

**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, Neal Janvrin and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

## **II. ANNOUNCEMENTS**

1. Bulky Day will be held on Saturday October 17, 2015 from 8:00 am to 12 noon.
2. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.
3. Veteran's Day Open House will be held from 5:00 to 7:00 pm on Wednesday November 11, 2015 at the Town Hall.
4. The Snowmobile Grassdrag event will be held in Fremont this weekend, Friday afternoon through Sunday, causing additional traffic in the area of North and Martin Roads.
5. The Parks & Recreation 5K Pumpkin Run/Walk will be held on Sunday October 18, 2015.

## **III. LIAISON REPORTS**

10/07/2015 Planning Board – Holmes Sr reported that the Board finished the Hamilton Subdivision, creating two new lots; and talked a lot about the CIP currently in progress. Jenn Rowden said she would be gathering the information and putting it together.

10/07/2015 Budget Committee – Cordes reported that the Committee had caught up on recent minutes, and got through many of the smaller Town budgets. Some of the larger budgets will be held next week such as Police, Library, Parks & Recreation and Highway.

Cordes also stated that he and Holmes Sr had attended the Eagle Scout Court of Honor last Saturday at the Church and that it was a terrific event, recognizing TJ King for his achievement of Eagle Scout.

## **IV. APPROVAL OF MINUTES**

Motion was made by Holmes Sr to approve the minutes of 01 October 2015. 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

## **VI. OLD BUSINESS**

1. Several CIP projects as discussed last week were reviewed for inclusion. Carlson will put project worksheets together. The deadline for submission is October 15<sup>th</sup>.
2. Selectmen discussed acceptance of final values from Vision Appraisal for the 2015 revaluation. Once the final MS-1 is printed, the Board will adopt the final total assessed valuation.
3. Budgets for review

Government Buildings – Selectmen discussed priorities for 2016. Holmes Sr said he would like to pursue having the hearse in a museum somewhere. Previously he had thought an addition onto another building would work to keep it safe and secure, but would like the Town Historian contacted to see about finding a location to preserve it from the environment. The Board discussed having the furnaces evaluated at the Safety Complex and Library to plan for replacement.

Personnel Administration – still pending completion of all budget lines with wages.

Library Updated total request \$ 131,534

Cordes indicated that there are a lot of dedicated users of the Library and that those folks likely support the budget items. There was discussion that the proposed bookmobile is a good thing for the elderly and shut-ins. Some calculations were done indicating that the total cost of the bookmobile is approximately \$2,250 (payroll and mileage costs); and the added cost of three hours per week is approximately \$4,366 in payroll costs. Selectmen agreed these are all good things, but a lot in one year in terms of expense. There was continued discussion about the overall budget changes throughout the Town.

With further discussion and review of line items, the Board reduced the oil line to the calculation of gallons based on current price (down by over \$1 per gallon from last contract cycle) through June 30, 2016 and an estimate of the following six month period based on last year. The Board approved wage increases of 2% for all staff beginning 04/01/2016; and all added hours except for the bookmobile services. A recalculation of wages without those hours is \$71,008; and the mileage was not recommended as a result of the hours for the bookmobile being not recommended.

A compromise in the increase in books from 13,000 to 18,000 requested resulted in the Board recommending \$15,000. With these changes, the total recommendation of \$123,631 was moved by Janvrin and seconded by Holmes Sr. The vote was approved 3-0.

Principal and Interest Payments on Bonds & Notes \$169,976  
Principal Payments \$135,000 Interest Payments \$34,976

Selectmen reviewed the three current bond schedules and discussed the payments and years left on each. Carlson indicated that if the Board should make a decision to support the land purchase proposed by the Open Space and Conservation groups, that additional funding would have to be included in this line. All bond issues are already approved by voters and are included in the default budget as well. With little further discussion, Janvrin moved to recommend a total of \$169,976 for payments on bonds and notes. Holmes Sr seconded and the vote was approved 3-0.

Interest on Tax Anticipation Notes \$1,500

Carlson discussed it being lowered to \$1,500 from \$2,000 to cover potentially one borrowing in anticipation of taxes. The bond bank fee is \$1,000 and the bank fee is \$250, with a small allowance for interest on the money borrowed. The Town has not had to borrow for the past two years, but it has been possible only with close planning and coordination of Town and School District invoices pre-tax payment time in June and November annually.

Selectmen agreed that an allowance should remain in the budget for this purpose. Motion was made by Holmes Sr and seconded by Janvrin to recommend \$1,500 for Interest on Tax Anticipation Notes. The vote was approved 3-0.

Insurance \$38,785

The Board discussed options given that our current carrier will not be in the municipal insurance business next year at this time. Jeanne Nygren is gathering information and putting together a package of the Town's exposures, coverage needs and other data needed to put together an RFP. Selectmen were not

comfortable budgeting any less than \$40,000 for PLT insurance coverage given the unknowns with options for coverage beginning July 1, 2016.

With no further discussion, Holmes Sr moved to recommend a total of \$41,519 for Insurance. Janvrin seconded and the vote was approved 3-0.

Capital Reserve Funds

\$145,000

Selectmen discussed the work still needed on the Martin Road Bridge, and continued planning for construction; as well as the entire process for the Scribner Road Bridge. Selectmen felt this needed to be funded annually to keep up. No confirmation has yet been received in writing from NH DOT regarding Fremont's participation and what year we could be refunded for the Martin Road project, thus no Warrant Article has yet been done for completion of the project.

The Board felt that funding needed to begin again for a future fire truck purchase, but that with the funding in the operating budget for police cruisers, no additional sums needed to be placed in that fund. These funds each have a specific purpose to save for future needed capital improvements, and if saved on a regular basis can balance the tax rate.

The line item includes Bridges \$25,000; Highway Equipment \$25,000; Town Hall Renovations \$10,000; Property Assessment \$10,000; Fire Truck \$50,000; and Emergency Management Equipment \$25,000. Holmes moved to recommend a total of \$145,000 for these Capital Reserve Funds. Janvrin seconded and the vote was approved 3-0.

4. Carlson relayed a conversation from earlier today with Kingston Selectman George Korn. He had been in contact with the Chair of the Sanborn Regional School Board regarding a collaborative meeting upcoming in Kingston. Korn has discussed an option with the Chair to meet ahead of the next regularly scheduled SRSD meeting, between 6:00 and 7:00 pm on Wednesday October 21<sup>st</sup> (wherever the SD meetings are held) to have a collaboration with School and Town Officials (Selectmen and Emergency Responders) to address the unusual events that may arise and the most appropriate emergency response plan. Korn has asked Carlson to send out a notice of this meeting, having gathered a comprehensive email list of the attendees from the Regional 9/21 meeting.

5. Update regarding Conservation Commission use of the Land Use Change Tax fund dollars: After a conversation today with Bill Knee, CC Chairman, the LUCT fund can only be used for the purchase of land, rights, easements, or other costs directly related to the conservation/preservation of land. In furtherance to the Budget Committee discussion last night, the Commission's budget residual fund is depleted, having nearly completed the two year project to update the Town Forest Management Plan and to include Glen Oakes and Smith lands in the plan. This follow-up will be shared with the Budget Committee next week as well. The corrected figure for the current amount in the LUCT Fund is \$72,477.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the current week payroll and accounts payable manifests, dated 09 October 2015. Holmes Sr moved to approve the payroll manifest of \$20,344.50. Janvrin seconded and the vote was unanimously approved. Holmes moved to approve the accounts payable manifest \$36,374.14. Janvrin seconded and the vote was unanimously approved 3-0.

2. Cemetery Trustees have made a recommendation on Village Cemetery wall repair work, to accept the proposal of Tomasz Masonry in the amount of \$5,115. Selectmen recognized that this is planned work which needs to be done and there is money in the 2015 budget to get it done. During a short recess,

Carlson will place a call to Steve Tomasz to review his upcoming schedule and availability to get the work done yet this 2015 season.

Selectmen reviewed the minutes and discussion on Cemetery Sexton position. There is a lot of work to document grave sites and get all of the cemetery maps updated. The Cemetery Trustees next meeting will be held on Tuesday November 17, 2015 at 4:00 pm.

Selectmen reviewed and signed PO 2015-017 for Cemetery Contract work at Pettengill Cemetery in 2015 \$150 (annual) with Ben Carder.

3. Selectmen reviewed the folder of incoming correspondence.
4. Carlson advised the Board that the EMD position is posted and one letter of interest has been received to date. The Board would like to leave it posted for two weeks and revisit it on October 22<sup>nd</sup>.
5. The 2016 Warrant Draft was reviewed, with each article discussed.

At 8:03 pm a motion was made by Janvrin to recess the meeting for five minutes. Holmes Sr seconded and the vote was approved 3-0.

At 8:08 pm the meeting was returned to order on a motion from Janvrin and second from Holmes Sr.

Carlson reported on the phone conversation with Steve Tomasz. He said he could get it done within the two weeks outlined in the Trustees vote, and would get back to Carlson with an estimated time frame.

Selectmen reviewed the terms, that the work would be complete within two weeks of start, and that he would work on it start to finish and if starts this season, it must be finished this season. If he can't do it this year, expectation is it is done early next year. With these contingencies, Janvrin moved to accept the proposal of S Tomasz General Mason dated 09/27/2015 in the amount of \$5,115. If the work cannot be completed this year, the Board will encumber the money at year end. Holmes Sr seconded and the vote was approved 3-0.

Carlson circulated a wage schedule as discussed earlier in the budget season, using the same Towns for comparison as had been presented by the Town Clerk. Not all towns were available to provide the data, but approximately ten were used for several positions similar to Fremont.

Cordes explained that last night at the Budget Committee meeting, concern was expressed that a pay rate on a particular position is difficult because individual adjustments can get out off-line with other adjustments. Additionally to raise all of the pay rates does not adjust for inequities between positions. The Budget Committee suggested that we should have a personnel wage study done again, and Carlson was asked to look into that. It was acknowledged that wages and positions can get adrift over time. It was felt that changes would have more credibility if there was a study to support them. The Board do not make other wage adjustments at this time.

Cordes also highlighted that earlier this week the final audit report was circulated to Board members. He asked to have personnel who worked on it to come down and review the report in lay people terms, so the Board could better review the information and understand what is in the report. Carlson will set this up in the coming weeks.

In light of the report, and in looking at the Board's due diligence, Cordes suggested that the Board should review and initial timesheets for all personnel who report to the Board (Town Administrator, Police

Chief, Fire Chief). This week's timesheets were pulled from the file and reviewed by all Board members. It was highlighted that this has NOT come up in an audit procedure but the Board feels it is part of their due diligence. Janvrin moved to approve the timesheets from Department Heads (as noted above) for the pay period ending 10/03/2015. Holmes Sr seconded and the vote was approved 3-0.

### **VIII. WORKS IN PROGRESS**

1. 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.

2. Follow-up questions on YTD spending or needs the Town should be addressing. The next Budget Committee meeting is scheduled for Wednesday October 14, 2015. Work continues on the back door replacement and gathering information and quotes to continue this work, including a covering over the new door area.

3. KTM updates on timing of Library roof section and Historic Building roof/paint work – Due to be completed this week.

4. 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 (c) and (e)**

At 8:55 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) and (e) to discuss scheduling of a legal case and scheduling of the upcoming trial; a tax hardship matter; and personnel matters. Holmes Sr seconded and the roll call vote was unanimously approved 3-0; Cordes – yes; Janvrin – yes; Holmes Sr – yes.

The Board discussed a tax hardship matter. The Board decided to post a part-time position in the Selectmen's Office in order to have some additional depth and assistance given the current staffing at the Town Offices.

They also directed that a part-time interim position be posted in the Planning & Zoning offices due to the workload on other staff members in Meredith's absence.

At 9:10 pm motion was made by Janvrin and seconded by Holmes to return to public session. The roll call vote was unanimously approved 3-0; Cordes – yes; Janvrin – yes; Holmes Sr – yes.

### **X. ANY OTHER BUSINESS**

The next regular Board meeting will be a work session, to be held on Thursday October 15, 2015 at 6:30 pm.

### **XI. ADJOURNMENT**

With no further business to come before the Board, motion was made by Janvrin and seconded by Holmes Sr to adjourn the meeting at 9:11 pm.

Respectfully submitted,

Heidi Carlson  
Town Administrator