

I. CALL TO ORDER at 6:00 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Brett Hunter, and Leon Holmes Sr; Town Administrator Heidi Carlson and Police Chief Jon Twiss.

II. ANNOUNCEMENTS

1. This is a work session of the Board.
2. New Town Clerk Tax Collector hours began on August 19th and include earlier hours on Tuesday, later hours on Thursday, and opening later on Wednesday. The new hours:
 - Closed Monday (same)
 - Tuesday 7:30 am to 3:00 pm (open one and a half hour more in the morning)
 - Wednesday 12 noon to 7:00 pm (open three less hours in the morning)
 - Thursday 9:00 am to 5:00 pm (open two hours more in the afternoon)
 - Friday 9:00 am to 12 noon (same)
 - One Saturday a month (same) – these hours are extremely underutilized and are being evaluated for a couple more months to see the number of patrons. They will be in place through October.
3. Kimberly Dunbar cancelled her meeting with the Board this evening, but sent an email updating them on the status of current reconciliations.

III. LIAISON REPORTS

1. Budget Committee meeting of 20 August 2014: Cordes reported that the Committee has set the next two meetings for September 17 and 24, 2014 and wants Town budgets that have been reviewed with Selectmen's recommendations at that time. The Committee has asked to have copies of all budgets when submitted, and Mike Nygren volunteered to pick up those submitted to date, next Wednesday, and he will distribute to members homes.

Selectmen reviewed an email from Sue Perry regarding her proposed cost for maintenance of records in accordance with Budget committee discussions last night. Carlson has been doing this minutes-administration and recordkeeping of all email information circulated (no discussions). The Board suggested that this be brought back to Nygren as the Committee Chair to see what they were willing to include in the Budget Committee budget for these services if they are to be done by Perry.

2. Planning Board meeting of 20 August 2014: Hunter reported that two public hearings were held.

IV. APPROVAL OF MINUTES

Cordes moved to approve the minutes as written for meetings of 07 August 2014, 11 August 2014, and 20 August 2014. Holmes Sr seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 6:00 pm Police Chief Jon Twiss met with the Board. He reviewed with Selectmen the request from Greg Huard from a few months ago, to reconsider the Town's vacation policy. Huard was approximately a year from being a five year employee when the Town's policy was changed, affecting him from the policy in place at the time he was hired. Twiss asked Selectmen to consider that Huard had been hired with a three week policy in place for five year employees, and that it was then reduced to two weeks. Huard is the only current employee hired under the old policy, who was affected by the reduction.

Selectmen asked how many full-time employees are over ten years, and if this affected any others. Carlson indicated that there are four of the six full-time employees who have been with the Town over 10 years, and one hired under the new policy, and Huard.

Selectmen and Twiss discussed the extra benefit that would attract candidates and keep valued employees. There was discussion about the cost of retention of employees versus added benefits costs.

Cordes moved to amend the Personnel Policy that full-time employees who have been here more than five years (IE: to begin their 6th year) get three weeks of paid vacation per year. Hunter seconded and the vote was approved 3-0.

Chief Twiss asked the Board to also further consider adding a fourth week for those employees who have been here longer than 10 years. Selectmen discussed this and will come back to it at another time.

Chief Twiss then asked the Board to consider providing him with ten days of leave time per year, the same that was provided to the Town's former Police Chief Neal Janvrin. There was lengthy discussion about the Chief's position being exempt, but that he is paid hourly due to restrictions imposed by the State of NH Retirement System. Chief Twiss said he is looking to be able to have a cushion if he gets sick or would like to take a day off, leading to discussion about the length of his "day" as he works 32 hours per week and is sometimes in the patrol car. He usually works about 6 hours per day, but sometimes does one 8 hour day and four 6.5 hour days in a week.

The Board said they would continue to consider this matter and get back with the Chief in a couple of weeks when he comes in to review his budget. That meeting was set for September 4th to coincide with the Grass Drag meeting.

Chief Twiss then asked the Board to consider OHRV Special Revenue purchases for taser replacements. There was discussion about how they were used. Chief Twiss explained that Taser International is the only vendor that they can be purchased from, so it is a sole source. Motion was made by Cordes to authorize the requisition of \$4,928.75 plus \$27.65 shipping. Road Agent Mark Pitkin came in to the meeting at 6:30 pm.

Selectmen commented about how good the old (now unmarked) car looks. Chief Twiss said he had the graphics stripped off and, at no cost to the Town, had the car buffed out. All said they were pleased with how it came out.

There was discussion about the yard sale activity at 13 Beede Hill Road. This could be a police matter if the signs are in the street impeding traffic (which has happened several times this summer). The Building Inspector has written letter to the homeowner, and it is possible that the constant yard sale triggers Site Plan Review. It will be followed up with the Building Inspector/Code Enforcement Officer to see if a letter from the Board is needed.

Chief Twiss left the meeting at 6:55 pm and Mark Pitkin came to the table. He discussed with the Board the Road Agent's current job description. He indicated he would not be running for Road Agent in March and discussed the way that things have been run for the past couple of years in terms of Road Agent duties. He suggested the job description be updated to more of an administrative position and with less focus on a Road Agent who might use his personal equipment. He also suggested that the pay structure may need to change to get someone to do just the administrative work.

The Town owns equipment now and can do the majority of work, and would bid out the larger work that needs additional equipment, and the Road Agent might not necessarily need to own all of their own

equipment. Some language might be changed to have the Road Agent supervise versus actually perform the big project work.

Chief Butler left the meeting at 7:05 pm for a fire call.

Pitkin said how well things worked now and how much Leon Holmes Jr does every day to keep things moving smoothly.

There was discussion about the proposed budget for 2015, which Pitkin said would not change too much. He does want to increase the amount for the mower rental because the Town has had to go to another vendor and needs the tractor for two full weeks. Pitkin will further consider job description changes as he completes the 2015 budget proposal and bring them back for Board consideration.

Chief Butler came back in to the meeting at 7:30 pm. Mark Pitkin left the meeting at this time.

The bids for sale of Tank 5 were opened. The included:

Rene Marchand, Vic Express	\$4,100 and \$3,650
Barry Moses	\$3,632.12

Cordes moved to accept the high bid of \$4,100 from Rene Marchand of Vic Express, to be sold as is where in, no stated or implied warranty, with terms accepted by the buyer and the vehicle removed from town property within 14 days, and to authorize Carlson draw up and execute a bill of sale on behalf of the Town with the terms herein described. Hunter seconded and the vote was unanimously approved 3-0.

Butler asked the Board their thoughts about out of Town members joining the Fire Rescue Department. There is not a current policy that prohibits it but practice has always been that residents only are accepted, unless by special arrangement. The several members who do not reside in town currently did at the time they joined the Department.

There was discussion about the policy, as well as the Board asked for Butler to discuss it with the Fire Department officers the next time they meet.

This led to discussion of how Fire Rescue employees are appointed. Following some discussion about clarification of the process, the Board formalized the process for appointment of firefighter/EMT to include: An applicant completes an application, completes a criminal and driving background check satisfactorily, being recommended by the Fire Chief after a meeting with officers, and meeting with the Selectmen for appointment as a Town employee.

Cordes moved to authorize a Purchase Requisition sole source to United Plastic Fabrications \$5,684.76 for an 800 gallon poly tank for Tank 1. Holmes Sr seconded and the vote was approved 3-0.

Chief Butler left the meeting at 7:55 pm.

VI. OLD BUSINESS

1. Selectmen reviewed and tentatively approved a budgeting calendar, including dates for 2015 Deliberative Session (including snow date). This will be forwarded to the Budget Committee to review and finalize a date for the Public Budget Hearing.
2. Carlson advised the Selectmen that the mosquito trapping location on Red Brook Road is going to be moved to Town property, to either lot 02-073.002 or 02-073.003; or to the green area of the Vetter Drive

Subdivision (06-011.001.061). The former location on Red Brook Road was on private property and the owners have asked it to be moved.

3. Selectmen were asked to be thinking about possible locations for tree planning on Town property to follow up the 250th Committee decisions about funding from the 2014 event monies. Matthew Thomas said he would like to meet with the Board this fall to further discuss.

4. Selectmen reviewed the Library bids and grid of the data by side/area (of the roof), with input from Bob Meade. The Board set a date for Tuesday September 2, 2014 at 6:00 pm at the site to meet with the two low bidders, Building Inspector, and Library Trustees. If that does not work, the fall back date is Monday September 8, 2014. Carlson will contact the vendors and the Trustees after confirming the date with Meade.

5. Selectmen chose a Fall Bulky date of Saturday October 25. The Open Space Committee hike is on Saturday October 18, 2014 at 1:30 pm.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$22,900.26 for the current week dated 22 August 2014. Motion was made by Holmes Sr to approve the manifest. Cordes seconded and the vote was unanimously approved 3-0.

It is noted for the record that last week Board members reviewed and approved a payroll \$25,825.81 manifest and accounts payable \$21,107.69 manifest dated 15 August 2014. This was done in accordance with a decision made on 24 July 2014 to handle the non-meeting weeks manifests.

2. Selectmen reviewed bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence. The Board agreed to have Attorney Gorrow accept service from FairPoint for the pending appeals. Selectmen signed the letter to Benson's Driving School to follow up the decision made on August 7, 2014 regarding student drivers in the cemetery.

Selectmen signed the Planning Board plan comment sheet for the PSNH Scenic Road hearing noting "Please remove trees necessary to protect public safety and electric power supply."

4. Budgets were distributed for Board review to include: Planning and Zoning, Conservation, and Election and Registration.

5. Cordes moved to request a disbursement to the Trustees of Trust Funds, from the Bridge Capital Reserve Fund for invoicing from Stantec on the Martin Road Bridge engineering. The total request is \$5,610.63 and includes the current invoice total of \$3,343.60 (invoice #817827) and a shortage of \$2,267.03 on invoice #798685. Hunter seconded and the vote was unanimously approved 3-0.

6. Cordes moved to waive the \$45 fee for school reroofing (renovation) permit on Parcel 03-110. Holmes Sr seconded and the vote was unanimously approved 3-0.

7. Selectmen signed cemetery deeds for lots 13 and 14 in the Leavitt Cemetery to Henry Letrouneau Jr as prepared by Meredith Bolduc for the Cemetery Trustees. Receipt of payment is noted to the Town and Trustees of Trust Funds.

8. The RFP for Electricity Suppliers was reviewed and discussed. It includes all Town and School meters and will be sent to any vendor on the PUC supplier list. Motion was made by Holmes Sr to approve and move ahead with the RFP. Cordes seconded and the vote was unanimously approved 3-0.

9. The RFP for Town Hall HVAC systems was reviewed and discussed. It was finalized and will be shared with Bob Meade for verification of the September 3 site walk date, as well as for his review of the document.

10. Selectmen discussed a request for someone to metal detect on the Historic Museum property site. Matthew Thomas had been asked, and had reservations, as did the Board. Cordes stated that it has been asked previously and the Town has taken the position it will not be allowed.

Matthew Thomas received a request from the Raymond 250th Celebration Committee (through Mike Poole) for use of Fremont's Hearse in their parade. Thomas thought this was acceptable, and offered to go to the parade with the Hearse. Selectmen approved the use on the conditions that a document is signed outlining the terms, that the vehicle towing the trailer has insurance, and that the Town of Raymond provides a certificate to Fremont for the use, and that someone from Fremont accompany the hearse to Raymond that day.

11. Selectmen received a resignation letter from Elizabeth Stanley as Ballot Inspector. Selectmen read the letter to just be for the September Primary and voted to appoint Mary Anderson pro tem for the September 9th primary day. The other Ballot Inspector appointments were reviewed and dated for 08/28/2014, so they will be held until next week.

12. The Conservation Commission has requested a meeting with Selectmen on September 11th to discuss a potential land acquisition in non-public session. The Board would like to push the meeting out a week or two given the amount of budget review that must be completed at meetings of September 4 and 11, along with other items already scheduled. If the Commission's request is date-sensitive, the Board will attempt to find 15 minutes on September 11th later in the evening.

13. Selectmen reviewed a request from Leon Holmes Jr for use of 35 chairs from the Town Hall on August 29, 2014. Cordes moved to approve the request. Hunter seconded and the vote was 2-0-1 with Holmes Sr abstaining.

14. Selectmen reviewed and signed the MS-1 cover page. The only pending item are the utility updates due from George Sansoucy tomorrow or Monday. The Board discussed making a request for extension, and signed a form in case Sansoucy's numbers are not received by early next week. If the values are received, the extension form will not be filed. Carlson advised that the MS4 is also ready and will be mailed on Monday once typed in final form. Copies of the revenues were circulated to the Budget Committee last evening, and available for review this evening.

15. Selectmen reviewed and signed a Yield Tax Warrant \$336.81 for parcel 02-017 owned by the Elizabeth Stanley Trust. This was forwarded to the Tax Collector.

16. Selectmen reviewed an updated form for 911 designating confirmation of Fremont's primary 911 dispatch agencies for Police (Rockingham County Sherriff's Department) and Fire/EMS (Raymond Dispatch). Members designated Chairman Hunter to sign the form on behalf of the Board.

17. Two bids were received in response to the posted RFP. The quotes included:

The Country Press \$2,227.47

T Pine Book & Catalog Printers \$4,169.00

Motion was made by Cordes to accept the low bid of \$2,227.47 from The Country Press, who has done the report for the past three years with terrific results. Holmes Sr seconded and the vote was unanimously approved 3-0.

18. Selectmen discussed the contract extension proposed by Stantec on 08/07/2014 for the Martin Road Bridge Engineering. The amendment would change the total amount contracted from \$40,000 to \$65,000 in light of the \$25,000 funded in 2014 to the Capital Reserve Fund for this purpose. The Board felt it was appropriate to extend the contract based on discussions this summer (07/10/2004 meeting) with the engineering firm, to get the contract complete for \$65,000 instead of the \$80,000 plus that was originally estimated. This will leave the town with “shovel-ready” plans if the State Bridget Aid money becomes available in 2015.

Holmes Sr moved to extend the engineering contract with Stantec and authorize Carlson to sign the extension form on behalf of the Town. Cordes seconded and the vote was unanimously approved 3-0.

VIII. NON-PUBLIC SESSION NH RSA 91-A

In light of the work and budget reviews pending, Selectmen decided to meet at 6:00 pm next Thursday, August 28, 2014. This will be a work session, as with all of the meetings in September.

IX. ADJOURNMENT – Motion was made by Holmes Sr to adjourn the meeting at 9:00 pm. Hunter seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator