

Approved 01/23/2020

I. CALL TO ORDER The meeting was called to order at 6:30 pm in the basement meeting room at the Fremont Town Hall. In attendance were Selectmen Gene Cordes, Roger Barham and Neal Janvrin; Town Administrator Heidi Carlson; Selectmen's Clerk Kathy Clement and Gordon Muench School Board member. Bill Millios was live broadcasting the meeting. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. Temporary Building Inspector hours are in place: Tuesday and Wednesday from 5:15 to 8:00 pm, Friday 8:00 am to 12 noon and otherwise by appointment. Call early for any needed inspections. The Inspector is here this evening instead of earlier in the week. Next week he will be back to Tuesday and Wednesday evenings as well as Friday mornings.

2. Trash and recycling collections are delayed one day this week. Thursday collection is Friday and Friday collection will be Saturday.

3. Several new town email addresses are now in effect. Please check the website for more information, and update your records as soon as possible for the following:

Heidi Carlson hcarlson@fremont.nh.gov

Jeanne Nygren jnygren@fremont.nh.gov

Kathy Clement kclement@fremont.nh.gov

Leanne Miner, Land Use AA landuse@fremont.nh.gov

Building Inspector buildinginspector@fremont.nh.gov

Town Clerk Tax Collector clerkcollector@fremont.nh.gov

Rich Butler, Fire Chief rbutler@fremont.nh.gov

Rachel Edwards, Treasurer treasurer@fremont.nh.gov

4. The Public Budget Hearing will be held on Wednesday January 15, 2020 at 7:00 pm at the Fremont Town Hall in the basement meeting room.

5. The last day to register to vote to be eligible to vote at the Deliberative Sessions is Tuesday January 21, 2020. You can register during the day with the Town Clerk (from 7:30 am to 3:00 pm) and with the Supervisors of the Checklist on Tuesday evening during their session from 7:00 to 7:30 pm at the Fremont Public Library.

6. Signup for Town and School District positions begins on Wednesday January 22, 2020. You must sign up with the Town Clerk or School District Clerk. Contact the Town Clerk for more information.

7. The Town and School Deliberative Sessions will both be held on Saturday February 1, 2020. Both meetings will be posted for 9:00 am, and the School District meeting will begin first; followed by the Town's meeting as soon as officials can change chairs and Town Officers can set up. The snow date is Saturday February 8, 2020 at 9:00 am.

III. LIAISON REPORTS

Cordes reported that the Selectmen and Carlson met with the Town's Audit firm (Plodzik & Sanderson) on Tuesday December 31, 2019. They had a draft of the audit and this meeting was to answer residual questions the Selectmen had. Much of the discussion focused on how GASB standards look at retirement plans and reporting with the State Retirement System and the non-state systems. All their questions were

answered, and a few minor changes will be made to update details within the report. Carlson reported sending in the balance of information needed, to the auditor on Tuesday night for their final review. They will make the changes and the Town should have the final report by the beginning of next week. Carlson found some historical information in the NHRS files from a 2002 audit regarding how the Town has done reporting in the past. If further clarification is needed, NHRS will be contacted for a written determination (regarding pre- versus post-tax deductions).

IV. APPROVAL OF MINUTES

Janvrin made a motion to approve the minutes of December 26, 2019 and December 31, 2019 as amended. Barham seconded the motion and the vote was unanimous 3-0.

V. SCHEDULED AGENDA ITEMS – times subject to change depending on flow of the meeting

6:45 pm Public Input - none

VI. OLD BUSINESS

1. Carlson handed out updated expense and revenue summary reports, there are still a few end-of-month expenses anticipated, but the books are basically closed for 2019 and we are starting to pay 2020 bills. The final snow storm of the year will be paid as 2020. Carlson would like to return the money from the Fire Department Warrant Article and Parks and Recreation camp program that were not used, to the General Fund. The Board agreed. There is still an outstanding purchase order for Fire Department radios and the cemetery work which may be close to \$3,000. Carlson noted that the encumbrance from a 2018 Warrant Article in the amount of \$6,377 was carried over to this year for Red Brook Road retainage and that inspection is being completed to close it out for the 2019 expenses. There was also some residual funding left from the NH HW Block Grant from 2017. This was adjusted to offset some of the paving expenses in 2019 as well, making the bottom line in the Highway Department budget more manageable.

The Selectmen also reviewed the revenue sheet, Carlson had updated the estimated revenue on a few lines in response to the Budget Committee and Selectmen's questions including Motor Vehicle Fees, the 2019 numbers for this should be firm with anything now going to 2020. There is no revenue for Summer Camp listed, it will be added if the program goes forward.

These reports are the start of the data for the Town Report.

2. Review Warrant to Date - Carlson has been working on and updating the Warrant information and it continues to be a work in progress. The Selectmen reviewed the current information and Carlson will make a few changes and send it to the Budget Committee. There are still items that need to be completed.

3. Deliberative Session is set for Saturday February 1, 2020 with a snow date of February 8th. The School District session will begin at 9:00 am and the Town's will take place with a 10- or 15-minute break in between for personnel to rearrange and organize. Carlson spoke with the Secretary of State's office to get clarification on the process with the sessions combined. They will be posted together; residents will only need to check in once with the Supervisors of Checklist.

4. Two Camp Director interviews were held on Monday. Another will be conducted next week. Carlson stated that they are good candidates, but still needed to review information with the Selectmen. Cordes stated that they need to get the information to the Budget Committee as soon as possible as there is a lot

of planning to do if this program is going forward. After much discussion the Selectmen all agree that a 6-week program for this year would be the best route to take. There is still a lot of questions that need to be answered, Carlson will be speaking to the School Administration regarding scheduling and availability of the Ellis School Gym. The Budget Committee suggested cutting the fieldtrips to one a week and there is still a lot of planning to do. It was mentioned that the program is not always self-sustaining. This discussion will be continued until next Wednesday with clarification on school availability.

VII. NEW BUSINESS

1. Selectmen reviewed the folder of incoming correspondence. Enclosed were information on the LUCT transfer to the Conservation Commission, a letter from Pastor King regarding the Giving Tree and other events, correspondence with Town legal counsel regarding the Deliberative Session and emails between Carlson and the Moderator.
2. Barham made a motion to approve the Accounts Payable manifest of \$68,568.26 for the current week dated January 3, 2020. Janvrin seconded the motion and the vote was unanimous 3-0. Of this total, \$59,936.10 are 2019 expenses. Of note is the \$26,000 paid over to the Land Use Change Tax Fund held by the Conservation Commission for their share of the 2019 LUCT penalties collected in FY 2019.
3. Janvrin moved to approve a part-time employee earned time letter for the 2020 payroll cycle to Peter Morelli for 27 hours. Barham seconded the motion and the vote was 3-0.
4. Town Report materials – Carlson asked the selectmen to complete their report by January 10, 2020. Cordes mentioned that all departments need to complete these soon.
5. Barham made a motion to approve as amended the January 2020 Newsletter and Janvrin seconded. The vote was unanimous 3-0. Cordes mentioned that this is an important newsletter for residents with all the information for the town meetings and voting.

VIII. WORKS IN PROGRESS

1. The Town Report work has started and will continue.
2. Carlson reported that the W-2's were printed on December 31 and will go out in the mail in the next week or so.

At 7:14 pm Janvrin moved to enter Non-Public Session pursuant to NH RSA 91-A:3 II (c) & (e) to discuss both a legal and personnel matter. Barham seconded and the roll call vote was unanimous 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Clement and Muench left the meeting at 7:15 pm.

Respectfully submitted,

Kathy Clement
Selectmen's Clerk

At approximately 7:20 pm Selectmen began their non-public session.

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

Selectmen discussed Camp Director interviews while waiting for Chief Butler. The availability of Ellis School for summer camp needs to be determined, thus the Board will recess this meeting to next Wednesday at 6:30 prior to the Budget Committee meeting.

Selectmen discussed the Pay Policy briefly, and reviewed several operating and administrative items with the Chief when he arrived beginning at approximately 7:35 pm. This included timesheet and reimbursement requests, which must be submitted monthly.

The Board discussed the 1977 Forestry Truck repairs with the Chief.

The next regular Board meeting will be held at 6:30 pm on Thursday January 9, 2020 at the Fremont Town Hall in the basement meeting room.

At 8:37 pm with no further business to come before the Board, a motion was made to recess the meeting to 6:30 pm on Wednesday January 8, 2020.

At 6:30 pm on Wednesday January 8, 2020 Selectmen reconvened in their office on the first floor of the Fremont Town Hall. Meetings were being set up in the first floor and basement meeting rooms, and Bruce Mayberry arrived for his session with the Planning Board.

Present were Selectmen Gene Cordes, Neal Janvrin and Roger Barham; as well as Town Administrator Heidi Carlson. Selectmen discussed the Parks & Recreation Summer Camp program with information Carlson had gathered this week relative to the use of Ellis School, which has several caveats to it, including that the summer staff is planning to work from 7 to 3; and they may be able to shift for one person to work until 4, but it will mean a hard close at 4 pm with kids outside after that point. Since no Ellis Staff has applied (which is a new situation for the Town relative to camp) there are potentially issues with access, keys and security systems. The School Administration has offered that they will work with the Town, but there will be some limitations. The program can only run 6 weeks, and there is a remote chance that phasing of the roof project will make some further alterations to what the school can support.

At approximately 6:40 pm Parks & Recreation Chair Nicole Cloutier came in to the Board's meeting and discussed the Commission's plan for camp, indicating they wanted to have it as an 8 week program, and to do it at the fields, finding the school to be somewhat oppressive for the whole summer.

Carlson left briefly to meet with Bruce Mayberry and show him down to the Planning Board meeting in the basement.

There was extensive discussion about Parks & Recreation's availability to work on the Camp Program, assist in planning and hiring of a director and scheduling logistics over the next few weeks to see if it can get off the ground.

Ultimately the Board decided that given school availability, and the desire to primarily use that facility for safety and other reasons, that the program could really only be supported for 6 weeks. Cloutier expressed concern about our advertising having been for an 8 week program. Carlson had the numbers circulating from the Budget committee for a reduction to 6 weeks, and Carlson argued that two field trips a week is not something the Town should cut back to one as proposed by the Budget Committee. Cordes stated

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those trips are one of the main attractions to the program, and the Board agreed that bussing and field trip money should be included for two per week of the six weeks.

Following this discussion, Selectmen decided to recommend \$29,501 for the Summer Camp Program portion of the Parks & Recreation (4520) budget. Then Janvrin made a motion to recommend a total of \$65,995 for the total Parks & Recreation operating budget. Barham seconded and the vote was approved 3-0.

Carlson advised the Bord that the new roof on the shed building behind the Town Hall had been completed today.

With no further business, a motion was made by Janvrin to adjourn this meeting at 7:00 pm so that Cordes could attend the Budget Committee meeting and Barham the Planning Board meeting, both beginning in other meeting rooms in the Hall. Barham seconded and the vote was approved 3-0.

The next regular meeting will be held tomorrow evening, January 9, 2020 at 6:30 pm in the basement meeting room at the Town Hall.

Respectfully submitted,

Heidi Carlson
Town Administrator