

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

## **II. ANNOUNCEMENTS**

A 53B meeting is scheduled for Wednesday October 16, 2013 and a Fremont representative needs to be attended to inquire about contract, tonnage, fees, etc. There is a Budget Committee meeting that evening which Cordes is attending and Hunter stated he has a Planning Board meeting. Carlson was appointed to attend the 53-B meeting to inquire.

## **III. LIAISON REPORTS**

Cordes reported on the Budget Committee meeting of October 9<sup>th</sup>, including review of the Parks & Recreation, Police Department and ACO budgets. There was no decision made on a recommendation for Parks & Recreation as the vote was split 3:3. The ACO budget needs to be revisited as a 2% raise was included in the Selectmen's recommendation and this is contrary to all other wage discussions thus far.

Cordes will be unavailable and Holmes Sr will plan to attend the Budget Committee meeting of October 23, 2013.

## **IV. APPROVAL OF MINUTES**

Cordes moved to approve the minutes of 26 September 2013 as amended. Hunter seconded and the vote was unanimously approved 3-0.

Cordes moved to approve the minutes of 02 October 2013 as amended. Holmes Sr seconded and the vote was unanimously approved 3-0.

## **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input - none

7:00 pm Department Heads - none

## **VI. OLD BUSINESS**

1. Selectmen reviewed information regarding the replacement of the Safety Complex air conditioning system. A third quote is needed and some additional names were provided for quotes. A quote is still pending from a Fremont vendor, Ideal Temp HVAC.
2. Peter Bolduc and Leon Holmes Sr are planning to do the Danville Perambulations. Danville has asked for their availability. Bolduc will be consulted on Saturday at Bulky Day, and Holmes said that weekend, particularly Sundays are best for him.
3. Selectmen had reviewed the Records Retention Policy which was distributed last week. Motion was made by Cordes to readopt the Records Retention Policy without any needed revisions. Hunter seconded and the vote was approved 3-0
4. Carlson reviewed with the Board the Police Department Investigative Supervisor position that has been proposed by Chief Twiss. Board members have the job description and have reviewed it. Motion

was made by Cordes to adopt the job description and move forward with recruiting the position to fill it. Hunter seconded and the vote was unanimously approved 3-0. The Board asked for the Chief to provide a listing of how the recruiting process will proceed, and how he proposes to screen applicants.

5. Selectmen discussed the Stantec contract for engineering of the Martin Road bridge. Carlson explained that this contract has been in the hands of Stantec for the past month, following revisions made by the Town's attorney. Stantec had originally refused some of the Town's Attorney's changes, but has now accepted them. There was discussion about the bridge aid program, and that Fremont is in line for funding reimbursement in the State Bridge Aid 2020-2021 fiscal year.

Carlson recollected that the cost to replace the bridge is approximately \$585,000 including the engineering. The Board questioned why we would move ahead on engineering so early in the process. There was discussion about the Bridge Capital Reserve Fund being started and that this was the first step to move the process along. The engineering component is over \$80,000 and the Town currently only has \$40,000 in the Capital Reserve Fund. The current engineering contract would be only for that \$40,000.

Following further discussion, the Board wants to look at other options for replacement of the bridge to save money for the Town. Holmes felt that the work could be done at a far less cost with a smaller scope. The Board made no further decision on the contract and wants to talk to Mark Pitkin again about the process and the scope of work.

6. Carlson then asked the Board about a Stantec engineering proposal for HMPG contract work. Stantec had done four Intents this spring for potential HMPG grant funds for hazard mitigation of problematic culverts. The proposed engineering cost is \$2,000 which Pitkin has stated he does not currently have in the highway budget. The Board walked through the potential timeline, if the grants are submitted and if they are accepted, the Town would then have to do the projects and be reimbursed 25%. The Town does need to pay up front and be reimbursed, so a Warrant Article for each project would need to be approved by voters. The Selectmen considered the possibility that these articles would pass, given the current economy and other articles that need the Town's consideration on the 2014 Warrant.

The Board decided not to move ahead on these applications at this time.

7. Selectmen reviewed the Animals at Large Ordinance that was presented by ACO Renee King last fall. There was continued concern about the fine provisions and the Board asked for further information from King to learn more about the compelling reasons to adopt such an ordinance, feeling that it was somewhat excessive. Carlson will contact King to follow-up.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the payroll manifest \$18,941.32 and accounts payable manifest \$50,719.00 for current week dated 11 October 2013. Motion was made by Cordes to approve the accounts payable manifest of \$50,719.00. Holmes Sr seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence.

4. Selectmen open two copier bids which were received by the deadline, and one additional which was not timely received. The information needs to be tallied for presentation to the Board next week.

5. Selectmen reviewed Appointments for Gene Cordes as Selectmen's Ex-Officio member of the Planning Board and Budget Committee through March 2014 as previously discussed. Holmes Sr moved to designate Gene Cordes as the Selectmen's Alternate Representative to the Planning Board. Hunter seconded and the vote was approved 2-0-1 with Cordes abstaining. Hunter then moved to appoint Gene Cordes as the Selectmen's Representative to the Budget Committee. Holmes Sr seconded and the vote was approved 2-0-1 with Cordes abstaining.

6. Selectmen signed a Warrant and Land Use Change Tax bill for parcel 03-015.001.004 in the amount of \$2,142.85. This was forward to the Tax Collector.

7. Budget reviews:

4152 Revaluation of Property

Department Request \$38,370

Selectmen discussed the Revaluation/recertification which is due for April 1, 2015. There is some funding within this operating budget to begin some of the work necessary to prepare for the process. The assessing contract is estimated to increase by 3% for the CPI, and the tax map updates to increase slightly based on the number of new subdivisions in 2013. The overall budget is down from the 2013 request. Cordes moved to recommend \$38,370 as discussed. Holmes Sr seconded and the vote was unanimously approved 3-0.

Warrant Article for Mosquito Control \$49,550

The proposal is the same as the past two years in terms of the budget, and includes additional work to treat poison ivy. As this article has been favored by the public, Hunter moved to include this as a warrant article for 2014. Cordes seconded and the vote was approved 3-0.

4414 Animal Control

Following discussion at the Budget Committee meeting last evening, this budget was re-reviewed. The Board had previously decided not to recommend any wage increases at this time, outside of the police matrix, and that other permanent staff wages would be considered at the end of the budget process. The Selectmen discussed the wage rate and number of hours needed for Animal Control given several years of historical data. The number recommended for wages was \$6,500, bringing the total Selectmen's recommendation down to \$9,630. Cordes moved to amend the Selectmen's recommendation to \$9,630 for Animal Control. Hunter seconded and the vote was unanimously approved 3-0.

Selectmen discussed at length a cruiser purchase to deal with the safety concerns surrounding current police vehicles. Car 4 needed significant work over the weekend, resulting in approximately \$1,400 of repairs. Carlson explained the process she and Chief Twiss had discussed to hire a local mechanic at a significantly lower hourly rate (\$50 compared to \$65 and \$80) and Chief Twiss purchased the parts needed at cost. The Board discussed allocating operating budget funds to make the purchase based on the safety aspects of having a car off the road, and the extensive repairs. The Board asked Carlson to contact Town Counsel to discuss the legal aspect of reallocating the budget funds.

Selectmen also discussed a Warrant Article to appoint the Selectmen as agents of Police Cruiser Capital Reserve Fund. The Board decided to place such an article on the Warrant.

Chief Twiss had also submitted information he received from Chief Gordon in Sandown regarding proposed language for Warrant Articles for Revolving Funds. Sandown has adopted articles for Revolving funds that allocates any extra special details funds into a savings account to be used for the purchase of police vehicles. Revolving Funds are held in the custody of the Treasurer and expense approval is designated by the voters, in Sandown's case it is on the recommendation of the Board of Selectmen and Police Chief.

A second article considered will be to convert the existing Special Revenue Fund to a Revolving Fund for the OHRV and fines account. This will help to reduce the tax burden of some expenses because it can be funded from existing savings. The Board will also place these articles on the Warrant for voter consideration.

8. Selectmen discussed a meeting schedule for the week of Thanksgiving and Christmas. The Board will meet as necessary to sign manifests only on Tuesday November 26, 2013 (Thanksgiving Week). There is not a meeting posted for the week of Christmas. One will be scheduled only if necessary. The Board will plan to review end of year items at their meeting of December 19, 2013.

9. Carlson updated the Board on the loss of a server at the Police Department over the weekend. The unit was several years old, and is nearly as much to fix as to replace. The Town was already in the process of getting a quote for replacement of the assessing software server as annual maintenance for the computer systems in 2013. The initial quotes for both units were done separately, until it was realized that some significant savings could be realized by purchasing two similar specified servers. Motion was made by Cordes and seconded by Holmes Sr to authorize the proposal from DayStar for a total cost for the hardware of \$10,178. This will be purchased between the Police Department, Computer, and Assessing budget. The vote was unanimously approved 3-0.

10. A candidate has come forth who is interested in the Deputy Health Officer position. Selectmen concurred that Bob Meade should meet with her and proceed to the Board with a recommendation for appointment.

11. Selectmen discussed the Deliberative Session date. The School Administration has indicated their session will be held on Saturday February 1, 2014 with a snow date of Tuesday February 4, 2014. the Selectmen opted for Wednesday February 5, 2014 at 7:00 pm, with a snow date of Thursday February 6, 2014 at 7:00 pm.

There was continued discussion about Town Clerk Tax Collector budget funding and how the office is structured.

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

The next regular Board meeting will be held on Thursday October 17, 2013 at 6:00 pm.

#### **IX. ADJOURNMENT – by 9:00 pm**

Holmes Sr moved to adjourn the meeting at 9:25 pm. Cordes seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator