

Approved 09/18/2014

I. CALL TO ORDER at 6:10 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Leon Holmes Sr and Brett Hunter; Police Chief Jon Twiss, and Selectmen's Clerk Jeanne Nygren. Heidi Carlson arrived at 6:20 pm.

At 6:11 pm a motion was made by Cordes to enter non-public session to discuss a matter potentially injurious to an individual's reputation, pursuant to NH RSA 91-A:3 II (c). Holmes Sr seconded and the roll call vote was 2-0. Holmes Sr – aye; Cordes – aye.

At 6:20 pm motion was made by Cordes to return to public session. Hunter seconded and the roll call was unanimously approved. Hunter – aye; Holmes Sr. –aye; Cordes- aye.

No decisions were made.

Selectmen then began reviewing the Police Department budget with Chief Twiss. Jeanne Nygren left the meeting at 6:25 pm.

The Chief reviewed each line item and highlighted some of the changes. This includes:

- Wage increases for employees
- Ammunition is difficult to get at this time
- The "new officer training line only covers the cost to replace one part-time person
- The increase in coverage for patrol wages accounts for using overtime rate for a full-time officer, as it is increasingly difficult to get a part-time officer to cover those hours on short notice, or cover the normal full-time wages (as PT officers have a full-time regular job).
- Maintenance numbers on vehicles 2 and 3 are the new vehicles, State bid tire pricing is up slightly (\$25 per tire increase)
- The numbering sequence is incorrect on the budget rationale and needs to be updated (this is a clerical error).
- The Chief estimates 25,000 to 28,000 miles per year per car annually
- Chief Twiss shared a comparison between area towns and the number of part and full time officers for each town. This is in preparation for his submittal requesting three additional full-time officers for Fremont. He cited statistics nationwide and for NH regarding police coverage and discussed at length with Selectmen the need for Fremont to have more full-time officer coverage.

Sergeant Jason Larochelle came in to the meeting at 7:10 pm.

Discussion continued about the Town's need for additional full-time officers, and the nature and complexity of events that Fremont is responding to. Some cost information was available regarding the cost on an annual basis for a full-time officer. The Board asked for additional information regarding the cost of part-time officers, and some updates will be made to the full-time cost analysis sheet as well.

II. ANNOUNCEMENTS

The State Primary Election will be held next Tuesday September 9, 2014. Polling is at Ellis School from 7:00 am to 8:00 pm. Help is needed with setup at 4:00 pm on Monday afternoon and through the day on Tuesday.

III. LIAISON REPORTS

09/02/2014 Meeting with Library Roofing contractors

Approved 09/18/2014

Discussion summary from meeting with roofing contractors at Fremont Public Library on 09/02/2014 at approximately 6:00 pm. Some attendees had gathered prior to 6:00 pm and had begun their evaluation. Purpose of the meeting was to meet with the two low bidders who responded to the recent Library Roofing RFP. In attendance were Bob Meade, Building Inspector; Bethany Brace, Fremont Librarian; Cheryl Rowell, Library Trustee, Gene Cordes, Board of Selectmen and contractor's representatives Chuck Minasalli and Mike Cavello from KTM Enterprises and Garth Valliere of Valliere Contracting. The scope of the tour included visual inspection of the attic area above the mechanical room, ladder inspection of crown molding and facial board area at the drip edge in multiple areas, ground based review of shingle conditions and interior review areas of water damage from roof leaks.

It was apparent:

- *That the water damage at the drip edge to the crown molding and fascia board is the result of the drip edge failing to cover the crown molding in multiple locations. It is not just a paint problem. The roof run off water has created wood rot and there is concern about potential deterioration of the ends of the roof trusses and roof decking. There is crown mold and fascia board deterioration on all sides of the building*
- *The roof decking under the tower on the Jackie Bernier Drive side shows an opening for the venting at the ridge but it appears that the opening was shingled over thereby restricting air flow. The tower on the opposite side is likely the same but it was not able to be accessed for verification.*
- *Unrestricted venting of the soffit vents will need to be verified but it did not appear to be a problem.*
- *The roof shingles on the parking lot side and Main Street side of the building will need to be replaced.*

By September 11th at 4:00 pm the contractors agreed to re-submit (hard copy or e-mail are acceptable) cost proposals to the Selectmen's office for the following scope of work:

1. *Roof venting: Ensure that venting air flow within the two towers is unrestricted. (May involve removing / cutting back shingles and possibly some sheathing at the ridge inside the tower). Install roof vents (spinners) in the two tower roof tops and **provide optional pricing for a power vent that is controlled by temperature and humidity, in each tower.** Additionally, verify that air flow from the soffit vents is unrestricted and if necessary adjust insulation etc, so as to correct any restricted air flow.*
2. *Verify that the siding on the two towers is properly flashed by removing clap boards. Install flashing as needed and replace all clapboards as needed.*
3. *Remove existing shingles on the Main Street and parking lot side of the building and install new snow and ice shield at least six (6) feet up from the eaves and at least six (6) feet up on both sides of all the valleys. Assess current roof deck and truss conditions, make recommendations regarding additional repairs and provide optional pricing, such as price per sheet of replaced roof decking. Install new flashing and drip edge. The valleys shall be flashed with copper flashing (no shingle weaving in the valleys). Install new architectural shingles (Quote name brand and warranty -owner to select color)*
4. *Remove crown molding on three sides of the building (Main Street, Jackie Bernier Street and parking lot sides) and fascia board and replace the fascia board with an exterior facial board (treated wood or synthetic product intended for this purpose) and replace the crown molding with a molding that is made of PVC. This scope includes the entire drip edge on the three sides including the returns. No rakes on the gable ends are included in this scope of work.*

5. *On the side of the building abutting the wooded area assume that crown molding may be repaired with pieces of molding removed from the other three sides of the building and that the drip edge issue may be solved by inserting flat metal above the drip edge and under the first shingle course so as to create a proper overhang for water flow off the shingles to the ground. Pricing should be included for this scope of work. **Optional pricing shall be provided to remove the fascia board and crown molding and replace to match the other three sides as in item # 4 above.***
6. *Repainting of all areas where the painted areas are disturbed or replaced shall be included. Paint shall be one coat of an exterior primer and one coat of an exterior paint that closely matches the existing trim color. Contractors agreed that trim would be back-primed and it is expected that this will be done.*

It was discussed by both contractors that the Library should come up with a scheduled maintenance plan for painting and replacing trim when needed and going to a synthetic instead of wood. There was discussion about adding a diverter over the side door and replacing the casing for that door. The on-site meeting ended about 7:20 pm.

09/03/2014 Planning Board Meeting – no report.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 28 August 2014. Motion was made by Cordes to approve the minutes as written. Holmes Sr seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 7:30 pm Selectmen opened the Grassdrag Public Session. Present were NHSA Representatives Bob Doherty and Evelyn Farrell, Fremont Police Chief Twiss and Sergeant Larochelle, Building Inspector/Health Officer Bob Meade, Landowner Brenda Barthelemy, and Abutters Gary and Tanny Cloutier.

Doherty said that the event is basically the same as last year, outside of timing changes on some of the races. They have sent a letter to all of the food vendors notifying them of the need to meet all applicable codes and that the sites will be inspected by the State and local Code Enforcement/Health Officer. Doherty is working with Inspector Meade as well, on some outstanding electrical problems.

There is one electric meter that is leaning and an exterior panel that is not hooked up right. The State had been out and said it needs to be fixed prior to this years event. Doherty advised that their electrician has looked at it, both panels will be coming down and they are building new backboard for one of them.

Tanny Cloutier asked for them to keep cars away from the barn until after 1:00 pm. Doherty explained that they were working with Scott Barthelemy to have enough trailers and trucks parked at the edge of the field to block it off. He said it was difficult to keep people out of an open area field if it is not blocked off. He said they will try and keep sight and sound barriers between the barn and the event.

There will again be two helicopters and they will use the same flight plan as no complaints were received last year and the even organizers and the Police are in touch with the helicopter owner to address any concerns that arise. All of the neighbors will have a direct number to contact the Police Department throughout the event.

Doherty said their organization wants to accommodate the abutters/neighbors as best they can, and said to call him and he will do what he can to fix any problems as soon as possible.

With no further discussion on the Grassdrag event, attendees left the meeting at 7:50 pm. Brenda Barthelemy was thanked for her family's involvement and huge contributions to the Town's 250th Anniversary event. There was general discussion about how successful the event was, and that use of the Peterson Farm for the Saturday events was generous and greatly appreciated.

Chief Twiss remained at the meeting and continued discussing the Police Department budget, including the training topics and schedule over the past year. Chief Twiss also presented to the Board that the personnel evaluations have all been completed for 2014 and can be filed within each employee's folder.

Chief Twiss was called away for an emergency at approximately 8:15 pm.

VI. OLD BUSINESS

1. Selectmen reviewed a quote that Jon Benson has obtained for a fence around the playground at the ballfields. Benson has attempted to get quotes from several other companies and after repeated calls to four other vendors, has been unable to garner additional quotes. Cordes took a copy and said he would check on a vendor he knew of, and additional work will be attempted to get at least one additional quote given the amount of the project.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest totaling \$17,874.53 for the current week dated 05 September 2014. Motion was made by Cordes to approve the manifest. 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. Land Use Change Taxes signed and forwarded to the Tax Collector:

a. parcel 03-015.001.094	\$2,142.85	100 Hall Road
b. parcel 03-015.001.092	\$2,142.85	99-1 Hall Road
c. parcel 03-015.001.101	\$2,142.85	78 Hall Road
d. parcel 03-015.001.102	\$2,142.85	76 Hall Road

5. Selectmen reviewed and approved a budget line item transfer request for Parks & Recreation dated 09/03/2014.

6. Budgets distributed for review:

- 4240 Building Inspection
- 4312 Highway Department
- 4323 Solid Waste Collection
- 4324 Solid Waste Disposal
- 4550 Library
- 4723 Interest on Tax Anticipation Notes

VIII. NON-PUBLIC SESSION NH RSA 91-A – as noted at beginning of meeting.

Approved 09/18/2014

At 9:00 pm motion was made by Gene Cordes to recess this meeting to 6:30 pm on Monday evening September 8, 2014 at the Fremont Town Hall, main floor meeting room, for a work session on the budgets. Holmes Sr seconded and the vote was unanimously approved 3-0.

Setup for the Primary voting will take place at 4:00 pm on Monday September 8th at Ellis School.

At 6:35 pm on Monday September 8, 2014 Selectmen met in the main floor meeting room at the Fremont Town Hall in a work session.

Selectmen re-reviewed the prior pre-approval on food for election day. As the Town Clerk did the shopping today, she had an actual receipt for \$125.26. Selectmen approved the updated expense reimbursement form in that amount.

4140 Town Clerk Tax Collector

Request \$60,373

Selectmen reviewed the request for the Town Clerk Tax Collector's Office totaling \$60,373. Carlson advised that a donation had been received today from Ellis School of approximately 3,000 window envelopes that could be used for tax bills or mailing of registrations (if the window lines up); and would save a little money in envelopes (they still need postage). The Board reviewed the budget and discussed the open hours for the Clerk Collector's office (25.5 weekly plus one Saturday a month of 3 hours); and how the staffing levels were. Currently the clerical/deputy position works 12 hours per week, and office hours have been staggered so that they cover some additional morning and one afternoon hours, with little overlap except for Wednesday evenings (the one night of open hours).

With no further discussion, motion was made by Cordes to recommend \$60,073 for Town Clerk Tax Collector. Holmes Sr seconded and the vote was unanimously approved 2-0.

4414 Animal Control

Request \$9,796

Selectmen reviewed the Chief's submission for Animal Control, which is the same as the approved budget in 2014. This position is not in the police wage matrix, so if wage increases are included in 2015, it will be done as with regular (non-police) staff increases. Cordes moved to recommend a total of \$9,796 for animal control. Holmes Sr seconded and the vote was unanimously approved 2-0. The default budget is the same number.

4240 Building Inspection

Request \$34,325

Selectmen reviewed the Inspector's budget for 2015. The wage line is the same as 2014 and includes approximately 26 hours per week with an allowance of an extra 50 floating hours to use if the year gets busier. No wage increase is included at this time. Other items remain about the same, aside from an increase in the driveway inspection line based on the amount spent in prior years. The Road Agent will be asked to total up his driveway inspections to date so that a suitable number can be planned for what will be spent in 2014 (this is paid out annually at year end). Selectmen did reduce mileage reimbursement to \$1,000 as no more than \$500 has been spent in either of the past two years. Revenue in permit fees does completely cover the amount of this operating budget.

Holmes Sr moved to recommend a total of \$33,826 for Building Inspection. Cordes seconded and the vote was unanimously approved 2-0. The default budget is \$33,226.

Selectmen further reviewed the Parks & Recreation budget submission but did not finalize their recommendation. There was discussion about the fence quote and Cordes asked for the Code Enforcement Officer to be consulted on any regulations about the height of playground fencing.

Approved 09/18/2014

Selectmen further discussed the Police Department submission and discussed cost analysis as well as other benefits of additional full-time personnel.

Carlson spoke with the Conservation Commission briefly at their meeting this evening, and they do not need time on the Board's agenda this Thursday. The timing of their project has been moved forward and they will get back in touch when they need to speak with the Board about a land acquisition.

The 1975Mack/1959 Fruehauf tanker truck was liquidated and removed from Town property tonight.

Selectmen discussed the status of the roadways within the Spaulding & Frost Development and asked for an update from the Town's engineer on the project.

The Board also discussed the Road Agent compensation proposed in the new budget and the duties that would accompany it.

Selectmen asked for a photo of the 250th Committee for use in the 2014 Town Report.

With no further business to come before the Board, motion was made by Cordes to adjourn the meeting at 8:36 pm. Holmes Sr seconded and the vote was unanimously approved 2-0.

The next regular Board meeting will be a work session, to be held on Thursday September 11, 2014 at 6:00 pm.

Respectfully submitted,

Heidi Carlson
Town Administrator