

**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, Gordon Muench School Board Member was present. This meeting was live broadcast by Bruce White of FCTV. All rose for the Pledge of Allegiance.

## **II. ANNOUNCEMENTS**

1. The Sandown Road Bridge Overflow (at the Sandown/Fremont town line in Fremont) **WILL BE CLOSED** on Tuesday April 2, 2019 for installation of the lane restriction equipment as ordered by the State. The closure should only last one day. Detour routes will be posted and drivers should avoid this area.

2. The Town Clerk's Office will have a delayed opening next Wednesday, at 4:00 pm due to training. Office hours will be 4:00 to 7:00 pm only.

3. Winnie the Pooh will be performed by the Ellis School Drama Program on April 4 and 5. Contact the School for more information.

4. The 2019 RABIES CLINIC will be held on Saturday April 6, 2019 from 8:30 am to 1:30 pm at the Fremont Safety Complex. The public is welcome.

5. The Annual Easter Egg Hunt will take place on Sunday April 14 at the Ellis School Fields beginning promptly at 12:30 pm.

6. New tax credit and exemption applications are due by 12 noon on Monday April 15, 2019 at the Selectmen's Office. Forms in hand must be received by 12:00 when the Selectmen's Office closes, but a mailed form can have a postmark through April 15<sup>th</sup>.

7. Mark your calendar for upcoming events: Roadside cleanup for Earth Day Saturday May 4 and Spring Bulky Day Saturday May 18. More information will be coming soon.

## **III. LIAISON REPORTS**

03/26/2019 Zoning Board of Adjustment Janvrin reported that they met on Tuesday and had one case for a variance from Tom Nisbit regarding expansion for non-compliant use of his property. This was approved five years ago but no building was ever built. The Board reviewed and decided that no action was needed as he has been using the property as was previously approved. The Board will send a letter. The Board reorganized with no changes made.

On 03/27/2019, a recount of School District Warrant Article 4 took place at the school. School Board member Muench indicated that the Article did not pass after the recount. This was the operating budget article.

## **IV. APPROVAL OF MINUTES**

Barham made a motion to approve minutes of March 14 and March 21, 2019 as written. Janvrin seconded the motion and the vote was unanimous 3-0.

## **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input - None

7:00 pm Department Heads - None

7:17 pm Public Hearing Cable Franchise Renewal

***Town of Fremont Public Hearing Notice***

*The Fremont Board of Selectmen will hold a public hearing at 7:15 pm on March 28, 2019 to discuss a cable renewal franchise agreement. Written comments will be accepted up until the time of the hearing. Questions or comments can be addressed to [FremontTA@comcast.net](mailto:FremontTA@comcast.net). Written comments can also be dropped off at the Town Hall or in the drop box.*

*The meeting will be held at the Fremont Town Hall, Basement Meeting Room, 295 Main Street, Fremont NH as part of the regularly scheduled Selectmen's Meeting. The Public is welcome to attend.*

Cordes opened the Public Hearing at 7:15 pm and read the Notice into the record. No additional members of the public were present. No letters or emails with comments have been received.

The Board discussed some questions that they have regarding the contract. One was the term of the contract renewal. The current contract has been in place for 10 years. Comcast was proposing five and Attorney Epstein's initial draft proposes ten years. The Board's concern was that if new technology became available would the Town get that once we are entered into a contract, primarily HD which is not available, but would we need special language in the contract to receive it. Carlson will see if they leave the door open for this.

Another provision the Board wanted to include was a cable/internet drop (future potential) at the Highway Shed; and to ask for internet at no charge for all Town buildings, including Ellis School. The Town would like to negotiate for lesser numbers of subscribers per aerial or underground mile of cable for service to be automatically extended. Carlson will follow up with Attorney Epstein regarding these concerns. He will prepare a final draft of the license renewal and send it to Jay Somers as the next step in the process.

With no further comments Janvrin moved to close the public hearing at 7:31 pm. Barham seconded the motion and the vote was unanimous 3-0.

7:32 pm Chief Jon Twiss came before the Board to discuss the PD Cruiser lease rotation. The cruisers are leased for three years and then purchased for \$1.00 at the end of the lease. The Department currently has four cruisers, the two primary vehicles are 2016, and the frontline units average about 20,000 to 24,000 miles per year. The two 2014 vehicles will be rotated out. The budget has been stable and consistent with this lease/purchase program in place. This is the same cruiser rotation that has been in place for many years.

There were two 2019 vehicles ordered and are ready now. Our equipment will fit into these units, but the next model year will require buying all new equipment. The Chief also indicated he will take one of the older vehicles and convert it into an unmarked. There is an extended warranty for both new vehicles at a total cost of \$2,800.00 as well as the equipment package and trade options worked into the total lease/payment arrangement.

Janvrin moved to sign letter to authorize Chief Twiss and Carlson to enter into a lease agreement for two 2019 Ford Fleet Interceptor Cruisers, Barham seconded, and the vote was approved 3-0. Janvrin made a

motion to approve and sign the Police Department PO 19-1 for Irwin Automotive Group for \$60,337.20 Barham seconded the motion. The vote was unanimous 3-0.

Chief Twiss then explained that he has been speaking with the Rockingham County Sherriff's Department about the Drug Task Force, and would like to place a Fremont officer on the unit. This would be extra hours that the officer will get, and it will not affect scheduling in Fremont. The training and hours will be paid by the Federal Government, hours will be submitted and reimbursed monthly for all cost that they are working with the Task Force.

Manpower is mostly for investigative and surveillance. Currently there are 16 officers in the unit. They will also help Fremont if needed for investigative. The hours are paid as a detail assignment for accounting purposes, and to be able to process the reimbursement. Janvrin moved to have the Chief enter into an agreement with Operation Granite Hammer, and execute the necessary MOU paperwork with the Rockingham County Sheriff's Department. Barham seconded the motion and the vote was 3-0.

At 7:50 pm Bob Doucette came up to the table with Chief Twiss to discuss Doucette's concerns relative to speed and noise generated on the Rockingham ATV Trail. Chief Twiss indicated that he has hours remaining on last year's grant and is again working with the State to get continued funding to cover patrols on the trail. The two newest officers are now working on their own and we have some additional scheduling options to put officers on the trail. The OHRV Safety Course (for these new officers) will be held shortly, and the Department has equipment for them.

Chief Twiss would like to have the patrol on the trails at least 1 day a weekend and said that when riders see more enforcement they seem to go slower and use the trail more respectfully after a few weeks. The Chief also mentioned buying a battery-operated radar kit for trail use, he has been getting prices and will be writing a PO and requesting approval to order this from the OHRV Revolving Fund.

Mr. Doucette has a problem with noise and speed causes the noise to be louder. So, his biggest concern is the speeds that lead to racing engines and noise. He would like to see the speed limit to be enforced. The Board thanked Mr. Doucette for his time then he and Chief Twiss left at 8:01 pm.

At 8:02 pm Luke Hurley (Gove Environmental) and Dennis Quintal (Civil Construction Management) representing the Galloway development on Shirkin Road, met with the Board. Also present for the meeting were Conservation Commission Chair Leanne Miner and Road Agent Leon Holmes Jr.

Hurley and Quintal have come before the Board to get permission from the Town to proceed with development and improvements to Shirkin Road. No road work can be done in the Town's right-of-way (ROW) without written Town approval. Additionally, some of this work is within 20' of a parcel owned by Town also requiring the Town to sign letter stating the Town understands and approves of it, or has no issues with the work being done on the road and wetlands.

Quintal gave an overview of the project and the work with the Fremont Planning Board over the past two years. They have conditional approval from the Planning Board, and NH DES approval is still pending. Quintal submitted the NH DES Alteration of Terrain (AoT) permit about ten days ago.

With the increase of traffic from Galloway for the gravel pit, Galloway has talked about widening the road they said it is only for their use and not public, so it was decided to put 30 feet of gravel, filling in some of the wetlands. The 30' of gravel is to be prepared if at a future date the road needs to be paved it will be wide enough.

Hurley explained that he has been involved since last year working to find a parcel to conserve to replace the wetlands that will be disturbed. He described the process and meeting with State Officials for wetland mitigation options. Leanne Miner also added some details here, but in the end there was no suitable parcel in Fremont to conserve so as part of the mitigation. The final option, chosen for this scenario, is that the Galloway's will be placing money into the State's Aquatic Resource Mitigation (ARM) Fund. Hurley gave a brief description about the ARM Fund. It is mostly a water shed grant.

Quintal laid out the plans with the road cuts to show the Selectmen and Road Agent the layout and construction details. They stated that the road would a 24' wide driving surface, and two culverts will be done in the disturbed area and 150' from the road entrance would be paved with a base coat only 2 1/2". Holmes wanted to see a final coat of paving for a total of four inches, feeling that the binder will not stand up to the type of heavy truck traffic the Galloway operation sees. It is also understood that Galloway needs maintain the road moving forward (and has in the past).

Fire Chief Richard Butler joined the meeting at 8:15 pm.

The Road Agent is concerned that the heavy trucks will ruin the paved section if left as a base coat only and not top coat. Cordes asked if they could upgrade to add a top coat of pavement to help the road be better maintained. Janvrin asked if the Conservation Commission has any objections, Miner stated that the Commission is never in favor of filling in wetlands, but they have been working with Hurley over the past year to get to a final acceptable result. Quintal also mentioned the shimming of Beede Hill Road and Holmes said that the work has already been done. As the process moves forward Galloaway will reimburse the Town for the work that was required, and it will be used on Beede Hill Road in the future. This was also part of their conditional approval.

Hurley will send the letters for the Town to prepare and sign to give approval for Galloway to work in the Town ROW and as required by the State for the 20 foot setback. Cordes suggested the Town can also send a copy of the minutes with the letter. The Selectmen thanked everyone, and Miner, Holmes, Quintal and Hurley left the meeting at 8:35 pm.

At 8:37 pm Selectmen apologized for the delay and met with Fire Chief Richard Butler. The Chief outlined his plans for the Pay Plan for on-call EMS coverage which is funded to begin on April 1. Chief Butler gave the Selectmen an update on the progress of the EMS coverage. The Department now has a google calendar set up for everyone to be able to sign up for shifts. Kevin Zukas will be overseeing and maintaining the calendar. They are working on the time frame with the shifts as people sign up, to be able to have the best coverage that they can, and this will be a work in progress. Any coverage is better than none but if some one is available for a longer period than another then the person with the longer availability will get that shift.

There are some questions on what the State considers full time and which hours are counted. Carlson clarified that 40 hours worked is full-time and that is a local issue (if say 32 hours a week was considered full-time). The Chief has some preliminary indication from the NH Department of Labor that the on-call hours do not count as time worked, and thus over 40 may not need to be paid at overtime. This needs written clarification and the Chief has sent an email to the State to get clarification. There are other issues, including what NHRS Retirees can work

Carlson has made a time sheet and the appropriated funds allocated with the operating budget in appropriate areas.

The Chief is hoping to start Monday to implement this system. The Selectmen had a question about how everyone on call would be notified about the calls, there was some concern that everyone may not get the

tone. Chief Butler is in the process of updating everyone's pager software so that all members get both types of tones. The Board asked to have this done in the next couple of weeks. With Lt Bielecki able to do the programming, he said this would be no problem. The Selectmen would also like to see a progress draft of the Standard Operating Guide for the on-call coverage as soon as possible.

Carlson reminded the Chief about the bridge closure for next Tuesday, and he provided the email addresses for Raymond Dispatch and Raymond Ambulance so they can be added to the notification string. The Chief said Sandown will cover Fremont side of the bridge when it is single lane.

## **VI. OLD BUSINESS**

1. Meeting with Ferwerda attorney re: Governor's Forest – Selectmen consulted their calendars and picked some potential dates to meet with Ferwerda's attorney including April 8, April 24, April 25, and May 2. The full Board does want to be present. The Building Inspector, Planning and Zoning assistant, and perhaps Planning Board Vice Chairman and former Chairman will also be present. The Board wants Carlson and the Town's attorney there as well. Barham will continue to be putting some historical information together from the Planning Board's lengthy work in this case.

2. The Town has received no applications for the Camp Fremont Camp Assistant Director position. After some discussion it was decided that with a lack of leaders to run the camp there will be no summer camp this year. Barham made a motion to officially cancel Fremont Summer Camp due to staffing response issues. Janvrin seconded the motion and the vote was unanimous 3-0. Janvrin moved to freeze the camp section of the Parks and Recreation operating budget due to not having camp this year. Barham seconded and the vote was 3-0.

3. Carlson has final Waste Management contract back from the lawyer. After negotiations everything is settled but Waste Management would not change the indemnification from damages clause if the company was to cease operations. Janvrin moved to approve and sign the Solid Waste and Recyclables Collection and Transportation Contract, Barham seconded the motion. The vote was unanimous 3-0.

4. Carlson circulated a refreshed copy of the 2019 Wage Schedule. Selectmen approved the schedule which had one name added that was left off the last one, even though the wage was present.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the folder of incoming correspondence. Barham made a motion to approve and sign the invoice for MRI in the amount of \$1,672.20 for Fire Department consulting services. Janvrin seconded the motion. The vote was unanimous 3-0.

2. Janvrin made a motion to approve the Accounts Payable manifest of \$56,421.67 for the current week dated March 8, 2019. Barham seconded the motion; the vote was unanimous 3-0.

3. Barham made a motion to approve and appoint:

Mark DeVeber 1 year term (renewal) as Emergency Management Director

John "Jack" Downing 3 year term (renewal) as a member of the Zoning Board of Adjustment.

Janvrin seconded the motion and the vote was unanimous 3-0.

4. Preparations are underway for the Memorial Day Parade and Ceremonies. Events are scheduled for Sunday May 26, 2019 at 9:00 am. Nygren has prepared the Memorial Day parade permit application to NH DOT for closure of Main Street for the half hour of the parade. Janvrin moved to approve the parade

permit application and have the Chairman sign on behalf of the Board. Barham seconded and the vote was 3-0.

5. Carlson reviewed with the Board a contract for updating the Town website with VTS CivicPlus. This upgrade was included as part of the operating budget with the understanding that this is a three-year payment process (\$1,000 per year over each of the next three years) and work will be done in 2019, beginning this spring. This is an upgrade to the editing platform and background software for the Town website. They are phasing out the current editing program, and the new version is reportedly easy to learn and has several additional options. The contract states that the normal fees were \$2,400 with this year an extra \$1,000 for total of \$3,400. Barham made a motion to sign the License and Service Agreement between VTS CivicPlus and the Town of Fremont. Janvrin seconded and the vote was 3-0. Barham made a motion to approve PO 2019-10 for VTS CivicPlus. Janvrin seconded and the vote was unanimous 3-0.

6. Carlson advised that wage increase letters have gone out to all applicable Town Employees over her signature. The Board signed Heidi Carlson's letter with the 2% wage increase information.

7. Selectmen reviewed a request from the North Road Guitar String Band to use the Town Hall this Saturday afternoon for a concert. The event is by ticket only and admission is a donation to the Fremont Food Pantry. They would like to have the concert on the 3<sup>rd</sup> floor from 3:30 pm to 5 pm, leaving the hall by approximately 5:15 pm. This was previously approved in discussion, but the Board wanted a form filled out for each use. Barham made a motion to sign the Building Usage Agreement for this event. Janvrin seconded and the vote was unanimous 3-0. Bruce White from FCTV will be taping the event, so it will be broadcast on FCTV in the future as well.

8. The Phase II Harvest of the Glen Oakes Town Forest is complete, and Charlie Moreno dropped off all the tally sheets and a check for deposit to the Forest Account in the amount of \$18,256.09. The Conservation Commission is reviewing this information at their meeting next week.

9. There was some discussion about the meeting date for the week of April 8<sup>th</sup> as Cordes and Carlson will not be present on April 11<sup>th</sup>. Janvrin and Barham decided to keep the meeting on Thursday April 11.

## **VIII. WORKS IN PROGRESS**

1. Town Reports are available at the Town Hall, Public Library and Fremont Safety Complex.

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

At 8:57 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) and (e) to discuss a legal and a personnel matter. 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 9:00 pm.

Respectfully submitted

Kathy Clement

At approximately 9:05 Selectmen began their non-public session.

At 9:30 pm motion was made to return to public session by Janvrin and seconded by Barham. The roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Motion was made by Barham to appoint Richard Butler as Fire Chief for a one year term to expire March 2020 conditioned upon a working monthly list of goals for each meeting, and a continued work plan toward Department growth. Janvrin seconded and the vote was unanimously approved. Board members signed the form and Carlson swore in Chief Butler.

Selectmen discussed the appointment of Butler for one year terms as Heating Inspector and Forest Fire Warden. Motion was made to appoint Richard Butler as the Town's Heating Inspector and Forest Fire Warden. Janvrin seconded and the vote was approved 3-0. The forms will be prepared for Board signature next week.

There was discussion about the budget and that by June 1 a proposal will be needed to convert the Department from it's existing Points Plan to an hourly pay system. The town also needs confirmation from the various state agencies about the on-call pay system and any reporting issues.

Chief Butler left the meeting at 9:40 pm.

At 9:40 pm motion was made by Janvrin to enter non-public session pursuant to NH RSA 91-A3 II (c) and (e) to discuss a legal and a personnel matter. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

At 9:50 pm 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.

Selectmen will further review a new job description and proposed pay rate for Jeanne Nygren.

With no further business to come before the meeting, motion was made by Janvrin to adjourn the meeting at 10:10 pm. Barham seconded and the vote was unanimously approved 3-0.

The next Board meeting will be held at 6:30 pm on Thursday April 4, 2019 at the Fremont Town Hall in the basement meeting room.

Respectfully submitted,

Heidi Carlson  
Town Administrator