

The Board's meeting came to order at 8:00 pm in the basement meeting room of the Fremont Town Hall. Present were Selectmen Gene Cordes, Roger Barham and Neal Janvrin; Building Inspector Bob Meade; and Town Administrator Heidi Carlson (8:30 pm).

Selectmen discussed at length with Meade his crew's current progress on Town Hall basement renovations. This included description of the work crews and work completed to date. Walls are being closed in now. There is a meeting with one of the phone vendors and the Town's volunteer consultant tomorrow morning.

Heat/HVAC contractors are due back at the Town Hall tomorrow morning. The electrician will be in on Tuesday; and back to work early Thursday morning.

There was discussion about the brick and how to handle making all of the work look the same at the end of the project. There was discussion about paint and floor coverings. Durability and cost are both factors.

Meade was directed to call Steve Tomasz again and let him know the weep holes are in the brick retaining wall, and see when he can get back here. Most recent estimate was in two more weeks.

There was discussion about how to address the Food Pantry needs and cabinets. We need to use all of the space in the area, perhaps installing additional shelving above the cabinets as well as other shelving to fill all available wall space. Meade will talk further with Debbie Burke.

There was discussion about lighting. Meade has looked into electrical incentives and not had any luck identifying anything that will work for this project. Meade will look in to this further. Barham suggested that there is not money in those grant-type projects at this time of year, as they generally run on a calendar year, and are exhausted by fall. Barham will look further into it with the utilities. He said the utility companies are required to put a certain amount of money back into energy efficiency.

Selectmen asked to talk with Meade again in the next 3-4 weeks to keep in touch on progress.

Meade left the meeting at 8:50 pm.

Selectmen then reviewed the first run draft of the Executive budget. There was extensive discussion about the staffing needs for the Selectmen's Office to get additional tasks done and relieve the workload currently being done by the Town Administrator. Carlson discussed the possibility of drafting a Finance Director job description with some HR duties and other items. The Board reviewed a grid of information from MRI including notes that the Town Administrator's position includes far more duties than most other Town Administrators. The Board feels that additional hours needed to be added to the budget because the Town is not going to solve the problem with not enough hours or funding. When Carlson leaves, there is concern about hiring a replacement with the current job description. There is also a concern about the levels of coverage available for the Town.

The Board outlined other HR duties that need attention, including advertising and hiring for the summer camp program, maintenance staff, including a dedicated position for parks & recreation maintenance, and overseeing some of the other part-time and seasonal staff. Currently the Town is also recruiting for ballot and election workers. The Town also needs to consider the additional needs in maintenance and facilities management.

The Board reviewed the draft Government Buildings Budget as well, reviewing line items and making decisions on their recommendations.

With regard to the proposed budget for 2017, the Board reduced Town Hall furnace repairs to \$500; kept electricity consistent with the current contract price per kwh of \$0.9730. There was discussion about the age of the Safety Complex furnaces and the need to replace them sometime soon. They are near the end of their anticipated life.

Carlson was asked to send photographs of the Safety Complex columns and where they meet the floor, to Dan Tatem for additional engineering assistance in this area. Carlson thought that some repair work had already been done, but will verify that information.

Stantec said they will look at the drawings and pictures to give the Town some additional advice.

There is a chance that the Town Hall budget may be amended for additional work currently being priced, this primarily includes the well at the Safety Complex and the paving sections for handicap access at the Town Hall (around new renovation areas).

With all changes in place, Janvrin moved to recommend a total of \$75,837 for General Government Buildings. Barham seconded and the vote was approved 3-0.

Carlson advised that the health insurance rates are due to be released tomorrow and the Personnel Administration budget will be completed once that is received.

Carlson discussed with the Board the preliminary tax rate of \$29.88. It is anticipated this will be finalized within the next day or two.

With no further business to come before the Board, motion was made by Janvrin and seconded by Barham to adjourn the meeting at 9:40 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator