

I. CALL TO ORDER at 6:30 pm in the basement meeting room. Present were Selectmen Gene Cordes, Neal Janvrin and Roger Barham; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. This meeting is live broadcast on FCTV Channel 22 and will be rebroadcast during the week ahead.
2. Trash and recycling are delayed one day this week due to the holiday.
3. Next week, on Monday September 12th, the Town Clerk Tax Collector will be open again on Mondays from 9:00 am to 12 noon.
4. The Town's new assessing contract includes provisions to do cyclical updates. This means that 1/4 of the Town will be reviewed each year (data and listing information) toward the end goal of the every fifth year revaluation/recertification process required by the State. Assessors will be out in the field more often looking at all of the housing stock. MRI personnel are in the field working on these properties, and they carry MRI Photo Identification and have with them, a letter from the Town. If you have any questions, please contact Jeanne or Heidi in the Selectmen's Office.
5. The Fall Hazardous Waste Day will be held Saturday September 17, 2016 from 9 am to 12 noon at the Brentwood Highway Shed on Middle Road. Consider taking electronics to this collection as they may not be accepted at Bulky Day, depending on a suitable vendor being located.
6. The severe drought is affecting the Town's playing fields and they are being monitored daily in case use of them needs to be suspended to save on further damage. The Town continues to monitor the situation as some local wells are going dry. All residents are asked to be cautious about water use, and conserve whenever possible. A press release will be released shortly. The drought conditions in southeast NH are severe.
7. The NH Primary will be held on Tuesday September 13, 2016. Polls are open 7:00 am to 8:00 pm at the Ellis School, 432 Main Street in Fremont. The last time to get an absentee ballot is on Monday September 12th with the Town Clerk, and YOU CAN ONLY leave off an absentee ballot with the Town Clerk or send it to her by mail.
8. Grassdrags will take place in the Martin Road / North Road area on Columbus Day Weekend, October 7-9, 2016. The Grassdrag informational meeting will be held on September 15, 2016 at 7:30 pm at the Selectmen's meeting at the Town Hall.
9. Fall Bulky Day will be held on Saturday October 22, 2016 from 8:00 am to 12 noon at the Highway Shed Site at 113 Danville Road. Watch for information to be released shortly once vendors are secured.
10. FCTV is now showing a ½ hour program on what is a public meeting versus what is a non-public meeting by Attorney Laura Spector-Morgan. It is showing on Saturdays at 9:00 am; Sundays at 5:30 pm; and Thursdays at 11:00 pm on FCTV Channel 22.
11. A reminder that the Town Clerk Tax Collector's Office will be CLOSED on Election Day.



12. The Town's new fire truck has arrived! The Fire Rescue Department is currently training on the new apparatus, converting over their equipment, and

III. LIAISON REPORTS

The next Budget Committee meeting will be held on September 14, 2016.

09/07/2016 Planning Board - Barham reported

on a Public Hearing regarding a dog boarding, training, grooming and daycare business at 827 Main Street (the old Provider Bus Company). A lot was discussed at the public hearing, and a site visit has been scheduled to 6:00 pm on Wednesday September 21, 2016.

He reported on several Building Inspector matters including the Town Hall Renovations, a perceived wetland complaint at Governor's Forest (which was later learned not to be in a wetland); driveway regulations, the Surprenant non-compliance matter, and Impact Fees and growth.

This led to discussion about the Impact Fee Ordinance and how changes to that would be undertaken, in this current period of less growth and capital improvements to schools.

Janvrin asked about the all-season access from Governor's Forest, and said it is not currently passable. Barham will get back with the Building Inspector about this.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 01 September 2016. Motion was made by Janvrin to approve the minutes of 09/01/2016 as written. Barham seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

No appointments – scheduled budget work session

VI. OLD BUSINESS

1. Carlson indicated that the consultant who is volunteering to assist the Town updates on the phone/cabling RFP was here yesterday and offered some advice, as he continues to work on the RFP.
2. Due to some work obligations, Cordes will not be available on election day for coverage at the polls. He will arrive later in the day after work. Janvrin and Barham are both available all day.
3. In follow-up to the work that has been done over the past couple of weeks, the Treasurer is working on transferring the third party escrow funds to TD Bank. This is based on the interest rate, FDIC insurance and ease of management. The Board felt this was a good decision.
4. Selectmen had reviewed a draft Drought Press Release, which was also reviewed and approved by the Emergency Management Director. Carlson advised that additional wells were reported dry this week and that water conservation is increasingly important. Barham moved to approve the Drought Press Release. Janvrin seconded and the vote was unanimously approved 3-0.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$23,737.77 and accounts payable manifest \$32,924.14 for the current week dated 09 September 2016. Barham moved to approve the payroll manifest of \$23,737.77. Janvrin seconded and the vote was unanimously approved 3-0. Janvrin then moved to approve the accounts payable manifest \$32,924.14. Barham seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed the folder of incoming correspondence.

3. The Parks & Recreation Commission is advertising for a town-wide yard sale proposed on 10/15/2016.

Emergency Management Director Nathan Draney came in to the meeting at 7:05 pm. He was updated on the Press Release. There was discussion about the water situation.

Draney then explained that he had participated in the drill in August held at Raymond High School regarding a mass casualty event and vaccine distribution. The drill went well.

Draney left the meeting at 7:12 pm.

4. Selectmen reviewed a Cemetery Deed for Lot 18 in the new Section A of Leavitt Cemetery, for sale to Katie Scholes. Barham moved to execute the deed. Janvrin seconded and the vote was approved 3-0.

5. Carlson shared an email from an Ellis School teacher requesting to use the Town Hall parking lot for Exeter River Access during the last week of September for a 5/6th grade STEM project including field investigation of the Exeter River. The Board had no problem with this with advance notice to the Selectmen's Office about when they would be there and what resources they would need from the building.

6. Carlson updated the Board that the Conservation Commission's contracted wetlands mapping and delineation work has been completed by West Environmental on the study of parcel 05-061. Several amazing wetland, wildlife, flora and fauna resources were identified.

7. New budget distributions were circulated including: 4140 Town Clerk Tax Collector; 4141 Election and Registration; 4210 Police Department; 4215 Ambulance; 4312 Highway; 4313 Bridges; 4316 Street Lights; along with an updated revenue report which was used in filing the 2016 MS 434.

Selectmen first reviewed previously distributed budget requests:

4151 Financial Administration – Other

Selectmen reviewed the budget which had some minor modifications for Treasurer mileage, as she is now doing more bank runs. Additionally, the annual audit contract cost is up by \$250. Motion made by Janvrin to recommend \$21,174. Barham seconded and the vote was approved 3-0.

4220 Fire Rescue

Carlson stepped out to make some copies of the LOSAP and Points history that is kept annually to track the budgeted amounts and eligibility. With this information, the Board felt they could make a recommendation to reduce LOSAP without any effect on the Department as it has never exceeded \$32,000.

Given the detail under communications, the Board suggested making a plan to purchase a radio every year with funds in that line item. There was also a discussion about dispatch services and the amount paid to Raymond Dispatch versus the savings in switching to Rockingham County. Carlson indicated that there were additional services received from Raymond, and suggested that this be added to the list of items for discussion next week with the Chief Fire Officers who are attending the Board's meeting.

Janvrin moved to recommend \$173,919 for Fire Rescue with the \$12,500 reduction in the LOSAP line. Barham seconded and the vote was approved 3-0.

4550 Library

Cordes stated that from a preliminary review, the Library realizes that they need to plan more resources for building maintenance as the building gets older, and the Board is supportive of this effort. There was discussion about oil cost per gallon in the Town's new contract, and this needs to be adjusted based on usage at the new contract price.

Wage rates were presented by the Trustees at a 3% level. Library employees received a 2% increase in 2016 already. The Board considered this and what will be compared by other groups of town employees, and is more prepared to support 2% overall raises for 2017. The Board discuss the 2 hours a week cost of a bookmobile, approximately \$2,000 and asked for additional information regarding rationale for the bookmobile-type service and the number of seniors or other shut-ins who may use such a service.

Carlson also distributed information from the Librarian that circulation is up 26% for the period through 8/13/16 and they have issued 98 new library cards thus far in 2016. Cordes said there is great energy around the building and their activities and that they are drawing the community out, to include people of all ages.

The Board also discussed putting the bookmobile concept on as a Warrant Article to get the discussion going.

4195 Cemeteries

There was discussion about the Sexton position and the Board is still supportive of this. Carlson drafted a job description last year for the position, which has been accepted by the Trustees.

Janvrin moved to recommend the Cemetery Department request of \$17,450. Barham seconded and the vote was approved 3-0.

4196 Insurance

This is a contract item based on the recent RFP and bid award to Primex for all of the Town's property and liability insurances. Barham moved to recommend \$61,996. Janvrin seconded and the vote was approved 3-0.

4415 Health

The Department submitted budget in the same amount as many years past of \$750 was reviewed. With no questions, Janvrin moved to recommend \$750 for Health. Barham seconded and the vote was approved 3-0.

There was further discussion about wage increases for other Town employees that those who have not received one in 2016, which would include all non-uniformed police officers excepting the Police Chief. The Board asked about the dollar impact of such an increase, and Carlson left to print a spreadsheet prepared based on the 2015 budget, returning with copies for Selectmen to review. The Board continued to discuss this option for the balance of 2016.

Janvrin moved that effective the current payroll period, which began on Sunday September 4, 2016 that the Town approve a 2% increase for those non-uniformed employees who have not received one. This also does not include the summer camp staff as the program is over, and not Library as they already got a 2% raise in 2016. Barham seconded and the vote was approved 3-0. Carlson will prepare a schedule for final review next week and get the information entered into the Town's payroll system in time for the next pay period ending.

4414 Animal Control

Discussion about adjusting wages by 2%, and a discussion about fuel, which has been incorrectly charged this year (and included with the Police Department). Carlson will make adjustments at the next billing cycle.

Janvrin moved to recommend \$10,213 for Animal Control. Barham seconded and the vote was approved 3-0.

4290 Emergency Management

There was discussion about purchase of food cards for use in an emergency, which will be done this week. The budget presented is the same as past years. The Director stipend is paid in November pursuant to the MOU.

Janvrin moved to recommend \$4,000 for Emergency Management. Barham seconded and the vote was approved 3-0.

4215 Ambulance

This is year 2 of a 5 year contract with Raymond Ambulance. Barham moved to recommend the contract amount of \$8,500. Janvrin seconded and the vote was approved 3-0.

4141 Election & Registration

Carlson presented the budget she put together, which has also been reviewed by the Supervisor Chair and the Town Clerk. There is only one election next year so the budget is simpler, and reduced for those costs. The Board discussed that the 2% increase included the election workers who are employees, as well.

With no further discussion, the Board voted to recommend \$7,233 for Election and Registration, which includes 2% for the employees, and those working on election day (ie: the Moderator daily rate but not the annual stipend for the elected Moderator). The recommendation of \$7,233 was moved by Barham and seconded by Janvrin.

4140 Town Clerk Tax Collector

Selectmen reviewed the recent submission of the Town Clerk Tax Collector's budget. There was some general discussion about what the three additional clerical hours would cover (IE: new or doubled-up time); and what the reduction in the Deputy pay represented. (It is explained in the rationale as a breakdown by estimated hours but is \$100 less than the current Deputy Stipend of \$1,800.)

The Board asked if there are any proposed changes in the Clerk/Collector's schedule and if the \$700 represents a change in coverage. The Board did again state that a proposed change in an elected official's stipend is proposed as a Warrant Article.

They asked for Carlson to reach out with these questions and they will revisit the budget again.

Selectmen returned to discuss including the proposed wages of \$1,368; mileage \$687 and applicable FICA and Medicare \$105; in a Warrant Article for the Bookmobile program at the Fremont Public Library. The Board discussed, that if approved, this amount will be in future default budgets, and Carlson indicated this is how all new operating programs are treated once approved in a Warrant Article.

VIII. WORKS IN PROGRESS

1. Currently the Town is in need of alternates interested in joining the Zoning Board of Adjustment, and a Rockingham Planning Commission Metropolitan Planning Organization Transportation Advisory Committee member representative. There are also Fremont openings on the Lamprey River Advisory Committee. Anyone interested could begin by contacting Heidi Carlson for more information or attend an upcoming meeting.

IX. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be held on Thursday September 15, 2016 at 6:30 pm.

IX. ADJOURNMENT – by 9:00 pm

With no further business to come before the Board, motion was made by Janvrin and seconded by Barham to adjourn the meeting at 9:02 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator