

**APPROVED 10/08/2009**

At 6:15 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Donald Gates Jr and Brett Hunter; Town Administrator Heidi Carlson; and Building Inspector Thom Roy.

Thom Roy met with the Board to review the 2010 budget. He began by discussing the recent EEE positive test and the press release he had put together this week for posting and insertion in the newsletter.

The Health Department budget was reviewed with Roy. There was discussion about the salary. For 2009 Trudie Butler would be paid retroactively for the number of months she was the Health Officer; and pay out the balance to Thom Roy. In 2010 the line was put at \$250, which would be paid to Roy at the end of the year. The other line item changes were reviewed in terms of the Selectmen's recommendations.

Roy then reviewed the Building Inspection budget:

**4240 BUILDING INSPECTION****001 Building Inspection Wages****\$**

This amount is set by the Board of Selectmen. Building Official / Code Enforcement Officer works 40 hours per week doing all building, electrical, mechanical, plumbing, septic inspections, test pits, and plan reviews. Also acts as the Health Officer. Would propose wage include an allowance for 3% performance increase.

Initial proposal in spreadsheet shows a 3% performance increase and Thom has a number of scenarios that could be talking points related to salary planning in these economic times...

1. Provide for minimum 3% COL/Performance-related salary considerations. Net Amount \$44,599 (or +\$1,299).
2. Apply #1 and a forced 40 hours time-off w/o pay (furlough). Net amount \$43,741 (or + \$400). (This is a raise of 3% with a one week furlough).
3. Default budget dollars (\$43,300) and decrease weekly hourly requirements to 38 hours. Net change \$0; this results in an increase in hourly rate of pay for less hours.
4. Apply default (\$43,300) and a forced 40 hour furlough. Net amount \$42,467 (or – \$833).
5. Default no change – represents 2 years rolling without COL or performance related salary considerations.

Roy said he presented the above talking points remembering his former position on the Budget Committee. He went through these items. Roy said that he believed that performance related increases motivate people.

He mentioned a week furlough coupled with the opportunity to get a performance-related increase. Each of the different proposals is listed above. He indicated he felt it was the Board of Selectmen's charge to set the wage rate.

It was discussed that Thom was the Building Inspector, the Health Officer, and works closely with the Planning Board and attends all of their meetings. He has also been working with the Energy Committee and has been writing grants for them. He is also doing some IT work at the Town Hall, in addition to assisting with building projects, town building issues and questions, and writing of RFP's for different projects.

Roy said that he is active every day. He said he has approximately 10 phone calls or messages daily, involving research on questions. He follows up on questions for code information, looking into concerns, questions, and code matters.

**002 Heating Inspections****\$ 0**

No longer carried in the Building Inspection Budget. These inspections done by the Fire Chief. This may be removed all together as detail in the Inspector's budget. It has not been an appropriation line for two years now.

**004 Driveway Inspections****\$ 500**

Road Agent paid \$20 per inspection, for up to three inspections on new construction, and two inspections on paving applications. The Building Inspector does not control the expenditure from this line.

Roy explained that he often issues the permits in conjunction with other permits. The Road Agent does the inspections and is paid \$20 per inspection.

There was discussion about including this line item in the Highway budget. The Planning Board is actually involved in driveways, and delegates the authority to the Road Agent.

Roy said he anticipates that the building industry will move forward some more next year. He mentioned that Hall Farm is due to start work sometime soon.

**005 Other Safety Inspections****\$ 500**

Paid to Fire Officers for daycare and foster home inspections as needed. Paid to trade professionals (ie Electrical) when used in complex builds. May be paid to licensed trade officials in support of complex commercial or residential project installations. This may also include third party review of complex plans or inspections.

**006 Office Supplies****\$ 750**

Office Equipment, computer, printers, disks, stamps, pens, paper, notebooks, printer cartridges, file folders, film, film developing, etc.

Roy said he had been tight with money this year and just had not spent money from this line. He said he is considering approximately \$300 for a software upgrade for his computer system. There was discussion how being frugal can hurt you, while you are trying to help.

**007 Professional Memberships****\$ 600**

Includes membership in key organizations such as, International Code Council (ICC), New Hampshire Building Official Association (NHBOA) New Hampshire Seacoast Code Officials (NHSCOA), National Fire Protection Association (NFPA). Includes ICC Annual membership fee \$100; NHBOA membership \$30; NHSCA \$50; NFPA membership \$135

This line item has been renamed to better highlight what is included. The cost of forms is included in the equipment and books line item.

**020 BI Reimbursement/Mileage****\$ 2,990**

This line accounts for the reimbursement to the Building Inspector for mileage using personal vehicle in the course of inspections and meetings. Budget covers 100 miles per week. Reimbursed currently at \$0.44 per mile. The Building Inspector receives a reimbursement stipend for his personal cell phone at \$15.00 per month in lieu of an issued cell phone. The Board of Selectmen set the reimbursement rate per mile. IRS rate of .55 was used in the Inspector's calculation.

Roy questioned the cell phone reimbursement of \$25 and questioned why there were differences between departments. Hunter made a note in the Police Department budget about this. Currently \$25 per month used for the 3 Police Supervisors and \$15 per month is used for the Building Inspector, Town Administrator, and Emergency Management personnel.

This line was calculated by the Selectmen at 100 miles per week using the current rate of \$0.44 per mile for 50 weeks (considering two weeks of vacation); plus the phone stipend of \$180 for 12 months at \$15 per month for a total of \$2,380

Police Chief Neal Janvrin came into the meeting at 6:45 pm.

### **027 Equipment and Books**

**\$ 750**

This line reflects the cost of inspection equipment for new purchases and repair or replacement as needed. Each year there surfaces a need for the purchase of new codebooks due to changes and updates. Such code reference material could be such as IBC, IRC, IFB, IPC, IMC, IEC, Life Safety 101, & Associated NFPA, etc. Equipment items that might be purchased include, batteries, replacement tape measures, small hand tools, electrical, and light and sound measurement equipment in accordance with code updates as projected at the State and Federal level. This also includes a building, electrical, plumbing and mechanical permit and inspection forms and all tag stickers as ordered from ICC.

Roy said he has \$150 in book orders out now, and a new edition of the book called a "Commentary" will be available in November. He is also planning to buy the whole new full set of ICC updated code books this fall, and the cost is approximately \$560. Roy anticipates this being spent by year end. He said that a full set of code books comes out about every three years. NFPA 101 is updated periodically as well.

### **035 Training/Conferences**

**\$ 750**

This item provides for available Building Inspector workshops and other training sessions which may become available to maintain currency with code updates and changes. NHBOA monthly training sessions are \$35/each.

Roy said there is estimated to be another \$150 in expenses for meetings through the end of this year. He was also able to take advantage of a free NFPA seminar this month for code officials, which would normally cost several hundred dollars.

Selectmen reviewed this and decided to recommend \$500 here.

**TOTAL REQUEST BUILDING INSPECTION \$ TBD based on salary**

### **REVENUE \$40,000**

Projected at approximately 75% of the budgeted cost for 2010. This includes all Building Permit Fees, Trade Permit Fees, Driveway & Heating Fees. (Impact fees collected are allocated to the Fremont School District and not shown here)

Roy said he used 75% of the budget to get this amount as projected revenue. It is his belief that the budget for the Building Department should not necessarily have to be paid 100% from revenue.

He handed out a packet of information for the Board outlining the detailed information which is available on the Town's website. He has created many information sheets for projects, codes, and users of the building system. He also provided schedules of the training that the Town has provided for him.

The Building Department, during the years since Roy has been here, and tracking it, has brought in \$169,043 in revenue. He also said he had collected \$190,000 in school impact fees.

The Selectmen will make a final recommendation next week when the full board returns for the next meeting.

Roy then reviewed the information he had submitted early in September related to fee schedule changes. He highlighted the fees currently in place were set many years before Roy took over the role in 2005. The method used today includes two factors: (1) Estimated construction cost and (2) an assessed fee of \$5.00 per \$1000 of construction cost.

Roy said that he is proposing to change the "estimate construction cost" value used in the method. He provided a 2009 Building Valuation Data extract as taken from *Building Safety Journal*, which is published by the International Code Council (ICC). The valuation data clearly reflects that our \$60 per square foot construction cost is merely ½ of the average construction cost for new buildings. Adjusting it to \$90, while keeping the assessed fee the same, seems to provide for a fair revised fee schedule.

Roy presented some worksheets outlining the information and a data sheet of calculations. He said we are consistent with other towns, and this change might may us slightly higher. He said that the ICC average figure is \$110 and he is proposing less, at \$90.

He said this only affects new buildings (new construction); and does not impact renovation projects.

He is also proposing to do something for commercial on the assessed fee. Currently that is \$7.00 per \$1000 of construction cost on commercial buildings. He is proposing to take that number back down to \$5.00.

Selectmen further discussed this, and indicated their support of moving this ahead to a public hearing. Roy will write the notice on Monday so it can be included in the expanded October newsletter.

Roy left the meeting at 7:25 pm and Chief Janvrin came up to the table.

Chief Janvrin began by discussing the way the Department handles the investigations duties. He explained that the Department was going to rotate a new person in and one back to patrol. He said that Wayne Ingersoll wants to get back into patrol, and that Adam Raymond is currently doing some work on investigations.

In light of this, Wayne J Ingersoll's last appointment is for a detective position. Janvrin presented an updated appointment form for Ingersoll as a part-time police officer through 03/31/2010. Selectmen suggested that this may not need to be an appointment issue, if they are simply outlining it as a task instead of a job title.

Motion was made by Hunter to appoint Wayne J Ingersoll as a part-time police officer through 03/31/2010. Gates seconded and the vote was unanimously approved 2-0. The appointment form will be given to the Town Clerk when she sees the Board this evening.

Janvrin then stated that there was a Court system meeting today and changes are forthcoming in terms of how they do court processing. He brought this up as it may require an additional computer system at the station to run it.

Janvrin said he had spent \$1,000 in repairs on the Department's First line vehicle this week, with four new tires, replacement of a failed ABS module, and replacement of the starter. In this light, Janvrin was advised to get any line item transfers together to review with the Board prior to overexpending a line item, aside from an unforeseen emergency.

Janvrin said he had won a New England State Police Information Network (NESPIN) raffle recently for a 1988 Dodge van. There was discussion about how to take possession and insure the vehicle. Janvrin said he does not want to keep it for the Town if significant work is needed to get it roadworthy. He will work on this project and keep the Board up to date.

Janvrin said that the first phase of the JAG grant is completed. This includes the tape backup for the computer system at the Police Station. The second phase will be the new work station in the squad room. The new desk area is built, and equipment is purchased but not installed. The third phase is the purchase of portable radios and the fourth phase is the mobile terminals to connect with SPOTS. Janvrin is doing it in parts to ease the financial impact of the grant over time.

Janvrin thanked the Board and left the meeting at 7:35 pm.

At 7:45 pm Lori Holmes came into the meeting to review the 2010 Town Clerk budget.

#### **4130 Executive – TOWN CLERK BUDGET**

##### **045 Town Clerk Salary**

**\$ 29,491**

Based on a 34-hour workweek (1,768 hours). Open office hours of 32 hours/week. Decrease in work hours from 40 to 34 hours, decrease in salary.

This is not a change in the number of open hours for the office. Holmes said that she used 8 towns comparable to Fremont of the 27 within the 4,000 to 4,999 population range; and the average open office hours is 35 per week.

This has been reduced by \$5,209 as software has been enhanced and the bookkeeping aspect of it has improved and become easier. Holmes feels her work week will be reduced due to this. She said that it is important to have two people in the office. She said she often hears people in line saying that there was only a short wait because two people are working, and there are less long lines. Holmes said she would prefer both people in the office so that everyone coming in gets serviced quicker. She explained some of the paperwork requirements for some of the longer transactions such as a marriage license application form. In these cases, these transactions can take 40 minutes.

She said that services have expanded within the office. They can now handle some of the Easy-Pass issues, by telling the customer what the problem is and perhaps where to go to fix it.

Selectmen reviewed questions which were left by Greta St Germain and asked them. The first included the differential in hours for the Deputy Town Clerk. St Germain referenced Selectmen's Meeting minutes from 02 April 2009 in which Holmes had said she thought the deputy time needed would reduce with E-Reg implementation.

Holmes said at the time, her hope was that it would reduce the hours more. She said that currently the Deputy is working 25-28 hours per week, and right now they are only two months into the E-Reg program. As of today, there have been 58 E-Reg registrations processed.

**046 Deputy Town Clerk****\$ 20,560**

Based on a 30-hour workweek (1560 hours) this includes additional time for 3 elections, coverage of sick days for the Town Clerk and also for training and certification classes required by the various State Agencies. Includes a wage increase, (has been the same wage for 2 years - \$12.73 an hour). Increase to \$13.18 an hour (it is the mid-point on the 2007 Wage, Salary & Benefits Survey Report).

The Board discussed that they were not including cost of living or performance raises in the 2010 budget request. This would leave the current wage at \$12.73 for a total of \$19,858.

**050 Clerk Records Restoration****\$ 750**

Restoration, preservation and binding of Town Records. Also includes microfilming of these records. Much of the bulk of the needed preservation work is done, all vital records are up to date, and a huge portion of old records (board meeting minutes, etc) have been restored for retention. Holmes said she feels the Town can slow down the pace somewhat.

**051 Clerk Office Equipment****\$ 750**

New copier / printer. Current one is almost 6 years old. New storage unit for office.

**052 Clerk Office & Computer Supplies****\$ 1,200**

Dog tags, general office supplies, ink ribbons for 4 state validators, toner & drum for copy machine,

**053 Clerk Postage & Envelopes****\$ 2,800**

Pre-stamped envelopes, postage for required daily mailings to NH-DMV. Mailing of dog licenses, vehicle registrations and vital records processed by mail. (A \$1.00 mail-in / convenience fee is charged for each dog license, each vehicle registration and each vital record processed by mail).

There are about 225 renewal mailers sent out monthly. This is approximately \$\_- per month. There are return mailing of dog licenses and E-Reg or mail-in registrations. Each of these also pays a \$1.00 mail in convenience fee. Some people send a return, stamped envelope for return of items.

**055 Clerk Dues & Conferences****\$ 650**

NHCTCA annual dues, NECTA annual dues, annual NHCTCA regional meeting, NHCTCA annual Conference.

**056 Clerk Computer Programs/ Maintenance****\$ 1,700**

Avitar - Town Clerk Motor Vehicle / Dog Licensing software program & tech support, Interware Development Co for E-reg software program & tech support, tech support for Clerk's Office computer.

**060 Clerk Reference & Law Books****\$ 250**

Reference books providing quarterly updates for vehicle registrations and state statutes for autos, trucks, motorcycles, equipment and recreational vehicles.

**061 Clerk Mileage****\$ 750**

Trips to bank – minimal of 3 x a week – as required by State per Municipal Agent contract. Workshops, training and conferences. Budgeted at 11 miles for the bank run x 3 x 0.44; miscellaneous other mileage to trainings in Concord; annual conference, etc.

**TOTAL REQUEST****\$ 58,901**

This is an overall decrease of \$2,835.00 from 2009 budget.

Holmes said that she was planning some extra to cover the added time and work involved in three elections for next year as well. On a Tuesday the normal work day is 7.5 hours for the Deputy and on an election day, the office is open for the 7.5 hours and then the Deputy goes down to the polling place to work, making a 15-16 hour day total. There are also the two primaries in September and November. The time is averaged and also takes into consideration sick days for the Clerk, seminars and training events.

Holmes highlighted a bill on the table at the Federal level for Federal and State elections to allow acceptance and distribution of ballots by email and fax. Holmes said she circulated a petition at the recent Town Clerk's Annual Conference to the 200 clerks who were there, and all the clerks signed it, in opposition of such a move. Hunter agreed that we were not ready for such a drastic change. Holmes said there are considerable privacy issues, among other potential problems with such a proposal.

She said she presented the signed petition to Assistant Secretary of State Anthony Stevens, who was going to meet with Judd Gregg and Jeanne Shaheen to express their displeasure on this move.

St Germain had left some notes referencing the 2007 wage study and different positions within it and where the salaries fell at that time in relations to others.

St Germain's list also asked if the office had seen a reduction in postage due to E-Reg? Holmes said no, that those registrations still have to be mailed out, but the Town does collect a \$1.00 convenience and mailing fee for every registration (and dog license) processed.

Holmes talked about the cost of the E-Reg Program, which is \$300 annually or \$25 per month. She said this is about 24 transactions over the past 2.5 months of the program's use in Fremont. She said it is not generating a great deal of extra revenue, but is a convenience to residents, and will continue to improve services.

Holmes discussed the addressing changes that had been implemented and that all registrants would now have to have their zip extension as well as all proper addressing information included on your registration. There is a change of address form for every minor address change.

There was general discussion about budgeting and the budget presentation.

With no further discussion, Holmes left the meeting at approximately 8:20 pm. A decision on this budget will await the full Board's participation next week.

## **OLD BUSINESS**

1. Selectmen reviewed the minutes for 10 September 2009. Suggestions for changes had been submitted by Hunter and St Germain. These were all reviewed, but many of Hunter's changes could not be obtained from the adobe document. Hunter will adjust changes into a word document and the final amended version will be reviewed next week.

Selectmen reviewed the non-public session minutes of 10 September 2010 which were prepared by St Germain. Motion was made to approve them by Gates and seconded by Hunter. The vote was unanimously approved 2-0.

2. Selectmen reviewed the following budgets, including the comments which had been forwarded by St Germain, who was unable to be at the meeting tonight.

**4152 REAPPRAISAL OF PROPERTY****001 Appraisal Services****\$36,675**

Town's contract with MRI for all updates, including annual pick-ups, new construction, current use change taxes, building permits. Assessors process abatements, land use change taxes, help with taxpayer inquiries, etc. The Town entered a multi-year contract in 2006 to balance costs out over the next several years, based on annual funding with CPI increases annually. (Est 5% increase for 2010) (04/01/09 contract price \$35,350; 04/10/09 contract price estimate \$36,675). We have removed the allowance for appeals beyond the local level (BTLA) budgeted at 5 hours at \$150 per hour \$750; and mileage at \$20/month as it is anticipated that MRI work load and duties shifts given the planned recertification. In 2009 there have been four cases thus far which have gone to the BTLA level.

**002 Map Corrections & Updates****\$ 2,500**

Includes all map updates and map printing services. Tax mapper does April 1 updates annually and reprints map sets as needed/required. He also does all deed reviews monthly for updates and corrections needed to maps, adding all new lots and lot line adjustments. Cost of maps has increased to include color-coding zones as created by Town Meeting zoning amendments; but overall cost is down due to reduction in the amount of development and number of new subdivisions.

**003 Assessing Supplies****\$ 500**

Cost of supplies needed for the assessing computer setups, including paper, toner cartridges, backup tapes and disks.

**010 Utility Valuation Update****\$ 3,500**

Annual maintenance of utility valuations by contracted engineer/utility assessor George Sansoucy LLC, includes assistance to Town with new properties and abatement requests on these utility properties. Contract agreement with George Sansoucy LLC for these services annually. \* Additional funds for the recertification updates are included in the Recertification Warrant Article.

**026 Computer Equipment & Software****\$ 6,700**

Support contract with Vision Appraisal renewable in August annually. The 2008 full year cost for software maintenance is \$4,500; and includes all software updates, maintenance, and training. The cost to have Vision continue to host Fremont's data on the web, is \$2,200 annually. We have found this well-received by residents and think it is a good idea to maintain it. For that sum, we will download updates (monthly) and Vision hosts the site as available for anyone searching the web. Anticipating that given large increase in 2009, no increase for 2010. Rates become available in mid-October for the following year.

**035 Dues****\$ 20**

Annual membership fee NH Association of Assessing Officials (required by Statute)

**TOTAL REQUEST REAPPRAISAL OF PROPERTY \$ 49,895**

There was little discussion on this matter. St Germain had also submitted her comments that she was all set with this as proposed.

Motion was made by Hunter to recommend \$49,895 for Reappraisal of Property. Gates seconded and the vote was unanimously approved 2-0.

**TOTAL SELECTMEN'S RECOMMENDATION \$ 49,895**

**4153 JUDICIAL AND LEGAL EXPENSES**

**001 Legal Services \$ 15,000**

This line item includes all legal assistance and advice, much of which includes planning and zoning issues. During 2009, two junk situations were litigated. One has been completed to resolution, the second is still pending.

The Town has had to seek additional counsel regarding the new Police Union and filings with the NH Public Employees Labor Relations Board (PELRB). This is anticipated to be an ongoing area where counsel advice will be needed.

In general, this also includes legal review of contracts, agreements, etc as needed through the year, Annual Town Meeting / Warrant review and assistance, and questions that arise. Review of proposed zoning changes.

All Tax Anticipation Note matters must also be reviewed by legal counsel with certificate letters issue to the Bank on the Town's behalf.

In 2009 after discussion, some additional money from operating budgets funded at the default level, was located within the legal expense budget as a place for safekeeping, where it would not be spent unless absolutely necessary. This request remains the same as the request made for the last several years.

**TOTAL REQUEST JUDICIAL & LEGAL \$15,000**

The Board reviewed the difference in the default budget, which is due to reallocation of the bottom line budget vote for 2009. It is anticipated that if the default budget moves ahead to 2010, that the individual department lines will again be reviewed for comparison to the request for 2010, 2009, and what was actually spent in 2009 and a similar reallocation would be done at that time.

It is noted that St Germain indicates she is all set with this line item as proposed. Motion was made by Hunter to recommend \$15,000 for Judicial & Legal expenses. Gates seconded and the vote was unanimously approved 2-0.

**TOTAL SELECTMEN'S RECOMMENDATION \$ 15,000**

**4195 CEMETERIES**

**001 Mowing Wages \$ 5,700**

Care of cemeteries is paid hourly (Main Street, Leavitt, South Road) averages approximately 20 hours per week, for cutting grass and raking leaves. There are still some added hours for work on the new sections of the Leavitt Road Cemetery included here.

**002 Fuel \$ 400**

For lawnmowers and trimmers, increased \$200 due to anticipated cost increases in fuel.

**004 Mower & Equipment Repairs / Replacement \$ 1,000**

Repairs and maintenance as needed to mowers, trimmers, and well pumps (includes blades and oil changes, etc)

**006 Equipment Hire****\$ 5,400**

This line item contains funding for tree work (maintenance and removal of some large trees for safety reasons in the cemeteries). It is planned that work will continue on the expansion at Leavitt Cemetery. This includes additional side roads to build on the layout, and be able to mark out additional burial sites. Dick Rand donated a water pump to fix one of the problems with water at the Village Cemetery, but it still needs additional parts and installation. Future consideration is also needed for a water source at Leavitt Cemetery.

**030 Loam Seed & Fertilizer****\$ 500**

Maintenance items, replacement seed, loam, and fertilizer as needed.

**035 Cemetery Maintenance (Contracted)****\$ 150**

Annual care of Pettengil Cemetery, paid out as a one time stipend.

**040 Trustees Stipend****\$ 450**

This covers an annual stipend of \$150 per Cemetery Trustee. The Town currently has three Cemetery Trustees who oversee the Cemetery operations.

**102 Electricity****\$ 384**

Includes two meters (one at the Old Meetinghouse) and minimal usage averaging \$32 per month. Trustees had recommended no change here, but current data compiled indicates the cost is up slightly per month for these meters.

**TOTAL REQUEST CEMETERIES \$13,984**

**REVENUES: \$3,600** from Trust Funds/Perpetual Care for annual maintenance cost offset. This is based on 67% of wages spent the prior year.

St Germain's notes indicate she would like the Board to consider lowering the mower and equipment repair line to \$750 and the equipment hire line to \$2,400. Selectmen discussed the possible rationale for this.

Hunter and Gates said they were both comfortable with the request as made. Motion was made Gates and seconded by Hunter to recommend \$13,984 for Cemeteries. The vote was unanimously approved 2-0.

**TOTAL SELECTMEN'S RECOMMENDATION \$13,984**

**4290 EMERGENCY MANAGEMENT****001 Truck Repair & Maintenance****\$ 200**

Truck annual inspection; routine maintenance and fuel.

**002 Training & Mileage****\$ 400**

Mileage reimbursement at (\$0.44/mile) for training and travel as needed. Includes allowance for use of personal vehicles during disasters. Line item covers seminars, workshops and training. Provide additional pamphlets for public information and education, POD updates, disaster information.

**003 Office Supplies****\$ 200**

Misc office supplies, work on updates to Emergency Plans annually; with phone lists and resource listings continually updated.

**010 Communication****\$ 1,450**

Cell phone reimbursement for Department Heads at \$20 a month (only those not covered elsewhere); battery replacements for radios as needed. Purchase of a new portable if possible in 2010.

**015 Equipment****\$ 750**

Supplies and equipment if an emergency shelter is set up; supplies for emergency kits, HAZMAT supplies and equipment. Shelving to be installed in second floor of Complex for storage and organization of safety service equipment and materials.

**050 Generator Maintenance****\$ 800**

Batteries and maintenance for generators at the Town Hall and Safety Complex, includes allowance for repairs if needed. Use if needed for additional portable generator, or maintenance on Town's existing supply of portable units. Continued work on procurement of a generator setup for Ellis School, hoped to be the Town's emergency shelter at a future date.

**100 Director Stipend****\$ 1,200**

Stipend established to compensation EMD for his/her time.

**101 Personnel****\$ 200**

Provide assistance if a long-term emergency is in place. The ice storm of December 2008 taught many lessons, and gradual improvement and expansion of sheltering options are being investigated, as well as how to care for all of our emergency services personnel during the disaster times.

**110 Equipment Rental****\$ 750**

Generators, water pumps, etc, if needed during an emergency (flood, winter storm)

**112 Materials****\$ 500**

Allowance for gravel or barricades during a flood (or other weather) situation.

**120 Meals****\$ 450**

Food and water for volunteers and such, who are assisting with extended emergency situations. The Fremont Food Pantry was of great assistance during the 2008 Ice Storm, and funds could be used to replenish Pantry supplies used during emergencies. It has also been discussed that having some supplemental water and other non-perishable staples readily available would help at fires or other extended operations.

**Other background:**

There are funds not yet expended in 2009, but a recent meeting between the Emergency Management Director, Deputy Emergency Management Director, and Town Administrator outlined several projects to be completed yet this year. One includes improving the kitchen facilities at the Safety Complex with the installation of an additional cabinet and counter-top space. The kitchen facilities are not large enough to do all the cooking and preparation for a large number of people on a continued basis, learned during the six day ice storm with power outage.

The laptop computer currently maintained by the EM Department needs some maintenance or repair work, as well as possibly a replacement power source. If repairs are found to be more costly than a replacement, this may also be considered, after consult with the Board of Selectmen.

The Town has in 2009 revised its Hazard Mitigation Plan with grant assistance; and written an updated Emergency Operations Plan, also grant-funded. The EOP had not been updated in nearly 30 years, and was a major undertaking this summer. These working documents will now aid safety services in

addressing the next major event in Fremont. They also need to be “working documents” that are refreshed and updated with resource changes, staffing changes, etc. Training needs to take place as well.

Flu shots and H1N1 shots for the Town’s safety services was also a discussion item during the recent meeting. The H1N1 shots are proposed to be funded by the State of NH, but EM officials feel that flu shots for our first responders would also be a prudent undertaking. With now a paramedic on the Town’s Rescue roster (who is also the Deputy EMD); there are more possibilities at a lower cost for the Town.

The EM staff would also like to begin working on establishment of a volunteer base (CERT or the like); as well as auxiliary volunteers who would help out during major disasters, or even more simple, yet prolonged emergency operations, such as a structure fire, wildland fire, prolonged power outage, etc. Many communities have such people on a “call” list to be activated during a situation where food and beverages are needed for prolonged scene operations.

**TOTAL REQUEST EMERGENCY MANAGEMENT \$6,900**

There was little discussion about this request. St Germain’s submitted notes indicated she was fine with it as submitted. Hunter moved to recommend \$6,900 for Emergency management. Gates seconded and the vote was unanimously approved 2-0.

**TOTAL SELECTMEN’S RECOMMENDATION \$6,900**

**4316 STREET LIGHTING**

**001 Public Service of NH \$ 4,000**

Cost averages approximately \$345/month x 12 months for all street lights within the Town. Currently there are 34 street lights in town, the majority of which are on Main Street. Other areas include Sandown Road, Danville Road, Beede Hill Road, Jackie Bernier Drive (at the Library), Riverside Drive and Scribner Road.

This includes some lights at the Cemetery / Meetinghouse for added visibility and safety.

**TOTAL REQUEST STREET LIGHTING \$4,000**

There was no discussion. St Germain’s notes indicate she is all set as proposed. Hunter moved to recommend \$4,000 for Street Lighting. Gates seconded and the vote was unanimously approved 2-0.

**TOTAL SELECTMEN’S RECOMMENDATION \$4,000**

**4711 DEBT SERVICE PRINCIPAL**

**4711-001 Principal on Long Term Bonds \$ 135,000**

Safety Complex \$45,000  
Library \$50,000  
Glen Oakes Land \$40,000

**4721 DEBT SERVICE INTEREST**

**4721-001 Interest on Long Term Bonds \$ 76,726**

Payment #13 on the 20 year bond for the Safety Complex \$18,698

Payment #9 on the 20 year Library bond \$28,338  
Payment #5 on the Glen Oakes land \$29,690

Interest payments are due twice annually on 02/15 and 08/15. The principal payment is due annually with the August interest payment.

**TOTAL REQUEST DEBT SERVICE \$211,726**

As Debt Service is authorized by Town Meeting vote, there was no discussion about the recommendation. St Germain was all set with this submission. Gates moved to recommend a total of \$211,726 in Debt Service. Hunter seconded and the vote was unanimously approved 2-0.

**TOTAL SELECTMEN'S RECOMMENDATION \$211,726**

The Selectmen discussed the 4150 Financial Administration line items to include the Budget Committee, Trustees of TF & Audit portion, as well as the Treasurer and Tax Collector portions. Board members still want to meet with the Treasurer and Tax Collector as requested a few weeks ago, following the public hearing next week.

Selectmen urged both to be in attendance at the Public Hearing.

3. Selectmen again reviewed the agenda for the Revaluation / Tax Billing Public Hearing which will be held next week at the Town Hall at 8:00 pm. Copies of the revaluation statute information were provided to the Board. There was discussion about the format for the hearing, and discussion about the need for the Treasurer and the Tax Collector to be present.

If they cannot be present, the data and information they presented to the Board in may needs to be available in advance.

4. Selectmen reviewed the ballfield shed RFP that has been drafted with assistance from Parks & Recreation as well as the Building Inspector. The Board did some final adjustments and the document was finalized for print. This will be included in the October Newsletter and posted at town buildings and on the website.

5. Carlson had done more work on the North Road trees RFP. Gates indicated he did not know how much time should be spent on this, because there is not believed to be sufficient budget funds to do this much work. He said that trees are going to get old and die, and the maintenance of that needs to be an items handled as needed. The Board was not inclined to send this out now. No further action was taken at this time.

6. Carlson is also working on drafting a tree removal RFP for trees in the Village Cemetery. This prompted some discussion as these aging maples are the only trees along that side of the cemetery (on the left as you stand on Main Street by the furthest driveway to the left). Selectmen felt the trees should be trimmed and not cut completely. Carlson will go back to the Cemetery Trustees with this.

7. An updated PSNH Smart Start agreement for the Safety Complex lighting conversion was reviewed. Chairman Gates had signed an earlier version, but then some changes were made to which buildings would be financed using Smart Start. The Town Hall and Ballfield lighting conversions were handled differently, so the revised contract is only for the Fremont Safety Complex. Chairman Gates again signed the contracts where indicated. This will finance the Town's half of the payback of the lighting conversion over the next 35 months through our regular electric bill.

**NEW BUSINESS**

1. Selectmen reviewed the payroll manifest \$25,731.51 and accounts payable manifest \$23,093.64 for current week dated 18 September 2009. Gates moved to approve the accounts payable manifest in the amount of \$23,093.64. Hunter seconded and the vote was unanimously approved 2-0. Gates moved to approve the payroll manifest in the amount of \$25,731.51 which contained Town Officials quarterly salaries as well (Selectmen, Tax Collector, Deputy Tax collector). Hunter seconded and the vote was unanimously approved 2-0.
2. Selectmen reviewed the folder of incoming correspondence.
3. Selectmen reviewed and signed outgoing correspondence to Raymond Ambulance Inc regarding the contract price reduction for 2010 and transport of Fremont firefighters. Selectmen reviewed and amended a draft letter to Cindy and Randy Grasso. This will be finalized with the changes for signature on Monday.
4. Carlson discussed the offer from Aaron Epstein as a Scout leader to have some Boy Scouts assist as Bulky Day volunteers. Epstein indicated that he could bring 3 Scouts for each shift with an adult (6 Scouts and 2 adults). Carlson indicated that the brush pile and tire area would be the safest location, and the Board agreed this would be possible so long as there was sufficient adult supervision and no danger in the area.
5. Selectmen reviewed and signed the 2008 Form MS-5 received this week from the Auditor. Selectman St Germain had been in the office today and also signed the form.
6. Copies of the 2008 Audit Report were provided to the Board for review.
7. Carlson presented the September newsletter for review. There was discussion about going to a double issue with the amount of material which has been submitted, coupled with the RFP notices for work; and the fee schedule public hearing notice that Roy will draft on Monday. The Board reviewed a couple of articles for consideration of content, but will review the final double version on Monday so it can go to print. The Boy Scout article submitted by Renee King and Pam McElroy was approved.

There was some discussion about the Ellis School doing their own newsletter, and if that is the case, to include less information (space permitting) in the Town Newsletter. It was felt by all that it was important to have School information get out to all residents, not just those with children in School. It is unclear what the status of an Ellis School Community Newsletter would be at this time.

An email from St Germain was read, suggesting that the Board shorten the school ads and focus more on Town news and needs. She also recommended that the Town model a news column geared toward community outreach in promoting volunteerism. This could be designed with positive, upbeat information and include the vast number of boards and committees that are in need of resident participation. St Germain indicated that she believes people would become involved if they were well informed and knew who to contact, as well as what positions within the Town need help.
8. Carlson discussed with the Board some Energy Committee grant paperwork which needs to be signed. Thom Roy wrote a successful grant application for insulation at the Safety Complex. Part of the requirement is a Certificate of Vote (Corporate Authority). Selectmen reviewed the template and voted to authorize the certificate with the following verbiage:

*I, Heidi Carlson, the Secretary for the Board of Selectmen of the town of Fremont (hereinafter the "Municipal Corporation"), a New Hampshire municipal corporation, hereby certify that: (1) I am the duly appointed and acting Secretary to the Board of Selectmen of the Municipal Corporation; (2) I maintain and have custody and am familiar with the minute books of the Municipal Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such books; (4) that the Board of Selectmen of the Municipal Corporation have authorized on September 17, 2009, such authority to be in force and effect until September 17, 2010.*

*The person holding the below listed position, or his/her successor, is authorized to execute and deliver on behalf of the Municipal Corporation any contract or other instrument for the sale of products and services: Heidi Carlson, Town Administrator*

9. Intents to Cut signed and processed:

03-169.007	Stephen E Toohey	398 Whittier Drive
03-169.029	Robert & Diane Lasonde	393 Whittier Drive

10. Selectmen reviewed two letters from the Planning Board regarding articles proposed by the Conservation Commission and Planning Board.

The first letter outlined that at last evening's Planning Board meeting the Members received the following change in the provision of RSA 36-A from the Conservation Commission and voted to forward it to the Board of Selectmen for review and consideration for it to be put to the Voters at the 2010 Town Meeting. This is the same article that was reviewed last year by the Board and by Town Counsel for inclusion was on the 2009 Warrant, where it was defeated.

*Shall the Town vote to adopt the provisions of RSA 36-A-4-a, I (b) to authorize the Conservation Commission to expend funds for contributions to qualified organizations for the purchase of the property interests, or facilitating transactions related thereto, where the property interest is to be held by the qualified organization and the Town will retain no interest in the property.*

This authorization would give the Conservation Commission the ability to support land protection projects by giving money to a qualified organization (such as a land trust) without taking a property interest. Without this article the Conservation Commission will not be able to fund the transaction costs of a Conservation Easement if the fee or easement was not to be held by the Town, such as in the case of the recently approved Anderson easement where Rockingham County Conservation District (RCCD) are the primary holders of the Easement and the Town is the executory interest holder.

The warrant article changes are specified in RSA 36-A, and must be passed after January 1, 2009 to be effective.

The Board approved this article for inclusion on the 2010 Town Meeting Warrant as well.

The second letter outlined the proposed zoning change that the Planning Board had also approved last night and voted to send to the Board of Selectmen for the 2010 Warrant. It is the same Zoning Ordinance Amendment proposed in 2009 and defeated by the voters. This is the same amendment article that was reviewed last year by the Selectmen and by Town Counsel John Ryan.

The Planning Board would like to hold a public hearing(s) for this to be put to the Voters at the 2010 Town Meeting. The ordinance amendment is as follows:

*Article IV Section 3-A: As it relates to Article IV Section 3 and Article XI Section E-1; where-ever a commercial use or a mixed use of residential and commercial are proposed on the same lot the minimum lot size shall be further determined in that each 2000 square feet (or any part thereof) of commercial use shall constitute a calculate-able unit for the purpose of determining the minimum lot size. The lot size minimum is as determined by Article IV Section 3 and/or Article XI Section E-1; whichever applies.*

Examples:

*The minimum lot size for consideration of commercial Conditional Use Permit in the Flexible Use District would be 2 acres or if in the Aquifer Protection District the minimum lot size for a commercial conditional use permit would be 3 acres.*

A proposed 10,000 sq ft commercial

*A 10,000 square foot commercial use outside of the Aquifer District would require a total of 4.3 acres. Calculation:  $10,000/2000 = 5$  units and minimum lot size is 2 acres, 2 acres plus 20,000 sq ft times the number of units (5) of calculation = 4.3 acres.*

A proposed 4000 square foot mixed use w/3 residential

*A mixed use 4,000 square foot commercial with 3 residential 2 bedroom dwelling units. The lot is outside the Aquifer. Calculation:  $4,000/2000 = 2$  plus 3 dwelling units = 5 calculate-able units and the minimum lot size is 2 acres, 2 acres plus 20,000 sq ft times the number of units (5) of calculation = 4.3 acres.*

*(See also Article XI Section E-1)*

The Board approved this article for inclusion on the 2010 Town Meeting Warrant as well.

Next week the following budgets will be reviewed for presentation to the Budget Committee:

- 4130 Executive
- 4240 Building Inspection
- 4723 Interest on Tax Anticipation Notes

**NEXT WEEK**

The Budget Committee meets on Wednesday September 23, 2009.

The next regular Board meeting will be held on Thursday September 24, 2009 at 6:00 pm. The Public Hearing portion will begin at 8:00 pm and will move up to the main floor of the Town Hall for additional space.

With no further business which may legally come before the Board, motion was made by Hunter to adjourn the meeting at 10:30 pm. Gates seconded and the vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator