

**I. CALL TO ORDER** The meeting was called to order at 6:37 pm in the basement meeting room at the Fremont Town Hall. All rose for the Pledge of Allegiance. In attendance were Selectmen Gene Cordes, Roger Barham and Neal Janvrin; Town Administrator Heidi Carlson, Selectmen's Clerk Kathy Clement and School Board Member Gordon Muench.

## **II. APPROVAL OF MINUTES**

Barham made a motion to approve the minutes of 22 August 2019 as written, Janvrin seconded and the vote was unanimous 3-0.

## **III. OLD BUSINESS**

1. The September Newsletter was approved with edits.
2. DayStar quote on email/Office 365 – Members had not reviewed yet.

## **IV. NEW BUSINESS**

1. Janvrin moved to approve the Accounts Payable manifest for the current week dated August 30, 2019 in the amount of \$39,012.87. Barham seconded and the vote was approved 3-0.
2. Barham made a motion to approve FCTV Revolving Fund Manifest 2019-20 in the amount of \$528.00 to Access AV to pay for the new Sony Integrated Digital Wireless Microphone System. Janvrin seconded and the vote was unanimous 3-0.
3. The next Southeast Regional Refuse Disposal District 53-B meeting will be held at 6:30 pm on Wednesday, September 4, 2019 at the Atlantic Grill in Rye, NH. Janvrin will plan to attend.
4. The Selectmen reviewed the incoming correspondence folder which included a report from Waste Management on complaints, a letter from the NHDOT stating they are pleased with the completion of the Sandown Road Bridge and a DRA letter approving an extension for submission of the MS1 report.
5. The Selectmen discussed the amount for mileage reimbursement which has not increased in many years, Barham made a motion to change the amount for mileage reimbursement to \$.50 starting effective September 1, 2019. Janvrin seconded the motion and the vote was unanimous 3-0.
6. Budgets

**4130 Executive** – Selectmen's Office- \$3,000 overall increase over the 2019 budget. The largest part of this is a 2% COL increase in all wages. There is also a \$950 increase for an upgrade to the QuickBooks program, which is needed every three years because Intuit stops supporting after that. The Selectmen wanted to further discuss the Town Administrator's salary line and will review at a future meeting.

**4140 Town Clerk Tax Collector** – Given past practice, the Selectmen will recommend leaving line 4140005 TCX Salary as previously voted by Town Meeting, and placing the requested 2% increase (\$714) in a Warrant Article. Carlson indicated that after conversation with the Clerk, that the BMSI software support line had been increased (after receipt of the 2019 invoice) to more accurately represent the Town's cost. There is an increase annually in the contract. Barham moved to recommend the Town Clerk Tax Collector budget at \$64,630. Janvrin seconded the motion and the vote was 3-0.

**4141 Election & Registration** – Carlson explained that there are four elections next year and provided some data on a rolling 10 year average on the cost to print ballots and code the disk for the voting machine. The numbers for the elections are based on that, to include two primaries and the State and Federal General elections, along with Town elections. Carlson indicated that 2% wage increases for all hourly personnel have also been included. Janvrin moved to recommend the Election & Registration budget as proposed at \$19,806. Barham seconded and the vote was 3-0. The only difference in the default budget is it does not include the 2% wage increase.

**4151 Financial Administration** – Carlson reviewed the line items which make up this budget, including the Treasurer's Office, Trustees of Trust Funds, and the Budget Committee and annual audit. There was discussion about the supply lines, which have traditionally not been spent. Carlson confirmed that incidental items can be taken from the Selectmen's Office as needed. Selectmen discussed decreasing lines 4151110 Office Supplies by \$100; 4151200 Dues & Conferences by \$100; and 4151210 Mileage reimbursement by \$150 (this is half of each line) as they have not been spent in a few years. Barham moved to recommend Financial Administration at \$20,750. Janvrin seconded and the vote was 3-0.

**4152 Reappraisal of Property** – Carlson explained the budget, including contracts with MRI for all of our assessing services; and with Sansoucy for utility valuations. The budget has been reduced by the \$8,000 that comes from the Capital Reserve line as DRA will not allow it as an appropriation with offsetting revenue any longer, because the Selectmen are Agents to Expend for the Capital Reserve Fund. This bears explanation annually because the default budget will be adjusted by that amount when the Capital Reserve Fund is depleted. For now, the reduction in tax impact is \$8,000. Janvrin moved to recommend the Reappraisal of Property budget at \$44,080. Barham seconded and the vote was 3-0.

**4153 Legal** – There was discussion about the fact that the legal budget is nearly spent for the 2019 calendar year. This is largely due to the utility appeals pending at various State courts and BTLA. There has also been an increase in review of Planning and Zoning items as well as Code Enforcement action. Given the large number of these items still pending, the Board decided to increase the budget request to \$40,000 from the current of \$30,000. Barham moved to recommend the Legal budget with an increase to \$40,000. Janvrin seconded and the vote was 3-0.

**4191 Planning & Zoning** – Carlson explained the changes within the budget, including wages for the now incumbent, who has far greater availability. The other big increase is the Board's request for services in the amount of \$10,000 for Master Plan updates and the beginning of a Build-Out Study update. Barham moved to recommend Planning & Zoning budget at \$52,788 and Janvrin seconded with the vote 3-0.

**4240 Building Inspection** – The Inspector's request is \$38,032 with a 2% wage increase included, and a slight decrease in hours based on current averages. Selectmen recommend decreasing line 4240210 Mileage to \$1,200. Janvrin moved to recommend Building Inspection budget for \$37,692. Barham seconded and the vote was 3-0.

**4415 Health** – Carlson explained some changes in this to include additional PF compound water testing at the Library (Safety Complex is in the Government Buildings budget), as well as an allowance for expenses like business cards for the Health Officer and Deputy. Janvrin moved to recommend the Health budget, Barham seconded, and the vote was 3-0.

**4550 Library** – Selectmen discussed the budget as reviewed last week with the Librarian and Trustees. Members stated they were pleased to see some funding to address the capital needs of the building. Carlson advised that the oil line has been adjusted for the current rate (with allowance for the months

following the end of the contract 09/30/20) and current usage. Barham moved to recommend the Library budget at \$154,643 and Janvrin seconded. The vote was unanimous 3-0.

Carlson advised that the Library leaders are scheduled for the Budget Committee at 7:00 pm on Wednesday September 11, 2019 to make their presentation.

**4583 Patriotic Purposes** – The only change is the reduction of the Abe Lincoln contract (a one time for the 140<sup>th</sup> Memorial Day celebration done in 2019; and an increase in the postage to account for the stamp price increase effective this year. Janvrin moved to recommend the Patriotic Purposes budget at \$3,005 and Barham seconded with the vote 3-0.

**4610 Conservation Commission** – The Selectmen recommend adding \$1 to line 4610950 Conservation Projects and moving 4610125 Document Purchases to 0952 Master Plan (a new line item this year for accounting). Barham moved to approve the Conservation Commission budget at \$6,665 and Janvrin seconded. The vote was 3-0.

## **V. WORKS IN PROGRESS**

1. The Police Chief will be in next week for budget review and a personnel item. The Road Agent will be in to present his recommendation for a candidate to fill the part-time position.
2. The Thru Trucking Ordinance Public Hearing will continue September 12, 2019 at 7:45 pm.
3. The Conservation Commission / Open Space Committee / Selectmen's Public Hearing relative to the conservation easement and use of Conservation Funds on the Brett Property will take place on September 12, 2019 at 7:15 pm.
4. MS1 data entry is underway and an extension has been approved by DRA as the utility values have finally just been received from Eversource and sent to our utility consultant George Sansoucy. The Board has some additional utility information to consider.
5. The contract with KS State Bank for the Police Department base radio is complete. The loan has been funded into their vendor payable account and the Town is going ahead with the order for the equipment from Motorola. Chief Twiss will place the order for the equipment.
6. The Selectmen reviewed the Audit Report for 2018 in which stated the firm had no difficulties, adjustments were routine, and no problems with management. They did state generic concerns (repeatedly) with the retirement system funding and the Town's responsibilities related thereto. There are also multiple comments regarding the post-employment benefits and policies through the report.

The Selectmen asked Carlson to contact the auditor to come meet with the Selectmen to answer their questions and concerns regarding the report.

7. The Board was advised that the corrected Conservation Easement Deed for the Pizzeria property is not ready for signature yet, and will be brought back next week if complete. The Conservation Commission has completed their review and approved it.

## **IX. NON-PUBLIC SESSION pursuant to NH RSA 91-A:3 II (e)**

Janvrin made a motion to enter non-public session pursuant to NH RSA 91-A:3 II (c) for discussion of a personnel matter at 7:54 pm. Barham seconded. The roll call vote was approved 3-0, Cordes – yes;

Barham – yes; Janvrin – yes.

Clement and Muench left the meeting at 7:56 pm.

Respectfully submitted,

Kathy Clement  
Selectmen's Clerk

Selectmen began their non-public session at 8:00 pm.

At 8:15 pm motion was made to return to public session.

The Board reviewed a personnel matter and information relative to the PSNH utility appeal cases. No decisions were made. The Board did announce the recent and abrupt resignation of Police Officer Christian Hight, received verbally by Chief Twiss on August 15, 2019 just hours before the start of his shift.

The Board also briefly discussed the letter received from Martin Ferwerda's attorney.

Carlson reported on the Safety Committee meeting, which had been omitted in the Liaison Reports. The Committee met on Tuesday at 11:00 am with a review of the building checklists completed this summer, as well as general safety issues. No concerns are noted and the next meeting will be at 12:30 pm on Monday November 25, 2019.

The next regular Board meeting will be held at 6:30 pm on Thursday September 5, 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 to adjourn at 8:30 pm by Cordes. Janvrin seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator