

I. CALL TO ORDER at 6:30 pm in the basement meeting room. Present were Selectmen Gene Cordes, Neal Janvrin, 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. The Town's 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.
3. 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. The Town is considering additional bans in accordance with NH Statutes to preserve our water. Another drought press release has been approved and distributed.
4. Fall Bulky Day will be held on Saturday October 22, 2016 from 8:00 am to 12 noon at the Fremont Highway Shed.
5. Trick or Treat in Fremont will be celebrated on Monday October 31, 2016 from 5:00 to 8:00 pm.
6. The General Election will be held on November 8, 2016 with polling at Ellis School, open from 7:00 am to 8:00 pm.
7. Veteran's Open House will be held on Thursday November 10, 2016 from 5:00 to 7:00 pm at the Fremont Town Hall.
8. The Town wide yard sale is this Saturday, October 15, 2016 around town. Google "Fremont town wide yard sale" and the information should come up.

III. LIAISON REPORTS - None

IV. APPROVAL OF MINUTES

Selectmen reviewed the 06 October 2016 minutes. Barham moved to approve the minutes as written. Janvrin seconded and the vote was approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 6:35 pm Nicole Cloutier met with the Selectmen to review the Town Clerk Tax Collector budget and provide some follow-up information.

As Cloutier discussed wages, Cordes explained that past practice has been to put any increase for elected officials in a warrant article. There is a request to add 2% to the salary, for a total of a \$700 increase to \$35,700. The Board will consider this as a Warrant Article.

The Board wanted to better understand the \$100 reduction in the Deputy Stipend. Cloutier explained that it is based on an average of one day a month for a sick day for the Clerk/Collector; and hourly wages equivalent to about 3 hours per week. She was comfortable with keeping the number at \$1,800 at the Board's suggested.

She explained that she is requesting an increase of 3 hours per week. She said the only time they (Clerk and Deputy) are together is on Wednesday night, which is overlap from 5 to 7:30 pm (explaining that this is the only night the office is open and the busiest time in the office). They are at maximum effort all the time. She explained that the Deputy can be there at 7:30 on Tuesday to open earlier than Cloutier could. To be open as many hours as possible, they split their time and do not often overlap for long periods of time. Cloutier said she is almost never there with the Deputy/clerical worker, so that when each of them is working, they primarily handle the window. She mentioned that the filing doesn't get caught up, and that with only 12 hours per week there are some tasks that she doesn't get to do regularly and does not always able to stay current. Cloutier feels there would be more proficiency if she was here more often. Cloutier affirmed that she is not planning to cut her own hours, and will keep the same hours as she is working presently. Cloutier calculates that the stipend equals 2.75 hours per week at her currently hourly rate.

Selectmen asked for her to get some historical data for vehicle registrations, number of tax bills, dog licenses so that the wages from a period of 2012 to the present can be compared to the increase in workload.

The topic then turned to the Parks & Recreation budget, as Cloutier is the Chairperson. Carlson shared with the Board some information on the field improvements planned for Fall 2016 and budget for 2017 as discussed earlier in the day with Jon Benson, the Fields Coordinator. The Board asked to have some of this work done this fall so it could be removed from the projects line. This will include some building maintenance and upkeep, outdoor lighting in preparation for security work (cameras, monitoring, etc) to be completed with the 2017 budgeted funds.

Cloutier outlined the plans of the summer camp program, including adding back in before and after care.

With no further questions, Selectmen thanked Cloutier for her time, and she left the meeting at approximately 7:15 pm.

6:45 pm Public Input - none

7:00 pm Department Heads - none

At 7:15 pm Selectmen met with Cemetery Trustees Steve Harms and Matthew Thomas to review the bids for fall cleanups and tree work. Trustees met on Tuesday to review the information, but needed additional research done to confirm the pricing (one bid was missing some detail). Carlson had obtained additional follow-up information from Bruce White, who did the research. A grid had been prepared but was found to have incorrect information when the original bid documents were reviewed at the meeting. This changed the information the Trustees had, and there was discussion about the pricing.

It was confirmed that Blue Sky Landscaping was the low bid for the tree work (\$1,750) as compared to Dan's Landscaping (\$2,000). Dan's Landscaping was the low bid for the fall cleanup work at both Leavitt and Village Cemeteries (\$1,800) with all debris removed from the site and Blue Sky (\$2,500). The Trustees were in agreement to split the award based on the new information.

Janvrin originally moved to approve \$3,300 accept the Dan's Landscaping bid, tree trimming and removal, fall cleanup at Village and Leavitt Cemeteries. Barham seconded. After the correction to the grid was made, Janvrin moved to rescind his original motion to accept Dan's Landscaping full proposal for \$3,300 in total. This was seconded by Barham.

Barham then moved to accept the proposal of Blue Sky Landscaping LLC in the amount of \$1,750 to complete the trimming and tree removal work at Village Cemetery; and further to authorize the Town Administrator to execute the agreements on behalf of the Town and send out the cover letter. Janvrin seconded and the vote was unanimously approved 3-0.

Motion was made by Janvrin to accept the bid of Dan's Landscaping for fall cleanup of Village and Leavitt Cemeteries in the total amount of \$1,800 to include removal of all debris and authorize the Town Administrator to execute all contracts on behalf of the Town. Barham seconded and the vote was unanimously approved 3-0.

Trustees were thanked for their time and left the meeting at approximately 7:35 pm.

VI. OLD BUSINESS

1. Carlson circulated the budget report to date (third quarter 2016). Selectmen reviewed it, Carlson highlighted a few items that were works in progress and other The Town is short-handed in terms of some manpower, Town Hall renovations are proceeding, and some end of year tasks are being planned and executed.

2. Budgets:

4445 Social Service Agencies: Carlson presented the vendor agency requests as received to date by the Town. The total request is \$29,397. Carlson presented some additional information on the varied agencies, which was also copied for the Budget Committee.

After review and some discussion, motion was made by Janvrin and seconded by Barham to recommend \$29,397 for Social Service Agencies, line 4445. The vote was approved 3-0.

4520 Parks & Recreation: The Board discussed the budget in further detail following the earlier meeting with Cloutier. The Board wants to see some of the project work completed this fall, and Carlson will share that with Jon Benson. There was discussion about a dedicated maintenance worker to handle the varied tasks at the ballfields. This includes mowing and trimming in the height of the grass season, but also some other things that need to be done a few times a year including fence maintenance some light tree trimming, bush-hogging around the edges of the fields, and the building maintenance and repair from vandalism.

Carlson explained that Benson was going to work on a job description and we would look to hire someone to fill that position (vacant since the departure of John Millett). The Board moved \$3,000 from the facilities line to the labor line to include hiring someone for 15-20 hours a week.

The Board reduced some of the other group activity lines due to years of no use and no plans for a 2017 overall "Town Event." With these changes, Barham moved to recommend a total of \$53,910 for Parks & Recreation, line 4520. Janvrin seconded and the vote was approved 3-0.

4140 Town Clerk Tax Collector: Carlson indicated that Cloutier is working on ordering some additional voting booths as well as getting records restoration done this calendar year. The Board discussed the

budget but will wait for the follow-up information from Cloutier (statistics) before making a final recommendation.

4194 General Government Buildings: Carlson circulated the budget and it will be reviewed next week.

There was some follow-up discussion to conversation from the spring about rust on the columns at the Safety Complex. Cordes referred to an email from a structural engineer, and the Board discussed following up with the Town's engineer to look in to the matter. Chief Butler will be asked to photograph the area in question. Carlson has a set of plans at the office for the building which can also be accessed.

4210 Police Department: The following Police Department follow-up from Chief Twiss was reviewed:

If a full time officer was approved by the Town in March 2017, he/she would not be able to be scheduled to work alone until the Spring of 2018. As you know the process to find a suitable candidate is a long and involved. The candidate will have to pass a written exam, a series of physical agility tests, interviews, psychological exams, physical exam and a comprehensive background investigation. This process could take up to three months to complete. After the candidate passes all the testing, he/she must also be accepted by the NH Police Standards and Training Council (Police Academy). If so, he/she would attend the August – December 2017 Academy. Once a candidate has completed the academy, he/she will work with a Field Training Officer (FTO Program) for 12 weeks. Once a successful FTO program is completed, the officer will be allowed to work a patrol shift on their own. If everything goes as planned, this could take until the spring of 2018.

With the addition of the fourth full time officer (Lutz), I have refined the work schedule to include less overlapping hours and currently scheduling part time officers an average of 36 hours per week through the rest of FY 2016. In 2017 I plan on reducing the part time hours to 30 per week. The part time officers are covering two patrol shifts and working with a full time officer during peak hours for calls for service (early evenings, weekends, holidays, emergency situations, storms, and/or coverage for illness / vacation). If we had a 5th full time officer, I would reduce to the part time hours to 24 hours per week.

This information is being sent out tomorrow with other budget information to date, to the Budget Committee in preparation for their next meeting on Wednesday October 19, 2016.

3. The NH Safety Highway Safety Agency radar grant project has been completed. The Board voted to do this last spring, and the units have been purchased, and the Town reimbursed for ½ the cost. The check was received in September and was put back into PD Equipment Line #4210405 as per the Board's vote in April 2016. Selectmen confirmed this action and were pleased to see the grant money returned to the budget.

4. Janvrin questioned the Fire Rescue Department's plan to address the necessary maintenance or repairs to water supply systems. Carlson was directed to send an email to the Fire Chief and two Deputies in follow-up and inquire about the status of what has been corrected, and for items that have not been corrected, what is the plan reference to this current budget year.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$36,573.38 for the current week dated 14 October 2016. Motion was made by Barham and seconded by Janvrin to approve the manifest. The vote was unanimously approved 3-0.

Approved 10/20/2016

2. Renee King facilitated the donation of 4 containers of giant grass for the Safety Complex from Home Depot. They will come up in the spring with vigor, and only grow to about 36"-45" and will fair very well under the snow cover which comes off the roof. They go dormant in the late fall and will regrow in the spring. Snow falling on them from the roof will not impede them as they get trimmed down either in the late fall or spring.

3. Selectmen reviewed PO 2016-018 for \$1,140 for replacement computer and installation for the unit currently at Jeanne Nygren's desk. Two are budgeted annually and this will be the second one for FY 2016. A current promotion saves \$75 on hardware costs. Janvrin moved to approve PO 2016-018 for installation of a computer at the Selectmen's Clerk's desk in the amount of \$1,140. Barham seconded and the vote was approved 3-0.

4. Selectmen reviewed the folder of incoming correspondence.

Barham indicated that the base course of pavement at Black Rocks Village was due to be evaluated prior to the final wearing course was done. This week, with one day notice, Lewis Builders paved the road without that work done in advance. The Town's engineer is looking in to it, working with the Planning Board.

5. Selectmen reviewed a ZBA Plan Comment Sheet for wetlands setback variance request at 19 Brentwood Road. Selectmen asked that their comments include that all necessary wetland preservation and protection measures are taken.

6. Carlson reviewed with the Board a proposal for fire alarm repairs needed at the Library in response to a problem about two weeks ago. The proposal is from the Town's current fire alarm and maintenance vendor and will address several issues which have had the system in and out of trouble for a few months. Carlson indicated that there may be some money in the Library budget, but that within other line items, we could make the transfers to get this work done. Selectmen felt this was a public safety matter that needed immediate attention.

Janvrin moved to approve PO #2016-019 in the amount of \$1,504.63 to Fire Alarm & Safety Technologies Inc for library fire alarm repairs, with the Library budget funding as much as possible. Barham seconded and the vote was approved 3-0.

7. Carlson presented information to the Board regarding two NH Highway Safety grants for the Police Department. The first is a \$2,700 award for the "E-Ticket" program. This will fund equipment for the three primary patrol units which have computers in them. Selectmen questioned the fourth car not having the setup. (After the meeting it was learned that the fourth car does not currently have the computer setup, so will not carry this equipment). The grant is an 80% Federal and 20% Applicant sharing.

Carlson explained RSA 31:95-b which "...allows the Town to adopt an article authorizing, indefinitely until specific rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year."

Further language of the statute states: "...(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this

subparagraph shall be made in public session of any regular board of selectmen meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of town or village district moneys.” (Quoted in part from NH RSA 31:95-b)

Janvrin moved to accept a NH Highway Safety Grant in the amount of \$2,700 for Fremont E-Ticket Project #310-17A-023 and further to authorize the Chairman to sign on behalf of the Board. Barham seconded and the vote was approved 3-0.

The second grant is in the amount of \$6,238.30, also from NH Highway Safety, and will fund increased enforcement in three categories including DWI patrols, pedestrian and bicycle safety patrols and distracted driver violations. This will provide for an extra cruiser on these specified patrols at certain busy times. The patrols will be paid from the patrol budget and reimbursed in accordance with RSA 31:95-b as stated above. The grant is an 80% Federal and 20% Applicant sharing.

Janvrin moved to accept a NH Highway Safety Grant in the amount of \$6,238.30 for Fremont STEP Patrols, Project #315-17A-072 and further to authorize the Chairman to sign on behalf of the Board. Barham seconded and the vote was approved 3-0.

8. Janvrin discussed the Warrant Articles for the police officers and expressed concern about having two articles and listening to the Budget Committee feedback, there was consideration for only including one Warrant Article. The Board felt that there is a need for two officers, but does not feel the Town can support it, and does not want to lose both

Janvrin moved to rescind the Board's earlier vote to reconsider the past position of having two warrant articles each for one full time officer and to have only one article on for one officer. Barham seconded and the vote was unanimously approved 3-0.

9. Board members reviewed the Warrant as drafted to date and discussed Warrant Articles.

Motion was made by Janvrin to recommend a Warrant Article for \$25,000 to be placed in the Bridge Construction and Reconstruction Capital Reserve Fund. Barham seconded and the vote was approved 3-0.

Motion was made by Barham to recommend a Warrant Article for \$25,000 to be placed in the Highway Equipment Capital Reserve Fund. Janvrin seconded and the vote was approved 3-0.

Motion was made by Janvrin to recommend a Warrant Article for \$25,000 to be placed in the Emergency Management Equipment Capital Reserve Fund. Barham seconded and the vote was approved 3-0.

There was discussion about the Warrant Article for the Town Clerk Tax Collector salary increase of \$700.

Motion was made by Barham to recommend a Warrant Article for \$49,550 to continue the Public Health Mosquito Control Program. Janvrin seconded and the vote was approved 3-0.

Motion was made by Janvrin to recommend a Warrant Article for \$50,000 to be placed in the Fire Truck Capital Reserve Fund. Barham seconded and the vote was approved 3-0.

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, and a position 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 - None

The next regular Board meeting will be held on Thursday October 21, 2016 at 6:30 pm.

IX. ADJOURNMENT – by 9:00 pm

Given the additional budget review and basement renovation discussions, Selectmen scheduled another meeting for 8:00 pm on Monday October 17, 2016. This was posted at the Town Hall this evening and will go at the Post Office and up to the website on Friday.

With no further business to legally come before the Board, motion was made by Janvrin to adjourn the meeting at 9:25 pm. Barham seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator