

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

## **II. ANNOUNCEMENTS**

1. Veteran's Day Open House will be held from 5:00 to 7:00 pm on Wednesday November 11, 2015 at the Town Hall. All Veterans are welcomed, and RSVP is needed along with information on what potluck dishes will be provided.

2. The Fremont Board of Selectmen will hold a public hearing on November 12, 2015 at 7:15 pm in the basement meeting room at the Fremont Town Hall to review the Draft Natural Hazard Mitigation Plan Update 2015 and to receive comments on the Draft Plan. FEMA requires every municipality in the country to develop a Natural Hazard Mitigation Plan to and to update their Plan every five years.

The Draft Plan is posted on the Town's website and available in the Selectmen's Office. Comments may be submitted to Heidi Carlson, Town Administrator, up until December 11, 2015. They may be submitted by email to: [FremontTA@comcast.net](mailto:FremontTA@comcast.net) or by hard copy to PO Box 120, Fremont NH 03044 or dropped off at the Selectmen's Office at the Town Hall.

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

4. All Town Offices are closed on Wednesday November 11<sup>th</sup> in observance of Veteran's Day. There are no delays in trash collection that week.

5. The 2015 tax rate was set for Fremont this week at \$29.00 per thousand. Tax bills have been printed and all will be mailed out by Friday. Any questions about assessments can be directed to the Selectmen's Office and any questions about payments can be directed to the Tax Collector. Bills are due December 9, 2015.

## **III. LIAISON REPORTS**

11/04/2015 Budget Committee - Cordes reported on the meeting last evening, indicating that the Town's operating budget had been completed with Budget Committee recommendations. The Committee also did the bulk of the Warrant review, recommending most articles thus far.

The Committee meets again on Monday November 9<sup>th</sup> to begin the school budget review, following the walk through at Ellis School.

11/04/2015 Planning Board – Holmes Sr reported on the Public Hearing for the Galloway site plan expansion. There were many abutters and public in to the meeting. There will be a site walk on Saturday November 14, 2015 at 9:00 am. He asked the other two Selectmen to attend the site walk.

They also reviewed progress on the CIP.

Road Agent Leon Holmes Jr came to the table at 6:40 pm. Selectmen wanted to review some of the proposed Highway Warrant Articles. The first was the Expendable Town Trust Fund for winter maintenance. The Budget Committee has recommended \$20,000 for the Warrant Article, which was removed from the Highway Department operating budget. If the Warrant Article passes, the money would be available for use, and if not, the Town will have the same amount of money as we had this calendar year for winter, which cut into the paving budget by approximately \$20,000.

There was discussion about the other road articles, including Chester Road and Sandown Road. With some work done this year, Sandown Road does not need to be ground and he feels the dollar amount can be reduced by \$40,000. In turn, he would like to move the \$40,000 to the Chester Road article to do additional work there.

Board members reviewed the information and Janvrin moved to recommend \$81,700 for Article I. for work on Chester Road per the Road Agent's request. Holmes Sr seconded. The vote was approved 3-0. The original article for Chester Road was \$41,700.

Members then discussed Article J. for work on Sandown Road. The Road Agent indicates he needs less money here, and Holmes Sr moved to change the Selectmen's recommendation from \$125,495 to \$85,495. Janvrin seconded and the vote was approved 3-0. The Road Agent also said to remove the words "grind" and "reclaim" from the article as this type of work will not be necessary on this section of the roadway.

Holmes Sr moved to recommend Article J. for work on Sandown Road as amended at \$85,495 and with the language changes as above. Janvrin seconded and the vote was unanimously approved 3-0.

Selectmen then discussed Article B. again for \$20,000 for an Expendable Trust Fund for Highway Winter Maintenance. Janvrin moved to recommend this article in the amount of \$20,000. Holmes Sr seconded and the vote was unanimously approved 3-0.

Holmes Jr then asked the Board about being able to use the FEMA money if it is needed to pay for snow removal costs in November and December, and if not, could it be carried into next year to add to the paving, which is what the winter weather costs took from within the operating budget.

There was discussion about whether a revenue could be encumbered and Carlson will check with the auditor. The Town will post a public hearing to accept and expend the money (for mid-December) in case the budget will not cover winter operations until 12/31/2015.

Holmes Jr said the Department had a good summer and got a lot of projects completed. The Board thanked him and he left the meeting at approximately 7:00 pm.

#### **IV. APPROVAL OF MINUTES**

Selectmen reviewed the minutes of 29 October 2015. Motion was made by Janvrin to approve the minutes of 29 October 2015. Holmes Sr 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. There was further discussion about wage study information and Carlson is still to gather the list of positions previously reviewed and additional information
2. Carlson is working with the Auditor to schedule a meeting for review of the 2014 audit report.

