

**I. CALL TO ORDER** at 6:00 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Brett Hunter and Leon Holmes Sr and new appointee Gene Cordes; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

Motion was made by Hunter and seconded by Holmes Sr to sign an appointment form for Gene Cordes for the balance of Greta St Germain's term through March 2014 as discussed last week. The vote was approved 2-0. Carlson then swore Cordes in and he partook in the meeting as a Board member. The appointment form was forwarded to the Town Clerk.

## **II. ANNOUNCEMENTS**

The Parks & Recreation Commission will hold a Halloween Costume Dance & Party on Friday October 25, 2013 from 6:00 to 8:00 pm. They are working with the Building Inspector for a temporary occupancy permit for one of the commercial units temporary (use donated by KTM Properties) at the Spaulding & Frost Office complex.

## **III. LIAISON REPORTS**

Budget Committee 09/16/2013 – Cordes outlined the discussion items from the meeting, including the School Board request for Special School District Meeting (RSA 198:20). There was discussion about the anticipated cost of \$4,500 for the District to hold the meeting, and whether they could combine it with the March 2014 annual meetings.

Planning Board 09/18/2013 – Hunter said there was nothing to report from last night's meeting. There was discussion about the Planning Board Chair looking for CIP information from the Budget Committee.

250<sup>th</sup> Committee – Carlson advised Selectmen that the 250<sup>th</sup> Celebration Committee was requesting the Board to approve a contract with Pyrotechnico Vitale Family Fireworks for the June 2014 celebration. The event will be held at Peterson's Farm, with the Town, the 250<sup>th</sup> Committee, and landowners to be named as individuals covered by the Town's insurance policy. The 250<sup>th</sup> Committee is also looking for a 10% deposit now; with 40% paid by 04/15/2014 and the balance upon completion to enter into a contract with Pyrotechnico. The Board wanted to see a sample certificate of insurance and wants local NH references for the vendor before executing the contract.

## **IV. APPROVAL OF MINUTES**

Holmes Sr moved to accept the 12 September 2013 minutes. Hunter seconded and the vote was unanimously approved 2-0-1 with Cordes abstaining.

## **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input - none

At 7:00 pm Department Head Mark Pitkin met with the Board with Peter Porter. Porter is Pitkin's recommendation for the seasonal part-time position, and the Board had voted to hire Porter at the meeting last week. There was discussion about the position as well as his availability for other tasks that may be available related to building repairs. The wage rate was set at \$15.00. An employee package will be put together for Porter, and he will do some orientation with the Town's one ton truck before the winter season begins.

Porter left the meeting at 7:10 pm.

There was some discussion about Highway Department budget updates, including expenses to date. Pitkin met with the Budget Committee on Monday evening and they recommended the Selectmen's budget number of \$396,175.

Pitkin indicated that the paving work allowed for in the 2013 budget (approximately \$116,000 with shoulder work and materials) has been completed. The shoulder work and some follow-up is still to be done, with the paving company still in Town this week.

There was some discussion about Warrant Articles for 2014. Pitkin would like to include \$25,000 for the Capital Reserve Fund for the Highway Building; \$25,000 for the Capital Reserve Fund for Bridges; and \$25,000 for the Capital Reserve Fund for Highway Equipment. He also would like to see \$100,000 in a Warrant Article for reconstruction and paving on Whittier Drive. He does not know how far that money would take them, but would consider starting on the oldest portion (near Chester Road); and working until the money is gone focusing on the worst areas. Pitkin said a lot of work is needed on the roadway).

He said with the budgeted funds for paving in 2014 that the Town would need to overlay the top of Rogers Road and Leavitt Road to save the binder work done in 2012.

Pitkin left the meeting at approximately 7:45 pm.

At 8:00 pm Library Trustees John Hennelly and Cheryl Rowell; and Librarian Bethany Brace met with the Selectmen to review the 2014 Library budget proposal. Copies were distributed and included expenditures through 09/12/2013.

Trustees said they are anticipating an overage in the wage line, and have money allocated from the computer and book lines within the current budget.

The total request is \$112,492; approximately a \$9,000 increase from 2013. They indicated this is primarily in payroll and fuel oil. The payroll number is looking to trend overspent through the end of this calendar year due to the change in hours (in 2012). They must have two employees in the building during all open hours, and Selectmen agreed this is a good safety precaution. They did not calculate in to their payroll totals holiday closures, but use a general biweekly payroll amount x 26 pay periods. There may be a slight amount of money here which could also be reduced, to meet the Selectmen's goal of closer to level-funded with 2013.

The fuel oil number was adjusted as the Town now has the contract price for 2013-14 of \$3.36 per gallon. This recommendation by the Selectmen was reduced to \$8,400. Selectmen urged the Trustees to spend what has been appropriated, and to budget what is actually needed, so that extra money is not raised by taxes.

In discussion about the book budget, Brace said that the Library Association paid for a lot of books last year, and that would not be possible again this year.

There was discussion about a list of items presented by Bob Meade as building maintenance needs. Rowell will see if she can locate the list to see what may be able to be done with any existing funds in 2013, and what may be needed to include in funds provided in the 2014 estimate. There was discussion about the water system installation done in 2013, which has greatly improved water at the Library, thereby reducing the number of times samples have to be taken for testing.

After further discussion and review of the line items, Hunter moved to recommend a total of \$105,879 for Libraries. Holmes Sr seconded and the vote was unanimously approved 3-0.

Trustees set time to meet with the Budget Committee at 7:00 pm on Wednesday September 25, 2013 at the Town Hall, and they will hold their meeting after that session, in the basement meeting room at the Town Hall.

Trustees were thanked for their time, and left the meeting at approximately 8:30 pm.

## **VI. OLD BUSINESS**

1. Selectmen reviewed and accepted the final audit report for 2013 from Plodzic and Sanderson. The representation letter was signed by Carlson and Treasurer Kimberly Dunbar and submitted 09/18/2013 to Plodzic.

2. Budget work session

- 4902 Police Cruiser lease/purchase – Selectmen discussed use of special revenue fund money and Capital Reserve Fund money for this purchase. Due to the current status and maintenance issues of existing fleet cars, Chief Twiss is recommending the trade in of four current vehicles toward two new utility cruisers.

- Copies of 4210 / 4414 Police and Animal Control were distributed to Board members. Chief Twiss will meet with the Board on October 2, 2013 to review the budget submissions.

- Copies of 4140 Town Clerk / Tax Collector were distributed. Hunter located some old salary data which needs updating, so the Board can review what other combination offices pay and the schedule. Sharon Girardi will begin her new work schedule on October 1, 2013 with 30 open hours per week. Girardi is planning to do Deputy Town Clerk interviews next week, and has asked Carlson to assist with that process.

- Budget 4153 Legal & Judicial Expenses was distributed and discussed. The Board feels this will be sufficient to handle the pending legal matters, which include only the FairPoint abatement issues at this time. Motion was made by Hunter to recommend \$20,000. Cordes seconded and the vote was unanimously approved 3-0.

- Budget 4415 Health was discussed. The Department request is \$660.00. Motion was made by Hunter to recommend \$660. Holmes Sr seconded and the vote was unanimously approved 3-0.

3. The trash and recycling contract RFP has been completed and sent out to seven firms. There is a bidders meeting at 7:45 pm next Thursday, September 26, 2013. Bids are due October 17, 2013.

4. Selectmen reviewed the copier/MFP contract specification RFP and approved it for circulation.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the accounts payable manifest \$5,059.03 for the current week dated 20 September 2013. Motion was made by Cordes to approve the manifest. Holmes Sr seconded and the vote was unanimously approved 3-0.

**Approved 09/26/2013**

2. Selectmen reviewed bills and invoices for payment. This process was reviewed and discussed for the benefit of Cordes. Some updates need to be made to the overall tracking form for checks, as well as to the manifests.

3. Selectmen reviewed the folder of incoming correspondence.

4. Carolyn Carr has requested a brief meeting with the Selectmen to present a plaque for Aja Mahoney on the Fremont Friendship Garden in front of Town Hall. The Board said they could do this any Thursday evening at 6:00 pm right at the start of a meeting.

**VIII. NON-PUBLIC SESSION NH RSA 91-A**

The next regular Board meeting will be a work session, to be held on Thursday September 26, 2013 at 6:00 pm.

**IX. ADJOURNMENT – by 9:00 pm**

At 8:55 pm Holmes Sr moved to adjourn the meeting. Hunter seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator