

Approved 01/02/2020

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, Town Administrator Heidi Carlson and Administrative Assistant Jeanne Nygren. All rose for the Pledge of Allegiance. Tonight's meeting is a live broadcast by Bill Millios of FCTV.

II. ANNOUNCEMENTS

1. Temporary Building Inspector hours are in place. Call early for any needed inspections. The Inspector is here this evening instead of earlier in the week. Next week he will be in on Monday December 30 and Thursday January 2 instead of Tuesday and Wednesday.
2. Trash and recycling collections are delayed one day this week. Thursday collection is Friday and Friday collection are Saturday.
3. All Town Offices are closed on Wednesday January 1st for New Year's Day. Trash and recycling collections are delayed one day during the holiday week.
4. Several new town email addresses are now in effect. Please check the website for more information, and update your records as soon as possible for the following:

Heidi Carlson hcarlson@fremont.nh.gov

Jeanne Nygren jnygren@fremont.nh.gov

Kathy Clement kclement@fremont.nh.gov

Leanne Miner, Land Use AA landuse@fremont.nh.gov

Building Inspector buildinginspector@fremont.nh.gov

Town Clerk Tax Collector clerkcollector@fremont.nh.gov

Rich Butler, Fire Chief rbutler@fremont.nh.gov

Rachel Edwards, Treasurer treasurer@fremont.nh.gov

III. LIAISON REPORTS

None to report.

IV. APPROVAL OF MINUTES

A motion to approve the minutes of the December 19, 2019 meeting as written was made by Janvrin and seconded by Barham with unanimous approval 3-0.

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

6:45 pm Public Input - none

VI. OLD BUSINESS

1. An updated expense and revenue summary report was circulated. Due primarily to legal expense overages due to the lawsuit and the early winter storms, the Town budget is very closed to spent. The PD base radio payment must be made because it was removed from the 2020 operating budget by the Budget Committee, and the final Fire Rescue compensation payout for the last 6 weeks of the year was done this week.

Carlson discussed a contract sent by All Phase Paving & Excavating for the next phase of work at the Leavitt Cemetery. Carlson explained that it looked like there was Cemetery operating funds left because the \$2,800 expense for the tree that came down in the South Road Cemetery was paid for under the Government Buildings budget. Barham moved to encumber up to \$4,000 to do the next phase of site improvements at Leavitt Cemetery by All Phase Paving & Excavating LLC in the spring. This was seconded by Janvrin with unanimous approval 3-0. Carlson will get a Purchase Order ready for signature, and the amount will depend on what can be salvaged from 2019 operating funds.

A motion was made by Janvrin to approve Purchase Order 2019-023 for \$8,917.80 to purchase two Motorola portable radios with associated programming and warranty. This was seconded by Barham with unanimous approval 3-0.

2. Given the state of the operating budget, Selectmen discussed taking money from Highway Department Winter Maintenance ETF to cover some of the winter expenses. Carlson provided a recap of the budget to date which has been overspent in Highway, Legal and Direct Assistance lines primarily. The possibility of having to dip into the Emergency Trust Fund for the Highway Department expenses due to inclement weather is a real possibility prior to the end of 2019. This discussion will be continued at the December 31st meeting with the auditor. At this meeting they will also discuss the Fire Rescue expenses regarding training reimbursement procedure in a different manner. This meeting has already been posted by Carlson.

3. Selectmen reviewed the Warrant to date. Barham discussed the possibility of adding a Warrant Article to fund an engineering road study, to provide more detailed information on the condition of current roadways and a working capital improvement plan for cost to cure. He has further discussed it with Road Agent Leon Holmes Jr and Dan Tatem. This circled back around to some work Stantec did about two years ago for a study on the conditions of the roads so that the Town could look at a long-term plan to catch up with road construction/maintenance. Warrant Articles on individual roads have been a means of trying to catch up in recent years.

Fremont has a host of roads that are under standard and the purpose of the study is to look at the conditions of the roads and estimate the cost to bring them up to standards. A PCI index (pavement condition index) will be provided for budgeting purposes each year to coincide with the calculation that provides the worst roads to the roads not needing any work. Barham estimated the budget cost for 2020 or 2021, depending on when the Board felt it would be appropriate as a Warrant Article, is \$30,000. The thought of obtaining additional pricing from other engineering firms may be considered. This will also be discussed on the December 31st meeting.

4. The 2018 audit report review meeting has been set for 1:00 pm on Tuesday December 31, 2019 in the basement meeting room. It is posted as a separate Board meeting.

5. The Spaulding Road Phase II bond release has been processed and will be mailed to the Developer tomorrow. The Town continues to work on the Phase I work and paying for the necessary improvements as well as winter maintenance since the Developer abandoned it several years ago.

6. Carlson prepared the list of employees requesting carryover as follows: Kurtis Boissonneault 40 hours, Heidi Carlson 40 hours, Jason Larochelle 17 hours, Philip Houten 10 hours, and Jeanne Nygren 6.75 hours. A motion to approve these requests, with time to be used by April 1, 2020 was made by Janvrin and seconded by Barham with unanimous approval 3-0.

7. A motion was made by Barham to sign a letter to Bruce White thanking him for his time as FCTV Coordinator and Committee Member. This was seconded by Janvrin with unanimous approval 3-0.

VII. NEW BUSINESS

1. Selectmen reviewed the folder of incoming correspondence that included the newsletter from Piscataqua Regional Estuary and an email from SWAMP Inc. to continue monitoring the Exeter river due to lack of water flow with the pending removal of the Mill Road Dam in Brentwood.

2. A motion to approve the payroll manifest of \$41,825.52 for the current week dated December 27, 2019 was made by Barham and seconded by Janvrin with unanimous approval 3-0. A motion to approve the accounts payable manifest of \$565,880.26 for the current week dated December 27, 2019 was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

3. A letter for the part-time employees earned time for the 2020 payroll year was prepared by Carlson. These include Jeanne Nygren 23 hours, Cathy Murdock 22 hours, Eric Abney 76 hours. A motion to sign and approve these letters was made by Barham and seconded by Janvrin with unanimous approval 3-0. Next week a letter for Peter Morelli will be signed.

4. A motion to approve the PSNH / Eversource pole license 6/11A located on Gates Lane and sign all three copies was made by Janvrin and seconded by Barham with unanimous approval 3-0.

5. A motion to sign the FCTV Revolving Fund Manifest #2019-26 in the amount of \$1,086.96 to reimburse the general fund for December 2019 payroll was made by Janvrin and seconded by Barham with unanimous approval 3-0.

6. The 2020 Mosquito Control Permit has been signed by the Town and will be submitted to NH DES in January by our mosquito vendor. This is all done in advance, but the contract doesn't go forward unless approved by voters at the March meeting. They also continue to monitor the situation at the Exeter River now that the dam in Brentwood is being removed.

At 7:25 pm Fire Chief Richard Butler, Deputy Chief Kevin Zukas and Deputy Chief Joseph Nichols came into the meeting as the Board wished to go through the Pay SOP recommendations after the Town's Legal Counsel reviewed the draft document. The Chief had concerns about limiting the amount of personnel per call. Selectmen explained this is a management issue and also a budget issue, and needs to be monitored, given the goal of having more responders. The Chief wants to ensure adequate resources, and if, after a period of time (an hour generally); additional members will be released from the station. There are some expectations for duties to be completed at the station in that hour, as applicable.

Butler stated they need to have the resources available if needed. He feels to leave it as an hour minimum, and if an event occurs that could be lengthy, then management needs to have shift assignments designated as they will need to cover longer durations, by splitting up the shifts. The Officers questioned how they would choose who would go home? If members show up that are not needed on the truck, they can do their hour at the station, and then be released.

Janvrin brought up a concern in follow-up to the December 9th meeting at the station, regarding the percentages used to be considered an active member. He listed an example of a member that does two or three EMS overnight cover shifts per week but does not have any calls during that time, and if that member did not make 25 percent of the EMS calls, they may not be considered an active member as they

didn't reach the requirement set. Janvrin asked the Chief Officers to consider an alternative for this, as he felt those who commit to even one night per week all year are assisting the Department by being actively involved/engaged. The Board would like to see the SOP recognize the on-call night coverage to include the volume of hours required to be considered active. A markup of the draft will be done and reviewed again on January 16 when the members will be present at the next Board meeting. Members have the draft copy, and all know it is a work in progress as we get the new system underway. Officers will work on this update for the January 16th work session scheduled.

Carlson reviewed the procedure on submission of timesheets to be at the Selectmen's Office on Monday of the pay week. Butler required members to turn into him as he completes records on Sundays to get to submit by Monday.

The Officers were thanked for their time and left the meeting at approximately 7:44 pm.

VIII. WORKS IN PROGRESS

1. Resumes and interviewing is ongoing for Camp Fremont and the Building Inspector position. No applicants have come forward yet for the Ballfields Maintenance position.

IX. NON-PUBLIC SESSION

At 7:45 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter and (e) to discuss a legal matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Nygren left the meeting at 7:48 pm.

Respectfully submitted,

Jeanne Nygren
Selectmen's Administrative Assistant

The Board began their non-public session at approximately 7:55 pm.

A motion was made by Janvrin to return to public session at 8:30 pm. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Selectmen discussed a road maintenance legal matter and reviewed the resumes for Parks & Recreation Camp Directors. There was some follow-up to the meeting of December 9 at the fire station as well.

The Town's overall maintenance needs and current part-time staffing were also discussed at length.

The next regular Board meeting will be held at 6:30 pm on Thursday January 2, 2020 at the Fremont Town Hall in the basement meeting room.

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With no further business to come before the Board, a motion was made by Janvrin at 8:35 pm to adjourn the meeting. Barham seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator