

**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; Mike Campo of Plodzick & Sanderson; and Treasurer Kimberly Dunbar. All rose for the Pledge of Allegiance.

At 6:30 pm Mike Campo of Plodzick & Sanderson met with the Board to review the 2014 Audit Report. He referred to the Town's audit report and discussed the accounting principal on handling taxes not collected in the first 60 days of the year. This accounts for the amount of property tax at the beginning of the year that is not available to spend. It is a balance sheet adjustment, pulled out of revenue and onto the balance as a deferred inflows of resources.

There was a discussion of unreserved fund balance and how it can be managed. Campo said it is a local decision and that there are recommendations as a minimum. Fremont does not currently have that amount, but has enough to buffer the cash flow.

He discussed GASB 45 which covers other post retirement benefits (not retirement funding). This does not apply to Fremont as we currently do not provide any post-retirement benefits nor have any employees who have "retired" from full-time service in Fremont.

He also discussed GASB 68 which covers net pension liability which will apply to Fremont. This prorates a portion of the overall liability of the NH Retirement System (primarily State responsibility) to each of the towns and districts involved to cover the town's portion of this liability. This will be a note to the Town's overall balance sheet as well.

There was discussion about timing of the work and the schedule for the upcoming audit.

Selectmen thanked Campo for his time and sharing this information with the Board. He and Dunbar left the meeting at 7:00 pm.

## **II. ANNOUNCEMENTS**

1. The Annual Wreaths Across America Observance will take place at 12 noon on Saturday December 12, 2015 at the Town Hall. All are welcomed to attend. To help with the Wreaths project, please contact volunteer coordinator Gerry Tilley at 895 6658. A special invitation is extended to all of Fremont's Emergency Service Personnel.

2. Comments on the Town's Draft Natural Hazard Mitigation Plan Update 2015 will be received until December 11, 2015. The Draft Plan is posted on the Town's website and available in the Selectmen's Office and at the Fremont Public Library. 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. Any questions about property assessments can be directed to the Selectmen's Office and any questions about tax payments can be directed to the Tax Collector. Tax bills are due next Wednesday December 9, 2015.

Approved 12/10/2015

5. The Annual Santa Parade will take place on Saturday December 19, 2015 beginning at 10:00 am. The route is posted in the December Town Newsletter and on the website. The snow date is Sunday December 20<sup>th</sup>.
6. The Town and School District Public Budget Hearing will be held at 7:00 pm on Tuesday January 12, 2016 at the Fremont Public Library.
7. Fremont has been notified of an Epping Planning Board Public Hearing to be held at 6:00 pm on Thursday December 10, 2015 at the Epping Town Hall concerning a Site Plan by Greg Doumit, Absolute Water System. This property is located at 100 Shirking Road in Epping. This notice is posted in Fremont but any questions or requests for information should be directed to the Epping Planning Board.

### III. LIAISON REPORTS

11/21/2015 Site Walk at the Galloway Site in Kingston NH – This was done as Planning Board members wanted to see another operating site.

12/01/2015 Safety Committee – Carlson indicated that the Committee held their quarterly meeting on Tuesday at the Safety Complex. Building matters and winter safety items were the primary discussion points. Many of the projects identified this year by the Committee have been completed.

12/02/2015 Budget Committee – Janvrin reported that the Committee had worked on the School budget. There was considerable discussion about transportation and tuition at Sanborn, but no hard figures on either at this point. There was also a lot of discussion on bus routes/schedules and “one” time start of the school day, creating a potential need for more busses. The School Board came in with another updated proposal, along with some \$200,000 in cuts they were making. The School has also asked for another meeting to be scheduled by the Committee as they want to give more time to vendors bidding on the transportation contract. This has been scheduled for January 6, 2016.

12/02/2015 Planning Board – Holmes Sr reported that the Galloway Public Hearing reconvened and an updated plan submitted. The Town will need to obtain additional copies of this for Board and public review. The Public Hearing continues on Wednesday January 6, 2016.

### IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 19 November 2015. Holmes Sr moved 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: Chief Butler came in with a tank estimate from Valley Fire Equipment for the replacement for Tank 4; and he is working with Lakes Region Fire Apparatus on a second proposal. Selectmen acknowledged that this is a very limited market. The Town may further consider being able to encumber these funds to get the repair work done.

Butler submitted invoices for payment and he left the meeting at approximately 7:15 pm.

**VI. OLD BUSINESS**

1. Carlson circulated a list of the wage study positions completed in 2008. Of these, approximately six were identified as positions generating considerable discussion presently, and up to four more that are the library positions. There was discussion and the board decided to get a quote on six town positions (Town Administrator, Selectmen's Clerk, Land Use Administrative Assistant, Town Clerk Tax collector and Deputy, and Highway Equipment Operator/Laborer). They asked for an option on the four Library positions after consulting with the Trustees.
2. Selectmen formally reviewed the accounts payable manifest in the amount of \$36,777.57 dated 11/25/2015. This was reviewed by Gene Cordes and Heidi Carlson as per the vote taken on 11/19/2015. Janvrin moved to approve the manifest totaling \$36,777.57. Holmes Sr seconded and the vote was unanimously approved 3-0.
3. Carlson reported that she had sworn in Emergency Management Director Nathan Draney on Wednesday this week for his probationary period through March 2016.
4. Selectmen asked for the current Galloway Site Plan Amendment proposal so that it can be further reviewed for the Board's comment sheet.
5. Selectmen discussed their participation at the Wreaths Across America ceremony next weekend. The Board asked again for the Fire and Police Departments to be invited as they were acknowledged last year at the ceremony.
6. Selectmen reviewed a current year budget report to date, which also includes forecasting of several known costs, such as some payroll and contracted costs through year end. There was discussion about the items to be completed prior to year end, as well as some things that could be encumbered. A working list of projects is underway.

**VII. NEW BUSINESS**

1. Selectmen reviewed the payroll \$21,693.49 and accounts payable manifest \$438,196.36 (includes county tax bill) for the current week dated 04 December 2015. Janvrin moved to approve the payroll manifest of \$21,693.49. Holmes Sr seconded and the vote was unanimously approved 3-0. Janvrin moved to approve the accounts payable manifest \$438,196.36. Holmes Sr seconded and the vote was unanimously approved 3-0.
2. Selectmen reviewed Fire Rescue Points payroll manifest \$32,641.96 for 2015; and the Fire Rescue LOSAP, PD Holiday, and Insurance stipend payroll manifest \$27,864.09. Holmes Sr moved to approve the points payroll manifest of 32,641.96. Janvrin seconded and the vote was unanimously approved 3-0. Janvrin then moved to approve the payroll manifest for Fire Rescue LOSAP, PD Holiday, and insurance stipend manifest in the amount of \$27,864.09. Holmes Sr seconded and the vote was unanimously approved 3-0.
3. Selectmen reviewed the folder of incoming correspondence.

4. Land Use Change Tax Warrants reviewed and approved:

|                |            |                 |
|----------------|------------|-----------------|
| 03-015.001.111 | \$2,142.85 | 118-3 Hall Road |
| 03-015.001.110 | \$2,142.85 | 118-2 Hall road |
| 02-098         | \$1,000    | 909 Main Street |

All warrants and bills were signed and will be forwarded to the Tax Collector.

5. Selectmen were asked to consider what items should be included in the 2015 Town Report, as well as what they would like to cover in the Board of Selectmen end of year report

6. Carlson reviewed with the Board, the location of a hazard tree on North Road declared by the Road Agent. The tree is in the vicinity of 4 North Road. A large portion broke off yesterday, and the balance needs to be removed as it is over the road. Cordes moved to concur with the Road Agent to have the hazardous tree removed. Holmes Sr seconded and the vote was unanimously approved 3-0.

7. There was discussion about the removal of the Town Hall oil tank and placement at the Historic Museum. The Board asked for further research to be done as well as gathering estimates. There was also discussion about the well at the Safety Complex. If the pump fails, a new well will have to be drilled as the pump cannot be removed due to fractured bedrock around it. More information will also be gathered about this.

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

1. 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. Follow-up questions on YTD spending or projects or needs the Town should be addressing. The next Budget Committee meeting is scheduled for Wednesday December 9, 2015. Work is completed for this season at the Town Hall retaining wall. Leon Holmes Jr graded the bankings and constructed a walkway in the days prior to Thanksgiving, and Bob Meade and Mike Paradie finished the staircase to correct the fire escape landing.

The Board discussed encumbering money to complete the Town Hall heating system, and the replacement tank for Fire Rescue Tank 4.

3. KTM updates on timing of Library roof section – silicone work is complete. Repair work to the chimneys is still pending.

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.

5. The FEMA fund acceptance public hearing will take place next week at the Board's meeting.

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

At 8:30 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A 3 II (c) and (e) to discuss a personnel matter and a legal matter. Holmes Sr seconded and the roll call vote was approved 3-0: Cordes – yes; Holmes Sr – yes; Janvrin – yes.

At 8:55 pm Janvrin moved to return to public session. Holmes Sr seconded and the roll call vote was approved 3-0: Cordes – yes; Holmes Sr – yes; Janvrin – yes.

Selectmen discussed a letter regarding Governor's Forest and personal information of residents, and have accepted the study performed as it falls within the 80% over 55 residence requirement of the Federal Housing Standards.

The Board will schedule a follow-up meeting with Chief Butler regarding his log and Personnel Policy forms of members that need to be completed.

The Board also discussed a legal letter received.

The Emergency Management Director Salary will be paid based on two months of 2015 being covered by the new EMD appointee.

The next regular Board meeting will be Thursday December 10, 2015 at 6:30 pm.

**X. ADJOURNMENT** – by 9:00 pm

With no further business to come before the meeting, motion was made by adjourn the meeting at 8:55 pm by Janvrin. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator