## FREMONT BOARD OF SELECTMEN Approved 10/22/2015

**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 followed by a Moment of Silence for Meredith Bolduc.

## **II. ANNOUNCEMENTS**

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

2. The Parks & Recreation 5K Pumpkin Run/Walk will be held on Sunday October 18, 2015 at 9:00 am.

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

## **III. LIAISON REPORTS**

10/14/2015 Budget Committee – There are some follow-up items that the Selectmen's Office is working on collecting. This includes a more thorough review of the Library wages and how the total was derived, review of the police cruiser replacement cost and schedule; checking with the Department of Revenue on Expendable Town Trust Funds and appropriating unexpended funds to them, and the planned field maintenance items for the ballfields for 2016.

There is a walk-through at Ellis School at 6:30 pm on Monday November 9, 2015 (prior to the scheduled Budget Committee meeting) to see the improvements completed this past year.

## **IV. APPROVAL OF MINUTES**

Selectmen reviewed the minutes of 08 October 2015. Motion was made to approve them by Janvrin and seconded by Holmes Sr. The vote was unanimously approved 3-0.

## V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

7:00 pm Department Heads – Deputy Chief Kevin Zukas came into the meeting with a new candidate for FFRD, Ryan Dame. Dame is a former 16 year member of the Atkinson Fire Department where he was an EMT, and trained at Firefighter Level II and RIT certified. He has just purchased a home in Fremont. Dame reviewed his background and answered some questions from the Board.

Motion was made by Holmes Sr and seconded by Janvrin to appoint Ryan Dame to the Fremont Fire Rescue Department on a conditional basis, conditioned upon completion of his six month probationary period with the Department. The vote was approved 3-0.

The Board asked about the progress on construction of the new fire truck, which has been delayed due to a backlog at Bulldog Fire Apparatus. Zukas estimated that the truck would be ready early in 2017. There was discussion about the Tank 4 needed repairs.

Dame and Zukas left the meeting at 7:10 pm.

## VI. OLD BUSINESS

1. Budget items - Carlson discussed a replacement lawn mower at the Safety Complex as the unit there has become too expensive to repair. Janvrin noted that is the original unit there, and is approximately 17 years old. Carlson shared several quotes and is still determining budget status to make the purchase. There was also a couple of quotes for a snow blower at the Library for maintaining the emergency egress from the front emergency doors. The Librarian will be consulted again about the amount of storage space for the unit.

Cordes then said that the line item 4130 Executive had been placed on the agenda at the Board's request in follow-up to discussion last week. The Board said there are inequities in the wage of some town employees and that the position of Town Administrator was underfunded. Motion was made by Janvrin to increase the Town Administrator salary line by \$6,000 to \$67,718 for the 2016 budget year. Holmes Sr seconded. There was reference to the hours worked for the position, and Carlson expressed concern about the increase, as several wages and positions are underfunded in Fremont. The Board agreed but said this was the action they were taking at this time. The vote was approved 3-0. The Board did ask for additional information on possibilities for a wage study and what options are available.

2. Selectmen reviewed part-time position postings for the Selectmen's Office and for the Planning and Zoning part-time position. This had been drafted as an interim posting, but following the passing of Meredith Bolduc, the position will need to be addressed on a permanent basis.

3. Selectmen reviewed a tax hardship abatement on parcel 03-002.002.05B in the amount of \$1,172.25 plus interest accrued to date of entry; and \$27.25 in costs on the 2012 tax lien, based on hardship and pursuant to an earlier tax payment arrangement. This was reviewed and discussed as the applicant has met his agreed payment plan (to pay off 2012 tax lien by 11/15/2015). The interest reduction is based on reduction by 2/3 in accord with the prior discussion. The Board deferred action on the abatement until the final payment (interest amount) is paid.

4. Carlson reported that a request has been made of the auditor to come and review our report for 2014. The report has also been placed on the Town's website. Copies are available for viewing, and will also be at the Library shortly.

5. The final plans for Bulky Day were discussed the final schedule was emailed out to volunteers today. Some of the Boy Scouts will also be volunteers with all of the NH Department of Labor paperwork completed. One of the troop leaders had asked if the can also sell popcorn if they are there. The Board said that we have not previously allowed that because it is too much of a distraction on the site.

#### **VII. NEW BUSINESS**

1. Selectmen reviewed the accounts payable manifest \$16,212.09 for the current week dated 16 October 2015. Janvrin moved to approve the manifest of \$16,212.09. Holmes Sr seconded and the vote was unanimously approved 3-0.

#### 2. Budgets for review

4194 Government Buildings Total Request \$80,648 Selectmen discussed this request and the projects it would include for 2016, which primarily includes work at the Town Hall. Other maintenance projects are still underway at other buildings, and staffing is at a good level now.

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Selectmen discussed the purchase of additional AED units for Town Buildings. It is hoped that some funding may be identified yet this year for purchase of them at the State bid price.

With little further discussion, motion was made by Janvrin to recommend \$80,648 for General Government Buildings. Holmes Sr seconded and the vote was unanimously approved 3-0.

4155 Personnel Administration Total Request not yet completed. Carlson discussed a draft submission pending release of the health insurance rates (due out on Friday). The FICA and Medicare and retirement has been calculated based on wages approved to date. An update will be brought forward next week.

4442 Direct Assistance

Selectmen discussed the request of the Welfare Director for a 5-10% increase in the budget based on current need. No formal submission is complete at this time.

4445 Vendor Payments to Social Service Agencies Total Requests \$28,977 Selectmen received a packet of the information on each service. The Town's contributions to these agencies assists with the overall welfare budget as well. There are no new agencies this year. With little further discussion, , motion was made by Janvrin and seconded by Holmes Sr to recommend \$28,977 for social service agencies and to leave this item in the operating budget. The vote was approved 3-0.

There was further discussion about the Budget Committee meeting last night and the extended discussion about warrant articles versus items included in the operating budget.

There was discussion about the expendable town trust fund for highway winter maintenance.

3. Selectmen reviewed the folder of incoming correspondence.

Motion made by Cordes and seconded by Holmes Sr to accept the revaluation numbers for 2015 based on submission of the Town's MS1 form. 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. 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 October 21, 2015.

3. The Snowmobile Grassdrag event was held last weekend. The follow-up meeting will be held on Thursday October 29, 2015 at 7:30 pm.

4. KTM updates on timing of Library roof section and Historic Building roof/paint work – Historic Building roof and painting was completed on Wednesday October 14<sup>th</sup>. No feedback on balance of library roof repair work (front rounded section).

5. Selectmen are invited to a meeting with the Sanborn Regional School Board from 6:00 to 7:00 pm on Wednesday October 21, 2015 at the Sanborn Regional High School.

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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

And any other business which may legally come before the Board

The next regular Board meeting will be a work session, to be held on Thursday October 22, 2015 at 6:30 pm.

# X. ADJOURNMENT – by 9:00 pm

Janvrin moved to adjourn the meeting at 7:49 pm. Holmes Sr seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson Town Administrator