3. Selectmen discussed the Galloway Site Plan Amendment proposal and Holmes Sr urged other Selectmen to get involved in the review and attend the Site Walk scheduled for 9:00 am on Saturday November 14, 2015. Cordes stated that this is not an insignificant amendment to the plan and the Town has had considerable concern over this project over many years, largely due to Seacoast Farms, and this new proposal could introduce additional noise and dust to the area.

4. Jeanne Nygren has asked about Selectmen's participation for the Welcome and emcee role at our upcoming Veteran's Open House on Wednesday night. Cordes and Janvrin have to work that day are unsure what time they will arrive. Each Board member's name will be added to that part of the program and if Cordes does not arrive by 5:00 pm, Holmes Sr will do the welcome.

5. Pursuant to the meeting with Nathan last week, Selectmen considered an appointment form for Nathan R Draney as Emergency Management Director for a probationary period of six months through March 2016. The Board had voted this last week, and the appointment form, now prepared, was signed by all members.

6. Selectmen reviewed an updated version of the 2016 Warrant which includes the Budget Committee actions from last night. In follow-up to the Board's meeting last week with Historian Matthew Thomas, Carlson had drafted an Article P. to add \$15,000 to the Capital Reserve Fund for Historic Museum Renovations. The Board discussed the importance of protecting the Town's historic artifacts. Holmes Sr moved to recommend Article P. at \$20,000 for the Historic Museum Renovation CRF. Janvrin seconded and the vote was unanimously approved 3-0.

Article Q. will be held for now, pending the vote of the Cable Committee. This article had been drafted as a template "reminder" to see if the Town wishes to reinstate cable franchise fees in order to further support FCTV in the future. The Cable Revolving Fund has sufficient funding now to carry the cable channel through 2016, but at some point it would be depleted. The Cable Committee meets next week and will be asked to include this on their agenda to advise the Board on how they wish to proceed.

Article N. for the creation of a Recreation Revolving Fund to fund park improvements, was discussed further. Some changes to the language in the article was revised based on the Budget Committee's discussions last night. The Board still wanted the Parks & Recreation Commission to consider IRS 501 (c) 3 status, but were comfortable with the article as drafted. There is concern about the complexity of this article, and it was discussed that the focus of it is intended to fund a future pavilion at the Memorial Fields Site. Holmes Sr moved to recommend Article N as currently written, with the appropriate dollar amount, once it is determined from the residual funds in the Town's general fund after compilation of expenses and revenue from the October 2015 5K road race. Janvrin seconded and the vote was unanimously approved 3-0.

Article O. was drafted to appropriate \$50,000 to the Fire Truck Capital Reserve Fund. This fund currently has only the \$745 (plus any interest accrued in 2015) residual after removal of \$175,000 in 2015 for the purchase of the new truck. The Board felt that saving for these large purchases was a good planning tool. Janvrin moved to recommend \$50,000 in the Fire Truck Capital Reserve Fund. Holmes Sr seconded and the vote was approved 3-0.

7. Carlson reviewed with Selectmen the RPC Circuit Rider contract options. After speaking with the Planner and Bob Meade, Carlson proposed three office hours per week (Tuesday afternoons beginning next week) through the end of March 2016. The Board discussed the type of services the Planner could provide and that the help is needed pending hiring of a Land Use Assistant. After some discussion,

Holmes Sr moved to authorize \$3,906 for the cost of Circuit Rider Planning services weekly, for 3 hours from 11/10/2015 through 03/29/2016. Janvrin seconded and the vote was approved 3-0.

**VII. NEW BUSINESS**

1. Selectmen reviewed the payroll \$22,983.76 and accounts payable manifest \$29,258.06 for the current week dated 06 November 2015. Holmes moved to approve the payroll manifest of \$22,983.76. Janvrin seconded and the vote was unanimously approved 3-0. Selectmen reviewed and approved Department Head timesheets. Holmes Sr then moved to approve the accounts payable manifest of \$29,258.06. Janvrin seconded and the vote was unanimously approved 3-0.

2. Selectmen discussed an impact fee proposal from Paul Powers, who is completing a home on Copp Drive in Fremont and has proposed doing additional upgrades at the Town Hall heating system instead of paying the fee. This is an option outlined within the Impact Fee Ordinance. The Planning Board had reviewed it at their meeting last evening as well, and were interested in considering it, but wanted the Selectmen to weigh in. The greatest concern was that Fremont's Impact Fees are designated strictly for school capital costs. The Selectmen felt that it was not appropriate to pursue it given the fact it would be for Town services. The Board decided not to do anything further with the proposal, and to have Powers pay the usual impact fee as designated.

3. Selectmen reviewed the folder of incoming correspondence.

4. Selectmen reviewed a request from Glenn Sabalewski on behalf of the FAA to use the Town Hall for the FAA U12 boys soccer team end of season party on Sunday November 15, 2015 from 4:30 to 7:00 pm Janvrin moved to approve the request. Holmes Sr seconded and the vote was unanimously approved 3-0.

5. Selectmen reviewed an Intent to Cut for parcel 06-021 owned by Scott & Brenda Barthelemy at 154 Martin Road; with Graham Berry as the Logger/Forester. Holmes Sr moved to approve the Intent, seconded by Janvrin. The vote was approved 3-0.

6. In accordance with Town Policy, Selectmen reviewed the annual insurance buyout manifest in the total amount of \$1,000 with only one employee eligible. Holmes Sr moved to approve the manifest for 2015 in the amount of \$1,000 and Janvrin seconded. The vote was approved 3-0.

7. Land Use Change Tax Warrants reviewed and approved by the Board:

03-015.001.075	\$2,142.85	69 Hall Road
05-006.003	\$1,000	Backland adjacent to 22 Pulaski Drive
02-119 and 02-119.001		Backland off Middle Road in Brentwood

No tax due on these two lots, they were inadvertently never removed from Current Use when subdivided or abutting lots changed. The confusion and lack of release previously was caused by overlap of the Brentwood Town Line. The lots have now been updated to correct assessing status as of the 2015 second issue bill. Holmes Sr moved to approve the Warrants as presented. Janvrin seconded and the vote was approved 3-0.

8. Scott Marsh (MRI Contracted Assessor) has completed Fremont's 2015 Equalization Municipal Assessment Data into the State's database. The Board needs to sign the Certificate for return to NH DRA. The data was attached to the form, and the Board advised that it has all been completed electronically. Selectmen signed the form for submission to DRA.

9. Selectmen reviewed FCTV Revolving Fund Manifest #2015-020 in the amount of \$47.98 for FCTV supplies being reimbursed to Leo Danjou. Holmes Sr moved to approved manifest #2015-020 in the amount of \$47.98. Janvrin seconded and the vote was approved 3-0.

10. Selectmen reviewed the Second Issue Property Tax Warrant for 2015 in the amount of \$5,725,331. Motion was made by Janvrin to approve the manifest for 2015 second issue property taxes in the amount of \$5,725,331. 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 at 12 noon. The Public Budget Hearing will be held on Tuesday January 13, 2016, with the snow date for the following evening. This will likely be held at the Fremont Public Library as the broadcasting capability is due to be set up by that time.

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 Monday November 9, 2015. There will be a walk through at Ellis School at 6:30 pm and the meeting will begin at the Town Hall immediately following. Powerwashing, scraping and painting of the eaves at the Town Hall began on Wednesday this week and will be complete by tomorrow. Work continues on the retaining wall at the Town Hall. Leon Holmes Jr finished covering the propane tank this week, and grading the area beside the Town Hall.

3. KTM updates on timing of Library roof section – still pending on the front rounded section.

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, as well as a Parks & Recreation Commission member. 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 8:13 pm motion was made by Janvrin to enter non-public session to discuss a legal matter pursuant to NH RSA 91-A:3 II (e) and a personnel matter pursuant to subsection (c). Holmes Sr seconded and the roll call vote was unanimously approved: Cordes – yes; Janvrin – yes; Holmes Sr – yes.

At 8:28 pm motion was made by Janvrin to return to public session. Holmes Sr seconded and the roll call vote was unanimously approved: Cordes – yes; Janvrin – yes; Holmes Sr – yes.

No decisions were made.

Carlson then shared with the Board one additional letter received late today from the Bed Rock Gardens Homeowners Association. The Board took no action on the letter citing the Federal Guidelines about 80% of residents needing to meet the age threshold.

The Board decided on a \$12.00 rate of pay for entry level clerical assistants, as some additional help is sought in the Selectmen's Office as well as recruiting for the Land Use Assistant position. Rachel Edwards, who is already on the Town's payroll as the Deputy Treasurer has filled in for a few hours taking minutes.

The next regular Board meeting will be a work session, to be held on Thursday November 12, 2015 at 6:30 pm.

**X. ADJOURNMENT** – by 9:00 pm

With no further business to legally come before the Board, motion was made by Janvrin to adjourn the meeting at 8:35 pm.

Respectfully submitted,

Heidi Carlson  
Town Administrator