

Approved 10/10/2013

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

The Selectmen joined Garden Club members Carolyn Carr, Mary Kaltenbach, Maddie Holdsworth, and Pat Richmond and photographer George Holdsworth in the parking lot by the Friendship Garden in front of the Town Hall. A Plaque in Memory of Aja Mahoney was installed on the wall near the garden. Some photos were taken, and also included Jasmine Hunter.

II. ANNOUNCEMENTS

The October Newsletter (including the Bulky Flyer) went in the mail on Tuesday September 24, 2013 to all households.

III. LIAISON REPORTS

Zoning Board of Adjustment 09/24/2013 – Holmes reported there were no cases heard and they focused on criteria for variance and discussion of guidelines.

Budget Committee 09/25/2013 – Cordes reported that the School Board came back in with legal input regarding their need to get the grant funds, to submit to Commissioner of Education via RSA 32:11; outlining that the budget can be overspent by the amount of the grant and revenue recognized thus no tax impact. Their request was supported by the Budget Committee 3-1-1.

There was Committee discussion on the legal, health and library budgets.

In follow-up to the Budget Committee review last night, Selectmen discussed at length the combined Town Clerk and Tax Collector position and budget draft that Sharon Girardi has submitted. There was discussion about wages and how to structure the office.

IV. APPROVAL OF MINUTES

Cordes moved to approve the minutes as amended for 19 September 2013. Hunter seconded and the vote was unanimously approved.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

7:00 pm Department Heads

Sharon Girardi met with the Board and presented her recommendation on a new TC Deputy candidate. She is recommending Nicole Cloutier for the Deputy/Clerical position in follow-up to the interviews conducted over the past week.

Leon Holmes Sr moved to accept Girardi's recommendation and sign the appointment form for Nicole Cloutier as Deputy Town Clerk. Hunter seconded and 3-0. A new form only for the position of Deputy Town Clerk needs to be prepared for signature next week.

Holmes Sr then moved to make a conditional offer of employment to Nicole Cloutier as a clerical assistant in the Town Clerk's Office based on the recommendation of the Town Clerk. This is conditional

on a satisfactory background check being performed. A letter has been sent to Cloutier, as well as discussions held, clearly defining the Deputy role (\$500 annual stipend); and the clerical duties to be paid at a \$12 per hour rate for training and 12-15 hours per week.

Cordes seconded and the vote was approved 3-0.

At 7:15 pm Fire Rescue Chief Rich Butler met with the Board to review the 2014 Fire Rescue budget proposal. In response to questions, he indicated that the one time fee to Rockingham County Dispatch for the county dispatch center upgrades is reported to be a one time fee only to towns that use their service. He reviewed the items within the 2013 budget that are not yet spent, because they are paid at the year end, including points, LOSAP, and the balance of weekend duty stipends and officer stipends. Additionally he talked about the pending invoicing for repair work and other items. This includes \$6,000 in tires for Tank 4; the roof of Tank 1 being repaired, and some other maintenance.

The increase in new and replacement EMS equipment includes a refurbished 12 lead cardiac monitor. All EMT's are trained to this level now, so all but the two first responders do not use 12 lead EKG's. With the technology upgrade, they can take and transmit 12 lead EKG's and go right to the cardiac cath lab in STEMI (ST Elevation Myocardial Infarction) cases. The estimated cost is \$9,500 and includes the supplies and maintenance in year one of its purchase. When asked, butler said he would consider the purchase in 2013 if there was any money possible at the end of the year.

There is \$5,000 in the new and replacement Fire equipment line (allowance for replacement and new equipment) as there was only \$1 in the line for 2013.

Butler will get a new price for the Warrant Article to purchase the balance of SCBA's for the other 8 units. He said they have not decided if they will purchase a 9th, which is the RIT (Rapid Intervention Team) pack.

The office supply line has increased due to the copier being moved form the Selectmen's Office to the Safety Complex, and a higher maintenance contract than they have paid in other years.

After some further discussion, Holmes Sr moved to recommend \$187,201 for the Fire Rescue Department. Cordes seconded and the vote was 2-0-1 with Hunter abstaining.

There was discussion about the quote pending for roof repairs (photos were circulated) on Engine 1 from Schreiber's Auto Body. The only other shop that Butler knows of to send the truck for repairs is in Portsmouth and will keep the truck out of service. If it is repaired locally they may be able to bring it back to the station each night for use if needed in a fire response. Butler will get back to the Board when he learns the amount of the estimate.

There was discussion about talking with the truck manufacturer about the problem as it was felt to be a vehicle defect, not from any unusual wear. Butler will check on line to see if others have had similar experiences.

Butler left the meeting at 7:43 pm.

At 7:45 pm Selectmen opened a Bidders informational session on the pending Trash and Recycling RFP for the Town of Fremont. Present were Peter Lachapelle from Waste Management; Dave Marcoux from Casella; Mark George from Northside Carting; and Rich Curry from Dorado Services Inc. Introductions were done around the room.

There was some general discussion about the RFP, and a question posed about review of the Town's current contract with Waste Management. Carlson indicated that the contract is matter of public record, and available in the Selectmen's Office during any open office hours.

It was clarified that bids will not be accepted for just the dumpster portion of the contract, and that the inclusion of some dumpster rentals (detailed out separate from the contract) for Bulky Day (twice per year event requiring 12 to 14 30 yard roll-offs) would also be reviewed by the Town.

With no further questions, the session closed at approximately 8:05 pm.

At 8:15 pm Parks & Recreation Commission members Elizabeth Rosa and Beth Swanson met with the Board to discuss the 2014 budget proposal.

Rosa began by stating that they were hoping to raise money with a small admission fee to the Halloween party, to serve as a slight offset to the proposed purchase of an inflatable theater system. They are proposing to purchase an inflatable 18' rear projection screen and sound system for approximately \$3,000 with funding from 2013. They will co-sponsor events with the Fremont PTA to have the proper movie license. They propose some summer movies for kids, as well as planning to gear some toward teenagers. They will likely use the concession stand and do popcorn and water to offset the cost. (Bring your lawn chair and a picnic dinner a couple of times per month in the summer!)

Work done this year in the ball fields were discussed, including a community service day on September 21st, with another one planned for Saturday November 2nd. Rosa highlighted community service and pride in the fields.

There was discussion about budget items still to be completed this year. There was discussion about the budget for 2014 and the new purchases proposed. Carlson indicated that fertilizing had only been done once so far in 2013 due to budget cutbacks, and was not done at all in 2012. We need to catch up again, and the second fertilizing service for this year will be done in the next couple of weeks.

No major changes are proposed for the summer program, which was fully funded by the offsetting revenues collected in 2013. The program was very successful and line items have been adjusted to reflect spending patterns this year.

Selectmen discussed that the Town does not want our building and grounds to fall into disrepair.

Cordes moved to recommend \$43,559 for Parks & Recreation. Hunter seconded and the vote was unanimously approved 3-0.

Rosa and Swanson left the meeting at approximately 8:50 pm.

VI. OLD BUSINESS

1. In follow-up to last week, Cordes further discussed solar panel contract options. He said that given current tax incentives, financial investors will investigate what different sites can support and that Towns and Schools may get the long-term benefits of the panels at the end of a contract agreement for use of the space to house the panels.

It is unknown when the tax incentives lapse, but the owner (non-profit agency) does not need the taxes. They pair up with investors, who is eligible for the tax incentives and they are on our property. The non-profit agrees to buy the electricity generated by the panels, paying the investor for an equivalent amount

produced that is from the grid. At end of power purchase agreement, the non-profit has the opportunity to purchase the depreciated value of the panels and get an electricity savings.

Carlson was asked to contact the Town's insurance company about adding that to our coverage and to see if there is any additional cost. Cordes said that Revision Energy in Brentwood is a good resource and the Board was interested in learning more.

Cordes said that Germany has the most solar panels, and their solar exposure is similar to what we have in New England.

2. Copies of the Records Retention Policy were distributed for Board members to review for discussion at a future meeting.

3. References were obtained for Pyrotechnico regarding the 250th Committee request for Fireworks contract. They were all positive and Selectmen will sign the contract once all items are received for payment processing.

4. Brett Hunter to sign new agreement with Citizen's Bank for Town credit card

VII. NEW BUSINESS

1. Selectmen reviewed and approved the payroll manifest \$21,022.39 and accounts payable manifest \$521,585.43 for current week dated 27 September 2013.

2. Selectmen reviewed bills and invoices for payment next week.

3. Board members reviewed the folder of incoming correspondence.

4. Budget Work Session:

4140 Town Clerk/Tax Collector

There was discussion about concern raised to Carlson by Budget Committee member Mike Nygren last evening regarding a Warrant Article for the salary line for the new Town Clerk/Tax Collector position. This is further for consideration as part of the budget and warrant process for 2014.

The first draft of Sharon Girardi's request for the combined Department for 2014 was circulated for Board information and she will be in next week if possible, for review and discussion of the budget.

4195 Cemeteries

Department Request \$9,900

Selectmen reviewed the budget request, which is the same as 2013. Currently the Trustees are working to have some lots laid out with the assistance of a surveyor in the Leavitt Cemetery. Motion was made by Cordes and seconded by Hunter to recommend \$9,900 for Cemeteries. The vote was unanimously approved 3-0.

4196 Insurance

Department Request \$35,519

Selectmen reviewed the budget request, which is the same as 2013. Carlson explained that the rates may be adjusted slightly for inflation, but that we could save insurance funds if the police cruiser package is passed (we will go from 4 vehicles traded in for 2 new); and the fire truck (will result in trading in two vehicles for the new one). These items would save at least \$2,000 annually. Motion was made by Cordes and seconded by Hunter to recommend \$35,519 for Insurance. The vote was unanimously approved 3-0.

4197 Advertising & Regional Association Department Request \$7,114
Carlson explained that the NHMA dues increase slightly each year, thus the change of this request. Motion was made by Holmes Sr to recommend \$7,114 for Advertising & Regional Association. Cordes seconded and the vote was unanimously approved 3-0.

4199 Town Report Department Request \$2,400
Carlson explained that the printing of the Town Report has been put out to bid, and that postage is expected to increase in 2014. The overall budget remains the same. Motion was made by Cordes to recommend \$2,400 for the Town Report. Holmes Sr seconded and the vote was unanimously approved 3-0.

4210 Police – copies of a new job description for a replacement part-time position (in place of the former Deputy Chief position) for a Lieutenant/Investigative Supervisor was circulated for the Board's information.

4290 Emergency Management Department Request \$4,130
Carlson explained that the budget submission, including the items currently being undertaken. The Town Hall generator needs repairs, and some backup flashlights are being investigated for use in power outages, especially for the Town Hall for use in going out to start the generator. The budget is not increased over 2013. There will be at least one Warrant Article proposal for the generator setup at Ellis School, and possibly also the Safety Complex. EMPG grants are currently available and Joyce Booker-Janvirk is working on obtaining them to assist with funding. Motion was made by Holmes Sr to recommend \$4,130 for Emergency Management. Cordes seconded and the vote was unanimously approved 3-0.

5. Carlson reviewed with the Board Safety Complex parking lot line striping estimates. Some additional information needs to be obtained. Carlson also advised that the AC system preventive maintenance would be done next week, as would service of oil burners in all town buildings.

6. A line item transfer request was reviewed and approved for the Tax Collector's budget.

7. Land Use Change Tax Warrants were reviewed and signed, along with the bills for each lot.
a. 03-015.001.096 \$2,142.85
b. 03-015.001.019 \$2,142.85

VIII. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be a work session, to be held on Thursday October 3, 2013 at 6:00 pm.

IX. ADJOURNMENT – by 9:00 pm

With no further business to come before the Board, motion was made by Hunter to adjourn the meeting at 9:30 pm. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator