

**I. CALL TO ORDER** The meeting was called to order at 6:30 pm in the Fremont Town Hall basement meeting room. Present were Selectmen Gene Cordes, Neal Janvrin, Roger Barham, Town Administrator Heidi Carlson and Selectmen's Clerk Jeanne Nygren. Fremont School Board member Gordon Muench was also in the audience. All rose for the Pledge of Allegiance. This meeting is a live broadcast by Bruce White from FCTV.

## **II. ANNOUNCEMENTS**

1. **HOLIDAY CLOSURES:** All Town offices will be CLOSED on Tuesday January 1, 2019 for New Year's Day. There is a one day delay in trash collections during this week and next week due to holidays.
2. Petition Warrant Articles are due by 12 noon on Tuesday January 8, 2019 to the Selectmen's Office.
3. The Public Budget Hearing will take place at 7:00 pm on Wednesday January 9, 2019 at the Town Hall, basement meeting room.
4. Candidate Declaration for Town and School District Offices takes place beginning Wednesday January 23, 2019 when the Town Clerk opens at 3:00 pm. It runs through Friday February 1, 2019. The Town and School Clerks have special open hours from 3:00 to 5:00 pm only for sign-ups. You must be registered to vote to declare your candidacy. You can register with the Town Clerk or Supervisors no later than Tuesday January 22, 2019. The Supervisors meet that evening from 7:00 to 7:30 at the Fremont Public Library.

## **III. LIAISON REPORTS**

No meetings to report on this holiday week.

## **IV. APPROVAL OF MINUTES**

A motion was made by Janvrin to approve the minutes of the December 20, 2018 as written. This was seconded by Barham. The vote was unanimous 3-0.

## **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input - none

7:00 pm Department Heads - none

## **VI. OLD BUSINESS**

1. Carlson circulated a current budget expense report for review, showing expenses to date and updated forecasts through year end.
2. The Town's 2018 financial audit paperwork has been received. Nygren is circulating information to all financial officials, and the date for Plodzick and Sanderson to start will likely be in mid-February as in past years. Each year the auditors prepare questionnaires for elected officials and Department Heads on the Town's financial procedures for their input on confidential data to be returned to their office. The Audit / Fraud questionnaire for the Board of Selectmen (14 line items) was read aloud by Cordes and answered as a group. A motion to approve this questionnaire and have the Chairman sign on behalf of the Board was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.

3. 2019 Town Meeting Warrant: The Board reviewed the Cemetery Expendable Trust Fund Warrant Article. This Article proposes a new way to execute cemetery lot sales in that all of the revenue would be deposited into an expendable trust fund which can then be used for maintenance and care of the Town's cemeteries after approval of the Cemetery Trustees and the Board of Selectmen. These funds will be under the control of the Trustees of the Trust Funds for accounting purposes and not in the General Fund. A motion to recommend the Warrant Article creating a Cemetery Expendable Trust Fund per RSA 31:19-a and RSA 289:2-a was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

The submitted Warrant Article from the Town Clerk to change to a fee basis will be discussed later as information requested still needs to be supplied by the Clerk as she has been out most of this week and was unable to attend tonight to address Board questions.

The Conservation Commission's requested addition of two lots to the Town Forest has been recommended by the Board, and will be further explained for the public and the Budget Committee at the Public Hearing on January 9, 2019.

4. 2018 Encumbrances: Selectmen reviewed and discussed the tentative balance estimated to be left in the 2018 operating fund in coordination with some other projects still to be completed. A motion was made by Janvrin to have Carlson do a Purchase Order to encumber \$24,800 for installation of HVAC to the third floor at Town Hall by Ideal Temp per their quote and the original engineering design. This was seconded by Barham. The vote was unanimous 3-0. A motion was made by Janvrin to have Carlson sign the Purchase Order on behalf of the Town. Barham seconded and the vote was unanimous 3-0.

A motion to encumber \$1,250 with Petra Paving for crack sealing of the Town Hall parking lot in 2019, and for Carlson to sign this Purchase Order was made by Janvrin and seconded by Barham. The vote was unanimous 3-0. This is based on a quote from the summer, but work was not able to be completed in their schedule this fall.

## **VII. NEW BUSINESS**

1. A motion to approve the payroll manifest of \$29,370.08 for the current week dated December 28, 2018 was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

A motion to approve the accounts payable manifest for \$74,535.40 for the current week dated December 28, 2018 was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.

2. Selectmen reviewed the folder of incoming correspondence.

3. A motion to approve FCTV Revolving Fund Manifest 2018-28 in the amount of \$1,062.11 to reimburse the Town's General Fund for December 2018 payroll expenses was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.

4. A motion to approve and sign 2019 vacation letters for eligible part-time employees Eric Abney, Peter Morelli, Cathy Murdock, and Jeanne Nygren was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

At 7:20 pm Road Agent Leon Holmes Jr met with the Board and discussed recently researched quoted pricing for purchase of a new lawn tractor. He had four different vendor prices which were all within close proximity of each other. Holmes Jr recommended going with the Cub Cadet PRO Z 154L mower with a Kohler 27 HP engine, and offered a 20% municipal discount making it the lowest pricing for a comparable product. They will hold that price until next year with the tractor is purchased. This

purchase had been allotted in the 2019 proposed budget, and thus will be removed from the 2019 request. Other prices were two other models from Brentwood Power, Snapper units at \$5,999 each and a Ferris mower from Chappell at \$6,100.

A motion was made by Barham to encumber the \$5,719.00 for purchase of the Pro Z-154L Cub Cadet tractor from the overall residual 2018 operating budget. This was seconded by Janvrin. The vote was unanimous 3-0.

A motion for Carlson to write a Purchase Order with authorization to sign for the \$5,719.00 for the above purchase was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

Carlson advised Selectmen that the 2019 Highway Department proposed operating budget also included repairs to the sweeper for \$3,000. Holmes Jr has been working with the dealer and manufacturer who finally has offered some concession on the repair price. This lowers the repair estimate to \$2,500. This would remove \$500 from line 4312615 for sweeper maintenance within the 2019 operating budget as well.

Barham made the motion to reduce from 2019 highway budget recommendations \$6,999 from the new equipment line 4312350 (to leave \$1 in that line) and remove \$500 from sweeper maintenance line 4312615. This reduction would make the Highway Department 2019 operating budget a total of \$561,014. This was seconded by Janvrin. The vote was unanimous 3-0.

At 7:30 pm John Owens came into the meeting. After reviewing applicants for the open Highway Department full time position, interviews were conducted last week by Holmes Jr, Janvrin and Carlson. The selected candidate Mr. John Owens was introduced to all present tonight at this meeting. He was thanked for his enthusiasm and his extensive experience background was recognized.

### **VIII. WORKS IN PROGRESS**

1. The Town Deliberative Session will be held at 7:00 pm on Monday February 4, 2019 at Ellis School. The snow date is Wednesday February 6, 2019 at 7:00 pm.

At 7:40 pm Janvrin made a motion to enter into non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Nygren left the meeting at 7:42 pm.

Respectfully submitted,

Jeanne Nygren  
Selectmen's Clerk

Selectmen began their non-public session at approximately 7:45 pm.

Upon completion of the interview with Owens, Selectmen returned to public session at 8:10 pm after a motion from Janvrin and second from Barham, with a unanimously favorable roll-call vote; Cordes – yes; Janvrin – yes; Barham – yes.

The Board discussed making a conditional offer to John Owens for the vacant full-time Highway Department position, pending his passing a complete background check. Motion was made by Janvrin to extend a conditional offer of employment to John Owens for the full-time Highway Department Laborer/Equipment Operator position at \$20 per hour, pending completion of a satisfactory background check. Barham seconded and the vote was unanimously approved 3-0.

Owens and Holmes Jr left the meeting at 8:15 pm.

Selectmen then discussed two remaining budget items including the balance due on the MRI consulting contract for Fire Chief mentoring services. The Board decided to encumber the balance due on this contract, pending how much money remains after the 2018 expenses have been paid. Carlson will tally the expenses on the Phase III work of the contract and the Board will sign the Purchase Order in the next week or so.

The second item was the Highway Shed roof that is in need of repair. The Board discussed the quote which was received from Lane Roofing. The Board discussed the town's Purchasing Policy and in light of the fact that Lane was the low bidder by approximately \$18,000 on the Safety Complex roof work, completed in the past two months, the Board decided to accept his price of \$8,900 for the Highway Shed roof and encumber the funds for the work to be done first thing in the spring.

With these details outlined to be in conformance with the Purchasing Policy, motion was made by Janvrin to encumber \$8,900 in a Purchase Order with Lane Roofing to replace the Highway Maintenance Building roof in the spring. Barham seconded and the vote was approved 3-0. The Board further authorized Carlson to execute and sign the Purchase Order for the work. Reference was made to his quote received by email on October 18, 2018. Carlson will confirm the venting and when the work could be scheduled.

The Board also voted to take any additional balance and encumber it toward the pending quote dated 03/20/2018 with Secondwind Water Systems for the Point-Of-Entry water treatment system for the Fremont Safety Complex, pending results of the water test done in November.

The next Board meeting will be held at 6:30 pm on Thursday January 3, 2019 at the Fremont Town Hall in the basement meeting room.

With no further business which may legally come before this meeting, a motion was made by Janvrin to adjourn at 8:30 pm. Barham seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator