

I. CALL TO ORDER at 6:20 pm when a quorum arrived. Present were Selectmen Gene Cordes and Leon Holmes Sr; and Town Administrator Heidi Carlson.

II. ANNOUNCEMENTS

Carlson indicated that the Chief's meet and greet went well last Saturday. Selectmen Holmes and Cordes were able to attend as well.

Fremont Trick or Treat was held last night. With concerns about the duration of time, it will likely be held only from 5:00 to 7:00 pm next year.

III. LIAISON REPORTS

Holmes Sr reported on the Zoning Board's site visit to Palmer Clean-outs and Colonial Poplin Nursing Home. The walk was held on Saturday October 26th.

IV. APPROVAL OF MINUTES

After review, Holmes moved to accept the minutes of 24 October 2013. Cordes seconded and the vote was approved 2-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

7:00 pm Department Heads – Richard Butler came in to drop off some invoices for Board review.

VI. OLD BUSINESS

1. Selectmen discussed the MSW/Recycling proposals. A response had been received from Waste Management that included the following information:

Waste Management is willing to enter into a contract that includes our proposed tonnage for years two through ten not to exceed.

- 1) WM can draft an agreement and the Town's legal can review it.*
- 2) Employees are required to wear steel toe boots, green pants or shorts, and a high visibility outerwear (shirt, vest or coat).*
- 3) WM does not zig zag, drivers will be fired if they do (This is a companywide mandate). Typically, we do not leave the pavement; however, if it's a safety concern (around a corner or narrow road) it may require the right tires to leave the pavement.*
- 4) WM is prepared to abide by the terms of the RFP.*
- 5) We do understand the concern about the placement of the containers and will work with the drivers. However, we need to keep in mind; windy days or high traffic roads with large trucks that could potentially knock one over.*
- 6) WM can provide you with updated recycling information and deliver bulk copies to the Town.*
- 7) We can include a link to WM web site.*
- 8) A 5 year agreement with a 5 year option is ok with WM. We also, would entertain a 10-year option.*

With this information, the Board wanted to move ahead with having Waste Management draft a contract subject to final review by the Town's Attorney and the Board.

2. Selectmen reviewed and approved a request from Cathy Ordway to use the Olde Meetinghouse on September 20, 2014 for a wedding. Carlson reported speaking with Matthew Thomas on Friday October 25th, and he gave his approval for use of the building, with the usual list of guidelines and criteria for use.

3. Budgets for final review in preparation for Budget Committee meeting of November 6, 2013:

4140 Town Clerk Tax Collector - In follow-up to Budget Committee concerns, the Selectmen reviewed the budget and proposal again and discussed the concerns expressed by Mike Nygren at the Budget Committee meeting. The Board made no changes to their previous recommendation.

4155 Personnel Administration - Carlson presented the budget for Personnel Administration totaling \$251,107. There is approximately a 7% increase in health insurance, and a 2% increase was used to calculate dental insurance. FICA and Medicare are up based on the police matrix. The unemployment compensation line is up because there was a significant refund issued in 2013. After some discussion, motion was made by Cordes and seconded by Holmes Sr to recommend \$251,107 for Personnel Administration. The vote was approved 2-0.

4194 General Government Buildings – Carlson presented the budget proposal totaling \$95,558. This included an estimate of \$20,000 to do the Town Hall roof. That was the only significant change in the budget.

In discussing building maintenance items needed, Selectmen asked Carlson to call Fremont Glass and Garage Door and have them update and fix the weather-stripping as needed on the bay doors at the Safety Complex.

Selectmen also discussed removal of the Town Hall roof from the budget request for 2014, and instead decided to put it out to bid immediately for completion this year with maintenance funds in the Government Buildings budget. The Board discussed basics for the RFP, including strip and disposal of shingles, replacement with a minimum 30 year architectural shingle, with snow and ice shield on the entire roof due to its pitch, and drop edge. The Board suggested talking with the Building Inspector about this requirement, and perhaps the RFP will include contractors making a recommendation on the amount of ice and snow shield. The Board would like the work to be done this construction season.

After consideration and discussion of all items, additional allowance was left in to complete the roof, or pay for items unforeseen (such as rot and board replacement). The budget totaled \$85,558. Motion was made by Holmes and seconded by Cordes to recommend \$85,558 for General Government Buildings. The vote was approved 2-0.

4195 Cemeteries - Selectmen reviewed the information in follow-up to the discussion last week with Cemetery Trustees. The Board will leave the budget recommendation as proposed at \$9,900 for continuing work on the Leavitt Cemetery. Cordes suggested that the survey map be brought to the Budget Committee meeting next week as well.

4197 Advertising & Regional Association – The Board received a letter from RPC this week requesting an increase in dues to \$4,189 in dues. Given the state of the budget, and the change being received so late in the process, the Board decided not to change their request.

4210 Police – Selectmen reviewed the budget revisions as discussed last week, including a changed recommendation within the investigation line. The Board, after having had Carlson discuss with Chief Twiss the second part-time investigative position, decided to reduce their recommendation on line 4210307 to \$37,650 to cover the Investigative Supervisor position only. This is a reduction of \$\$26,995 and enough to add a line for cruiser purchase or lease/purchase. This was added as a new line item 4210700.

The Computer program line has been reduced by \$90 due to the IMC conversion, reducing the cost of annual maintenance for the IMC system in future years.

With these changes, Cordes moved to amend the Board of Selectmen’s recommendation for the Police Department budget to \$440,190. Holmes Sr seconded and the vote was unanimously approved 2-0.

4323 Solid Waste Collection – Selectmen reviewed the budget as proposed, at \$206,951. This represents the new contract proposal from Waste Management which increases by 3% annually. With no further discussion, motion was made by Cordes and seconded by Holmes Sr to recommend \$206,951 for Solid Waste Collection. The vote was approved 2-0.

4324 Solid Waste Disposal – Selectmen reviewed the budget proposal which totals \$116,115, down slightly from 2013. The amount for recycling bins has been increased. The Town is also purchasing more in 2013 as they are almost currently depleted, and there will be a bit of money residual in the tonnage for 2013. Bulky costs have been reduced by the amount for dumpster rental as Waste Management has included the 14 cans twice per year in the annual trash contract (above in 4323). With a review of the balance of items, Cordes move to recommend \$116,115 for Solid Waste Disposal. The vote was approved 2-0.

4445 Social Service Agencies – Selectmen reviewed the agency requests and calls for service. The total combined agency request is \$28,753. There was discussion about the agencies and how Fremont can access different services. Motion was made by Holmes Sr and seconded by Cordes to recommend \$28,753 for Social Service Agencies. The vote was approved 2-0.

With the review of Town operating budgets completed, Carlson placed the numbers in the spreadsheet. The Board then considered a 2% wage increase for cost of living for permanent town staff. A lump sum of \$4,000 was discussed to be added under 4299 Other, so that every budget does not have to be revoted. Cordes moved to recommend \$4,000 under 4299 Other to include wage increases for approximately a dozen part-and full-time permanent town staff (Town Administrator, Police AA, Land Use AA, building Inspector, Selectmen’s Clerk, Cemetery staff, PT and FT highway staff, Town Clerk clerical assistant, ACO). Holmes Sr seconded and the vote was approved 2-0.

Selectmen discussed the draft warrant dated 10/31/2013 and their recommendation on each article. The final votes will be done next week when Hunter returns.

4. Deputy Health Officer – Selectmen reviewed an email from Bob Meade who has met with Carla Smith, RN, and is recommending her for the Deputy Health Officer position. Smith has a diverse background and has met with Meade a few times to discuss the position. The Board agreed she would be a good candidate, and will have her in to a meeting, as well as request a background check as she may be in resident’s homes as the Deputy Health Officer.

5. Selectmen discussed the Safety Complex air conditioning proposal approved last week, with some additional information now received on the heat pump option. The Board decided to move ahead with the

\$1,275 heat pump option for greater reduction in long term costs and operational maintenance of the system.

6. With regard to the copy machine lease, the Board directed Carlson to finalize the numbers on the low bid with Copier Connection and get the arrangements made for the new machine in the Selectmen's Office and for the Selectmen's Office machine to be moved to the Fire Station.

7. Selectmen reviewed some of the old sketches for the Town Hall basement renovations. There was discussion about where to have storage space, and some alternatives for rearranging space on the first floor were also discussed.

8. Carlson reported the compactor report was filed with the insurance company. The Board feels another should be purchased, so prices will be obtained and discussed with the Road Agent to be sure an adequate unit is purchased.

Carlson reported back with two painting estimates for some miscellaneous work at the Town Hall and Safety Complex. Pricing differences were noted in the cost and method of the exterior Safety Complex doors. The Board decided to go with the painting option instead of the peel bond product application. The quote from J R Painters was \$1,300 for the six items; and from P A LaRoche Painting \$2,250. The third vendor contacted did not get back to the Town.

Motion was made by Cordes to accept the \$1,300 quote and get as much done this year as possible, and encumber the balance as it is unknown if the outdoor work can be done yet this season. Holmes Sr seconded and the vote was unanimously approved 2-0.

JVII. NEW BUSINESS

1. Selectmen reviewed and approved the accounts payable manifest \$37,324.81 for the current week dated 01 November 2013. Motion was made by Holmes Sr to approve the manifest of \$37,324.81. Cordes seconded and the vote was approved 2-0.

2. Selectmen reviewed bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence. The Board signed outgoing correspondence to Cooperage Forest LLC regarding winter maintenance; and to Pat Martel, Trustee of Trust Funds, regarding removal of \$500 from the 250th Celebration Expendable Town Trust Fund to make a deposit for the fireworks vendor.

4. Selectmen approved the Holiday schedule for 2014.

5. Selectmen reviewed and signed the insurance stipend manifest of \$1,000 for calendar year 2013.

The next regular Board meeting will be held on Thursday November 7, 2013 at 6:00 pm.

IX. ADJOURNMENT – Motion was made to adjourn the meeting at 9:45 pm by Holmes Sr. Cordes seconded and the vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson, Town Administrator