

Approved 12/19/2019

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 and Selectmen's Clerk Kathy Clement. Also present were School Board member Gordon Muench and John Drabik from Buxton Oil/Dead River Company. Bill Millios of FCTV was live broadcasting the meeting. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. Temporary Building Inspector hours are in place: Tuesday and Wednesday from 5:15 to 9:00 pm, Friday 8:00 am to 12 noon and otherwise by appointment. Call early for any needed inspections.
2. The Fremont Holiday Giving Tree Program is in full swing. Contact Pastor King at Pastor@pumcfremont.org; families in need should contact Jodi at 734 2412 as soon as possible to sign up. There is also a Marine "Toys for Tots" collection box located at the Fremont Town Hall for drop-off through December 14th.
3. The Wreaths Across America Ceremony will take place at the Fremont Town Hall at noon on Saturday December 14th.
4. All Town Offices are closed on Tuesday and Wednesday December 24 and 25 for the Christmas holiday. Trash and recycling collections are delayed one day during that holiday week. There will also be a delay the following week for New Years.

III. LIAISON REPORTS

The Zoning Board of Adjustment met Tuesday November 26, 2019, Janvrin could not attend due to a conflicting meeting at the Fire Station. The Board recommended Josh Yokela, who is an alternate member, become a full member.

The Budget Committee met December 4, 2019. Cordes reported that the Committee reviewed the major Town Departments with most of the focus on the Police and Highway Departments. They recommended the Police budget minus the base radio payment, which the Selectmen would like to complete this year. After extensive discussion the Highway budget was deferred until next week. Also, they will review Personnel Administration, Parks and Recreation Commission, and the Highway Department at the next meeting. There was some discussion on if the Police radio will be done this year because of the early snow fall, as well as some other items that may have been completed if not for other expenses.

The Planning Board met Wednesday November 20, 2019 at 7:00 pm in the Basement Meeting Room. Barham reported the following topics were discussed:

1. Continued Business:
 - a. Proposed Zoning Changes:
 - i. The Board discussed the proposed Zoning Ordinance changes.
 - ii. The Board voted to move the changes to Public Hearing on December 18, 2019 as five (5) separate Warrant Articles.
 - b. South Road Age-Restricted Development, South Road, Map 2 Lots 20 & 62:
 - i. The Board continued the Public Hearing to December 18, 2019.

- c. Cell Tower On-Site Compliance Monitoring Review:
 - i. The Board voted to accept the Town Engineer's estimate for monitoring charges.

The next meeting is scheduled for Wednesday December 18, 2019.

IV. APPROVAL OF MINUTES

Janvrin made a motion to approve the minutes of November 21, 2019 as amended. Barham seconded and the vote was 3-0.

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

At 6:40 pm Josh Yokela appeared before the Selectmen for his ZBA appointment with the term to expire March 2022 (to fill the unexpired term vacated with Jack Downing's retirement). Barham made a motion to approve Josh Yokela as a full member of the ZBA until March 2022. Janvrin seconded the motion and the vote was unanimous 3-0. Carlson swore in Yokela to the Board position.

6:45 pm Public Input – John Drabik from Buxton Oil was checking on any updates to the status of decisions regarding the no thru trucking and weight limits on some town roads. There is no update at this time.

7:00 pm Department Heads - None

At 7:20 pm Fire Rescue Department Chief Rick Butler, Deputy Chiefs Joe Nichols and Kevin Zukas met with the Selectmen to review the new wage schedule that they are going to be implementing beginning January 1, 2020. Over a year ago everyone knew that things were trending in a way that they would be looking at how pay was done, the decision has been made to move away from the points system to an hourly rate. This recommendation also came from MRI the consulting firm that the Town hired and has been working with over the past two years.

The Department presented a Pay Operating Procedure regarding payroll and reviewed this with the Selectmen. Carlson and the Selectmen had questions on this procedure as the Town has a Payroll Policy Procedure and this could be a supplement to the Town Policy. The Fire Department policy lists what qualification are needed for each level a member will be placed at according to training and years of service. As each member achieves a new certification the new level will take effect at the beginning of the next year for budgeting purposes. There is also the option to be an Auxiliary Volunteer member which receives no compensation. Carlson mentioned that they will need to look at budgeting as it is possible to have a default budget and how will that effect their budget.

There are different rates depending on the certifications, years of service and rank. Carlson did some research on stipends with the Department of Labor, and has asked for more information from the Chiefs and the people currently in the stipend roles (IE: Quartermaster, Training Coordinators, etc) to see how much time is involved in each. If the people are doing this work while they are already on the clock, it is not extra, but there needs to be a comparison and detailed analysis of each position to be sure the compensation meets the minimum wage statute. Cordes mentioned that this will be a work in progress and that it could be amended if needed. Carlson will send the new policy to Town Counsel for review.

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The Selectmen and Carlson will be meeting with the Chiefs and members at the Fire Department on Monday to continue to work out the details. The Selectmen thanked them for attending and the Chiefs left the Board's meeting at 7:44 pm.

Safety Complex water gauge – the fill valve to the buried storage tank (for truck fill) has been reopened. We are still trying to figure out the water spikes. Any FD use of that tank needs to be reported to building maintenance (Mike Malloy) with estimated gallons used (for fill) to try and track the use / issues.

VI. OLD BUSINESS

1. The Selectmen reviewed expenditures to date, much of the routine payroll through year end has been estimated and there are some place holders for work that was being finalized in Leavitt Cemetery which cannot be done with the snow (\$4,000 will be encumbered). The Police station radio payment \$7,464 is included in the expense worksheet as well. Work starting next week for computers and radio conversion for the Fire Department in the amount of \$15,000 to \$18,000 has been included as a 2019 expense in the budget report as well. If the Town Hall Shed Roof can be done, it will be taken out of budget for next year. The excess funds for 2019 are dwindling due to the large amount of snow removal already incurred this year. The bills for the 2 days of storm on December 1-3 are not all in the expense report yet.
2. The Selectmen reviewed the end of year priority list last week. Wages for last 6 weeks at Fire Dept are not included (approximately \$7,700).
3. Janvrin made a motion to approve the final PSNH settlement agreement for Docket # 27797-14PT, 28142-15PT and 28705-16PT. Barham seconded the motion and the vote was 3-0. The first payment was done in the abatement for the 2019 2nd tax bill and the second payment will be done in the 2020 1st tax bill, there was no interest with this option.

VII. NEW BUSINESS

1. Selectmen reviewed the folder of incoming correspondence. Enclosed were an email about Zoning changes and Warrant Articles; School Impact Fees, the Planning Board is meeting January 8, 2020 if anyone is interested in attending; minutes from the Safety Committee meeting of November 25, 2019, November report from the Building Inspector; draft of the Budget Committee Public Hearing notice for January 15, 2020 with a snow date of January 16; work authorization for engineering services regarding a legal matter which is postponed until mid-January.
2. Selectmen authorized these manifests last week for any two Selectmen or one Selectman and Carlson to sign. Cordes, Janvrin and Carlson had reviewed and signed on Tuesday November 26th. The votes were already taken, and Barham signed both Accounts Payable manifest of \$31,586.14 and Payroll manifest \$41,162.01 dated for November 27, 2019.
3. Barham made a motion to approve the Accounts Payable manifest \$544,765.07 for the current week dated December 6, 2019 with \$500,000 to the Fremont School District. Janvrin seconded the motion and the vote was 3-0.
4. Barham made a motion to approve the Yield Tax Warrant \$449.65 for subdivided lots 1-4 of parcel 02-019 on South Road owned by Wright Builders. Janvrin seconded the motion and the vote was unanimous 3-0.

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5. Carlson presented a detailed expense summary report of the Sandown Road Bridge Overflow for the Board to review. The project was on schedule and within budget. Money was saved with the Town completing this project on their own, and it was only a bridge deck replacement not a complete rebuild. This will leave some money for the Martin Road Bridge project in the Bridge Capital Reserve Fund. With the Town doing this independently, we were not subject to restraints as with the NH Bridge Aid Program.

NH DOT worked with the Town during the project and did the inspections. Some engineering has already been paid, also some payroll was not included in this total as it was paid as part of the regular Department level payroll. The total cost was \$241,375.35, with the Capital Reserve Fund, interest earned, and Town Meeting funds added for a total of just over \$318,000. At the present time, it is estimated that approximately \$77,000 will be left in the Bridge Capital Reserve Fund.

The money spent from the General Fund needs to be replenished with a transfer from the Bridge Capital Reserve Fund, and the tally of expenses and a request to the Trustees of Trust Funds will be prepared for Board signature. We are almost 2/3 of the way through the planning for the next project on replacing the Martin Road Bridge.

Lighting units which the Town purchased are now secured at the Town Hall. These, as well as many of the signs and barricades can be reused on other highway and bridge projects.

6. Barham made a motion to approve FCTV Revolving Fund Manifest #2019-25 in the amount of \$1,843.76 for reimbursement of FCTV wages to the General Fund for the month of November 2019. Janvrin seconded the motion and the vote was 3-0.

7. Carlson gave the Selectmen copies of the 2019 audit questionnaire to review, for discussion and completion at the next meeting.

8. Landowner Nancy Kelly at 85 North Road notified the Town today that she is taking down a tree at the edge of her property. As the landowner, she can do this in accord with NH RSA 231:157 (scenic road).

9. Wreaths Across America is next Saturday December 14 at 12 noon. Gerry Tilley is working on the wreaths, and they may not be able to be placed on graves given the snow. The ceremony will likely be inside the Town Hall. Gerry Tilley will not be attending the Fremont ceremony as she is going to East Kingston this year, and the Associate Pastor will lead the ceremony. Selectmen will be attending.

10. School Superintendent Hutton spoke to Carlson asking if any of the Selectmen would like to serve on the High School Study Committee, the current contract runs out in 7 years. They will be meeting approximately twice a month for about an hour, they are currently working out the remaining details.

11. Janvrin made a motion to approve accounts payable manifest of \$301.24 for payroll check not issued last week. Barham seconded the motion and the vote was unanimous 3-0.

12. Carlson had a question regarding the check lists for Deliberative sessions and called the Secretary of State's office to inquire if both sessions are run one after another will we need a check list for each session or one for both. Also, ideas on how to do the lists if they need to be done separately.

13. Carlson gave the Board copies of the 2020 draft Warrant (to date) as they need to make recommendations on a few. They will review and make decisions at the next meeting.

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14. Developers for Phase II of the Spaulding Road Subdivision have made a request for their bond release and its being worked on currently by the Road Agent, Selectmen's Office, Engineer and Land Use Office.

15. The Budget Committee last night asked for additional information for the Highway Budget paving projects for years since 2012. Carlson and Holmes worked on a new spreadsheet with the operating budget, paving items, capital paving items, capital reserves and block grants from 2012 to the present. There was discussion on having a 5- to 20-year plan to repair the roads every year, but this would require engineering to determine the status of the roads. Holmes is reviewing this spreadsheet to provide a few more details. It was discussed that paving could be maintained just like plowing with a certain dollar amount that is part of the annual operating budget. The thought was to get away from writing a new Warrant Article every year. There was discussion on what the Budget Committee was requesting, Carlson will work on this to provide updated information they requested.

VIII. WORKS IN PROGRESS

1. Social Service Agency budget requests are still in progress and are planned to go to the Budget Committee next week (without the Board's recommendation); and Selectmen will have a final list next Thursday.

2. The Selectmen reviewed the resumes for Building Inspector and Camp Director candidates which have been received. They would like to hear from the Parks and Rec commission to ask if they have met with any of the candidates yet. Carlson will begin screening the Building Inspector candidates and then start scheduling interviews.

3. A meeting is going to be put together to address neighbor concerns at the end of the Town-maintained section of Gristmill Road. Hopefully this will take place next week. Carlson has been talking to the Road Agent, Builder and the resident, they are trying to resolve this issue but may need to meet the Selectmen if an agreement is not reached.

4. The Planning Board will hold a Public Hearing in accordance with NH RSA 675:3 on December 18, 2019 at the Fremont Town Hall basement meeting room, 295 Main Street, Fremont, NH 03044, at 7:00 pm for the following proposed amendments to the Town of Fremont New Hampshire Zoning Ordinance:

Articles VII and VIII: Amend district names and add approval language for Conditional Use Permits for clarification purposes including:

- Revise district names to reflect 2019 Zoning Ordinance updates (Article 7, Sections 701 and 702).
- Add clarifying language and list all conditions for approving Conditional Use Permits in the Flexible Use Residential District (Article 7, Section 704) and Residential District (Article 7, Section 707)
- Remove and revise conditional approval language from Article 8 to reflect amendments in Article 7.

Articles IX and XII: Amend language for lot size requirements for clarification purposes including:

- Add clarifying language relative to lot creation dates and the addition of a table detailing number of dwelling units allowed by minimum lot size in Article 9, Section 903.
- Add clarifying language relative to lots located within the Aquifer Protection District including the addition of a table detailing number of dwelling units allowed by minimum lot size in Article 12, Section 1203.8.

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Article IX, Section 901: Replace the word extension with the word expansion to make ordinance language for expansion of existing structures in Article 9, Section 901 consistent with language in Article 5, Section 503 for expansion of non-conforming structures.

Article V, Section 501: Eliminate language that only allows the reconstruction of non-conforming structures that have been destroyed by casualty loss and remove requirement that reconstruction be completed within two (2) years.

Article XVI: Amend district names, add prohibited signage, and clarify illumination requirements as follows:

- Revise district names to reflect 2019 Zoning Ordinance updates (Article 16, Section 1600.2).
- Prohibit Visual Story signage.
- Specify allowance of internally lit signs under illumination regulations.

If necessary, an additional public hearing will be held on January 8, 2020 at the Fremont Town Hall basement meeting room, 295 Main Street, Fremont NH 03044 at 7:00 pm. A copy of this language is available upon request at the Fremont Town Hall during regular business hours. The final form of these amendments will be on the Warrant Article at the March 2020 Town Meeting. You are invited to attend these Hearings in person or by counsel or agent. Written comment will be accepted up until the date of the Hearings. Contact Leanne Miner at (603) 895-3200 x 306 or landuse@fremont.nh.gov with any questions.

At 8:06 pm Janvrin moved to enter Non-Public Session pursuant to NH RSA 91-A:3 II (c) & (e) to Discuss both a legal and personnel matter. Barham seconded and the roll call vote was unanimous 3-0; Cordes-yes; Janvrin-yes; Barham-yes. At 8:10 pm Clement and Muench left the meeting.

Respectfully submitted,

Kathy Clement, Selectmen's Clerk

The Board began their non-public session at approximately 8:15 pm.

The Board reviewed legal correspondence regarding the Ferwerda lawsuit. The new temporary hearing date has not yet been set.

The Board discussed the Pay SOP and sending it to Town Counsel relative to the compensation changes for the Fire Rescue Department.

The next regular Board meeting will be held at 6:30 pm on Thursday December 12, 2019 at the Fremont Town Hall in the basement meeting room.

Motion was made to adjourn the meeting at 8:30 pm by Janvrin. Barham seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Administrator