Approved 09/10/2026

I. CALL TO ORDER: The meeting was called to order at 6:30 pm at the Town Hall in the Basement Meeting Room. Present were Select Board Members Gene Cordes, Roger Barham and Jon Benson; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance. The meeting is live broadcast by Paul Millios from FCTV and livestreamed on Vimeo.

II. ANNOUNCEMENTS

1. The Parks & Recreation Commission will host a summer concert with *George Belli and the Retroactivists* performing on the front lawn of the Fremont Public Library this Sunday from 4 to 6 pm. George Belli specializes in British invasion music (Beetles, Kinks, etc). The concert is free and open to the public.

2. Machine testing for Voting Works and Omni Ballot devices will take place at 5:00 pm on Monday August 31, 2026 on the main floor of the Town Hall.

3. All Town Offices are closed on Monday September 7 in observance of Labor Day. Trash and recycling collections are delayed one day during the Labor Day Holiday week. **The Town Clerk is open from 3-5 pm on Monday for absentee ballots only.**

4. The NH Primary is September 8 with polls open from 7 am to 8 pm at Ellis School. The last time to request an absent ballot is Monday September 7 from 3 to 5 pm with the Town Clerk.

5. The Community Visioning session will be held on Saturday September 12 from 9 to 11 am at the Ellis School Gym. This is proposed to review recent survey information and help shape the future of community spaces in Fremont. The Planning Board Sub-Committee is exploring the possibility of establishing a community center and wants to hear from residents. Join them for an interactive community visioning session to share your ideas, priorities, and vision for what a community center could look like in Fremont. Whether you have ideas for a new community center, thoughts on improving existing spaces, or questions about the feasibility of this idea, the Sub-Committee wants to hear from you! Input from this session will help shape the conversation and inform the Town's next steps.

III. LIAISON REPORTS

08/24/2026 Planning Board Community Facilities Sub-Committee: The Committee met to prepare for the September 12 Visioning Session. The other two visioning sessions were cancelled. No next meeting date was set, but there is anticipated to be a wrap-up after the Visioning Session and a final report to the Planning Board about their activities and recommendations.

08/25/2026 Zoning Board of Adjustment: The Board met briefly to vote on a requested extension of a previously granted exception, which was approved for the King property on Beede Hill Road. The ZBA will not meet in September.

08/26/2026 Budget Committee: Met for the beginning of the new budget meeting cycle. The meeting began with a presentation from the CIP Committee about their work to date on the longer-term capital expenses facing the community to replace our infrastructure and equipment. There was extensive discussion about the default budget and how it is compiled as well as the Town's work to date on procuring a new ambulance transport provider for the Town as of next April when Raymond Ambulance closes. Several town budget proposals for 2027 were distributed to the Committee for future discussions. The next meeting is September 9th and Department Head meetings will begin on September 23.

IV. APPROVAL OF MINUTES

Barham moved to approve the Board's Meeting Minutes of 20 August 2026 as written. Benson seconded and the vote was approved 3-0.

V. SCHEDULED AGENDA ITEMS - times scheduled to change based on the flow of the meeting

6:35 pm Public Input - none

VI. OLD BUSINESS

1. Board members reviewed the most recent version of the Highway Supervisor Job Description and felt it was ready to go. There was some discussion about the position being full- or part-time and no decision has been made yet. The Road Agent has also asked about the position several times and the status as well as reviewing the job description. This will be forwarded to him for a future discussion with the Board.

2. The Plaistow ALS Stakeholder meeting is scheduled for 7 pm on Thursday September 10 at the Timberlane Performing Arts Center. The Board is planning to go and discussed having an earlier regular Board meeting that evening to handle urgent business, and then recessing to attend the Plaistow meeting. It was decided the Board will meet at 5:00 pm at the Town Hall that evening, recessing no later than 6:30 to attend the ALS Stakeholder session in Plaistow.

3. The Board discussed the Ellis School Soccer Program request for use of Town's ballfields for games this fall. Benson was brought up to speed on the request and discussions from last week. The FAA has indicated it will work with their schedule. This includes games on September 9, 10, 17, 23 and October 1, 8 and 14 from 3 to 6 pm. Benson will ask the FAA for their schedule for each field for the fall season so that everything can be put on a master calendar to review availability. Benson moved to approve Ellis Soccer using the fields at Memorial Park on September 9, 10, 17 and 23 and October 1, 8 and 14 from 3 to 6 pm. Barham seconded and the vote was approved 3-0.

4. Carlson advised that the date for Fall Bulky is looking like October 31 from 8 am to 12 noon based on timing for scheduling and vendor availability. The Board was fine with this date.

At 6:42 pm the Board met with Andy Kohlhofer who presented some information (and had sent links by email) relative to applying for grants to do some much needed restoration work at the Old Meetinghouse. He referred to other similar projects and has been in contact with the NH Preservation Alliance for guidance as well. He noted it is a lengthy process and there are forms to be filled out which he will begin working on. He provided a copy of the documents via email and that has been circulated to the Board for review and further consideration.

He noted that a survey and evaluation are needed, and also that the NH Preservation Alliance has workshops that they will teach people how to do this, and he offered to partake in this as a representative of the Town. The NH Preservation Alliance will also send someone out to do an initial assessment and Kohlhofer will work on scheduling this. He said next steps following that are having an architectureal review done.

Debbie Caputo came in to the meeting at 6:55 pm

Kohlhofer offered to make the call to request that assessment and the Board agreed that would be helpful. Kohlhofer said that we will ultimately need to get a not for profit organization in place at a later date who would organize and oversee, like a "Friends of the Meetinghouse" organization. Kohlhofer also provided a copy of the 1993 National Register of Historic Places Registration Form for the Meeting House. Kohlhofer was thanked for his time and he left the meeting at 7:00 pm.

Debbie Caputo began reviewing the Town Clerk Tax Collector's Office budget and recapped some history about getting office to operate more efficiently, including having two people in the office at all times, and being able to wait on more customers at once (software helped with this). They have added credit cards and added other new things to increase efficiency and ease of patrons in the office. She said she is tracking how busy the office is, including how many customers and growth. Monday is the busiest day (the new hours on Mondays were moved from the Friday hours) and they are busy the whole time. Tuesdays are the next busies day, followed by Thursday and then Wednesday.

The window is open now 23 hours a week and she would like it to be open 30 hours. In order to do that, she needs more hours covered by the clerical staff, thus the increase in clerical wages in the budget. She said if she can be open 30 hours she will likely increase Monday until 4 pm, and be open on Thursday until 6. She is still contemplating the other hours/days for expansion if the budget is approved. She noted that with the window open 30 hours, you are working at least 32 hours as there is a half hour each day to close out.

She reviewed some of the training opportunities and requested an increase in the mileage rate to $0.75. It was noted that collecting email addresses for cars and dogs should cut down on mailing costs as people can get it electronically and then link right in to do their renewal registrations that way if they prefer.

There were some changes made to the amount of the service contracts based on updated pricing just received from Interware as well. The Board will take up the $10,000 requested salary increase as a Warrant Article, and understood that the increase in hours was also dependent on a wage increase.

With no further questions or discussion Benson moved to recommend function 4140 Town Clerk Tax Collector in the amount of $97,988. Barham seconded the motion and the vote was approved 3-0.

The Board then took up the discussion of a $10,000 Warrant Article for the salary increase for the Town Clerk Tax Collector position. Benson moved to recommend a Warrant Article for a $10,000 increase for the Town Clerk Tax Collector salary. Barham seconded and the vote was approved 3-0.

Caputo left the meeting at 7:28 pm and Fire Chief Rich Butler came to the table.

The Chief began with a review of the call data from July. It was noted that most of the shifts are covered, and even the couple that were not, calls were covered during those times. Board members noted their appreciation for the folks who are stepping up to cover. The Chief said July was a busy month and discussed some of their activity.

Candia, Deerfield, Raymond and Fremont partnered with a GO NORTH grant application for EMS expansion. The grant was sent in to fund researching our options for a five-year grant period, staffing, renovations, training and such. They came back and said that the towns were not rural, so that is off the table right now.

Butler noted that two trucks were going out for service (estimated $3,000) repairs in September. He is having safety inspections done on the vehicles which are not required to be inspected. He noted the utility truck keeps stalling and is scheduled for maintenance. The Chief was urged to get this done as soon as possible. The new rescue truck was just serviced by McFarland Ford to include some recalls being taken care of. There was discussion about training for fire and EMS and what the new applicants looked like in terms of training/orientation needs.

Butler noted a new forestry truck (military surplus) is on its way here from Fort Dix, being trucked by National Wrecker. Butler was asked to get the information to Carlson for insurance as soon as possible.

This will be a replacement for the State forestry truck that is being return to NH Forests & Lands as soon as equipment can be swapped over. Butler said this would happen within the month of September.

Cordes asked about the suburban and where it was located. Butler noted that the radios need to be removed. The Board would like to get it off of our insurance and put it up for sale by sealed bid, as is where is. The Chief said that this could also be done in September.

The budget was reviewed. The largest component is wages, both for calls and training, and EMS on-call coverage. There was some discussion to follow-up on the Budget Committee's discussion last night and the Plaistow ALS program as well as what the future looks like for staffing and building changes to support 24 hour coverage.

Barham moved to recommend $301,304 for 4220 Fire Rescue Department. Benson seconded and the vote was approved 3-0.

It was noted that the RFP for Ambulance Services is nearly done and it was decided tonight the deadline would be Monday September 28, 2026 at 2 pm so that bids would be received in time to review with FFRD Officers at the Officers Meeting scheduled for September 29, 2026. Carlson noted that the Attorney's and Primex's comments have been incorporated into the RFP and it is expected to be posted and go out by mail and email tomorrow.

There was discussion about parking at the Safety Complex last night related to an event held at Ellis School. Cars were parked along Route 107 impeding view from Beede Hill Road; and all over the Safety Complex lawn and grounds (filling every parking space in the lot and all over the grass and other landscaped areas). Today Ellis asked for a copy of the Town's form to request use of the parking lot for such events which may occur in the future. The Fire and Police Chiefs are working on additional signage, and Carlson offered to write an article for the Newsletter.

The Chief has drafted a policy prohibiting Meta Glasses/Equipment to protect patient privacy. This Policy has been reviewed by Town Counsel and will be circulated by the Chief for all of our staff, who will be asked to sign for acknowledgment. He will also draft a letter to area mutual aid departments and ask for their Chiefs to review with staff.

At 8:10 pm Barham moved to enter non-public session pursuant to NH RSA 91-A 3 II (c) to discuss a personnel matter regarding job applications. Benson seconded and the vote was approved with a roll call vote: Cordes – yes; Benson – yes; Barham – yes.

At 8:18 pm motion was made by Benson and seconded by Barham to return to public session. The vote was approved 3-0 with a roll call vote: Cordes – yes; Barham – yes; Benson – yes.

VII. NEW BUSINESS

1. Cordes read aloud the items on the Consent Agenda:

    a. Payroll $51,138.76 and Accounts Payable Manifests $96,967.21 for the current week dated 08/28/2026.
    b. Department Head timesheets for the pay period ending 08/22/2026
    c. FCTV Cable Revolving Fund Manifest 2026-15 in the amount of $1,916.17 payable to the Town of Fremont to reimburse the General Fund for August 2026 payroll costs.

d. Appoint Laurie Page as a Pro Tem Supervisor of the Checklist for the NH Primary on Tuesday September 8, 2026; to expire at the close of the election.
e. Vote to sign MS1 Extension Form
f. Vote to sign MS 1 Form when it is completed next week

2. The Board reviewed the folder of incoming correspondence to include: MS434 form submitted to NH DRA on 08/26/2026 for the revenue estimates for the 2026 tax rate; copy of executed proposal with Civil Design Consultants Inc to reset the bound at Jacob's Cove as per the Road Agent's review for pending release of the two year maintenance bond (this work should be done within the next 30 days); Memorandum from Primex regarding changes to the way firefighter workers compensation premiums (rosters) will be paid and kept.

3. Carlson discussed with the Board a request for a second toter for medical reasons. This has been done previously based on a doctor's note. Carlson explained that a doctor's note had been received and she has been working with the homeowner and Waste Management for the past two months. The Board was in agreement for the property on Abbott Road.

VIII. WORKS IN PROGRESS

1. We have received a proposal from Civil Design Consultants Inc (the successor company to the firm who did the original survey work for the Jacob's Cove Subdivision) to reset the missing bound identified by the Road Agent. They are creating a project to get this work on their schedule in the next couple of weeks.

2. Inspections were done today on some properties on Loon Way in response to a complaint about the status of them and whether Current Use still applies. There are also some permitting issues. Some follow-up will be done to document what was located on the lots and any other action the Town needs to pursue.

IX. NON-PUBLIX SESSION

At 8:35 pm Benson moved to enter non-public session pursuant to NH RSA 91-A 3 II (c) to discuss a personnel matter. Barham seconded and the vote was approved with a roll call vote: Cordes – yes; Benson – yes; Barham – yes.

At 8:50 pm motion was made by Benson and seconded by Barham to return to public session. The vote was approved 3-0 with a roll call vote: Cordes – yes; Barham – yes; Benson

The Board reviewed the job description for the Highway Supervisor and how the staffing needs of the Town will be best served. Kathy Braun will be asked to gather information on wage rates for what we are looking for, comparing in similar communities doing the same type of supervisor.

The Board will post a meeting for Election Day, for their work at the polls all day. The meeting for September 10 will also be changed to begin at 5:00 pm and then recessed to Plaistow to attend the ALS Stakeholder Meeting.

The next regularly scheduled meeting will be held at 6:30 pm on Thursday September 3, 2026.

With no further business to come before the Board, a motion was made by Benson and seconded by Barham to adjourn the meeting at 9:03 pm. The vote was approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator

Session I

In: 8:10 pm

Present: Select Board members Gene Cordes, Jon Benson, Roger Barham, Town Administrator Heidi Carlson, Fire Chief Richard Butler

Chief discussed some applications from out of Town members that he has received. He discussed concern about outfitting people with the default budget. The Board discussed this with the Chief and he will make a final decision.

Out: 8:18 pm

Session II

In 8:35 pm

Present: Select Board members Gene Cordes, Jon Benson, Roger Barham, Town Administrator Heidi Carlson

The Board talked further about the Highway Supervisor job description and strategy around transition from the current elected status to a full-time person. The Board is considering their pending discussions with the current Road Agent about the posting of the new position and what will work for schedules and staffing.

Out: 8:50 pm