

APPROVED 10/29/2009

At 6:05 pm Chairman Gates called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Donald Gates Jr and Brett Hunter; and Town Administrator Heidi Carlson.

OLD BUSINESS

1. Selectmen reviewed minutes for 15 October 2009. Gates moved to accept them as printed, seconded by Hunter. The vote was unanimously approved.
2. Selectmen then further reviewed the amended minutes for 08 October 2009. There was discussion about how much material was appropriate for the minutes and Gates asked what was required. Carlson said that the law requires only general discussion items, and motions, and votes / decisions. The Board will discuss this further next week with St Germain. Hunter moved to accept the minutes of 08 October 2009 with many amendments. Gates seconded and the vote was unanimously approved 2-0.
3. With regarding to a final decision on the Library budget, Gates reviewed the discussion items from last week's minutes. Hunter and St Germain had reviewed and made some recommendations last week. Gates was in agreement with their review and moved to recommend \$102,176 for Libraries (4550). Hunter seconded and the vote was unanimously approved 2-0.
4. Carlson distributed the following budgets and reviewed them with the Board:

4155 PERSONNEL ADMINISTRATION**001 FICA and Medicare - Town Share****\$ 50,500**

Based on wages (FICA is 6.20% and Medicare is 1.45% of gross wages). Full-time police are not subject to FICA.

002 Worker's Compensation**\$ 23,848**

Premium based on wages and cost per pay category. Primex is now basing projected year premium on past year audited payroll amounts. The Town is still working on a "Prime" plan to enhance training, upgrade the Safety Policy, and meet additional requirements to receive a percentage reduction. Increases are due to claims in the past history years (2003-2007) for the 2010 budget planning process.

003 Unemployment Compensation**\$ 3,000**

Charges due for unemployed workers who collect from another job. Based on actual costs incurred in 2009 for actual claims. Fremont pays into the UC Fund on a claims basis.

004 Medical Insurance**\$ 125,000**

Budgeted for the current, nine full-time people for the full year. The Town pays 100% of single employee plan and contributes 80% toward two person or family plan. Cash buyout offered to employees who work for the Town the entire year and choose less than family plan coverage. The Town changed carriers 12/01/08 to MVP Healthcare, an EPO plan (Excellence Provider Organization – an HMO "hybrid"). December 2008 and January 2009 were paid at enrollment within the 2008 fiscal year budget. Current enrollment is 1 Single; 3 Couple; 1 Parent/Child; 4 Family (to include hiring of 4th full-time police officer for ¾ of the year). Budgeted at 10% increase in premium.

005 Retirement**\$ 27,000**

NHRS Police Retirement - Town share increased 07/01/09 to 13.66% from 11.84%. Budget is based on calc of all FT police wages (projected 4 officers), including patrol, training, and special details. The other

full-time (5 non-police) employees are eligible for retirement on a sliding scale from 1 to 3% of gross wages depending on length of service. This is an employee match participation plan.

006 Dental Insurance **\$ 5,000**

Dental insurance for nine full-time employees, Delta Dental Maximizer I Plan. Rate for single plan is \$45.66 monthly in 2009. The Town offers coverage to employee only (added coverage paid for from payroll deductions). Budget increased slightly, new rates not available yet.

007 ST/LT Disability & Life Insurances **\$ 5,275**

Coverage for full-time employees to provide a short-term and long-term disability plan and \$50,000 of life insurance coverage to the existing nine full-time employees. Only change in premiums is \$0.01 per \$10 benefit in STD.

TOTAL REQUEST PERSONNEL ADMINISTRATION \$ 239,623

Selectmen discussed this budget by line item.

Gates moved to recommend the Personnel Administration at \$239,623. Hunter seconded and the vote was unanimously approved 2-0.

4194 GENERAL GOVERNMENT BUILDINGS

001 Telephones **\$ 5,100**

Town Hall telephone and fax lines (BI, PB, Selectmen's Offices, Tax Collector & Clerk usage); covers cable internet hookup and email for all Town Offices (\$1,260 annual). The Town is currently obtaining pricing on a Comcast package in comparison to existing service with FairPoint.

002 Electricity **\$ 3,750**

Town Hall annual usage, estimated on past history. After lighting conversion (to include payback period) the annual cost is expected to decrease (sometime into 2011).

003 Gas Oil & Furnace Repairs **\$ 5,000**

Includes yearly cleanings (2 furnaces at Town Hall), oil, propane (hot water heater uses approximately \$300 annually), and any needed repairs to heating units. Bid oil price through July 1, 2010 is \$1.99 per gallon with fallback to \$1.50/gal. Town Hall annual usage is approximately 1600 gallons annually. Heating systems at Town Hall are well over 30 years old.

005 Custodial Supplies **\$ 400**

Includes all consumable cleaning supplies and paper products

007 Repairs & Maintenance - Town Hall **\$ 5,500**

Inspection of fire extinguishers; cleaning of carpets; monthly alarm monitoring \$300; general maintenance, repairs & upkeep; pest control (ants, etc); painting. Repair water damage from winter (ceiling and repaint second story).

008 Repairs & Maintenance - Meeting House **\$ 10,500**

Inspection of fire extinguishers \$30; general maintenance and upkeep; pest control; repainting of exterior (\$10,000 estimate)

010 Town Shed **\$ 400**

This is the shed at the rear of the Town Hall parking lot; and includes only general maintenance.

- 011 Historic Museum** **\$ 1,000**
(Museum located at 8 Beede Hill Road) electricity and fuel utilities annualized (reimbursed by the Historical Society); consider painting of exterior. Replace front door with a metal door (sturdier and with better locking mechanism) (estimate \$500).
- 013 Tax Deeded Properties** **\$ 300**
This line is maintained in the event the Town has to take a property for taxes. Funds used to secure any such property, pay utility bills as necessary, or cover the cost of an auction or bid process to dispose of such property.
- 014 Maintenance Person** **\$ 7,000**
Budget includes 10 hours per week for projects, maintenance and cleaning at Town Hall, and other maintenance and projects as needed.
- 015 Historical Society Building** **\$ 500**
This is the old building at 282 Main Street – inspection of fire extinguishers; general repairs
- 025 Highway Shed Electric** **\$ 720**
Includes outside light and minimal usage within building. Average cost is \$60 per month.
- 026 Highway Shed Maintenance & Repair** **\$ 1,700**
General maintenance / upkeep; fire extinguishers. Allowance for porta-toilet rental \$1,200 annual. Investigating heat, via portable units for the building when employee has to be inside working on signs or small equipment.
- 099 Siren Electricity** **\$ 240**
Meter charge for fire siren on water tower \$20/month.
- 101 Safety Complex - Emergency Light Meter** **\$126**
Blinking safety lights on Route 107 used to announce emergency vehicles entering the roadway. Cost is an average of \$10.50 per month meter charge.
- 102 Safety Complex - Electricity** **\$11,500**
Average \$955/month. This is also expected to decrease at the end of the payout on the lighting retrofit grant project (into 2011).
- 103 Safety Complex - Oil & Furnace** **\$10,000**
Includes oil for building; and service on two oil burners. Bid price for oil at \$1.99/gallon, average 3,700 gallons per year is annual usage (using past two years).
- 105 Safety Complex - Building Maintenance** **\$11,500**
Inspection and service of fire extinguishers, light bulbs & emergency lighting (many different varieties); service AC units and purchase of new filters \$400; cleaning supplies and consumables \$4,000; grass seed; pump holding tank \$360; fire/security alarm monitoring \$25/month; inspections of pressure vessels 3 @ \$25/each; annual sprinkler system maintenance \$1,500; allowance for sprinkler repairs \$500; water system salt \$1,000; rug service \$49/bi-weekly; paint & general maintenance and upkeep.
- 300 Computer Tech Services** **\$ 2,000**
Budget for technical assistance and maintenance of the Town Hall computer systems, including individual desktops and the Vision system network.

TOTAL REQUEST GENERAL GOVERNMENT BUILDINGS \$77,236

Selectmen discussed these items. Additional language needs to be included within the Highway Shed to also cover some type of heating device. The Board discussed the need to keep up with general maintenance on Town Buildings. The quote for repainting the Meetinghouse (originally submitted for consideration in 2009) will be included as well.

Hunter moved to recommend \$77,236 for General Government Buildings. Gates seconded and the vote was unanimously approved 2-0.

At 7:00 pm Department Head Neal Janvrin was present. He did not have anything in particular for the Board. While he was here, Carlson said Joyce Booker-Janvrin is working with NH DHHS, the CDC and Exeter Hospital to get authorization for H1N1 vaccines for Fremont first responders. Janvrin said she was working on getting this done at no cost, as she can administer the vaccine to any first responder who wishes to get it.

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$14,550.25 for the current week dated 23 October 2009. Motion was made by Hunter and seconded by Gates to approve the manifest in the total amount of \$14,550.25. The vote was unanimously approved 2-0.
2. Selectmen reviewed the folder of incoming correspondence.
3. The Town has received another grant to offset the cost of recycling bins, submitted by Jeanne Nygren. This grant is in the amount of \$671.00 from NH The Beautiful.
4. Trick or Treat will be celebrated on Friday October 30, 2009 from 5:00 to 8:00 pm and the Recreation Commission's annual Halloween parade and party will be held on Saturday October 31, 2009 from 3:00 to 5:00 pm at Ellis School.
5. A copy of RSA 47:7 Bylaws and Ordinances, was distributed for Board review, in follow-up to the questions posed last week by St Germain for the Parking Ordinance. Selectmen held off on further action on the Parking Ordinance..
6. St Germain had worked on financial policy information gathered by Jeanne Nygren, and a copy of an Administrative Policy regarding issuance of credit card/fuel keys was distributed for Board members to review. The Board discussed what this was to cover. There was also a one-page agreement for all key/card users to sign distributed for review.
7. Carlson shared information with the Board about the renewal insurance information and letter from Primex. The estimated cost for 2010 worker's compensation insurance is \$23,848. The Town continues to work on the "Prime Program" designation to improve the rating for the Town.
8. Carlson advised that she had gone to Concord on Tuesday to submit remaining paperwork for setting of the 2009 tax rate. The new rate had been finalized and faxed to the Town today. Carlson had prepared and printed the commitment today as well as the Selectmen's blotter book. The Board reviewed and signed the tax warrant for 2009 in the amount of \$9,824,589. Selectmen reviewed the 2009 tax information flyer and had no additional comments. The School Board and SAU Office has been asked for some additional information to include to cover the School increases, which were the only increase in the rate. The 2009 tax rate is \$23.12.

9. Selectmen reviewed and signed outgoing correspondence to Roy Weddleton regarding a 2006 abatement request dated in October 2009. Selectmen also reviewed and signed a letter to Governor Lynch to follow-up on revaluation/recertification information reported by Keith Stanton in an email to the Board.

10. Selectmen reviewed a letter from Tina Sturdivant indicating she wished to step down from her full Board position on the Conservation Commission due to time constraints. She has indicated that she could act as an Alternate when time permits. The Conservation Commission reviewed this and issued their support of the Selectmen appointing her as an Alternate. The Selectmen voted to accept the resignation of Tina Sturdivant as a full member of the Conservation Commission with regret.

Motion was made by Hunter to appoint Tina Sturdivant as an Alternate to the Conservation Commission for a term to expire in March 2012. Gates seconded and the vote was unanimously approved 2-0. Board members signed an appointment form and it will be forwarded to the Town Clerk.

11. A form was reviewed for use on line item transfers by Departments. Selectmen were comfortable with the first draft, and it will be on the agenda next week for finalization. This will cover transfers for budget expenditures.

At 7:30 pm NH Snowmobile Association Representatives Roger Wright and Gail Hanson, and Police Chief Neal Janvrin came into the meeting. This was the slated time to review the 2009 Grassdrag event, which had been set at the pre-meeting in September.

Wright began by saying that Friday was damp late in the day, but that attendance was equal to what it has been the past few years, and overall the event went very well. He mentioned that one person had been injured on Sunday.

Carlson discussed with the group, the need to have the payroll paid up front, as the Town's payroll had increased by \$20,000 the week of October 12, at a time when cash flow is down. Wright noted this and said he would consider it. The payroll had been up this year due to added fire and police coverage.

Mr Wright was also asked to present a copy of their liability insurance, naming the Town of Fremont as an additional insured. This is generally presented ahead of the event, but was not yet received for the 2009 event.

Janvrin said he would like organizers to look at a little more lighting at night in the main vendor area.

There was discussion about the watercross event running late, beyond 6:00PM Saturday and Sunday evenings, and what could be implemented to finish the event on time, including lighting.

There was an issue with the safety light at the end of the grassdrag track, which Wright was aware of. He said that ultimately a better communication link of all events and the ability to control lighting and shutting races down from the command post was being considered. Inside the track command post, you cannot hear radio communications, so an improved safety lighting setup would likely work better.

The event gets bigger every year and Janvrin said there was an increased police presence this year. There was discussion that uniformed officers have better results with regard to parking and other direction at the event and within the parking lots.

With regard to the camping area, Hanson said they take reservations ahead of time and get pre-registration information and have campers pre-pay. After a certain time at night, no cars are allowed to stay in the parking lots.

Richard Butler came into the meeting at 7:50 pm.

Wright asked about scheduling for next year. Carlson discussed the process of notification prior to the event. If they are not planning drastic changes, the pre-plan meeting can be scheduled for the second week of September; and if they were planning large-scale changes, they would need to notify the Town 2-3 months ahead to allow for adequate planning and any additional hearing which may be needed.

Butler asked about running the races later on Saturday and whether than had been given any consideration.

Wright and Hanson left the meeting at 8:00 pm. Chief Butler and Chief Janvrin left at 8:05 pm.

At 8:05 pm Chairman Gates called to order the posted Public Hearing for Fee schedule changes. The notice was read as follows:

TOWN OF FREMONT ~ PUBLIC HEARING

The Fremont Board of Selectmen will a hold public hearing on October 22, 2009 at 8:00 pm at the Fremont Town Hall, basement meeting room, 295 Main Street in Fremont NH to discuss changes to the Town's Fee Schedule.

The full schedule of changes is shown below. It is also available in the Town Offices, posted at town buildings, and on the website at www.fremont.nh.gov on the Board of Selectmen page.

The public is invited to attend.

The following building permit fees are proposed to be updated. New fee is listed in color; old fee is shown at the end of each section.

NEW CONSTRUCTION – calculated as construction cost multiplied by \$5/1000 of construction cost. Construction cost calculated as:

\$90.00 per square foot of living space - calculated by the square footage of the building's outside perimeter times the number of stories - includes all living space accessible by stairways. Adjustments may be made for inaccessible areas as needed. (\$60 psf currently)

\$40.00 per square foot of garage area - calculated by the square footage of the building perimeter–garage 2nd story storage to be calculated as accessible storage (noted below) (\$30 psf currently)

\$30.00 per square foot of accessible storage space - includes basements and accessible attics and garage lofts (\$20 psf currently)

\$20.00 per square foot for decks - calculated by the square footage of the deck perimeters. (\$10 psf currently)

RESIDENTIAL ADDITIONS / GARAGES / OTHER NON-COMMERCIAL BUILDINGS greater than **200 square feet** – Calculated as construction cost multiplied by \$5 per \$1,000 of construction cost or \$65 whichever is greater. Construction cost is calculated as above. (currently this limitation is 150 sf)

HUD HOMES - Calculated as construction cost multiplied by \$5/1000 of construction cost. Construction cost = **\$60 per square foot** of living space – otherwise all construction cost calculated from above. (\$45 psf currently)

COMMERCIAL OCCUPANCY - Calculated as construction cost multiplied by **\$5/1000 of construction cost**. All occupancy types other than residential and any mixed occupancies are calculated as commercial. Construction cost = **\$90 per square foot** of new commercial space, includes all storage, garaging, accessory buildings, etc. (Currently this is \$7/1000 of construction cost and \$60 psf)

Additional fees to be updated:

Property Record card (2 sided) \$1.00
Currently only charged \$0.50

To meet the requirements of changed NH legislation on State Retirement Contribution on Special Duty Pay, the Town of Fremont will add \$2.00 per hour per detail to cover the mandated costs.

POLICE DETAILS	\$47.00 per hour / officer and cruiser
REVISED RATES	\$40.00 per hour / officer only

Thom Roy was present to discuss the building permit rates, which he had proposed several weeks ago. He indicates that this comes from an ICC documented formula. The current \$60 per square foot is a low number. Even the \$90 as newly proposed is more conservative than many comparisons he made to other communities.

There was discussion about the pricing schedules and how and when the Town does inspections and what the fees cover.

There was discussion about the Cooperage Project as well as other commercial fees.

Carlson outlined the other copy and police detail changes, which were presented to cover the Town's added costs.

With no questions from the public, Gates moved to adopt the new fees as proposed. Hunter seconded and the vote was unanimously approved 2-0.

Gates closed the Public Hearing at 8:20 pm.

Roy then talked with the Board about the list submitted from Fred LeClair of property owners undertaking different gravel or forestry operations (considered to be businesses) on their land.

Roy said that because the issue is so far-reaching, he does not want it to turn into a debate, and thinks it ties in better if the letter comes from the Board of Selectmen. He explained that the Board needs to decide how far the enforcement will be taken, and explained that the letter he has drafted for Board signature offers a page to complete and return in cases where the business may be grandfathered. Several of these were discussed. Any business located in Fremont prior to the adoption of Site Plan Review

Regulations in 1989 is grandfathered to the Regulations. Any business that has changed or relocated since that time would be subject to the Regulations.

Roy said that he is involved in the process because he got the letter from Mr LeClair at a Planning Board meeting, outlining those lots which LeClair felt were in non-compliance. Not everyone on the list is non-compliant. Roy said that part of the approach of the letter is to offer his assistance to the property owners in becoming compliant.

There was discussion about the process and LeClair's list. LeClair was at the meeting to address a cease and desist issue on one of his properties, for a non-permitted excavation operation.

Selectmen returned to their original discussion on the matter a few weeks ago, and said they were planning to have Roy send the letter. The Board agreed at this point to have Roy draft the letters for Board signature, and list Roy as the contact person for any questions.

There was discussion on alternative ways to achieve compliance, including a waiver of some fees and regulations. Roy said that the Planning Board had offered to waive many items with regard to the pending LeClair applications.

The Planning Board extended the time for LeClair's cease and desist order, when he came in and met with the Planning Board. At that time the Planning Board did not shut down the business so that whoever was operating there could continue to work.

Gates discussed Roy doing a short cover letter to accompany the Selectmen's letter prefacing it, and to offer the property owners a contact name and information. Roy said that he covered those topics within the letter the Selectmen will sign, and the Board thought this was sufficient.

Josh Manning and Harold Morse came into the meeting at 8:40 pm.

Roy then said that he met with Martin Ferwerda this week, along with his attorney Charlie Tucker. The purpose was to come up with a zoning status of the Governor's Forest site, and a determination as to whether he has substantially completed the project, and the overall status of the project and whether he would be exempted from future zoning changes.

Roy was concerned whether or not the next building permit in the project can be issued. Roy said that in the past, the Selectmen have addressed the permitting status within the annual Agreement made with Martin Ferwerda. Roy said that the 2009 Agreement was silent to this. Roy referenced earlier agreements that would have allowed a total of 17 permits to be issued, all of which have been issued at this point.

He questioned the Board about permit #18 if Ferwerda was to apply for it. Roy said that the original background with regard to building permit restrictions dealt with the fact that Linda Lane was not a completed loop and there was not a second means of egress from the park.

Now there is a "bond or build by December 1, 2009" requirement within the Planning Board scope of approval, which was reiterated by the Board of Selectmen in the 2009 Agreement with Ferwerda.

Roy questioned whether it would be reasonable to issue a permit after December 1, 2009 when the road is either bonded or built. No permits would be allowed on the middle stretch of Linda Lane.

There was discussion about an amendment to the 2009 Agreement.

Gates then moved to have the remaining work bonded or the work completed before the next building permit is issued. The Board felt this would be additional incentive to get the balance of the work done as Ferwerda has pledged to do.

Roy stayed at the meeting to participate in the discussion with Lewis Builders.

At 8:55 pm Josh Manning and Harold Morse from Lewis Builders came to the table.

Morse said they met with the Planning Board last night to come up with a bond amount for the Black Rocks Village project. This includes the road, sidewalk, sedimentation and drainage in Phase I in from Hall Road from Main Street.

Selectmen reviewed the Planning Board's letter:

As you know, Lewis Builders is looking to move ahead with the Black Rocks Village 112-unit age restricted housing project. At last evening's Planning Board meeting the members met with Joshua Manning and Harold Morse of Lewis Builders, and Attorney Robert Levine to discuss required bonding. This is for Phase I only. Phase I includes a completed loop road of Hall Road - Fuller Way – Hall Road.

The group reviewed the itemized surety estimate worksheet for Black Rocks Village as submitted by Town Engineer Dan Tatem of Stantec. Items on the list that the Board did not feel need to be bonded were the driveway construction, community building parking lot, water supply, leach fields and some of the miscellaneous items as all of these are required to be finished at the time of occupancy.

Of the items suggested by Mr. Tatem, the Board voted to recommend that the following be bonded:

<i>Site work;</i>	<i>\$ 4,500</i>
<i>Road Construction;</i>	<i>\$ 76,392</i>
<i>Sidewalk Construction;</i>	<i>\$ 23,200</i>
<i>Drainage work;</i>	<i>\$ 2,240</i>
<i>On-site improvements;</i>	<i>\$ 1,000</i>
<i>Miscellaneous (as-built plans);</i>	<i><u>\$ 3,000</u></i>
<i>Subtotal</i>	<i>\$110,332</i>
<i>Contingencies (10% of subtotal)</i>	<i>\$ 11,033</i>
<i>Engineering (5% of subtotal)</i>	<i><u>\$ 5,516</u></i>
<i>Total bond recommended</i>	<i>\$ 126,881</i>

The engineer's worksheet and cover letter of October 21, 2009 as well as the October 22, 2009 revised worksheet were attached, and were reviewed by the Board. Hunter provided additional follow-up information from the Planning Board meeting last night.

This bond amount agreed is \$126,881. Hunter felt it was a good exercise to review the worksheet in the format in which it was presented at the Planning Board level last evening.

Morse said that they hoped to get started soon. He said it depends on the economy as to how long it will take to get through Phase I, but the best-case scenario is that by this time next year they will be working on Phase II.

Morse said that they had brought in a bank check in the amount of \$126,881 to be deposited for escrow to get the project underway. Morse then submitted a letter outlining the same terms as is used in the Irrevocable Letter of Credit.

Selectmen and Carlson read through the letter. Carlson added that the Town would use escrowed funds to cover all administrative costs incurred if the Town had to do the work. The developers were advised that the Town is currently getting $\frac{1}{4}$ to $\frac{1}{2}$ % interest on savings accounts, and that there is a \$2.00 per month Treasurer Administrative fee.

Gates then moved to accept the check \$126,881.80 from Lewis Builders to be held in an escrow account as outlined. Hunter seconded and the vote was approved 2-0. Selectmen signed the letter presented on behalf of Lewis Builders and Carlson will follow-up with a return letter, receipt, and copy of the agreement to Lewis.

Morse, Manning, and Roy left the meeting at 9:12 pm.

The Board returned to budget discussions. There was discussion about wages and the overall budgeting process, including application of furloughs. Hunter said that he did not want to go backwards in terms of service, and that it should be clear to all employees that if there is not enough money we may have to consider employees taking a day off without pay.

NEXT WEEK

The next regular Board meeting will be held on Thursday October 29, 2009 at 6:00 pm. The Budget Committee meets on Wednesday October 28, 2009 for a work session.

With no further business to come before the Board, motion was made by Hunter and seconded by Gates to adjourn the meeting at 9:50pm. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator