

I. CALL TO ORDER at 6:30 pm in the Fremont Town Hall Main Floor meeting room. Present were Selectmen Gene Cordes, Neal Janvrin, and Roger Barham; Town Administrator Heidi Carlson. Bruce White from FCTV was also present recording the meeting. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. Fremont's Fall Bulky Day will be held on Saturday October 14, 2017 from 8:00 am to 12 noon at the Highway Shed on Danville Road. Volunteers are still needed.
2. The Town Clerk Tax Collector's Office has new hours on Wednesday from 3:00 to 7:00 pm ONLY. Next week on Tuesday 10/17 hours will be altered due to unforeseen circumstances. The office will be open from 7:30 am to 1:30 pm only (this is an early closure); and will open early on Wednesday 10/18 at 1:30 pm and be open until 7:00 pm.
3. The Building Inspector's Office will be CLOSED on Wednesday October 18th. Make all arrangements for inspections next week before Monday and Tuesday's office hours.
4. Fremont Trick or Treat will be Tuesday October 31st from 5:00 to 8:00 pm.
5. Veteran's Open House will take place on Friday November 10th from 5:00 to 7:00 pm at the Fremont Public Library.

III. LIAISON REPORTS

Barham reported on the 10/10/2017 meeting of the Brentwood Dam Association. The group met at 7:00 pm at the Kingston Library. The Association discussed three main topics:

1. Brentwood Dam Open Forum
 - a. There general consensus is that there is not much support for maintaining dams.
 - b. There is little grant/funding opportunity available.
2. Federal 501c3 non-profit application
 - a. Association is continuing with their application.
3. Proposed meeting with Dam Owner's Attorney
 - a. Association had received a new offer to purchase dam for \$1.
 - b. Association to send a representative to discuss the matter.

Their next meeting is scheduled for 7:00 pm on Tuesday October 24, 2017 at the Kingston Library.

Cordes reported on the 10/11/2017 Budget Committee meeting. This included a meeting with the Road Agent, reviewing the proposed operating budget and the review of Highway Warrant Articles. There was considerable discussion about moving the 32 hour position to full-time, as well as the amount of money to propose in Warrant Articles.

Cordes further reported on the items reviewed by the Committee and the budgets they recommended, including Library, Parks & Recreation, Debt Service, and Street Lighting. Next week they will meet with the Fire Rescue Department, and time was set to attend the School Budget Forum on Wednesday November 8 from 6:00 to 7:00 pm, followed by a regular Committee meeting.

Cordes brought forward to the Selectmen, the Budget Committee's suggestion that rather than having the additional hours cost in the Highway budget (from 32-40 hours) and the benefits in the Personnel Administration (4155) line, that the difference between the current costs and the new proposal be put in a Warrant Article to isolate the cost changes.

Both of the proposed Warrant Articles for road construction/reconstruction were discussed. There was some thought at the Budget Committee level that it was too much to propose to voters, and perhaps that only one article should be put on, depending on the Board/Road Agent's discretion of what was the most important to do in 2018; even though there is a good understanding amongst Committee members that the need exists for both. There was concern that coming in with over \$300,000 in Warrant Articles might cause them all to fail (a lot to put in front of voters).

There was also discussion about the retirement of the Safety Complex debt and whether bonding a certain amount (\$3,000,000 discussed in general terms) for road improvements and paying for it over time would be beneficial. This would take a lot of time and planning to undertake. Barham said that road improvements are an ongoing necessity, and it is a little different than construction of a building. The average life expectancy of a road is 20 years, and the Town might still be in a spin cycle and remain behind the need of timing of improvements.

Barham also said he had been speaking with the Town Engineer on an RFP for an overall study of Town roads and how that might proceed for future planning. The Board will revisit these items as they review the Warrant draft.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 05 October 2017. Motion was made by Janvrin to approve the minutes as printed. Barham seconded and the vote was approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 7:20 pm Fire Rescue Chief Officers Richard Butler, Joe Nichols and Kevin Zukas met with the Board. They recapped the Grassdrag activities, which they indicated went well last weekend.

The purpose of the meeting was to discuss the proposal that had been obtained for MRI to undertake a Fire Department study in response to some questions about volunteers and pay status, as well as the needs of the Department and the Town.

There was lengthy discussion about the study, Carlson recapped references received from other towns, and shared the Auburn NH study with them (and will forward links to other town's studies that were received for review). There was discussion about the Department and its membership being involved in the study and providing as much information and data as possible. Carlson circulated a sheet of information that the Town needs to provide, as well as some of the statistics that have been put together.

Carlson read aloud from the initial email from Brian Duggan, the Director of the Fire Services Group at MRI so that all had an understanding of the work outline:

Phase One - Identification of Challenges Facing the Department and the Community - *This project would provide a snapshot of the issues facing the department and include our travel to Fremont. During our field visit, we would spend a day that would encompass a tour of the community, tour of fire facilities, conduct interviews the Fire Chief, command staff and select members of the Department and members of the Board of Selectmen. This would result in an overview that would provide a summary of issues, suggest an appropriate scope/focus and generate a specific proposal for a more in depth strategic document that could provide guidance to the Town for the next 5-10 years. The cost of this service would be \$2,750.*

***Phase Two - Fire Service Strategic Management Letter** - This document would be the culmination of a comprehensive data analysis and field work within the community. A report of this nature is customized to the needs of the community and typically provides a 20 -25 page strategic overview/planning document with specific recommendations relating to facilities, equipment staffing, training, service level, standard of cover, on-call recruitment and retention and other pertinent fire service topics identified within phase one. Once funded this process would take three to four months to complete. The cost of this service would range from \$12,500 - \$20,000 depending on the exact scope determined through phase one.*

Nichols expressed concern about following through with it and its recommendations if we are going to spend that kind of money. Zukas added and all agreed, that we need to know, good and bad, what exists so we can plan, improve, and move forward.

Chief Butler was asked about identifying the \$2,750 needed within the current operating budget, and he thought that with the reduction in LOSAP payout (if not another line item), that he felt it could be done.

Janvrin moved to engage MRI for a Phase I study of "Identification of Challenges Facing the Department and the Community for the sum of \$2,750. Barham seconded and the vote was approved 3-0.

The Fire Officers were thanks for their time and input, and they left the meeting at 7:45 pm. Barham moved for a five minute recess, seconded by Janvrin and voted unanimously in favor. At 8:00 pm Janvrin moved to return to session. Barham seconded and the vote was unanimously approved 3-0.

VI. OLD BUSINESS

1. Generator updates – Janvrin has received the final proposal that he was waiting for and added it to the spreadsheet, which he circulated again. The binder of information (2 inches thick) was turned over to Carlson to have for the reference file. The Board reviewed the numbers and Janvrin detailed out the lowest proposal from Generator Connection and the options around it. The Board decided to have the sales technician in to the meeting next week at 7:30 pm to review the proposal and finalize all of the details. Getting the Safety Complex done before winter is the priority. The Board will wait until next week to see if there is a third propane proposal, and will otherwise award the work for installation of the three 1,000 gallon tanks to Lamprey Energy.

2. Town Hall basement updates:

- Ceiling grid is complete and some tiles are being cut in. HVAC and fire alarm companies will be back next week to continue their work within the grid.
- Electrician due to return next week.
- Flooring to begin on Monday.
- Kitchen cabinets were delivered today and the cove base has been ordered.

3. The pending Electricity RFP was moved out to Wednesday October 18th due to some issues with Eversource releasing all of the Town and School data, as well as significant volatility in the market today. The following was received from our contact at USource:

Two issues have caused us to postpone the bid date:

- 1) *Suppliers attempting to access usage data for the schools encountered resistance from Eversource. USource alleviated the hurdle by demonstrating the School Department's agreement to be represented by the Town. Some suppliers expressed a need for a couple of additional days to gather data and provide pricing.*

- 2) *Today's market is showing volatility and pricing is increasing; this can occur on Thursdays in particular as a result of natural gas storage reports that are outside of the expected range.*

We would be pleased to provide pricing next Wednesday October 18, 2017 at 1:30 pm if that is a date and time that will work for Fremont.

The Board needs to decide on an alternate decision-making plan for next Wednesday in light of the new date. The Board discussed how to get the information next week and discuss it. Barham moved to allow either two Selectmen, or one Selectmen and the Town Administrator, to make the decision on an electricity contract and have the appropriate paperwork signed by the Town Administrator if it cannot wait until the Thursday meeting. Janvrin seconded and the vote was unanimously approved 3-0.

4. Selectmen reviewed some information from the Town's Engineer and NH DOT as well as Josh Manning of Lewis Builders regarding the Black Rocks Village project deceleration lane on Route 107 at Hall Road. The DOT information (in an email from James Hewitt of NH DOT dated 10/06/2017) states *"If the decision is to leave the widened shoulder, it should be re-built using NHDOT standard of 3 feet of box material and NHDOT pavement requirements or alternatively conduct a test pit to determine the type and depth of base materials that exist."*

After some discussion, and a review of the minutes of 09/21/2017 when the Board decided they wanted the lane to stay as per the approved plan, the Board decided to keep the deceleration lane and to have the Town Engineer oversee the work as per DOT's James Hewitt's email.

A motion was made by Barham that with regard to the Lewis Builders project on Route 107 (Black Rocks Village) that the deceleration lane on Route 107 as approved on the plan needs to be built to the NH DOT standards as stated by James Hewitt in an email of October 6, 2017 and that the installation and evaluation must all be overseen by the Towns Engineer. Janvrin seconded and the vote was unanimously approved 3-0.

5. The Grassdrags follow-up meeting will be held at 6:30 pm on Thursday October 26, 2017 at the Town Hall. This was shared with Nichols and Zukas, present at the meeting at the time this was discussed.

6. Carlson circulated an email from Mike Ransom at DayStar regarding the upgrades to the proposed server at the Town Hall. Selectmen will further review and generate follow-up questions to be brought back next week. Once compiled, these will be sent to DayStar.

7. Government Buildings budget – the board reviewed the budget proposal to date. Carlson inquired the Board's thoughts on including paving at the historic museum as suggested by Road Agent. The hottop has broken down over the years and is mostly just plowed up each winter. The Board asked for Holmes Jr to ask Petra about a cost for paving the historic museum driveway.

This led the Board to discussion about getting an estimate for painting the building, which is showing signs of severe peeling. The Board also mentioned getting the fuel tank filled at Historic Museum and adding a line in the Government Buildings budget for Safety Complex propane. The Board wanted \$1 left in several line items to keep them open.

The Board returned to the Fire Rescue Department budget review. There was continued discussion about the plan to use a \$100 weekend duty stipend through Town Meeting 2018 and then raise it to \$250 a weekend after Town Meeting. With that change, Janvrin moved to recommend \$194,269 for the Fire Rescue Department (4220) operating budget in 2018. Barham seconded and the vote was approved 3-0.

They moved to discussion of the Building Inspection budget. No information has yet been received back from the Building Inspector relative to what other communities, similar to Fremont, and near Fremont, are using it and what has been their experience. There was discussion about conversion to fulltime and a pay rate increase. The Board asked to see a spreadsheet of activities, inspections # permits, # inspections, etc for the period of time that he has been here. The Board wanted to see the increase in activity to document the need to increase the hours by the requested amount. The Board is cognizant of the fact that things that do not show up in activity logs (quantitatively) are research and troubleshooting and questions that go into problem solving and serving the public.

The Board expressed reluctance at this particular point to expand to a full-time position without significant data to document the need. The Board did not make any further decisions.

There was lengthy discussion about the Town Expendable Trust Funds for emergent Town building repairs and whether a part of this could be used to fix the Safety Complex roof. The Board has concerns about the roof and its need for replacement sooner than later.

8. Selectmen reviewed a letter to Comcast regarding the Town's cable contract extension as discussed last week. Motion was made by Janvrin to sign the letter. Barham seconded and the vote was approved 3-0.

9. Selectmen recapped the chores for Bulky Day on Saturday.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest in the amount of \$185,490.69 dated October 13, 2017. Motion was made by Janvrin to sign the warrant. Barham seconded and the vote was approved 3-0.

2. Selectmen reviewed the Property Tax Warrant for 2017 Second Issue in the amount of \$5,700,870. The tax rate is down to \$29.19 from \$29.88 due in large part to the \$651,000 returned by the Fremont School District to offset the tax rate. Motion was made by Barham to approve the second issue Property Tax Warrant in the amount of \$5,700,870. Janvrin seconded and the vote was approved 3-0.

3. Selectmen spent significant time reviewing the 2018 Town Meeting Warrant and made the following recommendations on the draft thus far:

ARTICLE B: To see if the Town will vote to raise and appropriate the sum of thirty-seven thousand two hundred seventy-two dollars (\$37,272) to hire a new full-time police officer. This sum covers five months of wages and benefits and necessary gear, equipment and required testing for the officer. If approved, this funding will remain as part of the operating and default budget in future years.

Selectmen discussed having the voters make the final decision about this matter and with little debate, motion was made by Janvrin to support this Warrant Article to hire another full-time police officer. Barham seconded and the vote was approved 3-0.

ARTICLE C: To see if the Town will vote to raise and appropriate the sum of five thousand dollars (\$5,000) to be placed in the Library Building Maintenance Expendable Town Trust Fund.

Selectmen feel that this is a necessity and even discussed if it should be funded with more money to keep up with building maintenance. With no debate, motion was made by Barham to recommend this Warrant

Approved 10/19/2017

Article for additional funding in the Library Expendable Town Trust Fund. Janvrin seconded and the vote was approved 3-0.

ARTICLE D: To see if the Town will vote to raise and appropriate the sum of fifty thousand dollars (\$50,000) to be placed in the Fire Truck Capital Reserve Fund.

Selectmen feel that this is a necessity to keep up with fire apparatus. Motion was made by Janvrin to recommend this Warrant Article for additional funding in the Fire Truck Capital Reserve Fund. Barham seconded and the vote was approved 3-0.

ARTICLE E: To see if the Town will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to be placed in the Bridge Construction and Reconstruction Capital Reserve Fund.

There is still significant work to do on the Martin Road and Scribner Road (red list) bridges. Motion was made by Barham to recommend this Warrant Article for additional funding in the Bridge Capital Reserve Fund. Janvrin seconded and the vote was approved 3-0.

ARTICLE F: To see if the Town will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to be placed in the Highway Equipment Capital Reserve Fund.

Motion was made by Janvrin to recommend this Warrant Article for additional funding in the Highway Equipment Capital Reserve Fund. Barham seconded and the vote was approved 3-0.

Relative to the following two articles, Selectmen considered concerns brought forward by the Budget Committee last night. Cordes reiterated their concern that too much on the Warrant for consideration could result in nothing passing. Selectmen discussed at length the need for road improvement in the Town and felt that the voters would decide what was most important and what they could afford to do, and wanted to leave both road construction articles in the Warrant template. The Board had voted on 10/04/2017 to recommend both.

ARTICLE G: To see if the Town will vote to raise and appropriate the sum of two hundred thirteen thousand ninety-four dollars (\$213,094) to grind and reclaim, 2.5" shim and 1.5" overlay paving the Town portion of Beede Hill Road (3,620 feet) and tie in to the North Road work, along with associated shoulder work and driveway paving tie-ins.

ARTICLE H: To see if the Town will vote to raise and appropriate the sum of one hundred sixty-two thousand seven hundred ten dollars (\$162,710) to reclaim, do extensive drainage work, and pave a 2.5" binder course on Red Brook Road (3,580 feet) and do associated shoulder work and driveway paving tie-ins.

ARTICLE I: To see if the Town will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to be placed in the Emergency Management Equipment Capital Reserve Fund.

Selectmen took no action on this article, pending the final results of the generator work to take place yet this fiscal year. Janvrin expressed concern about getting a backup generator in place at Ellis School for several reasons, including running the school in an emergency as well as having it for the emergency shelter.

ARTICLE J: To see if the Town will vote to raise and appropriate the sum of forty-nine thousand five hundred fifty dollars (\$49,550) to continue the Public Health Mosquito Control Program.

As in years past, the Board includes this Article for voters to decide. Motion was made by Barham to recommend the Mosquito Control Article. Janvrin seconded and the vote was approved 3-0.

ARTICLE K: To see if the Town will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to be placed in the Historic Museum Renovation Capital Reserve Fund.

Selectmen reviewed an email from Town Historian Matthew Thomas noting that he would like to have this warrant article put in again for the museum. He noted being very busy at the Museum on September 23rd when over 25 people visited, even keeping the building open an extra hour because of the visitors. He is suggesting \$25,000 and if passed, that would give us enough to put the addition on. He echoed the Board's thoughts about the existing building needing a new paint job on the front too.

Research will be done into the Capital Reserve Fund and whether Selectmen are agent to expend. Thomas will be contacted again to get an estimate for the project, and some preliminary cost proposals and sketches. If the Board is not an agent to expend, the full project needs to go on the Warrant for Town Meeting approval. No action was taken until additional information is available.

Selectmen reviewed a "just in case" template article that is on the Warrant in case any funds have to be expended from the Highway Winter Maintenance Expendable Town Trust Fund for winter operations in November or December 2017. If so, it is felt that more money should go into this savings account. The Board discussed funding this from Unreserved Fund Balance that may exist at the end of the year.

The Board also discussed adding funds to the Town Expendable Trust Fund for Building Maintenance. It currently has approximately \$29,000 in it.

ARTICLE L: To see if the Town will vote to raise and appropriate the sum of XX thousand dollars (\$XX,000) to be placed in the Highway Winter Maintenance Expendable Town Trust Fund.

Carlson also advised the Board that the town needs to consider amending the elderly exemption income and asset limits to consider current cost of living information. There is also a new provision for the Veteran's Tax Credit that needs to be addressed, based on citizen request. Jeanne Nygren recently attended exemption and credit training and will be asked to put the information together along with a draft Warrant Article.

The Board further consider other Budget Committee discussions, including their suggestion that the difference between 32 hour per week HW position and the FT position (added 8 hours/week plus benefit costs) be included as a Warrant Article. They suggested discussing this with the Road Agent if it became a reality. After further Board discussion, and consideration that the part-time positions of Building Inspector and Land Use AA had been moved from part-time to full-time and then back again to part-time without changes in a Warrant Article, it was felt to be more similar to that than the creation of a completely new positions as is the case with a new police officer (addition to staffing).

Janvrin moved to keep the additional costs associate with the Highway 32 hour per week position to 40 hours, within Highway and Personnel Administration budgets and not as a separate warrant article. Barham seconded and the vote was approved 3-0

4. Selectmen reviewed the folder of incoming correspondence. They asked the NFIP letter be forwarded to Jenn Rowden, Rick Foye and Casey Wolfe to inquire about who is taking on each of the necessary follow-up tasks. Barham will bring this up at the next Planning Board meeting as well.

5. The Economic Development Committee meets next Monday, October 16th at 6:30 pm at the Fremont Public Library. The Open House will not take place that night, it has been postponed due to lack of time to get it all together. Warren Gerety is making a presentation to the Planning Board next week, and will update the Committee on Monday. (It is noted that as of Saturday, this meeting was cancelled and rescheduled for November 13, 2017 with the Business Open House.

VIII. WORKS IN PROGRESS

1. The Public Budget Hearing will be held at 7:00 pm on Wednesday evening January 10, 2018. The Town's Deliberative Session is set for Monday February 5, 2018 at 7:00 pm at Ellis School; with a snow date of Wednesday February 7, 2018 at 7:00 pm.

IX. NON-PUBLIC SESSION NH RSA 91-A

At approximately 9:25 pm motion was made by Janvrin to enter non-public session pursuant to NH RSA 91-A 3 II (e) to discuss a pending legal matter. Barham seconded and the vote was approved on a roll call vote, 3-0; Cordes – yes, Janvrin – yes, Barham – yes.

At 9:40 pm motion was made by Barham to return to public session. Janvrin seconded and the vote was approved 3-0.

The Board acknowledged that the potential new candidate for the Selectmen's Office position had withdrawn from the process. Carlson will continue with the next candidate.

The next regular Board meeting will be held on Thursday October 19, 2017 at 6:30 pm at the Town Hall.

With no further business to come before the Board, motion was made by Janvrin and seconded by Barham to adjourn the meeting at 9:45 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator