

Approved 01/07/2021

I. CALL TO ORDER. The meeting was called to order at 4:00 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Roger Barham, Neal Janvrin (remotely through Teams) Town Administrator Heidi Carlson. Janvrin authorized Carlson to sign his name in his physical absence. All rose for the Pledge of Allegiance. Today's meeting is a live broadcast by Bill Millios of FCTV. Janvrin asked to have Heidi Carlson sign his name on all documents that he votes in favor of this evening.

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.

If viewers have questions during this meeting, please send an email to hcarlson@fremont.nh.gov and we will try and get it answered during the course of the evening.

2. All Town Offices will be closed tomorrow, January 1 for New Years Day. This week only FRIDAY trash collections are off. Thursday was collected today, and Friday will be collected on Saturday.

3. There is a vacancy on the Planning Board as of the end of January. Anyone interested in serving this Land Use Board should contact Leanne Miner on Tuesdays and Thursdays at the Town Hall for more information about the position.

III. LIAISON REPORTS

The fixed sites for Covid-19 vaccinations have begun for Public Safety personnel. They are run by the State and manned with National Guard personnel. Our safety service personnel are in the queue and registering if they want to get the vaccine.

IV. APPROVAL OF MINUTES

Janvrin moved to approve the minutes of the December 17, 2020 meeting as written. Barham seconded and the vote was unanimously approved 3-0.

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

At 4:15 pm Police Chief Jon Twiss came before the Board to request encumbrance of funds to replace the phone system at the Safety Complex. This is something we have been looking at for a few years as the system is outdated and parts are no longer available for repairs. He noted proposals from Williams Communications in Portsmouth (the Town's long-term phone vendor) and was also referred by Daystar (Town's IT vendor) to Blue Sky Communications, a Maine company they work with.

Twiss stated the Williams Communication (United Office Inc) is approximately \$6.00 a month more but has remained constant for the past two years of Twiss getting a quote from them. This new system will replace 17 handsets within the entire building, supply unlimited voice mail, and is more user friendly with voice over services that automatically switches to cellular network if internet goes down. The hardware cost is \$2,465.00 and the monthly phone service charge is \$431.25 a month. He is hoping to use year end funds to have the \$5,175.00 a year to enter into the 4-year contract with a warranty throughout the contract. The total \$20,700.00 for 4-year contract and Cordes asked if paid up front would they give a discount. Twiss will ask this question to try and reduce the contract amount. He has prepared a \$7,640.00 Purchase Order for the first-year cost. Carlson will monitor the Comcast on cost savings to

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eliminate phone service but, we still need internet service. Twiss also got a reference on the Williams system, speaking with the Newington Fire Chief, who is happy with this system.

A motion was made by Barham to authorize encumbering not to exceed \$23,165.00 to engage with Williams Communication for a 4-year contract and call to see if a discount for prepayment is applicable, which was seconded by Janvrin with unanimous approval 3-0. Carlson said there will be some 2020 budget residual to assist with this purchase. A motion to authorize Twiss to sign PD Purchase Order 2020-4 up to \$23,165.00 for the Safety Complex phone system was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.

At 4:30 pm Deputy Fire Chief Joe Nichols brought before the Board new FFRD Candidate Cameron Beauchesne. He has experience currently with Epping Fire, and was previously a Fire Explorer with the Town of Raymond and Epping. He has passed background checks along with the Department screening and is already FFI Certified, registered for FFII class, and showing interest in EMT training. Cameron spoke on his background starting as an Explorer in Raymond then went to Epping and loves the job. He is a Raymond resident and interested in part-time work in Fremont. He is looking to remain part-time with the fire service and stated his full-time job is at a funeral home.

Nichols has spoken with Epping members that voice a good recommendation for Beauchesne. A motion to appoint Cameron Beauchesne to a one-year conditional period to FFRD as FFI, effective today was made by Janvrin and seconded by Barham with unanimous approval 3-0. Nichols thanked the Board for the updating of the phone system at the Complex. Nichols and Beauchene were both thanked by the Board, and Cordes extended a thank you to the whole Department for their service and participation during a rough time. Nichols will pass this message along to his whole Department as we begin another challenging year.

Carlson stepped out to get an employment package for Beauchesne.

VI. OLD BUSINESS

1. Selectmen have reviewed the letter to Bill and Linda Fletch regarding an exception to the Weight Limit Ordinance; as well as response letter to a Epping resident Michelle Mylott. These will be printed for signature at the end of the meeting.

2. Budgets – Warrant Article follow-up and consider:

- a. Reduce Parks & Recreation operating budget by \$4,900.00 if the full amount is encumbered to Ryder Electric for the wiring and meters to each of the fields at Memorial Park. Barham suggested getting infrastructure for all four fields. \$10,000 is left in their 2020 budget which can do two fields. The budget in 2021 is \$4,900 leaving approximately \$4,800 for 2022 budget. A motion to approve PO 2020-035 Ryder Electric LLC estimate #29 ballfield electrical system for all four fields in the amount of \$19,700 was made by Barham and seconded by Janvrin with unanimous approval 3-0.

A motion to reduce the Selectmen's recommendation by \$4,900 to a total of \$29,072.00 for Parks & Recreation line 4520 was made by Barham and seconded by Janvrin with unanimous approval 3-0.

- b. Combine the two ETF Library Maintenance Funds into one article (\$25,000) and take the entire amount from Unreserved Fund Balance. Carlson explained that there was money left in the operating budget to take the entire amount of \$25,000 for the Library Maintenance ETF from UFB in 2021. This would reduce the matter to only one Warrant Article and the total would have no tax impact. A motion to amend Article 10 to a total amount of \$25,000.00 (to be removed from UFB)

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and delete Warrant Article 11 was made by Barham and seconded by Janvrin with unanimous approval 3-0.

Selectmen reviewed the current budget summary expense and revenue sheets, which will be updated with changes from votes this evening. The Board discussed the Warrant Article for Mosquito Control with another vender. The Board reviewed an email from Michael Morrison (Town's current vendor) who recently contacted Carlson and asked if they are doing a fair comparison. Any issues between these two vendors is not anything the Town will be involved in. The Board's intent is to go with the lower price number.

Copies of the Highway 10-year engineering plan and updated quote of \$37,423.00 received from Dan Tatem were circulated. The Road Agent is not recommending this expense at this time (see letter in mail folder). Barham asked if there is money to encumber the study. He stated again that he feels this is a project we need to do, to catch up with maintenance and pursue the engineering plan. A lengthy discussion pursued on investigation of other prospective bidders with questions unanswered. A motion to recess to contact the Road Agent was made by Barham and seconded by Janvrin with unanimous approval 3-0.

After a ten-minute recess, the Board came back to session at 5:20 pm. Cordes reported on the phone call with the Road Agent. Barham moved to encumber \$37,423 to engage in a 10-year road maintenance and reconstruction plan with Stantec. There was lengthy discussion about this and Janvrin seconded it but does not want to lock it in to Stantec, but to get an additional quote.

Barham then withdrew his motion. Janvrin then Cordes agreed to second the motion as it was made. Barham explained that he has been working on it for a few years relative to the Planning Board and feels strongly it is something the Town needs to do. There was discussion about the Road Agent relationship with Stantec as well as Stantec's knowledge of Fremont roads. The motion was voted 3-0 for the encumbrance.

3. Selectmen reviewed emails from Keith Stanton regarding renaming of the Board of Selectmen in follow up to the Town Counsel reviewed and approved this process. Mr. Stanton was notified to move forward and pursue a citizen's petition if they would like to change the name. The Board feels the voting public community should voice their preference on naming of their Board. The Board will take their position after with their support. A letter will be sent out to Stanton.

4. The Mask Ordinance has been posted and distributed. All employees, boards, committees have been notified. A virtual option is also being made available for meetings.

5. Hall Road and deceleration lane work – Carlson reviewed the Stantec and GMI invoices with the Board. Carlson expressed concern that the amount remaining in escrow is not enough to cover the full amount of the expenses that Stantec incurred. The total outset of the GMI contract is just over \$30,000; even though only approximately \$25,000 is due now. There is a 2% retainage plus a recommendation to hold \$1,000 for the swale to stabilize in the spring.

A motion to approve and remove from the Lewis Builders Construction Escrow account \$24,539.50 was made by Barham and seconded by Janvrin. The vote was approved 3-0. A motion was made by Barham to approve \$24,539.50 for payment of deceleration lane work to GMI which was seconded by Janvrin. This was voted all in favor.

Lewis Builders submitted the as-built plans on Wednesday and the \$1,500 escrow for that time was returned (based on the Board's vote from October 2020).

Additional discussion needs to be held with Stantec as they were given a not to exceed amount, and invoices to date already exceed that.

VII. NEW BUSINESS

1. Consent Agenda Items

- a. sign letter to Mike Paradie accepting his resignation as part time custodian
- b. Accounts Payable Manifest \$55,091.68 for the current week dated 12/31/2020
- c. Review and sign Payroll \$30,785.24 and Accounts Payable Manifests \$93,061.17 for last week (if not already done). As per the vote of 12/17/2020 these were circulated and reviewed/signed by Selectmen Gene Cordes, Neal Janvrin, and TA Heidi Carlson
- d. Department Head timesheets for PPE 12/19/2020
- e. PO 2020-035 to encumber funds totaling \$19,700 with Ryder Electric LLC for electrical work and associated site work to bring electricity to the four fields at Memorial Park.
- f. FCTV Revolving Fund Manifest 2020-27 in the amount of \$1,094.41 to reimburse the Town's General Fund for December 2020 payroll.
- g. PO 2020-018 to Petra paving in the amount of \$3,911 to encumber funds to crack seal/sealcoat the Library parking lot and do the drain patch.
- h. PO 2020-017 to Certa Pro Painters in the amount of \$7,973.85 for the exterior painting bid at the Fremont Public Library (both Library PO's signed by the Trustees as well).
- i. Encumber revenue of \$68,984.82 from the final CARES Act grant to complete any necessary work in 2021.

A motion was made by Barham to approve the above Consent Agenda items which was seconded by Janvrin. Carlson signed for Janvrin. The vote was unanimous 3-0.

2. Selectmen reviewed the folder of incoming correspondence including: an email from resident on Beede Hill Road regarding speeding and Galloway pit trucking; email from a Rogers Road resident thanking Selectmen for the Weight Limit Ordinance; Planning Board notice of decision on Parcel 03-150 for Baum Plumbing & Heating Conditional Use Permit and Scribner Road Open Space Preservation Development decision with conditions; email on monitoring of Shirkin Road traffic from the Building Inspector; Notice of a Planning Board vacancy; NH DHHS Notice #30 update on Moderna vaccinations; Stantec letter on 10-year road maintenance; Notice of cybersecurity breach from the Devine Millimet firm; Xfinity sports network and pricing updated; NH Dept of Safety notice on EMS licensing requirement updates; State of NH notice report on municipal assessing standards which we are compliant.

Selectmen reviewed four requests for carry over of 2020 vacation time for Jason Larochelle (61 hours), Nikki Bernier (21 hours), Greg Huard (45.75 hours), and Carlson (60 hours). The Board noted that the Personnel Policy allows for 40 hours by special exception annually. Cordes noted the PD has been shorthanded and it has been hard to get away and may not be any easier next year. This is also true in the Selectmen's Office due to Covid. Janvrin feels with the way this year has been and the shortage of help Janvrin moved to approve the carry over which was seconded by Barham. The vote was unanimous 3-0.

Barham noted that looking at the Police Chief's time sheet doing 20 hours of patrol a week, that the Department does not have enough staff this year to put a time limit on using the unused time. A motion to clarify and amend the motion to include Carlson's request along with the other three to use prior to December 18, 2021 (last day of the 2021 payroll year) which was seconded by Janvrin with unanimous approval 3-0. It is noted this is intended to be a one-time exemption to the regulation.

Costas Tonas resident submitted a letter for exemption on Shirkin Road on his business for wood logging trucks under weight limits; one personnel item to be discussed in non-public later,

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3. Selectmen reviewed a request for an exception from Costas Tonas Firewood relative to the Weight Limit Ordinance on Shirkin Road. Costas Tonas is a Fremont resident and submitted a letter for exemption as his business takes wood logging truck deliveries (approximately one to two per week). Tonas said without them, his business would not be viable. A motion to grant approval for an Exemption under the Weight Limit Ordinance Section C 6 was made by Barham and seconded by Janvrin. The vote was approved 3-0.
4. The Board discussed the Public Budget Hearing and Deliberative Session plans. The Board feels that our primary goal is an in-person meeting for Deliberative Session. This will be set up for virtual participation, live broadcast by FCTV, and social distancing in the Ellis School Gym. Carlson has plans to further discuss this with Superintendent Hutton as the plans continue to evolve.
5. Dennis Acton called the Selectmen's Office late this afternoon, reporting receiving calls from Epping residents about the Weight Limit Ordinance. Acton was calling as those who called him were threatening legal action. Action wanted to make an effort to speak with the Board before the constituents pursued legal action (he specifically referred to Bill Fletcher). A meeting with Acton will be set up in the coming weeks. The Board has also offered to meet with Bill Fletcher when he returns to NH next week (depending on his quarantine time).
6. Carlson updated the Board on the Trailer that was donated by the Fire Rescue Association to the Town, and its inability to be registered because it did not come with a title. Carlson has been working on this problem for the past 8 months, and current research and feedback from the NH DMV Title Bureau Supervisor indicates that we need to get a bond for \$3,000 to get a bonded title and get everything in order. The Board directed Carlson to forward the matter back to the Fire Department to pursue this title problem.

VIII. WORKS IN PROGRESS

1. We are working on year-end preparations including W-2's and new file systems. The annual Town Report memo is out, and we are awaiting reports.

At 6:32 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A 3 II (c) to discuss a personnel matter and hardship matter. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Barham-yes; Janvrin - yes.

Respectfully submitted,

Jeanne Nygren
Selectmen's Administrative Assistant

IX. NON-PUBLIC SESSION NH RSA 91-A

At approximately 6:45 pm Selectmen began their non-public session.

At 7:10 pm a motion was made by Barham to return to public session. Janvrin seconded and the vote was unanimously approved 3-0 on a roll call vote; Cordes - yes; Barham - yes; Janvrin - yes.

Selectmen reviewed the final letters to Bill Fletch of Fletch's Sandblasting regarding the Weight Limit Ordinance and their decision to not grant the exception at this time. The letter was signed. The Board

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also reviewed and updated a letter to Michelle Mylott, an Epping resident about the Weight Limit Ordinance. The Board drafted and signed a letter to Keith Stanton suggesting if he wants to pursue changing the name of the Board of Selectmen that he put together a petition.

Selectmen reviewed and signed 2021 earned time letters to Jeanne Nygren, Peter Morelli and Eric Abney.

The Board denied the hardship tax abatement request not wanting to set a precedent relative to the Elderly Exemption.

The Board discussed the outstanding invoices due to Stantec for engineering on Shirkin Road, which no one has seen yet, as well as the invoice due to GMI. The money is estimated in the budget worksheet, and was contracted this fall, so is a known “encumbrance” for the current year. It is hoped that invoices can be paid before the books close.

With no further business to legally come before the Board, a motion was made by Janvrin to adjourn the meeting at 7:40 pm. Barham seconded and the vote was unanimously approved 3-0.

The next regular meeting will be held on Thursday January 7, 2021 at 6:30 pm at the Fremont Town Hall.

Respectfully submitted,

Heidi Carlson
Town Administrator