

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

## **II. ANNOUNCEMENTS**

1. The annual Grassdrag event will be held on the north side of town this weekend.
2. There are no closures at the Town level due to Columbus Day, and trash is on the regular schedule. There is no school on Monday.
3. Due to the increased public concern over the EEE positive mosquito test results received on Tuesday, the Town will do one last proactive spray at the fields at Memorial Park, Ellis, and the Fremont Library and Safety Complex lots on Monday October 14<sup>th</sup>. It has to be done during the day because temps have to be above 50 degrees, and to be at least one month out (which we are to the day) from the prior spray.

The number of mosquitos collected in the pools is drastically reduced from last week to this week, and we expect to have a hard frost perhaps in the next week to 10 days according to the forecast. Our consultants at MPMS are confident that the risk is lower now than even a week ago but agreed to do the spray given the number of concerns expressed. Positive tests are all around us, and as always, the best measures are efforts at personal protection at times when mosquitos are active. This is the time of year when it increases due to the adult mosquito populations, but it is slowing.

Updated information is available on the Health page of the website, <https://www.fremont.nh.gov/health-department/pages/eee-concerns-fremont-fall-2019>. Health Officer Gregg Arvanitis and Deputy April Phelps are great resources if there are additional questions.

4. The Fremont School District survey regarding the future of Fremont High School Students is due by October 15<sup>th</sup>. There are drop boxes at the Town Hall, Ellis School and the Fremont Public Library.
5. Fall Bulky Day will be held on Saturday October 19, 2019 from 8:00 am to noon. We are still looking for volunteers.
6. Also on October 19<sup>th</sup>, the Library will have a celebration cookout at 11:00 am, and are advertising for the Second Annual Fremont Scarecrow Contest in October. Many Town and School organizations will be present, including Touch a Truck.
7. An Open Space Hike is scheduled for 1:00 pm on Sunday October 20<sup>th</sup>. Interested hikers should meet at 1:00 pm at the Fremont Public Library.
8. Friday October 25<sup>th</sup> is the LAST DAY to change your party affiliation ahead of the upcoming Primary. The Supervisors will meet that night from 7:00 to 7:30 pm at the Fremont Public Library. You can also register with the Town Clerk up until that day.
9. Drug Take back will occur on Saturday October 26, 2019 from 10:00 am to 2:00 pm at the Fremont Police Department, 425 Main Street.
10. The Fremont Food Pantry will host an Open House on Saturday October 26th from 10:00 am to noon at the Town Hall in the Basement, where anyone can come and pick out what they need from Pantry

shelves. Kim Wood will staff it, and they have a good amount of food so they would love people to come if they need something before the holidays.

11. A Trunk or Treat and Parks & Rec Halloween event is planned for Sunday October 27<sup>th</sup> from 5:00 to 7:00 pm at Rock Your Body in the Spaulding Road Plaza. Registration is required and information can be found on the Rock Your Body site at [www.rybnh.com/trunk-or-treat](http://www.rybnh.com/trunk-or-treat).

12. Fremont Trick or Treat will be Thursday October 31<sup>st</sup> from 5:00 to 8:00 pm.

### **III. LIAISON REPORTS**

The Budget Committee met Wednesday October 9. Leanne Miner returned to clarify questions the Committee had at the last meeting. They went through several budgets and made recommendations.

On Tuesday October 8 the Selectmen continued the recessed meeting from Thursday October 3 to discuss a legal matter. This includes acceptance of a tax abatement settlement with PSNH for the years 2014-2016.

Other meetings held at the Town Hall this week include Parks & Recreation, the School Board, and Conservation Commission.

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

Janvrin moved to approve the minutes of October 3, 2019 (which includes the October 8, 2019 recessed portion) as written, Barham seconded the motion. The vote was unanimous 3-0.

### **V. SCHEDULED AGENDA ITEMS – times subject to change depending on flow of the meeting**

6:45 pm Public Input - None

At 7:05 pm Police Chief Jon Twiss spoke to the Selectmen regarding the purchase of a newer truck for Animal Control. The current truck is a 1999 GMC pickup bought in 2006 which will not pass inspection because of rust and fuel lines needing replacement. The HMMV is also in need of much repair. Glen's Auto has a 2016 Ford F250, originally for sale for \$27,000. After some discussion, the current proposal is to trade in both vehicles as mentioned for \$5,000 credit against it, and they lowered price to \$26,000; resulting in a final price of \$21,000. The Chief said he has reviewed this year's budget and having an officer leave has left some extra money in the Police operating budget, as well as there is some maintenance funds not yet spent in the ACO budget. All officers are picking up more hours and over time has not drastically increased budget expenditures. This new vehicle would be for animal control, moving ATVs and other miscellaneous duties. The Chief is also proposing to take funds from the existing OHRV Revolving Fund. Additional costs to the new vehicle include \$1,495 to purchase, install and paint a truck cap for all the ACO equipment; and a radio and lights with labor of \$4,000. The radio fitup can be reduced if there are not enough operating funds remaining as we draw closer to year end.

After much discussion and negotiations Barham made a motion to authorize Chief Twiss to trade trucks with Glen's Auto for \$5,000 and withdraw \$12,840 from the OHRV Revolving Fund with the balance to be from the excess in the operating budget (Police Department and Animal Control). Janvrin seconded the motion and the vote was 3-0. Barham made a motion to sign PO 19-7 relative to the prior vote and authorize Chief Twiss to sign it. Janvrin seconded the vote was 3-0.

Chief Twiss left at 7:20 pm.

## **VI. OLD BUSINESS**

1. Black Rocks Village – At the Board’s request, the costs, engineering, design, and construction estimates have been compiled in a spreadsheet for review. Correspondence had been sent to Josh Manning from Lewis Builders regarding the decel lane at Black Rocks Village. Late this afternoon Carlson received an email from their lawyer, moving this discussion to nonpublic session.

Carlson had previously reached out to the State DOT. There was also discussion that the residents have stated the roads still having ripples, they have not improved. Cordes mentioned that this will probably not get done this year.

2. It is noted for the record that Carlson completed and submitted the MS-1 for 2019 on Saturday October 5<sup>th</sup>, and Board members signed the form over the weekend, and Cordes at the recessed meeting on Tuesday night. The DRA is currently processing the form, they have called for some clarification.

3. The Selectmen reviewed the ads for Camp Director and Assistant Director for publishing. There were a few updates needed and Carlson will update and get them posted, noting that the Parks & Recreation Commission had also reviewed it at their meeting this week.

Carlson noted a new page is being set up on the home page of the new website for Position Openings, and an RFP documents page was set up this week.

4. September budget report was circulated last week for the Selectmen to review. Everything is on target and there were no questions at this time.

5. The Town received some questions from engineers regarding the RFP posted on the Road Evaluation work currently out to bid for Shirkin, a small section of Leavitt, and Rogers Roads. Carlson read through each and the Board provided input. All of this information will be sent out to all engineers who were sent the RFP directly, and the one other firm that has contacted Carlson directly about it. The Q/A will also be posted with the RFP on the Town’s website page.

**Q1:** During the soil boring task, will the Town or the Consultant be providing traffic control? It is cost effective if this is provided by the Town.

There was discussion of have a part-time Highway Department employee do the traffic control. So long as it could be done with one flagger, the Town can supply it. That should not be a cost consideration within the proposal. If the firm believes it is extensively more work, it can be quoted as a stand-alone number so as not to affect the total proposal.

**Q2:** Is there an existing conditions / as-built plans of the three (3) roadways? While we will contact DigSafe, a better understanding of subsurface utilities within the area is greatly appreciated.

There are no as-built plans for these roads, they are historically part of the Town’s inventory.

**Q3:** Is the Town’s preference to perform a full-depth box repair or reclamation? If reclamation, we will need to perform an evaluation on the existing pavement which adds cost to the proposal.

The Town does not have a preference at this time, the test bores and traffic will tell what needs to be done to bring the roads up to the standard needed, or more simply, the test will show what the current condition of the roads is and what they can support. (IE: can they continue to handle heavy truck traffic as they

are). There are currently no plans to do reconstruction work, only to look at what the roads can support for heavy traffic/trucking. (So the Board felt this was beyond the scope they are currently looking at).

**Q4:** Scope Task #8 requires a PTOE for traffic data collection and analysis. Can the requirement for a PTOE be removed from the request?

The Board would like to see proposal with and without the use of licensed PTOE's and will make a determination. They did want to ensure that an intern was not necessarily conducting the work.

The engineer posing this question is the current President of the New Hampshire Institute of Transportation Engineers (NHITE), and attests that there are many Traffic Engineers in New Hampshire who can perform this scope for the Town but there are only a handful of licensed PTOE.s in the State. The traffic work requested in the proposal are efforts that many firms perform on a regular basis without a PTOE. Requiring this certification may preclude many qualified firms that might be better suited to assist the Town with the geometric & geotechnical aspects of the project. It could also drive up the cost of the proposals for the Town if firms need to add a sub-consultant.

The PTOE acronym was researched for the purposes of the Board's discussion and stands for Professional Traffic Operations Engineer.

It was noted later that the scope of work does not require a PTOE to actually do this work but to oversee or coordinate it.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the folder of incoming correspondence. This included: Comment Sheet for SPR Amendment ROI (the Board will leave this to the Planning Board), Food Pantry notices for Open House October 26; Holiday Basket distributions on November 25 and December 21; a follow up email with Patterson regarding Shirkin Road property and how to alleviate the Cease & Desist; a notice for the Library Scarecrow contest and cookout; a letter from NH DES regarding the Mill Road Dam removal in Brentwood; Wreaths Across America information for December 14<sup>th</sup> Ceremony at Town Hall and wreath placement; an email from a resident regarding 4-wheelers; correspondence stating the bridge will need to be inspected yearly to keep warranty; information on bridge maintenance and procedures; EEE press release information; and results for the third quarter water test at the Library, which is all set.

2. Barham made a motion to approve the Accounts Payable manifest of \$64,398.02 for the current week dated October 11, 2019. Janvrin seconded and the vote was unanimous 3-0.

3. Budgets for review:

**4195 Cemeteries** – Trustees met on Tuesday to finalize their budget request of \$24,772. Trustees need to report what has been done and what will be done. Work has been sparse over the years and there is a lot of catch up work in progress. Janvrin moved to recommend Cemeteries budget as proposed by Trustees of \$24,772. Barham seconded the motion and the vote was 3-0.

**Warrant Article** – Mosquito Control is proposed at \$49,550 with the same program we have had for many years, and this is at no cost increase. Given current concern, the Board felt this needed to go on the Warrant. Janvrin moved to recommend the Warrant Article for Mosquito Control at \$49,550. Barham seconded and the vote was 3-0.

**4155 - Medical and disability/life** insurance rates have been received and the budget is being built. Carlson will get information and a full budget to the Board as soon as possible.

**4191 – Planning Board** updated their budget request based on quotes received for Master Plan and Impact Fee work, reducing their request in 4191700 Professional Services from the original amount of \$10,000 to \$9,000. The Budget Committee made a recommendation total of \$51,788 last night. Barham made a motion to amend the Board of Selectmen's recommendation for Planning and Zoning to 51,788. Janvrin seconded and the vote was unanimous 3-0.

**4610 – Conservation Commission** After the Budget Committee's discussion last night, Carlson has updated the Conservation Commission information on the other accounts and will circulate at their next meeting.

4. At the October 7, 2019 meeting of the Conservation Commission, members discussed granting Arthur Eaton of Exeter permission to use box style live traps to capture and remove Snowshoe hare from the Glen Oakes and Cooperage Town Forests. Members of the Commission present agreed he should be granted written permission by the Fremont Board of Selectmen to do so in accordance with our Conservation Area Trapping Policy as written in the Town's Forest and Wildlife Management Plan and the following requirements.

1. The trapping permission be limited to the use of box style live traps for the purpose of trapping and removing only snowshoe hare.
2. The trappings occur between October 2019 and January 15, 2020 in accordance with the Town's Forest and Wildlife Management Plan regarding Conservation Area Trapping.
3. The removal of snowshoe hare from Glenn Oakes Town Forest be limited to three (3) individuals and the removal of snowshoe hare from the Cooperage Town Forest be limited to one (1) individual.
4. The live traps must be checked at least once each calendar day.
5. The live traps must be set at least 100+ feet from trails.
6. A written report of his trapping activities be provided to the Fremont Conservation Commission by June 1, 2020. The report should contain, at a minimum, the following information: approximate age, gender, general health, specific location and date of each snowshoe hare captured and removed.

Selectmen further discussed the request and added the clarification to item #3 that it is individual animals (rabbits); and that the owner's name, address and contact phone number must be clearly marked and located on the traps. Further that no trap shall be within 300 feet of any structure and that the Town reserves the right to rescind the permission at any time. The Board discussed authorizing Heidi Carlson to sign the letter to accompany the permit and the permit itself, on behalf of the Board and the Town. Selectmen also urged the report to be filed as soon as possible following trapping activity, and no later than the June 1, 2020 Commission-imposed and State Law deadline.

Barham made a motion to approve with amendments and authorize Carlson to sign and send a letter clarifying the expectations, also to fill out permit and sign for the Board. Janvrin seconded the motion and the vote was unanimous 3-0.

5. Consideration of Veteran's Open House – Veterans Day is fast approaching and there was discussion about changing or canceling the event as not many veterans participate. There was mention of holding it as a morning event. This year Veteran's Day is on a Monday, and there could be people working as well. A call is out to Tom McGall, our resident expert, and after a little more research, the Board will make a decision.

6. Selectmen reviewed a request from Gerry Tilley on behalf of the Wreaths Across America Program for the annual Remembrance Ceremony to be held at 12 noon on Saturday December 14<sup>th</sup> at the Town Hall, and for wreaths to be placed on Veteran's Gravesites. The Cemetery Trustees approved the request at their meeting on Tuesday afternoon, with a request that the wreaths be collected before the hangers rust and the wreaths are all tattered. The Selectmen approved both as well.

7. Janvrin moved to approve a Land Use Change Tax for parcel 02-073.014 in the amount of \$11,000. Barham seconded the motion and the vote was 3-0.

Fire Chief Richard Butler and Deputy Joe Nichols came in to the meeting at 7:53 pm.

8. Barham moved to approve and sign a letter to Stantec with thanks for all the volunteer efforts on September 25<sup>th</sup>. Janvrin seconded and the vote was unanimous 3-0.

9. Carlson explained that a replacement Cemetery Deed had been created to correct an error in 2002, for an incorrect lot number. The new deed is for Lots 1410 and 1411 in the Village Cemetery. Janvrin moved to process the Cemetery Deed for Donald and Cheryl Page on Lots 1410 and 1411 at Village. Barham seconded and the vote was approved 3-0.

10. Janvrin moved to approve the abatement totaling \$3,553.90 for the following levy years: \$50.68 in interest for the 2019 first issue property taxes; \$271.67 in interest and costs for the 2018 property tax lien; \$1,267.23 in interest and costs for the 2017 property tax lien; \$1,964.32 in interest and costs for the 2016 property tax lien for parcel 01-039. This is based on payment in full of all the property taxes and tax liens currently due in accord with a payment plan. Barham seconded and the vote was unanimous 3-0.

At 8:05 pm Fire Rescue Chief Richard Butler and Deputy Joe Nichols met with the Board to review the 2020 Fire Rescue budget proposal. Office supplies increased \$250 for paper, binders and miscellaneous items with the increase in personnel. Fire Chief Wages was also increased to account for the added administration time needed with the new compensation system to be implemented. These increased hours may be for the Chief or other personnel who will complete paperwork.

The increase in EMS On Call Wages reflects the full year of this as approved in 2019. Weekend duty has been split into 3 separate day shifts making it easier to have coverage. This is \$50 for Friday; and \$100 each day for Saturday and Sunday. This is in addition to the EMS On-Call coverage.

Books/PR/Subscriptions has doubled to account for new personnel. EMS and Fire training has also increased because of the increased participation and there are presently three (3) more new applicants. The increase in New and Replacement EMS equipment reflects the amount of new personnel.

Protective Gear and Uniforms includes replacement of approximately six sets of bunker gear per year. This gear has a ten year life. The older gear is used for the new trainees and once they complete their initial certification, they will get new gear.

The Worker Health line has increased for more personnel and the fees associated with exams for firefighter training as well as mandatory inoculations. (Current invoice of \$528 was noted for a FF physical). The NH Fire Academy requires a firefighter physical in advance of several of the training programs, including the initial Firefighter I curriculum.

The increase to Telephones is to put a cell phone in the Rescue Truck for use with Exeter Hospital's new triage/reporting portal "Twige." This line also includes a laptop in the new engine (similar to a Toughbook) to be used for preplanning information this will allow personnel to quickly look up

information that is needed on scene for example where to safely cut electric cars if needed and other important information.

Cordes asked about how things have been and that in order to keep moving forward and not lose any progress that they have made, discussed adding \$3,000 to the budget in the MRI Consulting line. This add would bring the budget to \$312,551. Janvrin moved to recommend the Fire Rescue budget at \$312,551. Barham seconded and the vote was unanimous 3-0. Time was scheduled for the Fire Rescue budget presentation to the Budget Committee on October 23, 2019 at 7:00 pm.

There was then discussion about the conversion to hourly pay rates. Deputy Chief Nichols has done a great deal of this research with rates of pay for towns similar to Fremont and has arrived at a schedule that was circulated for the Board to review. Nichols explained that they are trying to make Fremont more competitive. The base starting wage was set at \$10.50 with no experience. It grows with FFI certification by \$3.50 per hour; FF2 II by \$2.00 per hour; each year of service would get \$0.25 per year (cost of living consideration); with increases of \$4.50 for First Responder; plus \$2.00 for each increasing level of EMT-B and AEMT.

There was discussion about the schedule and where it was from beginner to the most experiences. Nichols explained that he was trying to make it work using the current trending of total hours per year, which he said has not fluctuated much over the last three years. Compensation is earned for attendance at meetings and trainings, and participation in calls. There was discussion that a call is a minimum of one hour and the Chief stated that all who show up are there at least one hour. If for example, it is a mutual aid call and only 4 of 8 responders make the truck, the other four take on a list of "duty chores" and are at the station an hour doing them.

The increased work of tracking, finding a suitable time log that meets all of the pertinent NH and Federal Labor Laws, and the Chief's administration of such a compensation plan were discussed.

Carlson asked about comparisons to other neighboring communities, and how this might mesh with per diem coverage which Fremont may not be too far away from having to use. In that, are you going to pay someone from another town for their years of service in total and how those rates will compare. Nichols said these were comparable if not low as compared, and Carlson asked to see that data compilation to be able to understand. There is very little room using this current pay schedule, because it is well anticipated that if people are being paid by the hour, a lot more will turn out to more calls, driving up the costs.

Cordes expressed concern that using an hourly rate it could easily get out of control. It was mentioned that this system seems to be too heavy on the front and may need to be looked at more. Cordes would like to look into this system more and have them back next week to work out the details. Nichols was thanked for all his work on the plan, and he left the meeting at 8:47 pm.

## **VIII. WORKS IN PROGRESS**

1. Budget work continues. The Road agent will be in next week to review the Highway Budget and Warrant Articles as well as winter plow contracts.

At 8:49 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) & (e) to discuss legal and personal matters. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Clement and Muench left the meeting at 8:53 pm.

Respectfully submitted,

Kathy Clement  
Selectmen's Clerk

**IX. NON-PUBLIC SESSION**

The Board's non-public session began at approximately 8:58 pm.

Selectmen discussed a personnel issue with Chief Butler and he left the meeting at 9:12 pm.

At 9:20 pm a 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. Motion was made by Janvrin to seal the minutes of the first portion of the non-public session until further notice. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

The Board kept with their earlier decision to refund the money owed to PSNH over the next two tax bills to alleviate the Town's burden sooner.

The next regular Board meeting will be held at 6:30 pm on Thursday October 17, 2019 at the Fremont Town Hall in the basement meeting room.

Respectfully submitted,

Heidi Carlson  
Town Administrator