

Approved 12/10/2020

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 recorded by Bill Millios to be later viewed via Vimeo and on FCTV rebroadcast.

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. All of NH is still under a severe drought. Please limit all non-essential water use. We still need to be very careful to protect our groundwater. You affect your neighbor's water so please be considerate. The forest fire danger is still high. Get a permit for any outdoor burning from the Fremont Fire Department.

3. Due to an ongoing technical issue, a number of upcoming meetings will not be broadcast live on Fremont Community Television (Channels 13 & 22). As soon as this issue is resolved we will return to live broadcasts. In the meantime, all meetings will continue to be recorded and made available for re-broadcast on Channels 13 & 22 as well as online viewing on the FCTV Vimeo channel.

The work is scheduled to be completed next Monday with training on Tuesday, so we expect by mid-week we will be back to live broadcasting. It is anticipated that Tuesday evening's ZBA meeting will go live.

4. The ***Fremont Christmas Giving Tree*** provides gifts for children in need in our community. The Christmas "Gift Trees" are posed at the library (open Tuesday and Fridays by appointment), the Fremont Pizzeria & Restaurant and in People's United Methodist Church. The way it works is really simple. You can make someone's Christmas brighter by taking an "ornament" off the Christmas Tree and purchasing the gift. Most gifts usually range from \$15 to \$25. All gifts must be returned unwrapped to either the library or the church ***no later than*** December 11th.

You can also help the Fremont Christmas Gift Tree by making a cash donation or donating new Christmas wrapping paper. Please make checks payable to People's United Methodist Church (PO Box 150, Fremont) with "Christmas Gifting Tree" in the memo line of the check.

Question? Email Christmas@pumcFREMONT.org

5. Town Offices will be closed on Thursday and Friday next week for the Thanksgiving holiday. Trash and recycling collections are delayed by one day next week, with Thursday pickup on Friday and Friday pickup on Saturday. There is not planned to be a regularly scheduled Selectmen's meeting next week.

6. Fremont Parks & Rec is hosting a Santa Event. Drive by the Ellis school to see Santa!!

Because of Covid this year Parks & Rec annual Santa party and Tree lighting will look a little different. This year Santa will be in the Ellis School parking lot. Enter the school parking lot by the Beede Hill Road entrance and follow the signs to the front of the school. The event will be held on Saturday, December 5th from 5:00 to 6:00 pm at the Ellis School 432 Main Street.

Some Covid guidelines that have to be followed:

- Everyone has to stay inside their cars
- There will be no bathrooms or access to the School

- Please be cautious of other drivers and pedestrians
- Please have your letters to Santa ready to hand to one of Santa's helpers.
- Santa will pick one of the Santa letters and that person will win a prize.
- Thank you and Happy Holidays!!

III. LIAISON REPORTS

Janvrin reported on the November 16, 2020 FCTV Committee meeting. The Committee meeting was called to order by Chairman Fraize in attendance with Bill Millios and Neal Janvrin; with Todd O'Malley attending remotely. There was positive feedback on the new television that has been installed in the meeting room. There was a discussion concerning the purchase of a laptop computer that would be dedicated for use with the new TV.

There was discussion concerning the installation of the CASTUS server, which is scheduled for Monday November 23, with training on the system scheduled for November 24. Once this is up and running, we will be able to broadcast live again. The new system also gives us the capability to live stream meetings on Channels 13 and 22. This will give the areas of town that are on a different cable feed the opportunity to observe live.

Due to the holiday schedule the next FCTV Committee meeting will be held Monday December 14 at 6:00 pm.

The Conservation Commission held a work session on Monday November 16, 2020 as well. They are also meeting upstairs this evening.

Barham reported on the November 18, 2020 Planning Board meeting with no Public Hearings held. They handled some minor contract items, later on this Board's agenda.

Cordes reported on the November 18, 2020 Budget Committee meeting, which focused on the FY 2022 School District budget. The overview was presented by the Superintendent who answered questions. Additional questions need to be submitted to SAU Business Administrator Sue Penny with answers to follow at their next meeting which will be held on December 2, 2020.

Highway Department: Monday and Tuesday GMI and Town crews worked on Shirkin Road, removed and disposed of all unsuitable material, and brought gravel back in and up to grade. Thursday they did fine grading, and it is ready for pavement tomorrow. After the paving is complete, they will do the shoulder gravel. Janvrin drove by today and said it looks good.

At the Route 107 deceleration lane into Black Rocks Village, GMI milled out the pavement and has installed the riser for the catch basin and milled in around the drainage structures. This is also anticipated to be paved tomorrow. This is escrow work and extended within the Black Rocks Village project (to be paid from escrow funds).

The Highway Department was called in to assist at the fire on Beede Hill Road today. The fire started in the garage and our Fire Department did a great job and was able to save the house.

The signs should be installed next week for the Weight Restriction on Shirkin and Rogers Roads.

The Road Agent plans to grade Old Ridge Road next week and install reclaimed asphalt.

Library: The Trustees met last night and approved additional purchases including outdoor picnic tables and storage sheds to be used for the used books and curbside pickup services. They also reviewed the painting bids and awarded work to Certa Pro Painters of Portsmouth NH for the low bid of \$7,973.85. This will be encumbered for spring work in 2021.

They are going to keep going as now with appointments Tuesdays and Fridays and curbside pickup but are closely watching the Covid cases. In keeping with State and NH Library Association best practices, they will scale back down if Fremont gets to a 1% active case load (which is approximately 50 cases). Currently Fremont is at 10 active cases. The Trustees next meeting will be held January 27, 2021.

Eric Abney did a Purchase Order for the PFOA water system installation which is scheduled for December 1. A partial payment of one-half will be on the manifest next week so that the installer, SecondWind Water Systems, can order the materials.

Building, Land Use and Town Administration met on Tuesday afternoon to review pending matters. The meeting focused on current projects as well as matters that need follow-up, primarily related to code enforcement. The next meeting is scheduled for December 1st.

State of NH Governor's Briefing: Given a huge uptick today in cases, Governor Sununu announced today a mask mandate throughout the State of NH based on scientific data. Masks are required inside and outside anywhere where you cannot maintain six feet of social distance. He stressed that this is done in response to facts about the spread. The percent positive previously has been under 1% and is now averaging between 4 and 5%. The Governor feels the mask mandate State-wide will give the economy the greatest number of options.

More than half of the towns in NH previously did not have any cases, and that has drastically changed, now it is considered widespread with over 75% of cities and towns now having active Covid cases. They also consider all ten NH counties with Substantial Spread. The threshold for substantial spread is more than 100 cases per 100,000 people and all 10 counties now have hit that number.

Six new long-term care facility outbreaks were announced today, bringing that total to 11, and it now includes Colonial Poplin. Seventy percent of NH hospitals and long-term care facilities are experiencing some type of staffing shortage or need.

In Fremont, we are planning to reconfigure the front lobby of the Town Hall beginning next week so that one person at a time can enter for their appointment to get people out of the cold and weather, and allow us to takedown the tent for safety reasons. We will have temporary barriers and there will just be a small place to enter and use the table for their work. The Town Clerk staff, or Selectmen's Office staff will be able to wait on people and take care of their needs, while residents can be out of the cold and weather. There will be no access to the building outside of that, and given today's mask mandate, we will require people to wear a mask into the building. There will not be any further entry to the Hall or use of bathrooms.

We ask everyone for patience as we make these changes and work through any issues that may arise. Anyone needing Town business still needs to make an appointment and we will do our best to serve you in our lobby. This will continue to evolve, and we will take safety precautions.

Governor Chris Sununu Issues Statewide Mask Mandate

For Immediate Release:

November 19, 2020

Contact:

sununu.press@nh.gov

603-271-2121

Concord, NH — With rising cases, substantial statewide community transmission, and an increase in hospitalizations, today Governor Chris Sununu signed an Emergency Order instituting a statewide mask mandate in New Hampshire, as cases rose to 529 -- the state's highest total to date. The mask mandate takes effect at 12:01 AM on Friday, November 20, 2020, and will remain in effect through January 15, 2021.

"With rising cases, substantial statewide community transmission, and an increase in hospitalizations – the data supports enacting a statewide mask mandate," said Governor Chris Sununu. "Instituting this commonsense mask mandate today will allow us to keep our economy open and help ensure our health care system has the capacity and workforce it needs in the coming weeks. By wearing a mask, Granite Staters can keep our friends, family, neighbors, and critical workforce members and those they care for safe – without shutting down the economy."

Beginning on November 20, 2020, all persons over the age of 5 within the State of New Hampshire shall wear mask or cloth face coverings over their noses and mouths any time they are in public spaces, indoors or outdoors, where they are unable to or do not consistently maintain a physical distance of at least six feet from persons outside their own households.

For purposes of this Order, the term "public spaces" includes any part of private or public property that is generally open or accessible to members of the general public. Public spaces include, but are not limited to, lobbies, waiting areas, outside plazas or patios, restaurants, retail businesses, streets, sidewalks, parks, beaches, elevators, restrooms, stairways, parking garages, etc.

IV. APPROVAL OF MINUTES

A motion to approve the minutes of November 5, 2020 and November 12, 2020 minutes as written 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

TOWN OF FREMONT NH - PUBLIC HEARING

The Fremont Board of Selectmen will hold a public hearing at 7:15 pm on November 19, 2020 to discuss changes to the Town's Cemetery Ordinance. Text of the Ordinance can be found posted on the Town's website on the Home Page and the Selectmen's Public Hearing Page as well as the Fremont Post Office lobby. The hearing will be held in the basement meeting room at the Fremont Town Hall, 295 Main Street in Fremont NH. The Public is welcome to attend with masks and social distancing observed. We encourage you to watch from home on FCTV Channel 22 and to send any comments or questions to hcarlson@fremont.nh.gov during the meeting. Any comments to be read into the record should be received by noon the day of the hearing.

Text of the changes are administrative and primarily update outdated nomenclature relative to the sale of cemetery lots and Town procedures. Anyone with other questions can contact Jeanne Nygren on Tuesdays or Thursdays at 895 2226 x 303.

Posted: 23 October 2020

Published: Fremont Newsletter November 2020

Union Leader 11/08/2020

Cordes read the Public Hearing notice. Carlson then spoke of the changes which are primarily administrative, including who prepares deeds and sells lots on behalf of the Town. It also clarifies the sale of lots and use of the Cemetery Expendable Trust Fund. Cemetery Trustees voted in October to adopt and update this Ordinance. With no further comments or emails from the public, a motion to adopt the above Cemetery Ordinance as amended was made by Barham and seconded by Janvrin. The vote was unanimous 3-0. Janvrin then moved to close the public hearing. Barham seconded and the vote was unanimously approved.

VI. OLD BUSINESS

1. Tax bills were all mailed by Friday November 13, 2020. Residents can mail them in or drop at the Town Hall drop box. They are already coming in well to get the Town and School District through the cash flow crunch of the next couple of weeks.
2. The Town received grant reimbursement this week in the amount of \$68,984.82 from CARES for the final submission Carlson did for the September/October reporting period. The Board needs to decide how to account for this grant.

VII. NEW BUSINESS

1. Consent Agenda Items
 - a. Planning Board contract with Rockingham Planning (voted by PB on November 4, 2020) for \$6,500 of services that were removed from the 2021 budget to cover the Recreation Master Plan Chapter and Storm Water Regulations. These services were paid from this year's budget. The Land Use Master Plan Chapter will be done out of next years budget.
 - b. Abatement of interest pursuant to payment plan on parcel 02-012.001.003 in the amount of \$92.61 on the 2019 Property Tax Lien and \$37.23 on the 2020 Property Taxes
 - c. Initial the 2021 Holiday Schedule approved last week

A motion to approve the Consent Agenda items as above was made by Barham and seconded by Janvrin with unanimous approval 3-0. Barham then amended the motion to Rockingham Planning Commission contract to be signed by the Chair on behalf of the Board which Janvrin seconded with unanimous approval 3-0.

2. Selectmen reviewed the folder of incoming correspondence including: Keach Nordstrom inspection report from Gristmill paving; email regarding analog to digital changes; information from Building Inspector regarding waste disposal system in a Fremont location; reimbursement voting grant that was recently submitted by Carlson; multiple health alerts from NH DHHS on Coronavirus; information on retirement benefit options; Public Hearing Notice for the purchase of Louise Lane parcel 04-017; vaccine for first responder information; email on Food Pantry annual reporting; Scott Marsh information on equalization ratio expected to be 93.5%; 2020 equalization data certificate which the Board needs to sign after reviewing; Comcast price changes on services along with their fee schedule; BI information; quote from Library on filtration system; Town Counsel follow-up on the abstention vote.

Approved 12/10/2020

3. Barham moved to approve and sign the 2020 DRA Sales Analysis as prepared by MRI. Janvrin seconded and the vote was unanimously approved 3-0.

4. Selectmen discussed how to review and approve the Payroll and Accounts Payable Manifests for next week. The goal is to have checks available for employees to pick up after 2:00 pm on Wednesday before the Thanksgiving Holiday. As has been done in the past, Janvrin moved to authorize Carlson and a Selectman or any two Selectmen to sign the payroll and accounts payable manifests next week. Barham seconded and the vote was unanimously approved 3-0. Carlson will scan and send these documents for review once they are ready.

Carlson reported that with the recent mask mandate updated signage has been placed throughout the building. We are trying to keep everyone safe to keep our offices open. Cordes feels we are trending in the wrong direction. Hopefully, the vaccine will help with a turnaround soon.

Carlson needs the newsletter to be reviewed. Barham wanted Carlson to update the public service article guidance on masks where stated by Governor. Cordes briefed and listed the items included in this newsletter and asked if anything else needs to be included which Carlson will add upcoming candidate declaration document. Barham suggested to include where they are being held.

VIII. WORKS IN PROGRESS

At 7:30 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) and (e) to discuss a personnel and legal matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Respectfully submitted,

Jeanne Nygren
Selectmen's Administrative Assistant.

After a brief break, Selectmen began their non-public session at approximately 7:35 pm.

The Board returned to public session at 8:30 pm.

Members reviewed the December Newsletter with articles still to be added discussed in general terms (public hearing notice, candidate declaration information and dates). The December Newsletter was approved as printed and discussed with noted additions.

The Board asked for legal advice to be sought on some of the items discussed this evening.

Selectmen asked for a memo and the Weight Restriction Ordinance to be sent to the businesses on Shirkin Road in Fremont and Epping.

The next regular Board meeting will be held on Thursday December 3, 2020 at 6:30 pm.

At 8:45 pm, with no further business to legally come before the Board this evening, a motion was made by Janvrin and seconded by Barham to recess this meeting to 6:30 pm on Tuesday November 24, 2020 to discuss the follow-up items. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator

Fremont Board of Selectmen minutes of November 24, 2020 (continuation of November 19, 2020 meeting)

The continued meeting for 11/19/20 was called to order by Cordes at 6:30 pm in the 1st floor meeting area of the Town Hall. Present were Selectmen Janvrin, Barham and Cordes and Police Chief Jon Twiss. Immediately after the meeting was called to order, Janvrin made a motion to enter non-public session for a personnel matter. Barham seconded the motion, and the roll call vote was approved 3-0; Cordes – yes; Janvrin – yes; Barham - yes.

At 6:57 pm Janvrin made a motion to re-enter public session. Barham seconded the motion, and it was approved 3-0.

With Chief Twiss still present, Janvrin mentioned a conversation he had with the Road Agent regarding the Weight limit trucking signs that are going to be placed on Shirkin and Rogers roads. The intended sign placement location was reviewed with Chief Twiss who had no concerns about their location. He left the meeting at 7 PM.

Cordes then read through items on the Consent Agenda:

- a. FCTV Revolving Fund Manifest 2020-24 to reimburse the Town's general fund for November payroll in the amount of \$1,277.41.
- b. Payroll Manifest \$33,269.85 (which was later updated to \$33,146.33 when an incorrect check was voided and corrected to a lower amount).
- c. Accounts Payable invoice list total to date of \$1,553,784.07 before being finalized and without the employee deduction checks added yet (NHRS, Bank TT & L payment, insurances)

After a brief discussion, at 7:07 pm Barham made a motion to approve the Consent Agenda items as reviewed. Janvrin seconded the motion and it was approved 3-0. The various documents were signed, and the draft A/P manifest was initialed.

The incoming mail to date was reviewed.

There was a discussion about the proposed 3-year server warranty quote received from DayStar and related \$1,048 annual fee. At 7:25 pm a motion was made by Barham and seconded by Janvrin to approve the three-year warranty proposal. It was approved 3-0 and the proposal was initialed by each Selectman.

There was a discussion about the need to be able to more routinely offer virtual meeting attendance and the need to improve the Town's capacity to offer virtual meetings. The discussion included needing more lap top capacity for FCTV. At 7:30 pm Janvrin made a motion to authorize FCTV to spend up to \$1,000 from the FCTV Revolving Fund for additional lap top computer units/capacity. Barham seconded the motion, and it was approved 3-0.

Discussion continued about whether to make mask wearing mandatory within Town buildings, how that could be implemented and what the concerns might be regarding the requirement or non- requirement. The consent was that for the time being (while options are being considered) the mask wearing inside public building is going to be heavily encouraged including requesting non mask wearers to put on a mask and offering masks to those who did not have one. It was emphasized that primary purpose of mask wearing is about providing a social courtesy to others and not about one's personal protection.

There was further discussion about virtual meeting capacity, software to use, skill set, and time needed to manage a virtual meeting. A call was placed to Bill Millios of FCTV to see if he could join the meeting. He had just left the Town Hall and decided to return to the Town Hall.

At around 7:50 pm Bill Millios joined the meeting. The discussion focused on the following:

- Software options for virtual meetings and the related costs. There was a perception by those present that cost varied and some were better suited for various types of meetings.
- Skill set needed to manage a meeting and whether the individuals with in FCTV had the skill, time and interest in managing meetings.
- Whether virtual meeting attendees could be seen on the large screen TV (as a monitor)?
- Whether FCTV video of in person meeting could be seen by those remote on through the virtual meeting software?
- Whether it was within the scope of FCTV's purpose to manage the video and related software of virtual meeting?
- What other communities are doing?

Millios is going to talk to others with FCTV and other communities Community Access TV and get back to the Board soon, hopefully next week.

At 8:17 pm Barham made a motion to adjourn the meeting. It was seconded by Janvrin and approved 3-0.

Notes of the recessed session taken by Gene Cordes.