

**I. CALL TO ORDER** at 7:05 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Neal Janvrin, Roger Barham and Gene Cordes; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

## **II. OLD BUSINESS**

1. Selectmen reviewed the minutes for 09/15/2016. Motion was made by Janvrin to approve the minutes with a correction to the wording of the dates of the Grassdrags. With that correction, Barham seconded acceptance of the minutes as amended. The vote was approved 3-0.
2. Selectmen reviewed the schedule of pay rates in follow-up to the meeting of 09/08/2016. The schedule was approved for the balance of Town employees who have not had a raise in 2016; and letters are being prepared for employees.

## **III. NEW BUSINESS – BUDGET WORK SESSION**

Selectmen undertook their primary reason for meeting tonight, to continue work on pending budget submissions.

### **4140 Town Clerk Tax Collector**

Selectmen reviewed information from the Town Clerk in follow-up to questions they had from the initial review. The email was read aloud:

*Are you planning to change your work schedule? (IE: reduce it for the 3 new hours for Cheryl?) No, I will work the same hours. Cheryl works on average around 14-15 hours/week. I am very frugal with asking her to cover me and I make sure I can cover her on a different day when she covers me because I feel it is not fair to her to exceed hours/stipend ratio. Common reasons she works more than 12 hours: Bank runs, technical support needs so she can cover the window while I work to get issues fixed, election times when I need to count/test ballots, tax times when I need to enter payments, and much more. One may argue that I should schedule her to work less so that if I need extra help for these scenarios I am staying within the 12 hour/week allotment but I am not willing to schedule her for less than 3 hours/day. That is not worth her time or effort. Currently, we only overlap in the office one day a week (Wednesdays). I have her work on days/times that I can't be more convenient to the public. If I were to work with her at all times I would have to shut the office down on Tuesdays from 7:30-9 (I can't get here until 9) and 3:30-5 on Thursdays. I feel it is an inconvenience to the public that we do not work together more often because I am so limited in her hours.*

What will be the added coverage Cheryl provides in the 3 hours difference? Will it be overlap with both of you here? *Yes, I have not yet figured that out but I would like to be together more often. A little earlier on Wednesdays would be helpful and a little later on Tuesdays.*

Why did you reduce the Deputy stipend by \$100? *I based that figure as close to the rationale given for hours figured vs \$12.48/hour.*

Selectmen felt that the Deputy stipend should remain at its current level of \$1,800. There was discussion about the services to the public, and the Board discussed at length the additional three hours proposed for the Clerical Assistant.

### **4152 Reappraisal of Property**

Selectmen reviewed the budget submission and discussed the new contract which includes all regular assessing services as well as the cyclical revaluation. The Board discussed taking some money out of the Capital Reserve Fund until it is exhausted, and then perhaps moving in a few years, to simply including the contract costs in the budget annually, as it is basically the same total overall cost over a five year period.

The Board discussed the other contract items including the tax map updates and web GIS hosting, as well as the software maintenance and support and hosting of all the Vision data on line.

Motion was made by Janvrin to recommend \$51,046 for Reappraisal of Property and authorize the removal of \$8,000 from the Capital Reserve Fund for this purpose as an offsetting revenue in 2017. Barham seconded and the vote was unanimously approved 3-0.

### **4153 Legal Services**

The budget is the same as many prior years at \$20,000 and the board discussed the need to be able to access legal advice when needed. Barham moved to recommend \$20,000 for Legal Services. Janvrin seconded and the vote was unanimously approved 3-0.

### **4191 Planning & Zoning**

The Department request is \$41,867 and includes clerical funding at the same level. Selectmen are including a 2% wage increase, and the current budget is for approximately 24-26 hours per week. Given the incumbent scheduling, we have migrated from three approximately 8 hour days to 2 9+ hour days plus all of the pertinent meetings.

The Board discussed allocating the Conservation Commission hours to that budget, and decided to move \$1,000 from this wage line to the Conservation Commission line to reflect the actual expense, and to charge current year costs as such.

There was discussion about the need for grant money to be in the line for the Town to be eligible to apply for the Targeted Block Grant (TBG) type funds and any others, as well as the need for some Professional Services, either from the Town's engineer or other resource agency.

With no further discussion, motion was made by Barham to recommend \$40,867 for Planning & Zoning (allocating \$1,000 to the Conservation Commission clerical line from the P & Z clerical line). Janvrin seconded and the vote was approved 3-0.

### **4316 Street Lights**

Selectmen reviewed the \$5,400 budget request, which is the current monthly cost of the Town's 30 street lights. Motion was made by Janvrin to recommend \$5,400 for Street Lights. Barham seconded and the vote was approved 3-0.

### **4323 Solid Waste Collection**

The renewal contract for collections services with Waste Management is \$226,142; reflecting a 3% capped increase. Motion was made by Janvrin to recommend \$226,142 for Solid Waste Collection. Barham seconded and the vote was approved 3-0.

### **4324 Solid Waste Disposal**

Carlson explained that the budget was based on 1,400 tons annually and the ten years of historical data was reviewed. With trash as a leading economic indicator, the Board felt that some additional tonnage should be added. They decided on 20 additional tons per year, bringing the total to 1,420 tons. This was again split at 710 tons at the current tipping fee of \$62.47 per ton and 710 tons at the estimated tipping fee of \$64.34 (using a cap of 3% increase) for the period July 1 to December 31, 2017. This adds \$1,268 to the total tipping fees, making the recommendation \$90,035.

There was some additional discussion about Bulky Day costs, which are slightly increased due to the difficulty in finding a suitable electronics vendor.

With no further discussion, motion was made by Barham to recommend \$102,785 for Solid Waste Disposal. Janvrin seconded and the vote was approved 3-0.

### **4442 Direct Assistance**

Carlson explained the timing of assistance payments, indicating that state and Federal programs are continually being reduced, and that Fuel Assistance does not begin grants until December 1 annually. Many people are in need of their first fall delivery prior to that time, causing another spike in assistance as soon as it gets cold.

Janvrin moved to recommend \$15,800 for Direct Assistance. Barham seconded and the vote was unanimously approved 3-0.

### **4583 Patriotic Purposes**

Carlson reviewed the \$2,735 request for Patriotic Purposes to include new flags for those which are worn out on Main Street; as well as the Town's Memorial Day and Veteran's Day programs. Barham moved to recommend \$2,735 for Patriotic Purposes. Janvrin seconded and the vote was approved 3-0.

### **4610 Conservation Commission**

Selectmen reviewed the Department request of \$2,872 and asked about charging the clerical time to this line to cover the meetings and minutes. The board earlier discussed moving \$1,000 from the Planning and Zoning budget to put it here and accurately reflect the Town's duty to provide for services and the Conservation Commission administrative costs.

With that change, motion was made by Barham to recommend \$3,872 for Conservation Commission. Janvrin seconded and the vote was approved 3-0.

The Board also asked that Carlson prepare the updated balances from each of the Commission's separate oversight funds as well, as the Budget Committee would likely look for that information. The annual spreadsheet of LUCT and the Budget Residual Fund has also been prepared and will be circulated with budget materials to the Committee as well.

### **4711-4721 Debt Service Principal and Interest**

The Board reviewed the schedules of the three outstanding bonds. This includes the final payment on the Safety Complex; payment 12 on the Glen Oakes note and payment 16 on the Library note. The principal

amount due is \$135,000 consistent with many year of these three bonds. The interest amount due in 2017 is \$28,191 on all three bonds.

Janvrin moved to recommend \$163,191 for principal and interest payments on debt. Barham seconded and the vote was approved 3-0.

#### **4723 Interest on Tax Anticipation Notes**

Carlson explained that this will just about cover one borrowing if it were to be needed in anticipation of taxes. It is noted that with the Town working closely with the School District Treasurer and Administration, we have been able to minimize borrowing, scheduling the large payments around tax money coming in.

Janvrin moved to recommend \$1,500 for Interest on Tax Anticipation Notes. Barham seconded and the vote was unanimously approved 3-0.

#### **IV. OTHER BUSINESS**

The Board reviewed tonight an updated list of hydrant information from Deputy Fire Chief Joe Nichols, which had been forwarded over the weekend as he and Captain O'Connor had checked and worked on several of the hydrants and standpipes. The Board questioned what the plan was to address the issues that have been noted. Carlson suggested that the Department is doing some of the work themselves. Selectmen said if this if of interest, it would be cheaper than hiring vendors for the labor component, and the Department could make a proposal. The Board asked that a memo be written to the Chief Offices in follow-up to these updates, and the discussion at last Thursday nights Board meeting.

Selectmen discussed the needs of the Selectmen's Office in terms of additional staffing given the current work load. The Board discussed the possibility of a job description for a more in-depth position to deal with Human Resources and some other segregated duties as the Town needs additional backup for the Town Administrator's position.

There was discussion about the potential of creating a full-time position, or hiring one or two more part-time employees to fill the duties and expand capabilities. This led to a discussion about wages and benefits. No decisions were made. The Board asked Carlson to look into the matter further.

The next regular Board meeting will be held on Thursday September 22, 2016 at 6:30 pm.

#### **V. ADJOURNMENT**

With no further business to come before the Board, motion was made by Janvrin to adjourn the meeting at 9:00 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator