

Approved 02/20/2020

**I. CALL TO ORDER** The meeting was called to order at 6:30 pm in the basement meeting room at the Fremont Town Hall. 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. All rose for the Pledge of Allegiance.

## II. ANNOUNCEMENTS

1. Candidates declared for office and other Town Report information can be accessed from the home page of the Town's website with other election materials. The Town Report is completely posted on-line and can be accessed from the homepage of the website. Print copies should be back late this month.
2. All Town Offices are closed on Monday February 17, 2020 for President's Day. There are no delays in trash collections that week.
3. The Master Plan survey is available for residents through the end of February. Paper copies are at the Town Hall, and it can be accessed from a home page news link on the Town's website.
4. Candidates Night, highlighting all those running for Town and School District Office for the March 2020 elections will be held on Tuesday March 3, 2019 at the Fremont Town Hall Basement Meeting Room. The program starts promptly at 6:00 pm and will be hosted by Moderator Michael Rydeen.
5. Town and School Elections and voting on Warrant Articles and budgets will take place on Tuesday March 10, 2020. Polls are open at Ellis School from 7:00 am to 8:00 pm. Contact the Town Clerk for voter registration or absentee ballot information. The form to request an absentee ballot is on the Town website homepage with other voting information and is highlighted in red.

## III. LIAISON REPORTS

Cordes reported that there was a posted meeting Election Day February 11, 2020 with at least two Selectmen always present for a quorum. There was one election worker appointment done that day.

## IV. APPROVAL OF MINUTES

Janvrin moved to approve the minutes of February 6, 2020 and February 11, 2020 as written. Barham seconded and the vote was 3-0.

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

6:45 pm Public Input - None

7:00 pm Department Heads - None

## VI. OLD BUSINESS

1. Shirkin Road engineering study – The Selectmen discussed the need to move forward as soon as possible with the remaining portions of the engineering study. Cordes will contact the Road Agent to discuss this being an engineering expense within the Highway Department budget. This will overspend the budget, or cause a change in what can be done. The Board strongly feels that this work needs to be done. Selectmen knew that the Road Agent was also very concerned with the road conditions and what is

going on, he also speaks to the residents about their concerns. Janvrin made a motion to move forward with the study on Shirkin Road and take the money from the Highway Department budget in engineering. Barham seconded the motion and the vote was 3-0. All agreed that the updated price from Stantec would not slow the process from moving forward.

2. Carlson discussed information from a landowner about Class VI roads which was circulated last week. Selectmen read the information, and nothing seemed inaccurate. Carlson spoke to Chief Twiss and Officer Crouse last week after the meeting about Fish & Game's role and statutory enforcement guide. Carlson has been asked by landowners about the status of the road and what the statute is in terms of OHRV use. Janvrin said the travel of ATVs on Class VI roads may not have been consistently enforced over the years and this will need to be clarified. Carlson is looking to schedule a meeting with everyone involved to discuss what the laws are and what property owners are looking for.

3. In follow-up to the budget report through 02/07/2020 distributed last week, Cordes had a question regarding a negative revenue. Carlson stated that interfund line has money in (dues, fees and other sales) and money out (book and other purchases) show as both positive and negative numbers within the Library Interfund line. Some years ago this was considered petty cash but making it a line item in the budget provides good accounting for auditors. It does not zero out at the end of the year.

4. Fourth quarter (2019) check received from Comcast for franchise fees of \$9,336.07 was placed into the FCTV Revolving Fund. This puts the account in good shape to buy the new computer and equipment needed to replace the old system and refurbish the old one for a backup.

5. Martin Road Bridge Engineering – Carlson has been talking to C R Willeke from NH DOT regarding the State Bridge Aid Program. He gave an updated timeline for the process as we work through the Bridge Aid guidelines. Dan Tatem from Stantec contacted Carlson a few weeks ago to inquire where we were in the process and whether Stantec should re-engage in the design engineering for Martin Road Bridge. The Town needs to review the updated amount for the engineering to complete the design, and then get NH DOT to approve the contract and revised scope of work. Carlson explained the Warrant Article of \$100,000 to be considered by voters in March. If this does not pass, we still may have enough in the fund just to get through the engineering phase and be eligible to get that portion of reimbursement. There is approximately \$75,000 in the Bridge Fund right now.

The Town is scheduled for 2021 construction (in accord with Bridge Aid reimbursement scheduling) and we can advertise the project as early as July 2020 and as late as July 2021 and will not lose our place in the process. Completing this early will allow the Town to capture the 80% funding from the State aid program as soon as it is available. The time frame the Selectmen would like to follow is to get the design done, bid out in the off season of 2020 and be ready to build when the weather is warm in 2021. Carlson will contact DOT to get updated scope of work that is required. The Town has waited a long time and does not want to miss the window for state funding.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the folder of incoming correspondence including correspondence from another candidate interested in the Parks & Rec position. (There are 2 interested and 2 positions to fill, they will meet with the Parks & Rec at their March meeting and then come to the Selectmen). A letter from the Fire Marshal regarding Town policy for fireworks which Carlson will research and discuss with Chief Butler before replying; email from the Health Officer sending information to the School regarding the coronavirus and how to protect yourself and cleanse; an invoice from Keach Nordstrom Associates for

work on the Governor's Forest lawsuit, Barham made a motion to approve the bill for \$376.30. Janvrin seconded and the vote unanimous 3-0.

2. Barham made a motion to approve the Accounts Payable manifest of \$48,376.33 dated February 14, 2020. Janvrin seconded the motion and the vote was 3-0.

3. Janvrin moved to approve the abatement of 2018 property tax lien interest and costs in the amount of \$457.55 on parcel 01-005 as another year of principal taxes have been paid in accordance with a payment arrangement. Barham seconded the motion and the vote was unanimous 3-0.

4. Selectmen signed outgoing correspondence regarding additional information needed for exemption application updates for the required 2020 revaluation. These are complex applications; the Town has been working with them and we are requesting additional information to finish the approval process. Barham made a motion to sign the correspondence relative to 3 Beede Hill Rd (03-111) and 17 Andreski Drive (02-156.001.022.02) and Janvrin seconded the motion. The vote was unanimous 3-0.

5. Fire Rescue reports for January were left by Chief Butler. This included agendas, minutes, lists of call/incidents, many of which Selectmen noted are emergency medical. Cordes commented that we are tracking hours and some training, staff meetings but they have kept the points column, they are not sure what this is recording, and Carlson will check for clarification on the tracking.

6. PD Special Detail Policy – At the 2014 Town Meeting it was voted to establish a Revolving Fund for the monies received from special details. The auditor would like a plan/policy explaining this fund and the process that is done at the end of the year to account for what covers the Town's costs, and the residual that goes into the Revolving Fund for future purchases on cruisers. Carlson had a detailed spreadsheet with calculations showing all the amounts and had written the history and process used for calculating the percentages. Carlson gave Chief Twiss and the auditors a copy to review and will follow up with them. She may add additional wording that will make the policy read more like other Town Policies.

7. The Board reviewed a letter from the Fremont Firemen's Association President Kevin Zukas transferring ownership of a 2004 Bix Tex Utility Trailer from the Fremont Firemen's Association to the Fremont Fire Rescue Department. Carlson noted that this trailer has been on Town property for years and has been used for different purposes. Janvrin added that he thought these uses included the annual Santa parade. Carlson will inquire about the trailer insurance, and this will be on the list of items to discuss with Chief Butler at his next meeting with the Board. Janvrin made a motion to except the donation from the Fremont Firemen's Association. Barham seconded the motion and the vote was 3-0. A letter will be sent to the Firemen's Association President.

At 7:12 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

Clement and Muench left the meeting at 7:15 pm. Selectmen began their non-public session at approximately 7:20 pm.

Respectfully submitted,

Kathy Clement  
Selectmen's Clerk

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

At 7:20 pm the Board conducted a Building Inspector Interview.

The Board reviewed Ferwerda legal updates.

The Board reviewed a Tax Payment Arrangement and circumstances, which has been sent to the owner for review. The Board did not feel a meeting with the owner was necessary after gaining an understanding of the health and financial situation the family is facing.

The next regular Board meeting will be held at 6:30 pm on Thursday February 20, 2020 at the Fremont Town Hall in the basement meeting room.

With no further business which may legally come before the Board, a motion was made by Janvrin to return to public session at 8:00 pm. Barham seconded and the roll call vote was unanimous 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

At 8:01 pm Janvrin moved to adjourn the meeting. Barham seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator