Approved 09/10/2026

I. CALL TO ORDER: The meeting was called to order at 6:30 pm at the Town Hall Basement Meeting Room. Present were Select Board Members Gene Cordes, Roger Barham and Jon Benson; 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. Town Offices are CLOSED on Monday September 7 in observance of Labor Day. The Town Clerk WILL BE OPEN from 3-5 pm as required for absentee ballots only. Trash is delayed by one day next week due to the Monday holiday. Thursday will be picked up Friday 9/11 and Friday will be picked up Saturday 9/12.

2. On Tuesday September 8, 2026 the following offices WILL BE CLOSED ALL DAY: Building Inspection, Land Use, and Town Clerk Tax Collector.

3. The Fremont Select Board will meet at Ellis School in the gym beginning at 7:00 am on Tuesday September 8, 2026 during the NH Primary Election. Board members will assist with voting duties and act on Town business as needed throughout the day. Polls close at 8 pm but Board members will remain until end of evening counting is completed.

Voting takes place from 7 am to 8 pm at the Ellis School Gymnasium. New voters can register with the Supervisors of the Checklist.

4. The Fremont Select Board will meet at 5:00 pm on Thursday September 10, 2026 at the Fremont Town Hall for an abbreviated weekly Board meeting. It will recess no later than 6:30 pm for members to travel to and attend a 7:00 pm Plaistow ALS Stakeholder meeting to be held in the Timberlane Performing Arts Center at 40 Greenough Road in Plaistow NH.

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

09/02/2026 Planning Board: Circuit Rider Planner Maddie DiIonno will be leaving RPC and brought a new planner (Nicole Berry) to orient to Fremont. Maddie is going to be a Planner for the Town of Durham. Site Plan review for the coffee cart on Iron Horse Drive was approved. The Fremont Land LLC further subdivision of parcel 02-151.002 into two more new lots .008 (new lot) and .009 (the building at 44 Iron Horse Drive) was approved. The Montana Realty Trust subdivision application was continued to September 16, 2026 pending more information.

The Road Agent has returned to work today from vacation. He reported that CWS is expecting the materials needed for the Scribner Road guardrail to arrive at their shop around the third week of September. They anticipate scheduling our work sometime following that. This will result in the closure of Scribner Road for a day.

IV. APPROVAL OF MINUTES

The Board deferred action on the minutes of 27 August 2026 due to them being delayed for distribution and not wanting to take the time to read them during the meeting.

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. The Board received copies of a working draft for the HW Supervisor position posting along with some pay data that Kathy Braun compiled. We need to look at more towns who do not have transfer stations to get a better range of simply Highway Supervisor duties/pay scales, but members will review and are continuing to discuss the demographics of the department as we move forward.

2. Nicole Cloutier also contacted Carlson today about the Town's Concession Stand at Memorial Fields. She has questions for the Board and would like to engage in a discussion with the FAA about reinstating it as a concession stand. Calrson was also approached this week by the FAA asking similar questions about the concession stand, and the Parks & Recreation Commission is also planning to meet with the FAA to discuss this. Jon Benson will plan to attend the Parks & Recreation meeting on September 15th to help facilitate this discussion.

Cloutier's questions include: What is the current state of the concession stand/is it usable?
Is there any hindrance on availability for the concession stand?
Can I get in there and look at it at some point?

The Board is keen about paying attention to the condition of the building, water, opening and management of it if was going to be used as a concession stand. Perhaps a site visit with any and all interested parties can be scheduled (so that everyone goes together) after the September 15th Parks & Recreation Commission meeting.

FAA is also working on a schedule to get to Benson so that the fields availability can be more transparent to everyone. Benson will be overseeing the schedule for the Town's fields.

3. The Ambulance RFP was mailed and emailed to all stakeholders and potential vendors (10 companies, 2 mutual aid partner organizations) and the Fire Rescue Officers late last Thursday night. Proposals are due 09/28/2026 in hopes they can be reviewed at the 09/29/2026 FFRD Officers Meeting.

Chief Butler spoke with the Fire Chief in Deerfield this week about what they are looking at for ambulance transport services. They are also talking with other towns, and private services. They are in a similar position to Fremont in that they do not have full-time (24/7) staffing set up at this point. They do have some daytime coverage.

John Hennelley, Arlene Nuzzi, Emily Clark and Eric Abney came into the Board's meeting at 6:50 pm.

4. On Wednesday night the Fire Chief provided the information to add the new cargo truck (Forestry 1) to the Town's insurance and that was done first thing today. The vehicle is a military surplus Steward Stevenson 2004 Cargo Truck Model LMTV M 1078A1.

Library Trustees John Hennelley, Arlene Nuzzi and Emily Clark and Librarian Eric Abney met with the Board to review the Library's 2027 budget proposal. Copies of the proposed budget were circulated for all including expenses to date. Hennelley and Abney did some introductions to the budget and plans for the coming year.

Kathy Braun came in to the meeting at 6:55 pm.

Abney reviewed current demographics including that over 200 children and families participated in the Summer Reading Program, which has brought the Library to 4% over the prior year circulation, and 1,000 more units have gone out the door over last year. They tried to stay mostly flatline within the budget, but did look at some increases in wages, mileage reimbursement, and the NH Library Trustees Association dues, as well as inflation in some areas.

Abney said the total request is $224,042; representing a 9% increase over last year. They want to hire a new part-time Librarian for 20 hours; increase 3 hours each for the Children's Librarian and Children's Library Aide as this is the largest growth area of programming.

Abnet noted a lot of donations, allowing them to keep the supply budget number the same. Books have gone up (doubled) from what they were paying a few years ago. Last year their major book distributor (Baker & Taylor) filed bankruptcy and they have not been able to find a comparable replacement. They are looking at Follett and some others, but finding it cheaper to buy from Amazon and using Abney's discount at Barnes & Noble. They are looking at Follett (discount is only 25%) and they are able to get some discounted pricing from Amazon. Ingram is another vendor but Abney is not overly pleased with them. He did note they do purchase at savers and other discount places as well. The funds from last year for books were not spent because orders had been out six months with Baker & Taylor and they were never shipped.

Exterior and interior maintenance are the same. There is an increase in custodial wages. Software is up $700 for the cloud-based Follett system and the NH State Library is increasing 12-16 % this year based on licensing fees.

Wages are the biggest part of the increase (new position and 3% cost of living). Abney said they have added the new position due to double-digit growth. They have been continuing to use more hours, but feel they need more staffing to get the tasks done.

There was discussion about HVAC filters and service. Filters are due to be purchased again this fall for the bi-annual replacement. Benson expressed some concern about the current climate for residents and taxes.

Cordes summarized that of the Library increases about $15,000 is in wages for a new position, plus six more hours per week for Children's Librarians and some additional custodial wages. Braun questioned whether it would be beneficial to put the new part-time position on as a Warrant Article to generate additional discussion of the need as well as separate it from the other increases in the operating budget.

After considerable discussion, it was decided to pull out that sum ($8,622 in wages for 20 hours at $16.58 for 26 weeks) and Carlson will calculate the FICA/Medicare) and put it in a Warrant Article. The Trustees agreed and voted to support this as well. (The Trustees monthly meeting is posted for this evening as well).

In coordination with the CIP Sub-Committee's work, the Library also requested the usual Warrant Article to place money in the ETF for Maintenance in the amount of $12,000. The following Article is drafted to date, and the decision on whether there will be money in Unreserved Fund Balance (UFB) will be made much later in the year.

ARTICLE xx: *To see if the Town will vote to raise and appropriate the sum of twelve thousand dollars ($12,000) to be placed in the Fremont Public Library Maintenance Expendable Town Trust Fund previously established. This sum to come from Unassigned Fund Balance. No additional amount to be raised from taxation.*

With no further discussion, the Trustees and Abney were thanked for their work, and they left the meeting at 7:20 pm.

VII. NEW BUSINESS

1. Cordes read aloud the items on the Consent Agenda:
   a. Solar Exemption for parcel 02-067 for the new owners Jonathan & Barbara Kelly
   b. Pro Tem appointment form for James O'Connell to serve as Assistant Moderator for the November 3, 2026 General Election (as Assistant Moderator James Thompson is not available that day)
   c. Appoint Laurie Quintiliani as an Inspector of Elections/Ballot Clerk for a two year term to expire 09/08/2028
   d. Sign MS1 (voted last week and form submitted today)

Barham moved to approve the Consent Agenda as read. Benson seconded and the vote was approved 3-0.

At 7:25 pm Parks & Recreation Commission members Michael Rydeen and Debbie Caputo met with the Board. They recapped that they have been working on a new sign for Memorial Fields. Rydeen had recirculated his earlier proposal so Board members could refresh. They got three proposals and have chosen to work with RDK Signs for their low price and design ideas. Rydeen will stake out the area so members can see where the sign is planned. It is to be a two-sided sign similar to the one at the Fremont Public Library, and it will be oriented similarly, across the street from the Library sign.

There was discussion that the Parks & Recreation Commission will manage the sign and Caputo said she has the letters in her possession. There was some discussion if a policy is needed, but they will only use it to advertise events at the present time. There is no plan to remove the sign that sits atop the hill inside the park at the end of the soccer field.

The Commission plans to take money out of the Structural Amenities ETF and Carlson went upstairs briefly to gather some information around the requirements of that Fund. In the interim the group talked about putting lights on a spruce tree on the edge of the Ellis School grounds to be used for the community Christmas Tree. Rydeen had a photograph of what it would look like and they have a vendor price of $2,000 to decorate the tree (including lights and labor to install). Rydeen has discussed this with Superintendent Stack. The Board asked Rydeen to also talk to the School Board and Facilities Director. Rydeen stated that the Town would have to install an outlet at a nearby pole as well.

Carlson did some initial research into the Article which established the Structural Amenities ETF at the 2023 Town Meeting. The Article at that time was amended on the floor of Deliberative Session such that the Selectmen are not agents of the fund. This means that use of the fund must go back to the voters on a Warrant Article. Carlson will further look at the history of the Article and confirm.

Rydeen and Caputo left the meeting at 7:42 pm.

2. The Board then reviewed budgets as follows:

4240 Building Inspection $53,622 – The Board reviewed the submission and had considerable discussion about the number of average hours annually, which was calculated for 2026 to date at 29. In 2025 it was approximately 30, thus the one week of vacation accrual at that number of hours. The Inspector's schedule in Concord has somewhat reduced his weekly hours average. Other line items have been adjusted based on the needed supplies, and updated code books were purchased in 2026 due to changes. The Inspector is requesting a mileage rate increase, and Carlson noted that $0.75 has been used across departments. The Board has not yet set a new official rate.

The revenue to date has increased based on the development at CopyHold Mill (off Susan's Way), but the permit fees are mostly paid. However the inspections will continue into next year.

4312 Highway Department – The changes most-recently proposed by Leon Holmes Jr have been incorporated into the new total of $1,328,710. There is a $100,000 placeholder in the HW Supervisor line, but no decisions have been made to date about the staffing.

4313 Bridges $1,750 – This line item includes the annual bridge inspection of the new deck (2019) on the Sandown Road Bridge Overflow, which is the one at the Fremont/Sandown Town Line. There is a warranty on the deck structure validated by having this annual engineering inspection. Board members were familiar with the work and had no other questions.

4316 Street Lights $5,000 – This budget is also the same as prior years and includes the monthly fee for all PSNH street lights (approximately 30) and one in the NHEC catchment area.

3. The Board reviewed the folder of incoming correspondence to include: Health Trust rate setting public hearing notice; notice from Maddie DiIonno that she is leaving RPC; Long Range Transportation Plan request for information; notice from HSEM that the Town's materials for the Hazard Mitigation Plan update have been received and are being reviewed; JSJ State of NH Surplus Property Auction; cancelled bond for the 2005 note to purchase the Glen Oakes Land received from the NHMBB; complaint from Carl Erickson regarding trash at 31 Tuck Drive.

4. The Board reviewed some Long Range Transportation Plan information relative to the emails in the mail folder. Leanne Miner is coordinating Town information to share, and she has also reached out to Steve Keach for feedback. Board members suggested the Scribner Road Bridge replacement be added to the list, and Carlson will share this with Leanne Miner.

VIII. NON-PUBLIX SESSION if needed

At 8:06 pm with no more matters for the public portion of the meeting, Barham moved to enter non-public session pursuant to NH RSA 91-A 3 II (c) to discuss a personnel matter. Benson seconded and the roll call vote was approved 3-0: Cordes – yes; Barham – yes; Benson – yes.

At 8:45 pm a motion was made by Barham to return to public session. Benson seconded and the roll call vote was approved 3-0: Cordes – yes; Barham – yes; Benson – yes.

Carlson reviewed with the Board the information compiled for the Highway Supervisor posting. Kathy Braun had found several other towns information on the NHMA website relative to positions and whether they are hourly or salaried.

The Board discussed the Highway Supervisor job posting and how and when to get this posted.

The Board will meet at 7 am on Tuesday September 8, 2026 at Ellis School for voting and the next regularly scheduled meeting will be held at 5:00 pm on Thursday September 10, 2026. This will be a truncated meeting with the Board then attending the ALS stakeholder meeting in Plaistow. Deputy Chief Kevin Zukas is also planning to attend to represent the Fremont Fire Rescue Department.

At 9:04 pm Benson moved to adjourn the meeting with no further business to come before the Board. Barham seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator

Minutes of Non-Public Session

In: 8:06 pm

Present: Select Board members Gene Cordes, Roger Barham and Jon Benson; Town Administrator Heidi Carlson and Finance/HR Coordinator Kathy Braun

The Board circled back to the discussion from last week about the dynamics of hiring within the Highway Department with a new potential supervisor. There are currently only two full-time positions in the Highway Department and the Board is looking at how to structure what the future of the Department will look like when Leon Holmes retires from the Road Agent position as of the next Town Meeting.

There was discussion about the Department's skillsets and how work is currently scheduled and overseen.

There was discussion about the Supervisor job description (new) and the existing Equipment Operator / Laborer job description.

Out: 8:45 pm