

Approved 04/23/2020

**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. All rose for the Pledge of Allegiance. Tonight's meeting is a live broadcast by Bill Millios from FCTV.

## II. ANNOUNCEMENTS

1. All Town services have transitioned to a virtual setup. Please review the most up to date information on the home page of the Town website. Please be patient as we all work through this current health crisis and do everything, we can stop the spread of the virus. Please remember social distancing! Town Buildings are currently closed, and virtual services are available for almost everything. Please call or email us to get the services you need.

2. Waste Management has issued new guidance that all trash must be bagged and tied before going in your toter and a reminder that latex gloves go in the TRASH not recycling.

3. The Fremont School Board will hold a Public Hearing on April 21, 2020 at 5:45 pm. The hearing will be held remotely due to the COVID-19 emergency order issued by Governor Sununu. The meeting will also be broadcast live on the Fremont Community Television channel (FCTV). Public questions and comments can be emailed in advance to Superintendent Allyn Hutton at [ahutton@sau83.org](mailto:ahutton@sau83.org). In addition, to comply with Emergency Order #12, during the hearing the public can email questions or comments to [gfraize8701@gmail.com](mailto:gfraize8701@gmail.com) or they can call 603-988-4877. The Public can also attend the meeting via Zoom, instructions can be found on the front page of our website, [www.sau83.org](http://www.sau83.org). The purpose of the meeting is to accept and expend \$99,548.14 (plus accrued interest) of impact fees from the Town. The funds will be spent on the roofing projects at Ellis School this spring.

Carlson updated this total to be \$103,462.94 as another impact fee was received and the calculated interest was added after the District's initial request was made. This check was mailed out to the SAU Office today.

## III. LIAISON REPORTS

Planning Board virtual meetings were held on April 13, 2020 to test remote setup and a more formal meeting on April 15, 2020 for the regular monthly meeting. Barham said when he logged on, he got video but no audio last night. Monday nights test worked with Leanne Miner and the other Board members connected. Carlson was able to call in and listened. Barham did a separate test which he was able to see himself on the video but there still needs to be some tweaking done. The Board discussed Master Plan survey results and did a few generic items of business including voting to allow work to continue on the South Road (02-020) development despite the fact that plans cannot be recorded due to the Registry closure.

The Fremont Parks & Recreation meeting for this week was cancelled. No new meetings have been scheduled yet.

Mark DeVeber provided this 16 April 2020 Emergency Management Update:

Statewide situation in New Hampshire:

Approved 04/23/2020

- 1,091 positive, 329 recovered, 27 deaths, 163 hospitalized, 10,756 negative, 73 tests pending, 2,250 people being monitored.
- 16 first responders positive for COVID 19, 76 in quarantine (6 EMS, 48 LE, 22 Fire)
- National Guard has started setting up at Exeter Hospital (support functions)
- Large shipment of PPE received last weekend is being distributed throughout the state based on needs and priority.

#### Local Situation in Fremont:

- To date our local situation is manageable, but as we have seen in the news that can change very quickly. Overall, it is anticipated that the number of cases will increase over the next few weeks. Fremont has several vulnerable centers of gravity for COVID-19. These include Colonial Poplin facility, the over 55 communities, as well as residents with certain chronic medical conditions. The lines of communication between the Fremont safety leadership is continuous and each Department continues to support one another. Resources for materials, training, and equipment are shared, as necessary. Protocols have been established within the safety complex to account for routine decontamination of the facility (not only by custodial services, but by all personnel in the building. Appropriate signage has been placed around the complex to support social distancing. Procedures for first responders have been established to self-monitor, as well as take and log in temperatures prior to coming on duty. Guidance for all Fire and EMS members has been issued to wear appropriate masks when in the station. All these efforts are designed to protect our first responders and to ensure they are fit for duty when our community needs them.
- Fremont currently has sufficient PPE to perform emergency response functions.
- During the past week two Fremont first responders were ordered to self-quarantine on a precautionary basis, and 9 others were ordered to self-monitor according to guidelines. This decision was based on guidance provided from the NH State Fire Marshal's Office. The situation is considered low risk. As of Monday, the self-quarantine on two individuals was lifted, and involved members will continue to self-monitor until 04/17/2020.
- Fremont has submitted its Initial Damage Assessment (IDA) to the State. This will allow the Town to apply for financial relief with the federal government. This is a beginning step in a long process. Initial estimates were submitted, revenue loss from room and meals tax will be felt so close tracking in spending is in place.
- In conjunction with The Town Administrator, and Health Officer - Relevant information for our community is posted on the Town website ([www.fremont.nh.gov](http://www.fremont.nh.gov)) and broadcast on FCTV (Comcast channel 22).

Cordes gave his praise to our Emergency Management Director, both the Police and Fire Department leaders, first responders and Carlson and is very appreciative of all of the team's efforts in following the protocol guidelines and so far, the outcome has been good. Janvrin and Barham agreed with these sentiments and thanked everyone for their work.

#### IV. APPROVAL OF MINUTES

A motion to approve the minutes of the April 9, 2020 meeting as written was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.

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

At 6:45 pm Road Agent Leon Holmes Jr provided an update on the Highway Department work ongoing.

Approved 04/23/2020

Nine trees on North Road, between Tavern and Rislove's Way (mostly across the street from Rum Hollow) had been marked and the Road Agent has declared them dead and/or a threat to public safety. Board members had been out individually during the week to review them. Board members all acknowledged having viewed the area and are in agreement with the Road Agent's recommendation that they be removed. A motion was made by Barham to authorize Holmes to remove the marked hazardous trees on North Road across from Rum Hollow. Janvrin seconded and the vote was unanimous 3-0. Janvrin also remarked regarding another large pine tree on North Road may need to be looked again for removal. Holmes will talk with Eversource to see if they can assist with this removal.

Holmes reported he has been working on Chester Road taking out tree stumps from trees that were removed last year and has been doing spring cleanup projects throughout town for about the past 10 days. He is planning in May to replace two metal culverts on Chester Road and has lined up the pavers to begin on May 20 to finish road paving.

On Hooke Road and Ann Lane, he has lined up the paving company for the week after July 4<sup>th</sup>. Cordes suggested waiting until later in the second half of the fiscal year to revisit cash flow in June and do in August. Holmes will speak with them again to get other time frames.

Cordes remarked that the Shirkin Road engineering study funds of \$18,000.00 are still needed to complete the project and we need to watch how we proceed with the operating budget. With the Covid 19 virus and the number of people who lost jobs, at tax time we may suffer a loss of revenue, so we need to try to start to find savings in the budget. Cordes noted that the engineering study funds were anticipated to be residual in the 2019 operating budget but became unavailable with the large number of storms in December 2019.

Holmes asked if he can he still schedule these two roads? There was considerable discussion and Board members, for a variety of reasons, wanted to wait until a little later in the year to see how we are doing in the operating budget on the year's progress and look again two months before it is scheduled. Holmes' main concern was at Town Meeting the voters did not vote on Shirkin Road but did on Ann Lane and Hooke Road paving. Holmes remarked the issue on this road is the traffic volume and there are two bad spots on the road that can be fixed. He had patched one issue in front of a resident's house that helped with his house shaking issue. The \$18,000 is needed this year for the completion of engineering study to assist the Town in making a decision about Ordinances to include No Thru Trucking and/or Weight Restriction.

Holmes does not have the funds for engineering work in his budget for Shirkin Road, but he stated he will call the paving company tomorrow and ask to reschedule the paving on Hooke Road and Ann Lane in August. He feels that Hooke at least needs to be done. After first year issue bills are sent out, we need to see how the revenue comes in making it necessary to revisit all necessary spending again.

Holmes still wants to continue with prep work on Hooke and Ann, which is Town labor and equipment and the Board agreed this needed to be done in any event to support the final paving, no matter when it would be done. The budget has been approved and he appreciates that more people are having a hard time paying their taxes. Holmes is trying to plan these roads prior to school buses using these roads in September. He will plan to ask the paving company about extending the date out for finish work on them until the third or fourth week of August. It was agreed that the discussion will be revisited in June.

Holmes also made the Selectmen aware that his future plans also include roads in the Mast Tree Estates subdivision where the plows are taking the hot top off the roads.

Approved 04/23/2020

The Sandown Road Bridge Overflow guardrail repair estimate has been discussed again between Holmes and the vendor. Once authorized, the work will be scheduled sometime after May 1st. The initial proposal has been verified by the contractor as a not-to-exceed number. A motion to approve Purchase Order 2020-05 to CWS Fence and Guardrail to repair damage on the Sandown Road Bridge Overflow guardrail in the amount of \$6,875.00 was made by Janvrin, and to have the Chair sign on the Board's behalf. Barham seconded and the vote was unanimous 3-0.

Holmes reported the heat at the Highway shed was fixed today. He is scheduling Bellemore Catch Basin Cleaning to clean 13 catch basins in Town, including those at the Library and Safety Complex. He found the company with the help of the NH DOT, who uses them at State bid price of \$150 per hour. Other comparable companies were \$250 per hour. He will flush pipe with the fire truck. He is moving ahead to schedule crack sealing in five subdivisions to maintain the surfaces. He budgeted for five days work in calendar year 2020.

Carlson stated there is a potential cash flow problem that we are watching closely at this time, but these funds are in his operating budget. Barham feels he can proceed as this prevention will help in the future. Holmes was thanked and left the meeting at 7:15 pm.

## VI. OLD BUSINESS

1. There are no updates from NH Bridge Aid regarding scope of work for the Martin Road Bridge Engineering.

### 2. Planned Events

Bulky Day (April 25) has been cancelled. Hopefully to be rescheduled in the fall.

Litter Free Fremont (May 9) – Dropoff cancelled, but blue bags are available at the Library and Town Hall if people want to collect roadside trash and put the blue bags in their toter for weekly curbside pickup.

Memorial Day Events (May 24) have been cancelled.

Garden Club Plant Sale – Tentatively planning June 13<sup>th</sup>, pending the state of the State, and they are working with Eric Abney and the Library schedule.

3. Utility Valuation Contract with George Sansoucy - Carlson updated from last week's discussion the dates include a full five year cycle that ends with the fall 2024 values. A motion to approve and sign the contract with George Sansoucy at \$5,950.00 per year was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

4. A motion to approve the payment plan abatement of partial interest on parcel 02-012.001.003 in the amount of \$400.36 on the 2018 Property Tax Lien Interest was made by Barham and seconded by Janvrin. The vote was unanimously approved 3-0.

## VII. NEW BUSINESS

1. Selectmen reviewed the folder of incoming correspondence that included: Governor's Emergency Order #31; culvert plan for Chester Road; NRRA voting membership certificate; Comcast programming changes; notice State posting employee's rights posted at Town buildings; Department of Health and Human Services regarding family proactive support; Self-Quarantine Guide; copy of letter from Heidi Carlson and the School Impact Fee check to Sue Penny.

Approved 04/23/2020

2. A motion to approve the Payroll manifest of \$34,252.83 for the week of April 17, 2020 was made by Barham and seconded by Janvrin with unanimous vote 3-0. A motion to approve the Accounts Payable manifest of \$58,262.98 for the current week dated April 17, 2020 was made by Barham and seconded by Janvrin with unanimous decision 3-0.

3. Carlson stated this week she had met with the Deputy Health Officer candidate Joanne Cotton, who came recommended by Health Officer April Phelps. She is an excellent candidate with a length military history and public health background. Board members had reviewed her resume last week as well and recommended the process move forward, conditional upon satisfactory background checks being returned. Carlson has had her sign the requisite background check forms and a motion to approve and sign the State application form was made by Janvrin and seconded by Barham and voted unanimously. This will be mailed once the Criminal Record check is returned to the Town. The Board also approved the motion to approve and sign the MOU stipend for 2020 by Barham and seconded by Janvrin.

A motion to approve and sign the Emergency Management Director stipend (\$1,200) was made by Janvrin and seconded by Barham and voted unanimously. A motion to sign and approve the MOU document for the Health Officer (\$250) stipend was made by Barham and seconded by Janvrin with unanimous approval 3-0. A motion to sign and approve the State Appointment form for the Health Officer and Deputy Health Officer was made by Janvrin contingent on all hiring background checks amended to term expiration of March 2021. This was seconded by Barham with unanimous approval 3-0.

Carlson spoke about the Board considering a consent agenda and how this is done in other towns. The Board would like to move forward trying this approach for the simple agenda items so that a folder of the forms could be passed around while other items are handled on the agenda, with a simple motion and vote on the full consent agenda by reading each item on the list each week.

A motion to have Carlson in the future supply the consent items as one motion was made by Janvrin and seconded by Barham with unanimous approval 3-0.

4. A motion to approve and sign the Cable Revolving Fund Manifest # 2020-07 in the amount of \$873.74 to reimburse the Town's General Fund for April 2020 payroll was made by Barham and seconded by Janvrin with unanimous vote 3-0.

5. A motion to approve and sign the OHRV Revolving Fund Manifest #2020-01 in the amount of \$1,114.32 to Plaistow Powersports for annual maintenance on the two Police Department ORHV units was made by Janvrin and seconded by Barham with unanimous approval 3-0.

6. A motion to approve the Land Use Change Tax bills as listed:

02-019.001	\$12,000	120 South Road	Timothy Barker
02-019.002	\$12,000	118 South Road	Wright Builders LLC

was made by Barham and seconded by Janvrin with unanimous approval 3-0.

7. A motion to approve a 2019-2020 Excavation Tax Warrant in the amount of \$326.06 for parcel 02-151.002 owned by Fremont Land LLC was made by Janvrin and seconded by Barham with unanimous approval 3-0.

8. A motion to approve the Regular Veteran Credit \$750 for James Saltzman at Parcel 02-022.015 was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.

### **VIII. WORKS IN PROGRESS**

1. The FCTV Committee is considering whether to hold their meeting next Monday via remote means, or to cancel it.
2. Carlson has scheduled the ballfields first fertilizer application, irrigation system start-up, and over seeding will be underway shortly. Cordes said they will take a close look at budget to see what else can be done. FAA will provide further information on what they would like to do. Janvrin had a question for Carlson to contact the State DOT to make sure permits were pulled on a driveway paving on Beede Hill Road.

### **IX. NON-PUBLIC SESSION**

At 7:57 pm Janvrin moved to enter non-public session pursuant to NH RSA 91 A-3 II (c) and (e) to discuss a personnel and a legal matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Respectfully submitted,

Jeanne Nygren  
Selectmen's Administrative Assistant

Selectmen began their non-public session at approximately 8:00 pm. At 8:13 pm a motion was made by Janvrin to return to public session. Barham seconded and the roll call vote was unanimously approved; Cordes – yes; Janvrin – yes; Barham – yes.

Selectmen inquired if State (DOT) requires a permit for driveway work on Beede Hill Road, referencing recent new pavement installed at the property at 13 Beede Hill Road. Carlson will forward the request to the NH DOT local foreman for action if needed.

The Board further discussed the consent agenda concept and suggested this be laid out over the next couple of weeks. Carlson will tag pages that need signature so that Board members can each review that list of items on the agenda and within the folder to process/sign as the folder is circulated during the meeting.

A meeting with the FAA will be set up shortly to outline fields usage and chain of command.

The next regular Board meeting will be held at 6:30 pm on Thursday April 23, 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 adjourn the meeting at 8:17 pm. Barham seconded and the vote was unanimously approved 3-0.

Respectfully submitted

Heidi Carlson, Town Administrator