

Approved 11/05/2020

**I. CALL TO ORDER** - The meeting was called to order at 6:30 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin, Roger Barham and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance. Tonight's meeting is being taped by Bill Millios from FCTV to be viewed on Vimeo and rebroadcast on Channel 13 and 22.

## II. ANNOUNCEMENTS

1. All Town services are available virtually, and many things can also be done by appointment. Please review the most up to date information on the home page of the Town website. Please continue to remember social distancing. Please call or email us to get the services you need.

2. Most of NH is under a drought warning, even with recent rains. Please remain vigilant on all non-essential water use.

*NH DES update: Over the past 30-days, the majority of the state has received near to above normal precipitation, which has not happened since the drought emerged in June. As a result, last week's U.S. Drought Monitor indicated some significant drought improvement across the state, but over the last 7-days, the amount of precipitation received, 0.1" to 0.5", was not significant enough to improve conditions further. The longer-term precipitation deficits remain, and forecasts for the next two weeks do not provide reassurance of significant drought improvement. Light rain today and rain/snow tonight is predicted to bring 0.5" to 1" to the southern half of the state and 0.01" to 0.25" to the northern half of the state. The 6-10 day and 8-14 precipitation outlooks are leaning toward below average precipitation.*

***New!** Emergency Assistance to Low-Income Residential Well Owners: At the request of Governor Chris Sununu, the NH Drinking Water and Groundwater Advisory Commission and the New Hampshire Department of Environmental Services (NHDES) have created a new initiative to provide short-term relief and financial assistance for low-income New Hampshire homeowners served by residential wells that are experiencing insufficient water or no water due to drought conditions. Information about income eligibility requirements and the amount of financial assistance for permanent drought relief measures are available on the [NHDES Drought Management Webpage](#). Emergency drought assistance is available to eligible households retroactive to costs incurred since June 23, 2020. Homeowners interested in assistance are asked to complete the following survey: <https://www.surveymonkey.com/r/wellwaterhelp>*

3. General Election voting will take place next Tuesday November 3 at Ellis School gym, with polls open 7:00 am to 8:00 pm. The line will start in front of Ellis School along the walkway and weave around to the modular classroom on the right, into the gym. Please be patient as we do expect long lines and huge turnout. Workers will move people through as quickly as possible. Please observe social distancing. The Moderator has posted a U tube video which will be on Vimeo and a link was added tonight to the voting article on the home page of the Town website.

## III. LIAISON REPORTS

Carlson spoke of the testing of the automatic ballot counting device which took place last night at 5:00 pm at the Town Hall.

FCTV Control room updates from Coordinator Bill Millios which Janvrin highlighted also: We do still need to purchase the new Castus server from Access AV. Mike from Access AV spent close to four hours last night running every audio test conceivable and all the answers kept coming back to the server being the issue for the hum. It was still a little bit of a mystery as to why the replacement server also gave a humming sound, but Mike thought that maybe something with our system is no longer fully compatible with the older Leightronix servers. Basically, all the sound from all our gear sounds perfect - it's only

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when it connects to a Leightonix server (for broadcasts) that a hum appears.

We are moving ahead with the original plan of purchasing a new Castus system (total cost of \$25, 147). They typically take close to three-five weeks to arrive, so the bad news is as we wait, we'll be without live broadcasts in both the downstairs meeting room as well as the first-floor meeting room. Hopefully everything's corrected and we'll be in good shape by early December and the Deliberative sessions, etc. To compensate for not having live broadcasts during the next five weeks I'll be sure to post videos on Vimeo as soon as possible and also to get them into our broadcast schedules on Ch. 13 & 22 as soon as possible.

Cordes updated on Board meetings this week including meeting on Sunday morning on Shirkin Road with the Road Agent relative to urgent repair needs. Several neighbors were also on site. The Board recessed from there and came back to Town Hall where they again continued until Tuesday night and spoke of these repairs and a legal and personnel matter. A decision was made to get a contract for the scope of work on Shirkin Road to be done this season to work in this direction and identify funds in the Highway budget and possibly other Town budgets. These discussions will continue.

Cordes recapped the agenda of the Budget Committee October 28, 2020 meeting and their recommendations on budget lines. The Committee still has to consider Highway and Police and is set to meet with Town Clerk and revisit the Planning Board budget. Selectmen still have insurance and personnel administration budgets to make their recommendations on. The majority of the Budget Committee recommended putting highway reconstruction and roadwork into the operating budget and not as a Warrant Article. The possibility of not being approved would jeopardize other budget funding and as a Warrant Article it will remain separate to be used only for the specific content of the article.

#### **IV. APPROVAL OF MINUTES**

After review, a motion to approve the minutes of the October 22, 2020 meeting as amended was made by Janvrin and seconded by Barham with unanimous approval 3-0.

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

At 7:15 pm Michael Rydeen met with the Board to share the voting day preparations. The absentee ballot processing will begin on Friday. During Covid the State has allowed ballots to be preprocessed. Predictions are for a huge number of voters on Tuesday. Rydeen explained the absentee ballot protocol for residents to understand what they will process on Friday versus the Tuesday processing. Rydeen also explained his UTube video to learn about the process for voters to proceed through the voting areas and facilitate Tuesday work efficiently. Jamie Thompson will be sworn in tomorrow as Assistant Moderator. The State is predicting 70% turnout and using that figure the math in the time frame of the open hours he calculated could be later than 8:00 pm, and he already has asked the Secretary of State if it is possible to extend, and quoted the RSA making this possible. This will have to be monitored when it gets closer to the closing time.

Usually there are three check in desks available but with the challenger and observer process, which were required to be allowed for; it was impossible due to Covid and keeping with social distancing guidelines. We don't have enough space to accommodate these requirements. Rydeen was thanked by the Board for coming in tonight to update the public on voting day protocol and for all his work organizing this momentous event.

Carlson will also need to let the maintenance personnel that comes to disassemble the voting booths and equipment to change their time to arrive for breaking down all equipment.

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At 7:40 pm Police Chief Jon Twiss came to discuss his request for a new police officer and whether to propose it in a Warrant Article or the operating budget. Cordes went through what occurred at the Budget Committee meeting last night. Twiss is most concerned with his staffing level being adequate for the concerns and safety of the Town's residents. He understands the tax impact, but feels strongly another officer is sorely needed.

Twiss spoke of prior years, when the topic had been both in the operating budget and in a Warrant Article, and that both had pros and cons as well as varying success. He felt when he met with the Budget Committee three weeks ago, that they wanted to place it in the budget. This sentiment had changed as part of the discussion last night as they felt to place as a Warrant Article.

Twiss said he is working on background checks for three candidates from the recent process, and that he has made a conditional offer to the top candidate. That candidate may end up in the next Academy beginning in January.

A motion to recommend placing the new police officer position and its year one cost of \$45,402 in a Warrant Article was made by Janvrin. Barham seconded and the vote was unanimous 3-0.

Cordes spoke of traffic levels noted while the Board was out at Shirkin/Leavitt Roads last weekend. He noted the Board's concerns of heavy traffic, some related to commuting times, but a significant amount is related to soccer field usage when there is an event. Twiss stated the Police Department does a lot of enforcement in this area. There was continued discussion about enforcement. Twiss said that another officer would greatly help in this effort.

At 7:57 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter with Chief Twiss. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham yes.

At 8:35 pm motion was made by Janvrin to return to public session. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham yes.

Chief Twiss left the meeting at this time.

## VI. OLD BUSINESS

1. Black Rocks Village deceleration lane update – Stantec has done a minor field survey and will put together the sketches Jim Hewitt is asking for on behalf of NH DOT. Hewitt has also said that the surety bond held by the Town on GMI work is acceptable. GMI is on stand-by to schedule the work as soon as we get the green light from NH DOT. Stantec wants the final figures calculated by Carlson which she will update for their services and send an authorization for the work.

2. Kenneth Adams reports that he is making progress on the ballfields ramp and expects to be done by late November. He has been asked to provide a weekly update in writing for the Board's information, and the need to keep this moving to receive the funds from the grant prior to the end of the year.

3. A posted Board meeting is scheduled for next Tuesday throughout the voting day and all of the Selectmen are needed on site for the entire day.

4. Budgets

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**4194 Government Buildings** – Carlson asked the Board to revote the total because last review included a duplicate request, which now has been removed. Total Board recommendation should be updated to \$99,183 (down by \$4,500 for TH shed roof as work done in 2020). A motion to recommend \$99,183 for Government Buildings was made by Barham and seconded by Janvrin with unanimous approval 3-0.

**4711 Long term debt principal** \$85,000 and **4712 Long term debt interest** of \$9,270 were reviewed. It is noted that the final library bond payment will be made in 2021. A motion to recommend Debt Service functions 4711 and 4721 for a total of \$94,270 was made by Barham and seconded by Janvrin. The vote was unanimously approved 3-0.

**4723 Tax Anticipation Notes** - Carlson hadn't put anything together and asked for the Board's thoughts. This has not been used in several years due to successfully working with the School on their payments when cash flow is lowest pending the first and second issue tax bills going out. Cordes feels we need to be firm in having something in this line item as you never know if we may need to borrow money in the future. Carlson will put \$1.00 in this line. A motion to recommend \$1.00 be placed in 4723 as a placeholder was made by Janvrin and seconded by Barham with unanimous approval 3-0.

**4140 Town Clerk Tax Collector** \$70,477 - Selectmen haven't seen this budget yet. Cordes said that there were some changes with another 3 hours for clerical in this budget, also asked for WA for 2% salary increase for her salary. Janvrin asked if they are going to open the office for more hours. This budget was tabled until next week and Carlson will see if the Clerk can come in to meet with them sometime next week.

**4445 Vendor Payments to Social Service Agencies** \$34,992 - Carlson finally calculated this budget after great difficulty with vendors providing their request for funds. Most agencies are still the same. Area Home Care \$1,600 is back in this year as they missed last year, and One Sky Community Services is down \$600 from the 2020 request. Carlson noted that the So Rock Coalition is new and their request is \$4,750. Being the first year this will be put in as a Warrant Article. A motion to recommend function 4445 at \$30,242 for Vendor Payment to Social Services Agencies was made by Barham and seconded by Janvrin with unanimous approval 3-0.

The So Rock Coalition new request for \$4,750 will be on as a Warrant Article which Carlson will draft. The Board will read through the material prior to making a recommendation.

Information gathered by Kathy Clement on Selectmen stipends was distributed for Board review. This was researched from other communities similar in population to Fremont. The decision is to not take any further action on these stipends.

5. On the Warrant Articles versus operating budgets on 4312 Mast Tree Estates and 4210 New Police Officer the Board shared the following:

Janvrin feels if passed the default for next year we would have funds for other roads, and he feels the funds are needed every year. Carlson had a conversation with the Road Agent who prefers to put into a Warrant Article for the residents to see and make the decision. Barham said there are so many roads in need, he feels it should be in the operating budget every year. Cordes said in a straw poll at a recent meeting, the Budget Committee wanted to recommend an increase in the paving / reconstruction line item. The Board further discussed the options. Barham moved to recommend \$866,569 for 4312 Highway Department budget including \$421,000 in line item 4312720. Janvrin seconded and the vote was unanimously approved 3-0. After rechecking the math of the line items in the Highway Department budget, Barham withdrew his initial motion to be replaced with \$866,568. Janvrin seconded and the vote was unanimously approved 3-0.

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6. Jamie Thompson submitted two quotes from local dealers for the purchase of the rototiller attachment for the John Deere tractor used for ballfield maintenance. They include Rosencrantz in Kensington \$2,476 and United Ag & Turf in Dover \$2,655. Carlson stated there are funds in the budget for the purchase to be made this year. Barham moved to approve purchase of the rototiller attachment from Rosencrantz for \$2,476 which was seconded by Janvrin with unanimous approval 3-0.

7. Carlson asked the Board to confirm a vote on hazard pay for election workers. This generated further discussion about what was appropriate. Carlson is estimating 205 hours (from last week discussion). Carlson also indicated that approximately \$500 has been spent on the other items (barricades and cart for binders). Election night hours may have to be extended but we are in good shape for staffing. There was the suggestion of raising to \$10.00 per hour discussed verses \$7.00 for hazard pay. Barham moved to pay hourly election workers at \$7.00 per hour hazard pay which was seconded by Janvrin with unanimous approval and the funds to come from the approved grant.

8. Highway Department:

Carlson presented a snowplow quote and request from the Road Agent to purchase a new front plow and wing from the Highway Equipment Capital Reserve Fund from H P Fairfield. This includes an 11-foot front plow \$8,200 plus \$100 for the rubber flap, \$550 cutting edges, and a 10-foot wing plow \$2,095 with a cutting edge for \$500 that totals \$11,445. The Board discussed that they wanted this to be taken from funds available from the operating budget. If year end arrives and it is short, the Board then wants to transfer the funds out of the HW Equipment Capital Reserve Fund. Barham moved to authorize the purchase of plow and wing from H P Fairfield and to take the funds from the operating budget only replenishing it if needed at the end of the year from the CRF. Janvrin seconded and the vote was unanimously approval 3-0.

Holmes asked Carlson to report that the Ann Lane hydroseeding was completed today at the lowest price of nine cents per square foot. He anticipates invoice for 12,000 square feet at \$.09 or \$1,080.

Signs have been ordered per his earlier discussion with the Board. This includes Bulky Day "Road Closed Ahead." All dumpsters have been removed from the Highway site from Bulky Day. Reconstruction work on Shirkin Road is scheduled for the week of November 9<sup>th</sup>. GMI will also do the Black Rocks Village deceleration lane work that week.

Holmes also submitted figures for the Board's information relative to Shirkin Road. This includes \$1,500 for flaggers, \$500 for line striping of the intersections in the area; and \$4,500 in engineering. This will slightly exceed the Board's NTE approval of \$45,000 for the project. The Board will keep in close touch with the Road Agent on this project and it's expenses.

9. Brett Easement for Beede Hill Road property – Leanne Miner has received the final documents relative to the Agricultural Land Easement Deed, which the Board will have to sign. The Board's vote was to authorize Carlson to sign the baseline report, and Miner and Carlson will review all the documents next week. The final payment due from the Land Use Change Tax Fund is \$149,282 to pay the Town's portion of the easement purchase.

## VII. NEW BUSINESS

### 1. Consent Agenda Items

- a. Payroll Manifest \$31,021.63
- b. Accounts Payable Manifest \$98,082.00

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- c. PO 2020-020 in the amount of \$361.03 authorizing use of the Town Credit Card for purchase of items at Amazon, as discussed last week for elections (barricades, signs, cones and wheeled cart for absentee ballot binders)
- d. FCTV Cable Revolving Manifest # 2020-21 in the amount of \$1,681.98 to reimburse the Town's General Fun for October 2020 payroll
- e. FCTV Cable Revolving Manifest # 2020-22 in the amount of \$2,131.00 to pay Access AV for payment of invoice #20209007 for the Behringer Feedback Destroyer and other Control Room work
- f. Department Head timesheets

A motion to approve the above Consent Agenda items as listed above was made by Janvrin and seconded by Barham with unanimous approval 3-0.

2. Ballot Clerks, the Town Clerk and Moderator meet tomorrow morning at 10:00 am to begin the absentee ballot processing. Selectmen Janvrin will also be presented at this processing. This will be rebroadcast upon completion, and available for viewing on Vimeo.

3. Selectmen reviewed the folder of incoming correspondence including: comment sheet on the 8 lot open space preservation subdivision on Scribner Road; PB Notice of Decision on Site Plan Amendment for the Pizzeria; Stantec invoice for Highway budgeting for 2021 and Ann Lane work; Access-AV quote for server; email on voting set up hours; NH Health Alert #23; email from the geologist from Western Solutions preliminary inspection of PFOA at the Complex and School.

4. Weight Limit Ordinance – Selectmen discussed the assessment from a year ago on Shirkin Road and the various intersections and the impact on our roads, traffic and safety. Work with counsel has been ongoing since then. An Ordinance has been drafted with pending discussions to have with the Road Agent and Police Chief regarding this.

5. Tax rate updates - Carlson shared with the Board the preliminary tax rate report showing use of \$50,000 of Unreserved Fund Balance (UFB), which the Board uses as a placeholder annually. In the DRA portal the number can be changed and it shows that \$50,000 is \$0.10 on the tax rate. Carlson changed the UFB number to \$100,000 and it lowered the rate \$0.10. Tax rate would be \$23.13 roughly without taking the extra UFB. Following some discussion about UFB, the Board's recommendation is to use only \$50,000 from the Unreserved Fund Balance for the 2020 tax rate.

5. Carlson has received a quote for Mosquito Control from another company, who the owner previously worked for the current contractor we have been using that does the same work and they are coming forth with a bid price which is less. Carlson will contact our existing vender for his information.

### **VIII. WORKS IN PROGRESS**

1. Voting setup will take place on Monday beginning at 3:00 pm. We have a good roster of people committed to helping with this as well as the many other election duties.

2. The School Board is planning to meet at the Town Hall on Monday November 9 and Thursday November 12, both at 6:00 pm. Thursday night they will be on the main floor.

At 9:22 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A: 3 II (c) and (e) to discuss a legal and personnel matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

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Respectfully submitted,

Jeanne Nygren  
Selectmen's Administrative Assistant

At 9:25 pm Selectmen began their non-public session.

At 10:00 pm motion was made by Janvrin to return to public session. Barham seconded and the vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Janvrin then moved to seal the minutes of the second non-public session. Barham seconded and the vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

The Board discussed two pending legal matters and a personnel matter. Feedback will be offered to the Town's Attorney relative to draft documents on the Ferwerda matter as well as the Weight Limit Ordinance.

The Board will meet beginning at 7:00 am on Election Day and throughout polling hours and counting/final processing of ballots on Tuesday November 3, 2020 at Ellis School.

The next regular Board meeting will be held on Thursday November 5, 2020 at 6:30 pm.

Due to the lateness of the hour, a motion was made by Janvrin to adjourn the meeting at 10:10 pm. Barham seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator