

**I. CALL TO ORDER** The meeting was called to order at 6:30 pm in the Fremont Town Hall basement meeting room. In attendance were Selectmen Gene Cordes, Roger Barham and Neal Janvrin; Town Administrator Heidi Carlson and Selectmen's Clerk Kathy Clement. Bruce White from FCTV was live broadcasting the meeting. All rose for the Pledge of Allegiance.

## **II. ANNOUNCEMENTS**

1. Candidate Declaration for Town and School District Offices takes place beginning next Wednesday January 23, 2019 when the Town Clerk opens at 3:00 pm. It runs through Friday February 1, 2019. The Town and School Clerks have special open hours from 3:00 to 5:00 pm only for sign-ups, on the final Friday February 1, 2019 at the Town Hall. You must be registered to vote to declare your candidacy. You can register with the Town Clerk or Supervisors no later than Tuesday January 22, 2019. The Supervisors meet that evening from 7:00 to 7:30 at the Fremont Public Library.

2. In order to vote in the upcoming Deliberative Sessions, you must be registered to vote no later than Tuesday January 22, 2019.

3. School Deliberative Session will be held at 9:00 am on Saturday February 2, 2019 at the Ellis School Gym with a snow date of Tuesday February 5, 2019 at 7:00 pm.

4. Town Deliberative Session will be held at 7:00 pm on Monday February 4, 2019 at the Ellis School Gym with a snow date of Wednesday February 6, 2019 at 7:00 pm.

## **III. LIAISON REPORTS**

January 14, 2019 Bridge Consultants / NH DOT site visit was held on Monday morning at 7:00 am at the Sandown Road Bridge Overflow. Engineers from Stantec were there, along with Gene Cordes, Heidi Carlson and Leon Holmes Jr. A NH DOT engineer arrived and as Cordes was leaving, Roger Barham arrived. Some discussion was held about options and Stantec and the State are going to get back to the Town with more information about options and cost of each.

The Planning Board met Wednesday January 16, 2019 at 7:00 pm in the Basement Meeting Room. The following topics were discussed:

1. Public Hearing for Site Plan Application for Ragnar Original Innovation Inc. (Map 2 Lot 151-2):
  - a. This was a continuance from the previous meeting.
  - b. The applicant had not fully addressed comments made by the Fire Chief including the necessity for a Cistern System to accommodate the phase 2 development.
  - c. The applicant requests a continuance to enable them to make the necessary changes to the February 6 meeting.
  - d. For the record it was stated that although the applicant had made a statement to the effect that the Town was delaying the application, the Board was adamant that these delays were of the applicant's doing.
  - e. The Board voted to continue the Public Hearing to February 6, 2019.
2. Public Hearing to consolidate parcels on Copp Drive (Map 2 Lots 144, 145, 146-2 & 147) and create 6 lots for single family dwellings:
  - a. This was a continuance from the previous meeting and the applicant submitted new plans reflecting comments from the Board.
  - b. The Board voted to accept jurisdiction/approve the application with conditions.

3. Review of non-compliance for the Altaeros Industries development (Map 2 Lot 151-2):
  - a. The Board reviewed the status report dated January 3, 2019 from the Town Engineer detailing the extent of non-compliance associated with the Site Plan Approval.
  - b. The Building Inspector also updated the Board on the applicant's operation of the site despite having no Certificate of Occupancy.
  - c. After careful deliberation the Board voted unanimously to execute the following:
    - i. Write to the developer (with a copy to the applicant) instructing them to submit the following documentation to the Town by close of business January 23, 2019:
      1. All outstanding reports as previously requested and documented in the Stantec letter dated January 3, 2019, and
      2. A remediation plan to the satisfaction of the Town Engineer to stabilize the site.
    - ii. The letter is to state that if this requirement is complied with, the Building Inspector may then issue the applicant a temporary Certificate of Occupancy to enable them to continue operations.
    - iii. The letter is also to state that if the developer fails to comply with these requirements the Board (by copy of this letter) is requesting the Board of Selectmen to issue a Cease & Desist Order on all activity.
4. Invitation by Altaeros to the Board to attend a Site Walk and thank you gathering on February 13, 2019:
  - a. The Board reviewed and discussed the invitation.
  - b. The Board unanimously voted to decline the invitation and write to the applicant explaining that the invitation is untimely and inappropriate given the non-compliant status of the Site Plan Approval and lack of a Certificate of Occupancy.
5. Circuit Rider Business:
  - a. Jenn Rowden stated she would draft presentation slides for the proposed zoning warrant articles to be discussed at the upcoming Deliberative Session.

The next Planning Board meeting is scheduled for Wednesday February 6, 2019.

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

Barham made a motion to approve the minutes as written of January 10, 2019. Janvrin seconded and the vote was unanimous 3-0.

Janvrin made a motion to approve the minutes as written of January 14, 2019. Barham seconded and the vote was unanimous 3-0.

#### **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input - None

At 7:00 pm Mike Rydeen came before the Selectmen to review the Town's 2019 Warrant as well as rules and procedures for the annual meetings. He mentioned that there is legislation before the State regarding postponing elections, currently the State decides if elections need to be postponed. If this bill passes then the Moderator and Selectmen will decide if the election should be postponed, which would be 2 weeks (on a Tuesday) from the date it was postponed. Mr. Rydeen will get more details on this if it passes. One question that was asked was would it be an option to hold the election on a Saturday if the original date was cancelled, rescheduling with the school could be a problem as the students and polls use the same

space. Carlson reiterated concerns about location and having staff to set up and work the polls, as this cannot be done with the short notice (cancelling school), etc.

Mr. Rydeen mentioned RSA 40:13 which states that if an operating budget fails to pass then the default budget is considered approved. The legislative body can have a special meeting to discuss the default budget. Selectmen can modify their recommendations after Deliberative Session.

Mr. Rydeen discussed the procedure he will be following at the Deliberative Session, he will be giving a little more detailed explanation regarding the process that is required at the beginning of the Deliberative Session and will have a timer set up for everyone to be able to see the times as they are speaking, to be fair to all speakers. There will be information available on some of the articles for residents to view and there will be Board Members and others to explain and answer questions regarding each Warrant Article.

Mr. Rydeen and the Selectmen reviewed the process and procedures for the meeting. Rydeen would like to motion to delay the discussions of Zoning Ordinance Articles 2–9 until the end where there will be a presentation explaining the proposed changes by the Planning Board.

After a short discussion there are still a few questions regarding more specific language changes relative to appropriating money for the bridge repair work. It will likely be best, and least confusing, to amend the amount of money into the Capital Reserve Fund for Bridges. The Board will advise Rydeen once a decision is made about how this will be presented at the meeting.

The Selectmen thanked Rydeen and he left the meeting at 7:39 pm.

## **VI. OLD BUSINESS**

1. Cordes is working on the Selectmen's 2018 Town Report and will send a copy to the Selectmen and Carlson over the weekend for review.

2. Waste Management (WM) Contract revisions – On Monday, the WM Attorney and Town Attorney had a conference call to discuss a few points and language in the contract.

The first question is regarding a change in language about tipping fees, stating “the Contractor shall be solely responsible to process recyclable materials receiving facility.” This does not mention tipping fees and needs more clarification from WM. The thought is that recycling is not tipped.

The second is stating we would only get a Complaint log if we requested one, but the Selectmen would like this to stay in the contract as “provided monthly”.

The third is a line stating a \$300 per load for the Bulky Day but this needs clarification if this is dumpster delivery/pickup or the tipping fee (or both).

The fourth was clarification in the Indemnity section. The Board was satisfied with the Town Attorney's recommendation.

The fifth is the elimination of a sentence stating that if the Contractor is unable to fulfill its contract then they would not be responsible for any additional costs incurred by the Town for the duration of the agreement. The Selectmen are not OK with this and want to have it changed back to “the Contractor shall be responsible for all increases in costs incurred by the Town for the duration of the Agreement.”

3. All of the record checks have come back good, and John Owens started work last week for the Highway Department.

4. The Sandown Road Bridge Overflow follow-up to Monday's site visit from NH DOT and Stantec Consultants included the following from Stantec:

The Town needs to consider the schematic and cost to close the bridge to one lane, depending on traffic, which they are currently looking at. This is the number one item on the State's letter. We may be able to schedule a meeting next week (with Stantec) to see what the Board wants to look at for options. Getting the bridge fixed as part of NH Bridge Aid will take substantially longer. The Town may be able to do it quicker and more cost-effectively independently but would then pay the entire cost w/o benefit of Bridge Aid. There was some mention about looking into prefab bridge section, noting the bridge is 30' long and 24' wide currently.

The letter which arrived today from NH DOT Bridge Engineer Ron Kleiner outlined some of the following information:

If we remove Martin Road and swap it for Sandown, Martin is off the Bridge Aid Funding List (for 10+ years); and we must begin the process from the start for the Sandown Road overflow. We would no longer be eligible for reimbursement funding on money spent on Martin to date. The Town has spent \$49,548.75 in engineering to day on Martin Road. While this work and progress can be further built upon, the Town would lose the 80% reimbursement funding on that sum (\$39,600). These are costs to consider as we weigh the options of how to proceed.

If we are approved to swap for Martin Road (if this is pursued), we will still have to fund the work up front as our place in the Bridge Aid "line" is not until 2020 or later. So, we would pay all the costs up front and reimbursement will come back to the Town in subsequent fiscal year(s).

We may have to redo the RFQ process to choose an engineer. The Town's RFQ process for bridge engineering was due 08/31/2011. After the vetting, interviews, and NH DOT approval processes, the contract with Stantec for the Martin Road engineering was signed 12/19/2013. An inquiry was sent to CR Willeke today to make a determination about engineering.

Jerry Fortin said that it will take some time to develop the options and associated costs. NH Bridge Aid has a rigid timeframe and process. If using Bridge Aid, a full engineering study report must be completed, outlining all options and prices. If the Town proceeds independently, that study does not likely have to be as detailed or subject to State specifications.

The Fremont SD Superintendent and the Town of Sandown have also begun to become involved in the discussion about the bridge. Superintendent Hutton will share the information with the School Board at their meeting next week. There are busses who travel to get Fremont children from the Treaty Court neighborhood.

Carlson asked the Board to consider signing the NH DOT Application for Preliminary Estimate Bridge Aid. It was reviewed and Barham made a motion to approve and sign the Estimate Request for a quote to replace or repair the bridge. Janvrin seconded the motion and the vote was unanimous 3-0.

There was discussion about dates when the Board would be able to get together next week if Stantec cannot be at the Board meeting on Thursday night. This included Wednesday evening, and earlier on Thursday evening (by 5:00 pm). Carlson will advise the Board and post a date/time when everyone can get together.

**VII. NEW BUSINESS**

1. Janvrin made a motion to approve the Accounts Payable manifest for \$135,316.60 for the current week of January 18, 2019. Barham seconded the motion and the vote was unanimous 3-0. Included in the total were 6 payables for 2018 in the amount of \$6,484.41 and the 2019 insurance premium payment for \$92,757 covering the Town's Property and Liability policies as well as Workers Compensation.

2. The Selectmen reviewed the folder of incoming correspondence. Janvrin made a motion to seal the background check information and place in personnel file Barham seconded and the vote was unanimous 3-0. Cordes noted a letter of resignation from Mary Anderson from the Budget Committee as well as neighbor complaints about trucking on Shirkin Road.

3. Jeanne Nygren has reviewed and made recommendations to the Board on some of the Veterans Credits that are ready for approval for the April 1, 2019 tax year. After review, Barham made a motion to approve the Veterans Credits as listed. Janvrin seconded the motion and the vote was unanimous 3-0. The list was read aloud:

02-156.001.005	William Johnson
03-054.001.012	Jennifer Wright
03-063.002	Douglas Page
06-011.001.060	Christopher Gilmore
06-050.010.00A	Edward Donnelly

4. Janvrin moved to approve PO 2019-001 for \$2,406.45 for use of Town Credit card for purchase of stamped envelopes for 2019 tax bills, prior to the postage increase at the end of the month (4,000 envelopes for Town Clerk Tax Collector). Barham seconded and the vote was unanimous 3-0. Janvrin moved to approve PO 2019-002 for \$2,406.45 for use of Town Credit card for purchase of stamped envelopes for 2019 motor vehicle renewal notices prior to postage increase (4,000 envelopes for Town Clerk Tax Collector). Barham seconded and the vote was unanimous 3-0. Carlson explained that they were placed in two separate orders thus separate requests.

5. Carlson explained that Gregg Arvanitis has been working with NH DES on a form letter for use in failed or problem septic systems. Selectmen reviewed the letter and the email that Arvanitis had forwarded. Barham made a motion to approve the NH DES Letter of Deficiency model letter for use by the Health Officer in a situation where septic system is in failure or need of repair/replacement. Janvrin seconded the motion and the vote was unanimous 3-0.

6. Selectmen reviewed two Land Use Change Tax Releases which have been prepared by the Assessors. Janvrin made a motion to approve the Land Use Change Tax form for P & D Contracting LLC, Lot 02-173.012, 72 Gristmill Road in the amount of \$11,000. Barham seconded and the vote was unanimous 3-0. Barham then moved to approve the Tax Collector's Warrant for P & D Contracting on the same lot. Janvrin seconded the motion and the vote was unanimous 3-0.

Janvrin made a motion to approve the Land Use Change Tax Release Form and Collector's Warrant for Philip & Cathy Canney, Lot 02-173.016, 104 Gristmill Road in the amount of \$9,000. Barham seconded the motion and the vote was unanimous 3-0.

7. Carlson discussed the 2019 Camp Fremont Program, indicating she had reached out to the Camp Director from 2018 to ask if she would be coming back this year. She would like to come back but would like to share the position with a Co-Director to share the responsibilities with. They need to finish some fine details soon to be able to move forward with plans for the 2019 summer camp program. They have revamped the program for this coming year to have more educational field trips going 3 days a week and

staying at the school 2 days a week. Carlson will be working with them to get planning done early to give parents time to plan any other options they may need to arrange. There is some concern about co-directors and who would ultimately be in charge, and Carlson said she wanted to speak with the prior director about the situation first.

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

1. Daystar was on site today to update all of their records with regard to the Town's network (including all Town Hall and Safety Complex computers and servers). This is a process they undertake twice a year. The bi-annual strategy meeting with Mike Ransom of Daystar is scheduled for next Wednesday January 23, 2019 at 2:00 pm.

There was some discussion about the Fire Department's desire for global Department email addresses. There was also some discussion about the Chief's access to records and follow-up from calls, and determining response.

### **IX. NON-PUBLIC SESSION pursuant to NH RSA 91-A:3 II (c) and (e)**

At 8:15 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss personnel matters. Barham seconded the motion the roll call vote was unanimously approved 3-0; Cordes – yes; Janvrin – yes; Barham – yes.

Clement left the meeting at 8:18 pm.

Respectfully Submitted,

Kathy Clement

At approximately 8:20 pm Selectmen began their non-public session.

At 8:40 pm motion was made by Janvrin to return to public session. Barham seconded and the vote was approved 3-0 after a roll call vote; Cordes – yes; Janvrin – yes; Barham – yes.

Selectmen then had Carlson print the signature page of the Warrant reviewed tonight, and all members signed an original and four with "A true copy attest" for the agencies where they need to be sent and posted.

The next regular Board meeting will be held at 6:30 pm on Thursday January 24, 2019 at the Fremont Town Hall in the basement meeting room.

With no further business to legally come before the Board, motion was made by Barham and seconded by Cordes to adjourn the meeting at 8:55 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator