their facilities.

There was discussion about the enrollment levels of Fremont students. The School Board is keeping a close eye on student enrollment and projections but has not yet started working on their budget.

Kohlhofer said that the Board had hired a new Vice Principal (disciplinary) and a part-year Special Education Coordinator, both of which are 210-day positions.

There has been discussion at the School Board meetings about a cooperative committee warrant article at some point in the future. They are looking at a variety of future options. Scribner said she was interested in being a citizen member of the study committee.

There was discussion about curriculum.

Scribner discussed the District's MS-24 which Bonnie Sandstrom had sent over this week.

Charlie Forsythe came into the meeting at 7:30 pm.

Kohlhofer said the Board was also considering the Energy Audit and making changes in follow-up to those recommendations. There was some discussion about installation of a generator and use of the school as a future shelter location as well. Selectmen suggested that the Emergency Management Director be invited in when the School Board gets to discuss that as an option at school. Selectman St Germain said she would also sit in on that meeting. Kohlhofer said he would contact Joyce Booker-Janvrin in this regard.

Selectmen reiterated that we are one community and that it was wonderful to be working more closely with the School District.

Scribner said that she would like to see the budget tighter and carry less fund balance, reducing the need to raise taxes and then turning back excess funds. There was discussion about the tax rate process and how the surplus affects it in future years.

There was discussion that the Town and School are also working on the voting taking place at the School as well.

There was discussion about the food service program deficit that had been shown throughout the budget year. Kohlhofer asked that question be brought to Sharon Girardi at the Budget Committee level.

There was discussion about the contract with Sanborn Regional for Fremont's high school students.

Scribner asked for some enrollment information, which he thought Girardi might be bringing to the Budget Committee meeting next week.

At 7:45 pm Kohlhofer left the meeting and Charlie Forsythe met with the Board to discuss the tax deed notice he recently received. He had made a significant payment today and discussed with the Board hardship interest abatement.

Motion was made by Scribner and seconded by St Germain to abate the amount of \$1,331.18 in interest and costs for the 2008 property tax lien. The vote was unanimously approved 3-0.

Forsythe left the meeting at 8:00 pm.

OLD BUSINESS

1. Selectmen reviewed the minutes for 04 August 2011. Motion was made by Scribner and seconded by St Germain to approve the minutes as amended. The vote was unanimously approved 3-0.
2. Selectmen signed a letter to Jeremy Lennon with their decision in follow-up to the meeting last week. Hunter abstained from this decision and did not sign the letter.
3. Selectmen discussed scheduling a meeting for evaluations on a Monday evening. The Board decided that once all of the Department Head evaluations were received, they would like to schedule that meeting. Carlson was asked to follow-up with Chief Janvrin and Chief Butler about their forms and a timeframe for submission.
4. Selectmen reviewed a purchase order for replacement one-ton highway truck. It contains copies of the specifications from Ford of Londonderry's Fleet & Commercial Department. The total purchase price including the \$14,000 trade in is \$58,289.00. The Board voted last week to move ahead with this purchase and signed a prepared Purchase Order and a letter to the Trustees of Trust Funds for release of \$58,289.00 from the Highway Equipment Capital Reserve Fund.
5. A meeting was held on North Road this week to include the Miller's, Contractor Steve Tomasz, Road Agent Mark Pitkin, and the Miller's engineering consultant Mr. Sanford. In follow-up to that, Tomasz had obtained a copy of the earlier Stantec plan for some landmarks, and dropped off insurance certificates for the Town's files and to be forwarded to the Millers for their records. Tomasz had asked that a follow-up letter be sent to the residents at 61 North Road (Fremont's Choice Condominiums) to discuss the

project with them, and request use of access via their property. Carlson will draft and send a letter to all parties with this information.

6. Selectmen signed a letter to the Library Trustees regarding computer services and next audit cycle.
7. Some follow-up information has been received from the LGC consulting attorney regarding a review of the Town's Personnel Policy draft. Selectmen still need to review the input and it will be added to the agenda next week.
8. Carlson advised that Jerry Thayer regarding the historical use of rangeways submitted information today. This was placed on file for the continuation of the Public Hearing on August 25th.
9. Lewis Builders has forwarded a proposed Current Use Agreement for Black Rocks Village development. Selectmen would like this reviewed by the Town's Assessor and the Town Attorney prior to it being executed.

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$33,172.23 for the current week dated 12 August 2011. Motion was made St Germain and seconded by Scribner to approve the manifest. The vote was unanimously approved 3-0.
2. Selectmen reviewed the folder of incoming correspondence and bills/invoices received to date.
3. Selectmen reviewed the following abatement recommendations from the Town's Assessor:

River Bank 03-037.001 Spaulding Road

Assessors Recommendation: The subject consists of four partial completed retail/office condominiums with apartments above in a single building as well as two un-built units of the same building and three un-built units in a separate building. Property was listed as a single building; however upon review it was found to actually be 9 units out of a 10-unit condominium project. Applicant has provided an appraisal, which was completed for other purposes, which was reviewed. Property was inspected by my associates and some discrepancies were noted. Based on our review of all of the information with consideration for subject's incomplete status and current status and current conditions, adjustments are felt to be appropriate. After adjustments, assessment is reduced \$525,800 from \$1,330,600 to \$806,400 and it is recommended that an abatement in the amount of \$13,959.99 plus any applicable interest be granted.

The Board reviewed this abatement and had questions that they would like to discuss with the Assessor. It was tabled until more information can be obtained.

Centerview Hollow / Lewis Bldrs 03-015 various Hall Road

Assessor's Recommendation: Subject property is a condominium project known as Black Rocks Village which consists of 112 condominium sites of which several are in the process of being improved. Applicant has provided an appraisal report for 64 of the 82 sites. Based upon our review of the appraisal with consideration for current market conditions, it does appear that an adjustment is appropriate. It should be noted however that based upon the information in the appraisal, several of sites in phase #2 are slightly under assessed as are the sites in phase #3. As all property assessments owned by the same owner need to be reviewed prior to any abatement, the total assessment change for the sites, which are over assessed needs to be reduced by those, which are under assessed. Please see the attached indicating

that the taxpayer agrees not to appeal these values if approved by the SB. The attached spreadsheet shows the individual as well as the total assessment change for the subject properties. It is recommended that the total assessment be reduced \$500,000 and that a total abatement of \$13,275.00 plus any applicable interest be granted.

Motion was made by Hunter and seconded by Scribner to accept the Assessor's recommendation and grant this abatement. The vote was approved 3-0.

4. Copies of the Town's July budget report were distributed to Board members, and were also sent out today by email to the Budget Committee. The School District will provide print copies of the FSD June 30th financial report at the Budget Committee meeting next week.

Selectmen reviewed and signed line item transfers to cover the payout of the majority of the accrued vacation time for full-time staff.

Carlson advised that the July budget reports and submission reminders were sent out to Departments this week as well.

5. The following budget submissions from Departments were distributed for Board review and discussion at a subsequent meeting.

- 4153 Legal Services
- 4195 Cemeteries
- 4210 Police Department
- 4414 Animal Control

Selectmen discussed a plan for the budget submissions and the review season ahead. The Board said that they would like to draft a memorandum to Departments that if they would like to meet with the Board to review your budget, that they are beginning the budget process and looking over submissions. The Board said they are not asking individuals to come in and go over every line item, but if there is any particular line item that they want to go over, they should schedule time as soon as possible to do so.

The Board's plan is to review all submissions, and return their recommendations to Departments on the spreadsheet format. If Departments have questions or need to discuss something further with the Board, they should schedule an appointment.

6. Selectmen discussed the Energy Committee's request for the Board to consider a funding commitment for a replacement heating system at the Fremont Town Hall. The Board would like the heating system to be part of the overall renovations to the Town Hall. They felt it was a great idea to consider geo-thermal, but did not feel it could be a stand-alone project at this point.

The Board would like to consider the Town Hall renovations as a warrant article in 2012 and to talk with Marcus Everngam about the overall renovations plan and how he is progressing with that.

7. There was discussion about the bridge engineering RFQ that is currently posted. There was discussion about the Scribner Road Dam and the Town's public file on the dam ownership issues, which has been requested by NH DES's Dam Bureau.

8. Selectmen opened the revised oil bids. Two were received by the deadline. This included:

- Difeo Oil & Propane \$3.699 per gallon paid as delivered

Palmer Gas / Ermer Oil \$3.478 per gallon paid as delivered

The Board did not discuss the pre-paid options, as the Town will pay as delivered. Scribner moved to accept the low oil bid from Palmer Gas. Hunter seconded and the vote was unanimously approved 3-0.

9. Scribner stated that she had learned of a residential daytime burglary in Fremont this week and the Board discussed if there was a better way to provide community alerts, and if there was a need for such information to residents. The Board will discuss this further with Chief Janvrin.

10. There was discussion about some recent building permitting issues and meeting with the Building Inspector for a probationary period review.

11. Carlson had compiled information as requested by the Board presented regarding the pay history of the Police Chief's position since appointment in 1995, in light of the NH Retirement System standards for part-time retirees. Chief Janvrin can only work 32 hours per week and will be paid for 32 hours worked at his current hourly rate.

Scribner stated that her discussion with NHRS reveals that an employee cannot increase their hours if they were previously a 30-hour employee; but that if you are a 35-hour employee it is required you go down to the new maximum of 32 hours per week.

Selectmen said they had also consulted Town Counsel and received the same information.

12. The Board asked when the Treasurer would be back, and for some additional reports to be printed.

13. The Board reviewed a tax hardship application but took no action.

NEXT WEEK

The next regular Board meeting will be held on Thursday August 18, 2011. The Budget Committee will meet at 7:00 pm on Wednesday August 17, 2011.

With no further business to come before the Board, motion was made by Scribner and seconded by St Germain to adjourn the meeting at 10:30 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator