Approved 08/27/2026

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 and Roger Barham; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance. The meeting is live broadcast by Bill 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 on August 30 from 4 to 6 pm. Barham added that George Belli specializes in British invasion music (Beetles, The Kinks, etc). The concert is free and open to the public and will be cancelled in case of rain.

2. 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.

3. The NH Primary is coming up on 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. **The Town Clerk is available from 3 to 5 pm for absentee ballot requests only.**

4. 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

08/18/2026 CIP Sub-Committee: The Committee did interviews with Eric Abney (Library), Leon Holmes Jr (Highway) and Heidi Carlson (Town buildings, infrastructure and bridges) for the CIP Plan. Projects for all were reviewed, scored and placed in the plan with additional work done on the amount of annual savings in ETF, CRF and other funds, to make all of this future planning possible. There was considerable discussion about funding Warrant Articles for additions to all these funds and how to adequately save for future planning for the Town.

CIP Sub-Committee members are also planning to attend next week's Budget Committee meeting to provide an update on the Plan and how it will be used as a tool this budget season. The next CIP meeting will be held on September 15th.

08/19/2026 Planning Board: The Planning Board met yesterday, Wednesday at 7 pm in the Basement Meeting Room, and the following were discussed:

1. Map 2 Lot 151.002.005 Flor de Cafe. The Applicant had requested that a Hydrogeologist be hired to determine if the site is located within the aquifer. This would be orchestrated by the Town but at the Applicant's expense.
2. Legislative changes and their impact on Town Land Use Regulations. Town Counsel has been contacted for assistance, as well as RPC and perhaps NHMA.

The next meeting will be on Wednesday, September 3rd.

The Road Agent reported this week that CWS Guardrail is at least three weeks out to schedule the Scribner Road guardrail replacement. With school starting next week at Ellis, this will cause a one day delay in bus traffic and working around the closure once it is scheduled. CWS is apparently having trouble getting the steel to complete this work.

He also reported that he is unavailable from August 26 through September 2 and has made arrangements with the dispatch center and with other staff to cover in his absence.

IV. APPROVAL OF MINUTES

Barham moved to approve the Board's Meeting Minutes of 13 August 2026. Cordes seconded and the vote was approved 2-0.

V. SCHEDULED AGENDA ITEMS

6:35 pm Public Input - none

VI. OLD BUSINESS

1. Highway Supervisor job description and logistics – The Board asked for the current working draft to be recirculated for further discussion next week.

2. Ambulance Services RFP – This has been reviewed by Town Counsel with changes incorporated into most recent draft. Raymond Ambulance data was compiled by one of their staff members on her own time and will be paid for by the Town, and that has also now been incorporated. Deputy O'Connor is still looking for more information that was originally requested, and he has reached out to Adrea Foster for the balance of data. Board members had no further comments on the RFP, and we are only waiting for Primex to review and get back with any suggestions on insurance coverage.

3. The new PD server was cut over today. Police and Fire personnel were contacted to check all connections once they were done, and we should be up and running as normal.

4. Copies of the final 2025 Audit report and management letter from Plodzik and Sanderson were circulated for Board to review. We will work on getting this to the website, and in the meantime if anyone is interested in reviewing it, they can email Heidi Carlson for a copy or review a paper copy at the Select Board's Office.

5. Carlson sent an email out to the Grassdrag organizers regarding setting up the annual pre-event meeting with the Board and safety services. This is tentatively scheduled for 6:30 pm on Thursday September 24, 2026.

VII. NEW BUSINESS

1. The Board reviewed the folder of incoming correspondence to include: letter from NH Liquor Commission regarding a Carrier License application under the provisions of NH RSA 178:14 at 326-12 Main Street in Fremont; email from Chief Knutsen at Plaistow Fire about a pending date for a town administration meeting with Fire Chiefs and the Plaistow ALS program to discuss next steps for engaging towns in the planning and funding process to keep the ALS intercept program running into the future.

The Board asked for more information on the NH Liquor Commission letter and what this activity means for the Town.

2. Andy Kohlhofer has scheduled time on the Board's agenda next week to discuss his thoughts on work needed at the Old Meetinghouse and the possibility of his applying for an LCIP Grant on the Town's behalf for said work to restore it. Justin Hensley has been asked to contact window companies to get estimates for the window glazing which is thought to be needed to get underway as soon as possible.

3. The Parks & Recreation Commission put out a post to see about getting a 10 x 20 easy up tent for use at the concert on August 30th and the Family of Jake Donigian donated the money to buy it. Kathy Donigian dropped off a check this week for the purchase and Debbie Caputo is working on purchasing the one the Commission had discussed. Carlson has asked the Commission to vote at their next meeting on September 15th on how to handle it financially, and then the Board will need to vote to accept the donation. It is believed the best option is to have the Board vote to accept and expend the unanticipated gift for the designated purchase.

4. Field Use Agreement for Ellis School Fall Soccer Program – Hannah Kimball dropped off the Ellis Fall Soccer field use request for seven games in September and October. She has coordinated with FAA on dates and times and Carlson has asked the FAA for an official response. Carlson would like to review again next when Jon Benson is back, as he is now acting as the fields liaison to help with coordination between the Town and the FAA.

5. Carlson indicated that two Town Report bids were received by the deadline today. Both were opened and read aloud:

RC Brayshaw offered various pricing depending on the color cover (inside and/or outside) and quantities ranging from $2,939 to $3,290 with $25 fees for revisions and pagination.

Hannaford & Dumas offered pricing for copy counts ranging from $5,475.73 to $5,889.41.
Carlson will further review the proposals, but it would appear that RC Brayshaw is the low bid. They did the report for 2025 and it resulted in a good product. The Board finds this acceptable.

6. Budgets

4312 Highway Department - Carlson advised the Board that Leon Holmes had brought in line item increases to three separate line items (810, 820, and 830) for the 2027 proposal based on what he sees as needs for next year, accounting for overexpenditures this year. These have been changed and a summary financial page was circulated for members to review.

4313 Bridges $1,750 and 4316 Street Lights $5,000 were circulated for future discussion.

Members then reviewed budgets that received a concensus last week from Barham and Benson.

4153 Judicial & Legal Expenses $20,000 – This has been reduced again to reflect current trending. We still need to have sufficient funds for issues/cases that come up. The utility work has been reduced, but there continue to be several code enforcement matters pending as well as needed legal consultation regarding the many legislative changes to statutes and how that affects local Zoning Ordinances and changes that must be made by Warrant Article. The Town has also been served by the Griffith's Attorney regarding the Planning Board's recent denial of their subdivision application.

Members were comfortable with the proposed budget, as was Benson last week. Barham moved to recommend 4152 Legal Expenses in the amount of $20,000. Cordes seconded and the vote was approved 2-0.

4191 Land Use $61,321 – Carlson explained that the budget proposal is up over the 2026 default level, but only includes about a $1,000 increase over the requested budget for 2026 as proposed. There is an increase to the hourly rate for the RPC Circuit Rider contract and a 3% wage increase. Carlson indicated that Leanne Miner is beginning to think about her retirement in the next couple of years, and would like to advertise for someone to help with minutes who may be willing to grow into the position and learn from Miner. The Board inquired if there was funding sufficient within the request to hire on someone else to work with Miner, and that can be supported with the funding in the wage line.

One item of discussion last week was that the postage line could possibly reduced. Board members will recommend that line reduced to $1,700. Barham moved to recommend Land Use in the amount of $60,821. Cordes seconded and the vote was approved 2-0.

4610 Conservation Commission $5,339 – This budget reallocated funding from the current year and includes a 3% wage increase. There was some discussion about the professional services and how they might use the consultant. Board members were comfortable with the budget as proposed. Barham moved to recommend Conservation Commission in the amount of $5,339. Cordes seconded and the vote was approved 2-0.

The following budgets were circulated for future discussion:
4195 Cemeteries $40,716
4550 Library $224,042

Carlson indicated that Debbie Caputo had scheduled time next week to review the Town Clerk Tax Collector budget with the Board.

7. Board members confirmed that having Fremont's Trick or Treat on the traditional night of Saturday October 31 from 5 to 8 pm was acceptable. This was also confirmed by Chief Boissonneault.

8. Cordes noted the NHMA Legislative Policy Committee meeting on Friday September 11, 2026 in the afternoon, and he offered to attend on the Town's behalf.

VIII. WORKS IN PROGRESS

The Budget Committee begins meeting next Wednesday. There will be a CIP presentation as part of the meeting. The School does not have an SAU representative to attend, so it will be primarily the CIP presentation and Town budgets as well as a recap of recent months of activity/financials.

The Library has scheduled their Fall Community Cookout and Classic Car Show for Saturday September 26 at the Library from 11 am to 1 pm. Lots of community groups on hand to showcase what's happening in Fremont and free cookout lunch provided by the Friends of the Library.

Assessors are going back into the system to do the Current Use updates as Carlson discovered today they were not yet printed. Work continues on the MS1 figures.

Carlson has done the revenue estimation draft for the tax rate and Braun is reviewing and updating prior to entry to the DRA portal.

IX. NON-PUBLIC SESSION if needed

At 7:26 pm Barham moved to ender NH RSA 91-A 3 II (c) to discuss a personnel matter. Cordes second and the roll call vote was approved 2-0; Cordes – yes; Barham - yes.

At 7:35 pm Barham moved to return to public session. Cordes seconded and the roll call vote was unanimously approved 2-0; Cordes – yes; Barham – yes.

The next regularly scheduled meeting will be held at 6:30 pm on Thursday August 27, 2026.

With no further business to come before the Board, a motion was made by Barham and seconded by Cordes to adjourn the meeting at 7:40 pm. The vote was approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator

<u>Minutes of Non-Public Session</u>

In: 7:26 pm

Present: Select Board members Gene Cordes and Roger Barham; Town Administrator Heidi Carlson

Carlson advised the Board about concerns expressed regarding activity possibly taking place on Town property and employee conduct. The Board will monitor this situation and asked Carlson to document the discussion for the file.

The Board discussed Town staffing, personnel and leadership as well as the Personnel Policy.

Out: 7:35