

Approved 01/02/2020

The meeting was called to order at 1:03 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin and Roger Barham; town Administrator Heidi Carlson and Plodzik & Sanderson Auditor Mike Campo.

Selectmen thanked Campo for attending to discuss with them the draft 2018 Final Audit Report. The Board had draft copies of the report, dated 08/14/2019 and all had reviewed it. Questions began with a review of the new GASB standards which are noted in the report. Campo went through them, indicating which ones would apply to Fremont.

*GASB 83 Certain Asset Retirement Obligations* does not apply to Fremont.

*GASB 84 Fiduciary Activities* will simply change how the Agency and Private Purpose Trust Funds are reported and where they show in the financial statements.

*GASB 87 Leases* is not effective until 12/31/2020 but Fremont is already reporting these items in with other leases, loans and debt. The only new lease added in 2019 was the PD base radio, and a renewal of the every three year cruiser lease-purchase arrangement.

*GASB 88 Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements* does not apply to Fremont.

*GASB 90 Majority Equity Interests – An Amendment of GASB Statements 14 and 61* does not apply to Fremont if we have no general investments in the stock market or other non-banking FDIC locations.

There was a good deal of discussion on Other Post Employment Benefits (OPEB) criteria and how that applies to Fremont. Currently the Town has no policies which would offer any post-employment benefits (such as health or dental insurance); but the criteria outlined by NHRS may affect the Town and potential future retirees. The Town also needs to show documentation of how the NHRS (pre- or -post-tax) contributions are handled.

The Town does need to look at it's Personnel Policy to see how the retirement component, for non-NHRS employees, is documented. The NHRS guidelines and the system's funding detail is all a matter of public record on the NHRS website.

The Board looked at the related party transactions note and discussed it with Campo. There was some inaccurate data/relationships reported in the draft and this will be corrected for the final report, along with the accounting numbers for any related party vendor transactions.

Also of note that the town is working on, and needs to complete is an IT / Disaster Recovery Policy and to handle the stale checks that are still showing in QuickBooks. Campo will send along a good IT policy he has for reference from the Timberlane School District.

Campo left the meeting at approximately 1:55 pm. The Board thanked him for his time. Campo will return for 2019 audit work beginning March 2, 2020.

The Board further reviewed the Non-Attest Services Draft Approval (NASDA) template. Auditing standards require that the firm obtain written approval of the report prior to sending to the Town, the representation letter. Once the Board approves the draft report, they complete and return this form. Once that was done, the Representation letter was also prepared on Town Letterhead and signed by all Board members and Carlson.

Selectmen then reviewed with Carlson the end of year expenses. The Parks & Recreation appropriation has been recalculated back into the Town's full year appropriation to have a final picture of what year end

will look like. The winter weather has caused a burden and the Board again visited the use of the Winter Highway Expendable Trust Fund to cover some of these expenses so the bottom line of the budget is not overspent for 2019.

Following the Board's vote on 12/26/2019 to encumber up to \$4,000.00 to do the next phase of site improvements at Leavitt Cemetery, Purchase Order 2019-024 committing up to that amount with All Phase Paving & Excavating LLC in accord with their contract was signed. It does not look like the full amount will be available.

Following the Board's commitment in late October and vote to proceed with \$2,610 in traffic study work, the Board also signed PO 2019-025 for this work (\$2,610) committed on 11/04/2019 for the traffic count portion of the scope of work with Stantec Consultants.

The Board revisited the 12/26/2019 decision to also take up to \$10,000 from the Highway Department Winter Maintenance ETF as needed. The final end of year storm will not be billed until into January, but there is still a significant shortfall in operating budget funds. As the final 2019 bills are entered, the Board will continue to review.

The Board discussed a possible Warrant Article for a Road Evaluation Engineering study to follow up the discussion at the last meeting. The Board felt that it was late in the process to present a new Warrant Article, and there was discussion about enabling a Committee to begin looking at it as well.

Leanne Miner overheard the road discussion and joined the meeting at approximately 2:30 pm for about 10 minutes. She shared information received from the Planning commission relative to the intern work done in Fremont a few years ago, with a start on the PCI (Pavement Condition Index) data, as well as some preliminary (very basic) costs to cure. The engineering study would take this to the next level and come up with a more comprehensive plan as well as current numbers and estimated actual costs to cure.

Barham added that the comprehensive study would also look at drainage systems and a complete remediation plan, which the RPC report did not take into account fully (no drainage coverage at all).

After Miner departed, the Board continued to review Warrant Articles and discuss the options for a road engineering study. They would also like to meet with the Road Agent as consideration is given to further work in this area, as well as a study committee that may look at capital needs across all departments in Fremont, and who might be interested in such a committee.

The next meeting will be the Board's regular meeting held at 6:30 pm on Thursday January 2, 2020 in the basement meeting room at the Fremont Town Hall.

With no further business, a motion was made to adjourn the meeting at 2:45 pm by Barham. Janvrin seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator