

**I. CALL TO ORDER** at 6:30 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Leon Holmes Sr, and Neal Janvrin; Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

## **II. ANNOUNCEMENTS**

1. Community Information Night will be held at Ellis School on Thursday September 17, 2015 from 6:00 to 7:00 pm. The Board's meeting will begin at 6:00 pm at Ellis, recess at the completion of the Information Night, and return to the Town Hall for regular business.

2. On Tuesday night, at a meeting of the Fremont School Board, the Board accepted the resignation of Board Vice-Chair, Tammy Kitt. This creates an immediate opening on the School Board from now until the March 2016 elections.

Anyone interested in serving on the Fremont School Board during this six-month period should send a **letter of interest to the Board Chair, Andrew Kohlhofer, c/o SAU 83, 5 Hall Road, Unit 1, Fremont, NH 03044** or send an email to him at [a.kohlhofer@comcast.net](mailto:a.kohlhofer@comcast.net).

Please explain the reasons for your interest in serving on the Board and what skills and experience that you have that would contribute to the Board's work on behalf of the school district.

***The last date to submit your letter of interest is Friday, September 18th.*** This notice was posted on Town venues on Wednesday 09/09/2015 at the request of the Superintendent.

3. Bulky Day will be held on Saturday October 17, 2015 from 8:00 am to 12 noon.

4. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.

5. Trash and recycling collections are delayed one day this week due to the Labor Day holiday, so Thursday will be picked up on Friday; and Friday will be picked up on Saturday.

## **III. LIAISON REPORTS - None**

## **IV. APPROVAL OF MINUTES**

Selectmen had reviewed the minutes of 03 September 2015. Motion was made by Holmes Sr to approve them as written. Janvrin 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

Police Sergeant Jason Larochelle and NH Snowmobile Association Representative Evelyn Farrell came into the meeting at 7:20 pm. The Grassdrag Informational Meeting began at 7:30 pm. Present were abutters Gary and Tanice Cloutier and Building Inspector / Health Officer Bob Meade. This is an annual meeting to review the event, held on Martin Road during the Columbus Day weekend.

Selectmen introduced themselves and everyone in the room did the same. Cordes asked for the Snowmobile Association to explain their plans for the event and highlight any changes. Copies of the 2015 map were circulated. Ferrell said that the old demo area will not be done this year as originally

planned and shown on the map. There will be a 120 snowmobile section (area for kids), and it is enclosed in hay bales. The rest of the program remains the same.

Hours of operation are Friday 2 to 9 pm, Saturday and Sunday 9 am to 6 pm. The helicopter will be there again with a flight pattern that works with the neighbors. There was discussion about the landing zone set up in this area, which is maintained without obstruction throughout the event.

The program has been run well the past couple of years with cooperative crowds and they are working well with the NHTSA and the emergency services.

Bob Meade asked about the electrician working with them, and was satisfied that it is the same person as last year, noting the items that need to be addressed. Ferrell also said that his notice has been sent to all of the food vendors to be sure they have all of their permits and checklists in place for the proper inspections that Meade will conduct.

Gary Cloutier shared some thoughts about making traffic one way and discussion about how the traffic flows. The neighbors will be provided with a cell phone number to contact the Fremont Police Department on site if it is needed to get in and out.

Attendees left the meeting at 7:48 pm with no further discussion or questions.

Bob Meade remained to discuss another propane proposal he has received for the Town Hall work, and that he is still working with other vendors. The report back from John Karpinski, the design engineer, is that the building does need two furnaces to carry the load of the first and second floors. Meade is working with Paul Powers of Ideal Temp HVAC to get pricing and a contract together to cover the project and it's expanded scope.

Meade was thanked for all his hard work on this project and he left the meeting at 7:55 pm.

At 8:00 pm Library Trustees John Hennelly and Suzanne Wicks and Librarian Eric Abney met with the Board to discuss the 2016 budget proposal. Copies of the budget were circulated, including a spreadsheet of expenses to date.

Abney reviewed line items beginning with an increase in routine maintenance in the building. It was noted that the roof has fully been replaced in the past 18 months.

The wage request is up by 5% as their comparison shows Fremont behind in wages. The Trustees are proposing to be open extra hours next year (one hour is \$1,000 for the year in wages considering that two people need to be present). They have also noticed patrons who they don't see any more (largely due to elders who no longer drive); and are considering doing a book drop-off for some of the elderly readers who no longer drive. Circulation is up for the year and Abney listed off some of the amounts, rising monthly from the same time last year.

Of the \$10,000 in wage increases, it is approximately two (2) hours for drop off program and three (3) hours per week in hours, which results in 6 man/woman hours. On the evenings they currently open until 5 they are proposing to remain open until 6. Abney noted that payroll was large in July due to the events, with one person to run the event and others to man the desk and do other library tasks.

There was discussion about office supplies, dues and periodicals. Periodicals includes some new items at patron request.

Books and media back up to \$18,000 which is what it was pre-recession. They are actively engaged with patrons now and building the collections at patron request by bringing up deficiencies and adding new items.

Children's programming includes a large summer reading program, as well as Halloween, Thanksgiving and Christmas programs planned. They are planning craft projects around what materials they have remaining from other projects.

Building utilities are based on current trending and usage. Fuel oil will be multiplied by the Town's new contract price. Both are up based on additional use of the Library.

There was discussion about Capital Improvement Plan and building maintenance needs. It is a good planning tool to put money into CRF or the newly created Town Expendable Trust Fund from unreserved fund balance (if there are any unexpended operating funds); as it will leave the money in a savings account until it is needed for repairs or maintenance.

The water systems maintenance line includes \$1,550 for the SecondWind Water Maintenance contract which worked out very well for the Town in 2015. The drinking water line has been removed as bubblers are in good order, the water is good, and they are being used now.

Abney also stated that they are doing some building maintenance items in house with our new library custodian Vinnie Morrison, who has a variety of talents.

They continue to replace a computer every year, and there are currently eight.

When asked for Trustee comments, Hannelley said they would like to return increased funding for the books as it has been down for several years; and that maintenance has just crept up on the building.

Wicks said she initiated the wage increase and feels workers are dynamite and a wealth of information. They are a good team and she would like to see them rewarded.

There was discussion about the overall success of library operations.

Cindy and Danielle McRae came into the meeting at 8:30 pm.

Selectmen asked to see more detail on the wages and how it comes out in terms of hours per position to calculate the total request. Abney will follow up with this information.

Trustees and Abney left the meeting at 8:40 pm.

Cindy McRae met with the Board and began by thanking them for the barn preservation easement granted eight years ago which allows her to make repairs to her barn (located at 245 Beede Hill Road) without being subject to taxation. Cordes outlined the process of that tax program. McRae said she would likely pursue an extension of the easement when it expires in two years.

She explained her concern about the State's road work done last year on Beede Hill Road and the fact that the drainage structures do not extend far enough to reach the excess water ending up under her barn. She has reached out to Greg Dow from the Epping DOT shed and he is supposed to get back in touch with her and come view the situation.

Selectmen asked Carlson call Greg Dow and the Board will follow up with a letter. Holmes Sr also said he would stop by the Epping shed and see about making contact with Dow to address this before any further damage happens from the water.

McRae has had a timber framer come in and getting advice from them about getting the work done this fall. They thanked the Board for their time and left the meeting at 8:50 pm.

## **VI. OLD BUSINESS**

### **1. Budget review / follow-up**

4210 Police

Chief Twiss indicated that his preference would be to keep the new officer request within the operating budget. There was discussion about the Chief's request for three officers beginning with the 2015 budget preparation cycle, of which the Selectmen and voters supported one. That officer is included in budgets moving forward and Chief Twiss said the need still exists and came forward with the 2016 request for two additional officers. Holmes Sr felt that presenting it in a Warrant Article was a better alternative to bring more attention to the need and let voters consider it independent of the budget. There was further discussion on the issue.

After some calculations, motion was made by Janvrin to recommend \$538,214 for the Police Department budget in 2016. This includes one new full-time officer for half the year (removing \$24,291 from wage, uniform and testing line items). Holmes Sr seconded and the vote was approved 3-0.

2. HVAC follow-up - Bob Meade continues to meet with propane vendors regarding the Town Hall HVAC system. He had left a report for the Board to review as well. There was discussion about the need for a second furnace to handle the basement and first floors (according to the design engineer). On another Town Hall matter, the replacement basement door arrived today.

3. The Board asked for the 9/17 agenda to include discussion about the 9/21 regional meeting and review of the agenda for the evening. They also asked that the two Safety Service Chiefs be reminded of the meeting and asked to send a representative if they cannot be present.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the payroll manifest \$21,223.92 and accounts payable manifest \$36,733.00 for the current week dated 11 September 2015. Motion was made by Holmes Sr to approve the payroll manifest of \$21,223.92. Janvrin seconded and the vote was unanimously approved 3-0. Janvrin then moved to approve the vendor manifest of \$36,733.00. Holmes Sr seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed Cable Revolving Fund manifest # 2015-015 in the amount of \$25.00 to cover the cost of a background check for one of the FCTV operators. Motion was made by Holmes Sr to approve the Cable Revolving Fund manifest #2015-015. Janvrin seconded and the vote was unanimously approved 3-0.

3. Selectmen reviewed the folder of incoming correspondence. Cordes highlighted several items. Selectmen reviewed a letter and sign outgoing correspondence

The third quarter water test at the Fremont Public Library was negative for bacteria. Information from the Building Inspector was reviewed regarding the HVAC systems and his continued research.

A letter was received from Martin Ferwerda in follow-up to the Board's concerns. The Board asked for Carlson to let him know the letter had been received.

4. Budget reviews

4520 Parks & Recreation

Carlson reviewed the highlights of the Parks & Recreation budget which was completed by the Commission at their meeting on Tuesday. The total request is \$52,161. There is an approximate \$1,500 increase in the summer program to address some of the staffing and training needs faced in 2014 when the program was last run.

Mowing and field improvements are consistent with past years. The new mower has been a great addition and will need annual maintenance planned as well as the tractor.

The Board felt that the rationale was detailed enough that they did not need to meet with the Commission, and will take the information to review in the coming week. They asked for the Parks & Recreation budget to be placed back on the agenda for next week for further discussion.

4153 Legal Services

Carlson circulated copies of the spreadsheet and rationale. The budget is submitted at \$20,000 consistent for the past several years. The primary cases continue to be the utility tax appeals (FairPoint, PSNH, etc) now pending on several years of assessments. There is one pending ZBA case and it also includes the Town's general legal counsel for items like Warrant review, assistance at Deliberative Session, etc.

Motion was made by Janvrin to recommend \$20,000 for Legal Services. Holmes Sr seconded and the vote was approved 3-0.

5. Selectmen reviewed a tax abatement for a NH Housing Finance Authority property (02-100) for 2015 first issue tax bill in the amount of \$1,961.00 plus interest accrued to date. Carlson explained RSA 204-C:49 and the NH HFA documentation which has now been provided to clear the property. With little further discussion, Holmes Sr moved to abate the first issue 2015 property tax bill of \$1,961.00 plus any interest accrued to date. Janvrin seconded and the vote was approved 3-0.

6. Selectmen reviewed an Intent to Cut for Southeast Land Trust of NH for parcel 04-098. Janvrin moved to approve the Intent to Cut for 04-098. Holmes Sr seconded and the vote was approved 3-0.

7. PSNH Pole License 65-0550 has been reviewed by Jeanne Nygren and found to be in compliance with the required language. Motion was made by Janvrin to approve the license. Holmes Sr seconded and the vote was approved 3-0.

8. Selectmen reviewed a letter drafted to the Emergency Management Director in follow-up to the meeting of 09/02/2015 regarding her availability to help with pending projects. Janvrin abstained from the discussion. Cordes moved to approve the letter, seconded by Holmes Sr. The vote was approved 2-0-1 with Janvrin abstaining.

**VIII. WORKS IN PROGRESS**

1. Board quarterly meetings with supervisees, Town Administrator and Police/Fire Chiefs. These should be scheduled to occur before the budget meetings start. Carlson now also complete. Final arrangements to be scheduled with Chief Butler.

2. Consider budget review schedule and budgets submitted to date – ongoing.

Petition Warrant Articles are due by Tuesday January 12, 2016. The Public Budget Hearing will be held on Tuesday, or Wednesday January 13, 2016, with the snow date for the following evening.

3. Any follow-up questions on YTD spending or projects or needs the Town should be addressing. The next Budget Committee meeting is scheduled for Wednesday September 16, 2015. An RFP is out for stone wall restoration and rehabilitation at the Village Cemetery and repairs of the library chimneys. The ramp has been repaired at the Old Meetinghouse.

4. KTM updates on timing of Library roof section and Historic Building roof/paint work – On schedule to be completed this month.

5. Currently the Town is in need of members interested in joining the Zoning Board of Adjustment, and a Rockingham Planning Commission Metropolitan Planning Organization Transportation Advisory Committee member representative. Anyone interested could begin by contacting Heidi Carlson for more information or attend an upcoming meeting.

**IX. NON-PUBLIC SESSION NH RSA 91-A**

At 8:53 pm motion was made by Janvrin to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel / evaluation matter follow-up. Holmes Sr seconded and the vote was unanimously approved 3-0; Janvrin – yes; Holmes Sr – yes; Cordes – yes.

At 9:15 pm motion was made by Janvrin to return to public session. Holmes Sr seconded and the vote was unanimously approved 3-0; Janvrin – yes; Holmes Sr – yes; Cordes – yes.

The Board will follow up with Chief Butler to complete his supervisee review session in the coming weeks.

The next regular Board meeting will be a work session, to be held on Thursday September 17, 2015. The meeting will begin at 6:00 pm at Ellis School for Information Night and return to Town Hall at the conclusion of that event.

**IX. ADJOURNMENT – by 9:00 pm**

With no further business to come before the Board, motion was made by Cordes and seconded by Janvrin to adjourn the meeting at 9:20 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator