

I. CALL TO ORDER at 6:10 pm in the basement meeting room at the Fremont Town Hall. Present were Brett Hunter, Gene Cordes, and Leon Holmes Sr; Town Administrator Heidi Carlson.

II. ANNOUNCEMENTS

This is a budget work session of the Board.

There will be election officials training beginning at 1:00 pm on Friday October 24, 2014 at the Town Hall.

III. LIAISON REPORTS

09/23/2014 Energy Committee – They met on Tuesday night at 7:00 pm and Cordes attended when the Selectmen’s meeting ended. Carlson was also available during some of the meeting to address some questions with the Committee. The Committee will review the Town Hall HVAC and electricity proposals once received. They are also looking into some solar panel options.

09/24/2014 Budget Committee – They met on Wednesday night at 7:00 pm and Cordes and Carlson were in attendance. They did not express concern about Highway and Fire Rescue Department budgets, and Cordes did highlight the Road Agent salary change. They do have several questions for the Police Department, and scheduled time to meet with Chief Twiss at 7:00 pm on October 8th.

Cordes explained that the Committee voted to recommend only \$1 in the Conservation Commission budget. The Committee feels that they should be using the land use change tax or other separately held conservation accounts to handle their normal operating expenses.

IV. APPROVAL OF MINUTES

Selectmen reviewed minutes of 11 September 2014 and 18 September 2014 which was recessed to 23 September 2014. Motion was made by Cordes to approve the minutes of 11 September 2014 as written. Holmes Sr seconded and the vote was 2-0-1 with Hunter abstaining. Cordes then moved to approve the minutes of the 18 and 23 September 2014 meeting as written. Holmes Sr seconded and the vote was 2-0-1 with Hunter abstaining.

There was discussion about the budgets completed to date and progress remaining to get them all ready for the Budget Committee.

V. SCHEDULED AGENDA ITEMS

At 6:35 pm Fire Rescue Chief Richard Butler and Deputy Chief Joe Nichols met with the Selectmen to review the 2015 budget submission and discuss the Warrant Article for a new fire truck.

Nichols stated that in general, the Truck Committee has again stripped down the truck to keep the overall cost down. Overall the price increase would have been a 4% increase due to materials, etc, and that another year has passed. He explained that they removed the generator and went with LED lighting to save money. He said the truck has the same overall function.

E3 needs a tank and a lot of body work but it is 34 years old and they do not want to put money into it, thus the repair and maintenance line reduced in the 2015 budget proposal. They are waiting on the tank replacement for Tank 1 and that work should be able to be completed this year.

They again asked the Selectmen to consider purchasing the truck outright in one year. With the \$175,000 in Capital Reserve, and an estimated price of the new truck of \$470,000, it would be a one time increase in the tax rate on the approximate \$295,000 price, which would be about a 77 cent bump in the tax rate.

With regard to the 2015 budget, Butler discussed the increased to the Points Plan, which is to account for more members, and no increase in the past few years in the plan total.

He indicated all hose is serviced and tested. They again stated they did not increase vehicle maintenance because they do not want to spend the money on the old trucks.

This year they purchased an on-line training for EMS training and it allows continuing education in house for one fee. They are looking at a couple of new members, one taking Firefighter I, and a current member who plans to take Firefighter II next year. The EMT RFP's will happen in 2015 for the March 31, 2016 recertification cycle. This only happens every other year, explaining why the EMS Training money is underspent in 2014.

They asked the Board about LOSAP funding being rolled over into the Points Plan if it is not all used. Prior Boards have said no to this, and the Board indicated that the two plans have two distinct and separate purposes, and they did not feel it was appropriate to rollover the LOSAP money.

Selectmen then outlined that timesheets are needed for all salaried employees and asked for Butler to begin using the Town's form instead of what he has been using. Carlson was asked to get a batch to him, and if the in/out hours don't work, a list can be made of time spent on the reverse or a separate sheet to get a tally for each day.

Nathan Draney came in to the meeting at 7:05 pm, and Chief Butler introduced new Fire Rescue Department employee candidates Hunter Gilman (Main Street), and Julianna Felch (Riverside Drive). Julianna's husband Peter Felch was missing due to his work schedule. He is also a candidate for Department membership.

Chief Butler explained that the process for new applicants is that they come to Association meetings and Department trainings, but cannot fully participate until they are members of the Association. Then they are asked to apply for Department membership, when a background check is done, as well as a meeting with officers. If all is satisfactory, candidates are then presented to the membership to be voted on to the Department. Candidates will then be brought to the Selectmen to be appointed as Town employees.

Hunter Gilman and Julianna Felch provided some background information on themselves and their interest in the Department.

Based on the Board of Officers recommendation, Cordes moved to appoint Hunter Gilman and Julianna Felch as members of the Fremont Fire Rescue Department. Holmes Sr seconded and the vote was unanimously approved 3-0. No action was taken on Peter Felch's nomination at this time. He was asked (through his wife) to get back in touch with the Chief at a time when he is not working nights, so time can be scheduled with the Board.

At 7:25 pm motion was made by Cordes to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a matter, which, if discussed in public would likely affect adversely the reputation of a person. Holmes Sr seconded and the vote was approved after roll call vote: Hunter – aye; Cordes – aye; Holmes Sr – aye.

At 7:35 pm motion was made by Cordes to return to public session. Hunter seconded and the vote was approved after roll call vote: Hunter – aye; Cordes – aye; Holmes Sr – aye.

The Board decided that any pertinent employee files currently housed at the fire station will be brought to the Town Hall for inclusion in the Town’s permanent employee file for all employees.

Mark Pitkin came in to the meeting at 7:40 pm and Chief Butler left the meeting at that time.

Pitkin came in to the meeting at the Board’s request to discuss how much time it takes for the Road Agent tasks, in relation to the proposed budgeted salary. Pitkin explained that the setup was much different when he started as Road Agent about five years ago. The Town did not have their own equipment, and the Road Agent was required to provide a lot in terms of contracted equipment to get the tasks completed. Now we own a backhoe and have a new one ton truck, and the Road Agent position is now more an administrative position.

There was discussion about the work the Highway Study Committee did on job descriptions, during their process. Pitkin feels that the position should be a salaried administrative position, including completing paperwork, making phone calls, reviewing and approving invoices and payroll, scheduling paving and other large projects. He feels that it is between 10 to 15 hours per week most of the time. In winter that rises, and in the summer, may be slower for some weeks. As compared to other Town Officials positions, this is felt to be about a one-quarter to one-third administrative position. The Board wanted to revisit the job description and copies will be circulated around for future discussion and possible alteration.

Pricing on several storages units was reviewed. All pricing is verbal from contractors, ranging from \$1,500 for a unit that is not to the preferred specification and not currently available; to \$3,200 for the trailer that is already at the site. The prices in between (\$2,700 and \$2,900) do not include paint and the moving fee, which gets them to the \$3,200 for the newer, freshly painted unit that is already on site. With all of this information, Cordes moved to approve up to \$3,200 for the storage shed we have on site and take the money out of the Highway Capital Reserve Fund for the storage shed. Hunter seconded and the vote was approved 3-0.

Selectmen again reviewed highlights of the Highway Department Budget again with Pitkin, and after further reviewing the salary item, felt comfortable moving ahead with the proposed budget. This includes \$10,800 being shifted from summer equipment hire to the administrative Road Agent Salary line, to make the salary line \$15,000. Motion was made by Hunter to recommend \$398,767 for Highways. Cordes seconded and the vote was approved 3-0.

The Mower contract for 2015 will be renewed for two weeks only. Pitkin said that the added fuel costs as well as rental for one more week would add significantly to the budget. He felt that we will do as much as we can in the two week rental period, and that areas missed one year will be done the next.

Selectmen thanked him for his time, and Pitkin left the meeting at 8:00 pm.

At 8:00 pm Fire Rescue Points Board members Joe Nichols, Doris Nichols, and Nathan Draney; and Fire Chief Butler met with the Board to discuss a waiver which was presented to the Points Board. Points Board Member Brenda Silva was missing due to attendance at class. Joe Nichols discussed the waiver process. He explained that a member of the Fire Rescue Department had presented at the September Association meeting, a “Motion that members be eligible to submit a waiver to the points board, which will allow them to receive points for missed meetings and trainings, due to primary job, military, and college obligations.” This motion was passed by the membership.

The Points Board has reviewed and discussed the request and submitted their recommendation to the selectmen. Four of the members (including the Chief) voted no, and the fifth member indicated (via text message to Joe Nichols) that she was not in favor of it. Joe Nichols explained that the Points Board had brought this to the Selectmen, who have the final say in any Points Plan changes.

The Board discussed with Points Board members the extended ramifications of such a policy change, and did not feel it was the intent of the original Plan. The goal of the points plan is to have members attend meetings, training, and events, and to be "paid" through the Points Plan while not actually in attendance is not fair. While there is an understanding of the circumstances surrounding the request, it was felt by the entire Points Board and Board of Selectmen as an inappropriate change to make.

It was discussed that such members, who must be at work during certain Department meetings and trainings, are given consideration for waivers in terms of percentages as it relates to the LOSAP component of the Length of Service Awards Program for the Department. Selectmen felt that we do not want to lose our way on the system, and has strong respect for the input of the Points Board.

There was some discussion about looking at other additional trainings as an offset to missed Department trainings, as a potential alternative. Joe Nichols also stated that being part of Department trainings is important as people learn how to work together and what to expect from one another. The group did want to be able to keep all members included and part of the Department.

Cordes moved that regarding the request to amend the Points Plan pursuant to the September 2014 Association vote, and pursuant to the recommendation of the Points Board, that the waiver request be denied. Holmes Sr seconded and the vote was 2-0-1 with Hunter abstaining.

The Points Board members left the meeting at 8:20 pm.

VI. OLD BUSINESS

1. Selectmen discussed making additional changes to the Parks & Recreation budget to allow for slightly higher hourly wages to get more experienced counselors to the program. Elizabeth Rosa is working on additional revenue by changing the fee structure. Selectmen deferred further action pending receipt of Rosa's additional information. This will go to the Budget Committee for their meeting on October 8th.
2. The Conservation Commission funds spreadsheet was provided to the Selectmen for information. This was updated through September 2014 for the Budget Committee and presented to them last night.
3. Selectmen reviewed an appointment form for Mary Anderson as Inspector of Elections (Republican) through September 2016 to fill the vacancy created by Elizabeth Stanley's resignation. It has been confirmed that Stanley indeed was resigning permanently from the position, not just for the September Primary. Motion was made by Cordes to appoint Mary Anderson as Inspector of Elections (Republican) for a two year term to expire September 30, 2016. Hunter seconded and the vote was unanimously approved.
4. In light of the Budget Committee's recommendation on the Executive – Selectmen's Budget recommendation number, which did not include the current wage rate for the Town Administrator's salary, motion was made by Cordes to have the Selectmen's recommendation be the same as the Budget Committee's recommendation of \$96,511. Hunter seconded and the vote was unanimously approved 3-0.

5. Carlson reviewed with the Board the current FCTV updates and “go live” proposed dates for later in October. Bruce White would like to be taping Selectmen’s meetings by mid-October, followed as quickly as possibly, by live broadcasting. He wants to maintain interest in the process.
6. Motion was made by Cordes to request a disbursement of \$2,578.38 from the Bridge Capital Reserve Fund for payment of a Martin Road Bridge Engineering invoice to Stantec. Holmes Sr seconded and the vote was unanimously approved 3-0. Selectmen signed a letter to the Trustees of Trust Funds requesting this disbursement.
7. Cordes moved to approve and sign the Highway Winter contracts for the 2014-2015 season with K P Electric, Michael Holmes, Keith Burleigh, Kevin Bolduc, and Pitkin Construction. Hunter seconded and the vote was 2-0-1 with Holmes Sr abstaining.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$23,408.28 and accounts payable manifest \$31,982.20 for the current week dated 26 September 2014. Motion was made by Holmes Sr to approve the manifests. Cordes seconded and the vote was unanimously approved 3-0.
2. Selectmen reviewed the bills and invoices for payment.
3. Selectmen reviewed the folder of incoming correspondence.
4. Three (3) proposals were received by the due date in response to the Town Hall HVAC RFP. All were opened. This included one option from Dowling Corporation, four separate options from Ideal Temp HVAC, and one proposal from Mechanical Construction Services Inc. The proposals were varied and extensive. They will be scanned and sent to the Selectmen and members of the Energy Committee, as well as to Building Inspector Bob Meade. Further review will take place in the coming weeks.
5. Selectmen reviewed a request from Tracy LaChance on behalf of the Cub Scouts, requesting that the Troop sell popcorn at the site on Bulky Day. Selectmen said that they have traditionally not allowed such activities due to traffic and safety concerns within the site. Cordes moved to deny the request for sales at Bulky Day. Hunter seconded and the vote was approved 3-0.

The Board reiterated that no soliciting whatsoever is allowed within the gates of the highway site due to safety concerns.

6. Budget review for Board recommendations:

4152 Revaluation of Property

Department Request \$38,526

This budget includes a slight reduction in contract services for appraisal. The Assessors will overview the recertification process that is due for April 1, 2014 and keep up with all non-revaluation related activities during the year. The electric contract is anticipated to increase based on the appeals (now 3 full years pending) of utility valuations in the courts and at the NH BTLA. There is a 3% cost increase in the software maintenance contract with Vision and the cost to maintain the Town’s data live on line remains the same at \$2,200.

After review and discussion, motion was made by Cordes and seconded by Hunter to recommend \$38,526 for Revaluation of Property. The vote was unanimously approved 3-0. The default budget totals \$38,370.

Approved 10/09/2014

4155 Personnel Administration

Department Request \$275,800

This budget includes estimated increases in contract costs based on current staffing levels. NH Retirement has increased as of the July 1, 2015 state fiscal year and calculated accordingly. There is a half year of one additional full-time police officer included in the numbers as well.

After review and discussion, motion was made by Cordes and seconded by Hunter to recommend \$275,800 for Personnel Administration. The vote was unanimously approved 3-0. The default budget does not include the new police officer amounts, and totals \$261,736.

VIII. NON-PUBLIC SESSION NH RSA 91-A

Selectmen discussed a tax hardship request for a resident who has not made any payments to date on principal for the 2011 property taxes. The account was found to actually be in a pending deed status. The Board felt that they would not be able to abate any interest amounts until the resident had made some principal payment reductions. The homeowner will be advised regarding the status as well as asked if they can make any payment arrangement.

The next regular Board meeting will be a work session, to be held on Thursday October 1, 2014 at 6:00 pm.

IX. ADJOURNMENT – At 9:15 pm a motion was made by Holmes Sr to adjourn the Board's meeting. Hunter seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator