

Approved 09/24/2015

**CALL TO ORDER** at 6:00 pm at Ellis School in the gym for Community Night which was held during Open House. Selectmen Gene Cordes, Leon Holmes Sr and Neal Janvrin and Town Administrator Heidi Carlson were present there to share Town information and answer questions. The evening was well attended by the community and felt to be a great event!

At 7:00 pm motion was made by Janvrin to recess the Board's meeting for return to the Town Hall. Motion was seconded by Holmes Sr and voted all in favor. At approximately 7:15 pm Chairman Cordes reopened the meeting at the Fremont Town Hall, basement meeting room. Present were Selectmen Cordes, Holmes Sr and Janvrin; and Carlson. All rose for the Pledge of Allegiance.

## II. ANNOUNCEMENTS

1. There is 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.*

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

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

## III. LIAISON REPORTS

09/15/2015 Energy Committee – Cordes reported the Committee had a short agenda which included discussion on net metering regulations in NH. They have received a power point presentation from Jack Ruderman on solar initiatives, which they continue to pursue with some grant funding options that are still available for a short time.

09/16/2015 Planning Board – Holmes reported on a work session, also a short agenda, and one Public Hearing for a three lot subdivision of parcel 02-098 owned by Deborah Hamilton at 909 Main Street. The hearing was continued to October 7, 2015 at 7:30 pm pending a ZBA Variance application pending for two lot lines on one of the subdivided lots which are less than the 100 feet required by Fremont Zoning.

09/16/2015 Budget Committee – Cordes stated that the Committee now expects to have the School budget in hand by 11/02/2015. Weekly meetings will continue through November. This week the Committee began the review of Town budgets including meetings with the Road Agent and Fire Chief. Several other budgets were distributed and reviews continue next week. Information was shared about the Budget and Finance Workshop as well as some administrative and housekeeping items for the Committee.

## IV. APPROVAL OF MINUTES

Janvrin moved to approve the minutes of 10 September 2015. Holmes Sr seconded and the vote was unanimously approved 3—0.

## V. SCHEDULED AGENDA ITEMS

7:00 pm Department Heads - none

At 8:00 pm Road Agent Leon Holmes Jr met with the Board to discuss Highway Winter Contracts. He was joined by winter contractor Michael Holmes. The compliment noted later in the minutes was discussed to thank all of the Fremont snow plow drivers for their hard work last winter.

Holmes Jr scheduled the appointment to discuss winter contracts for snow plowing. He stated that there are four (4) one ton trucks contracted for the Town to plow subdivisions, intersections, general cleanup and gravel roads. These contractors own all of their own plows and the rate is \$65. The Town does not do any maintenance at all on these vehicles.

Further, there are four (4) six wheeled dump trucks. Three of these contractors own the truck and the Town owns and maintains the plows and sanders and wings. Sanders are hydraulic and powered by the truck itself. That rate is \$70.00 per hour. One vendor owns the truck, sander and plow and maintains all of those items, and that contract rate is \$88.50 per hour.

Holmes Jr is proposing a two year contract at the same rate as last year, for all of the trucks. This will be a change as the smaller trucks have only been a one year contract. He would like to get everyone onto a two year contract schedule, and all vendors have agreed to this commitment. The contract year is November 1 through March 31. Janvrin questioned if we should do something for the entire year and Holmes Jr felt that the winter season was all the Town needed at the present time.

There is one contract for a loader that plows all Town buildings and Ellis School and that rate is \$90.00 per hour. This position will also have a contract. Cordes asked questions about the contract format and insurance, leading to discussion about insurance coverage and limits.

Holmes Jr said the one change he wanted to make was about the pay structure. Instead of a one month work off period, they would like it for two weeks. There was discussion about the State of NH vendors, who are contracted for \$750 every two weeks to cover 10 hours. In Fremont the amount is currently \$770 for one month at 11 hours, and following the work-off, contractors are paid their regular rate. (This stipend totals \$3,850 for the season. Holmes Jr said that this was looked at through the Highway Study Committee in 2011; and for Fremont at this point in time is a more economical situation. The Town of Chester uses a \$7,000 guaranteed stipend for the season and it is paid out however the vendor requests. Holmes Jr said that all but one of Fremont's contracted spreader trucks is only used for plowing snow in Fremont and the stipend is used to offset all of the heavy front-end costs to get trucks ready for the November 1 plowing season.

After some discussion, Janvrin moved to approve the two year contracts for all hired equipment, one tons, six wheelers and a loader, and that with six wheelers the stipend payment be amortized over the first two weeks of each month. Cordes seconded and the vote was approved 2-0-1 with Holmes Sr abstaining.

Michael and Leon Holmes Jr left the meeting at 8:15 pm.

## **VI. OLD BUSINESS**

1. Selectmen reviewed the agenda for Regional Meeting of 09/21/2015 and made some final preparations. The meal will be at 6:00 pm and the meeting will begin at 6:30 pm. It will be held at the Fremont Safety Complex. Arrangements are being made for food preparation, with several volunteers helping with baked goods and salads. The meeting will be hosted and chaired by Fremont. Other safety services including EMD's and Road Agents from the other towns have also been invited. We need to

present the new Fremont ETO policy. RSVP count is 21 people. A list of attendees was shared with Selectmen.

2. There was discussion about Janvrin's recollection of the emergency light setup at the Fremont Safety Complex and potential repairs. Chief Butler has added this to a list of maintenance items for the building, and Janvrin thought it had not worked in some 10 years, and was not that useful in any event because it meant someone manually hitting the switch before leaving the station (from police or fire side) prior to leaving the building. Janvrin thought the box on the poles got wet and shorted out and that the repair may be costly. Cordes added that a wireless remote in today's world was the way to go, and potentially this will be investigated.

3. Selectmen reviewed the plan comment sheet and plans for the Zoning Board Variance for parcel 02-098. Two lot lines are less than 100 feet on proposed lot 02-098.002. The Board had no further comments to submit and found the proposal acceptable.

4. Eric Abney submitted an email that was circulated to the Board with Library budget updates to detail out wage changes, which includes some additional money from an initial miscalculation of one of the increases.

There are proposed pay rates between two and five percent for Library staff and 12 new hours per week in added services, including open three more hours per week (with two staff members working) for a total of 312 hours per year; two hours weekly for one person to do senior bookmobile (104 hours annual); and two hours weekly for two people for weekly movie night for four hours per week (208 hours annual). These additional 12 hours per week is cumulatively 624 hours per year. Abney averaged \$13 per hour to come up with an average cost for these services, of \$8,112 annually.

The Board noted that the maintenance budget is up and it needs to be to take care of the building and grounds.

The Board discussed the many good programs going on at the Library, but trying to make some difficult decisions about the places where cutting back is possible versus not. Electric, oil and plant costs are not negotiable, but books can be. The Board also indicated a line needs to be added for mileage to cover the bookmobile services, and talked about \$750. There was discussion about insurance coverage for this, and verification of personal auto coverage as well as whatever the Town's insurance would cover, secondary to an individual's coverage.

Selectmen discussed splitting the difference of the increase in the book line. Some additional information was requested from the Library to include mileage estimates. The new contract oil price needs to be used with the projected usage to confirm the budget number.

Additionally, the Library is looking for additional appropriation to the Building Maintenance ETF of \$5,000. This will be presented in a Warrant Article.

5. Selectmen again reviewed the request to use the Town Hall October 3 and 4, 2015 with some follow-up information having been received from the filming company. Cordes moved to authorize the use contingent on payment and an insurance certificate being received prior to October 3<sup>rd</sup>. Holmes Sr seconded and the vote was unanimously approved 3-0.

6. Budget Review – Selectmen discussed the Town Clerk Tax Collector budget. The Board reiterated that any change to the salary should be a Warrant Article and it should include firm identification of hours worked versus hours open and if there is any paid time off involved (such as two weeks vacation per

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year). Members discussed the Clerk’s spreadsheet of comparison included hours expected of the position and actual hours worked versus hours window is open. Carlson has gone to the same towns to gather other wage data and is working on a spreadsheet.

There was discussion of the clerical pay proposed increase to \$14.00 and the Board felt that even though the position (and many others) are not well compensated, that they need to keep with the same 2% increase that they are recommending in other lines. The Board is interested how the job description compares to others, acknowledging that this is an important position. The position is also the Deputy Clerk Collector and an additional \$1,800 annually is paid as a stipend. No change to stipend amount is proposed, and there is not a clear understanding of how much additional time that stipend covers.

The Board asked for additional information and to have it on the agenda again next week.

7. A request was received from the Grassdrag organizer to move the follow-up meeting to October 29<sup>th</sup> (one week later than originally set). The Board is OK with moving it so long as all of the Department Heads can make it. Once confirmed, the Cloutiers will also be contacted.

8. Selectmen reviewed a memo from Bob Meade with the tally on propane tank work costing. He received four estimates, the lowest of which is Lamprey Energy at \$3,200. Other quotes were Eastern Propane \$3,410; Proulx Oil & Propane \$3,500; and Palmer Gas \$3,860. Individual propane quotes ranged from \$1.40 to \$1.75 per gallon with the Town’s current supplier, Eastern at the low of \$1.40. The quotes do not say that the fuel price is contingent on them doing the tank work, thus it was felt that the work could be split up.

The quote covers a 1.000 gallon underground tank, associated piping and a riser. Holmes Sr moved to accept the proposal of Lamprey Energy for \$3,200 to have them do the tank work, gas line and piping as requested. Janvrin seconded and the vote was approved 3-0. Holmes Sr has offered to do the excavation work necessary and the Town is to call DigSafe.

**VII. NEW BUSINESS**

1. Selectmen reviewed the accounts payable manifest \$21,129.92 for the current week dated 18 September 2015. Motion was made by Janvrin to approve the manifest 21,129.92. Holmes Sr seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed FCTV Cable Revolving Fund Manifest # 2015-016 for \$25.00 to pay for the cost of a background check on one of the FCTV operators; and Manifest #2015-017 for \$35.32 to reimburse Leo Danjou for software equipment for FCTV. Motion was made by Janvrin to approve both 2015-016 and 017 FCTV Revolving Fund manifests. Holmes Sr seconded and the vote was unanimously approved 3-0.

3. Selectmen reviewed the folder of incoming correspondence. This includes an invitation to Timothy King’s Eagle Scout Court of Honor on Saturday October 3, 2015 at 4:00 pm. Selectmen all thought they could be there, and an RSVP will be sent to Renee King.

5. Selectmen reviewed Land Use Chang Tax Warrants and Bills:

03-015.001.068	\$2,142.85	49 Hall Road
03-015.001.082	\$2,142.85	91-2 Hall Road
03-015.001.066	\$2,142.85	53 Hall Road
03-015.001.067	\$2,142.85	51 Hall Road

Motion was made by Holmes Sr to approve the four bills as read. Janvrin seconded and the vote was unanimously approved 3-0.

6. Selectmen signed another MS-1 Extension request form as the DRA Utility Values have not yet been received yet. This extension request is through October 1, 2015.

7. Selectmen discussed a request from the Fremont Police Department for a 2016 Warrant Article creating an Expendable Town Trust Fund with Selectmen as Agents for the Fremont Police Department DARE Fund. It is proposed to appropriate \$3,000 with the creation of the article. Holmes Sr said that he was impressed with the program and Officer Huard's work on it, engaging the children and feels it is such an important program for Fremont. Holmes Sr moved to support the article, and Janvrin seconded the motion. After some discussion members decided to wait until the article was completely drafted before making a recommendation.

8. Town Report proposals – Selectmen opened the two quotes received today. No one had been able to get the mail today, so the Board recorded the two proposals received, and conditionally will accept the lowest responsible bid depending on any further proposals being received in the mailbox that would have been timely if picked up.

The two quotes received:

Country Press Inc \$1,789.78 for 500 books and \$2,253.67 for 650 books

Keystone Press \$4,448.00 for 500 books and \$5,463.00 for 650 books

Holmes Sr moved to have Heidi Carlson review any bids that may be in the Town's mailbox tomorrow (timely received today); and make a decision on the lowest responsible bid, considering the Town's history with any of the vendors, and checking references. Janvrin seconded and the vote was unanimously approved 3-0.

9. Carlson reported taking a call from a Mast Tree Estates resident today looking for information who stated during the conversation, that she loves the broadcasting of local meetings, and also thanked the Highway Department, in particular Butch Porter and Leon Holmes Sr for their work plowing the neighborhood this winter, they did a wonderful job in very tough conditions! (This was shared while Highway Department representatives were at the meeting as well).

10. Carlson shared two survey proposals for replacement town bound at the Epping/Fremont town line (near San Antonio Drive). Epping received one, and Fremont received one. Both proposals had been sent to Peter Bolduc, doing perambulations on behalf of the Town of Fremont; and to the Epping Town Administrator to share with the Selectmen.

### **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. Selectmen met last week to review supervisee progress and goals. The Board asked Carlson to schedule a final meeting with Chief Butler in the next two weeks.

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 23, 2015. An RFP is out for stone wall restoration and rehabilitation at the Village Cemetery. A new mower is needed at the Safety Complex and a snowblower is needed at the Library.
4. The Snowmobile Grassdrag event will again be held in Fremont on Columbus Day Weekend October 9-11, 2015 on Martin Road.
5. KTM updates on timing of Library roof section and Historic Building roof/paint work – On schedule, to be completed in September.
6. 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:3 II**

Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter at 9:10 pm. Holmes Sr seconded and the roll call vote was unanimously approved 3-0: Cordes – yes; Holmes Sr – yes; Janvrin – yes.

Carlson left the meeting at this time.

At 9:40 pm motion as made by Janvrin and seconded by Holmes Sr to return to public session. The roll call vote was unanimously approved 3-0: Cordes – yes; Holmes Sr – yes; Janvrin – yes.

The next regular Board meeting will be a work session, to be held on Thursday September 24, 2015 at 6:30 pm.

**IX. ADJOURNMENT – by 9:00 pm**

Motion was made by Holmes Sr to adjourn the meeting at 9:41 pm. Janvrin seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator