

I. CALL TO ORDER The meeting was called to order at 6:30 pm in the basement meeting room at the Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin, Roger Barham; Town Administrator Heidi Carlson, and Selectmen's Clerk Jeanne Nygren. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. Voting on all Town and School District Budgets and Warrant Articles took on Tuesday. Results are posted on the home page of the Town website.

2. 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.

3. The Town Clerk's Office will have a delayed opening on Wednesday April 3 due to training. Office hours will be 4:00 to 7:00 pm only.

4. There have been changes to what can be placed in our recycle bins, if there are items that are not acceptable the WM crews will leave them in your bin. Please sort all of your recyclables in accord with current guidelines, which can be found on the Town's website, in the February Newsletter or at the Selectmen's Office at Town Hall. Slides will also be added this week to the FCTV bulletin board.

5. New tax credit and exemption applications are due by 12 noon on Monday April 15, 2019 at the Selectmen's Office.

III. LIAISON REPORTS

On 03/12/2019 Selectmen had a meeting posted for polling day, but did not take any action other than to assist voters and partake in election activities including the end of evening counts and tallies.

IV. APPROVAL OF MINUTES

A motion to approve the minutes of the March 7, 2019 minutes as written was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

At 7:08 pm Fire Rescue Chief Richard Butler came to meet with the Board to review any Department progress/updates on the MRI working document (currently in an excel format) and provide some updates on Department progress. With the passage of Warrant Article 12, a plan for staffing, scheduling, timekeeping, bookkeeping and oversight responsibilities will need to be instituted for an April 1st start date for evening and weekend call EMS coverage. The Chief will present information on this as quickly as possible.

Butler reports there are currently five members in the EMR class ongoing in Kingston, two of them new to FFRD. There is also one new member in the Firefighter I class. There have been recruitment cards made and being distributed by the members. Some will be delivered to the Town Hall as well. Carlson will put it up on the website as well. The Department is considering purchase of an electronic sign and is pricing that out. There was discussion about the potential of FCTV doing a video for public viewing, of a Department work or training night.

Board members and Butler reviewed the MRI worksheet and added markup of the following items discussed.

Staffing and recruitment – with the passage of the EMS coverage pay, a plan is being formalized for implementation (as above) plan to implement/wage in hour, and gathering payroll related data. There are five people in the EMR class ongoing in Kingston and one new member in Firefighter I. The Department all have CPR training.

A group is working on recruitment and retention. Some pamphlets are already done and were distributed on voting day. Some will be brought to the Town Hall, and Carlson will put it on the website. The Board asked for a written recruitment plan and a date for completion.

There was discussion about FCTV doing a video of training activity for broadcast.

The Raymond Ambulance contract with the Town is in effect through April 2021. Chief Butler spoke with them about some of the Department concerns/questions. To further address and document this, a computer drop down tab has been created in the reporting software to outline any issues, document and date it. It is still felt that regularly scheduled meetings would be effective.

The Department will continue to work on a comprehensive compensation plan as we look to move away from the Points Plan.

Chief Butler provided additional updates on delegation of duties and the updated Organizational Chart. This includes Deputy Zukas attending Sanborn Regional High School Safety Committee and being that contact; Deputy Nichols doing the administration and incident reporting and fire house reporting, (teaching a newer member); Captain O'Connor as the EMS Coordinator and Training Officer; Captain O'Callaghan as the Fire Training Officer; Lieutenant Lennon as the Quartermaster in charge of all gear updates and replacement scheduling; Lieutenant Bielecki as the Communications and IM systems. The Board requested an updated copy of the Chart.

The Town continues to investigate options for an overall email system that would include the Department.

Butler said the Mission Statement is done. They continue to work on developing skill sets for future officers. The Officers test is being updated now as well. Selectmen asked for a working list of the action items and who is responsible for completion of each, and dates targeted for completion.

The Department is working on updating SOP's as well.

Selectmen stressed making a plan and continuing to work together. All understand that a positive response on the EMS side continues to be critical. Capital needs include hot top concerns and drainage. The Chief's scope of responsibilities is big, and more are being added. He indicated he is also delegating.

VI. OLD BUSINESS

1. Reminder of review of materials for meeting with Ferwerda attorney re: Governor's Forest, which is not ready at this time. Revisit on March 28, 2019 for update.
2. Cable Franchise Renewal – consider the following areas of update:
 - P. 3 Set a date for a public hearing – tentatively March 28th
 - P. 12 Franchise fee to remain at 2.5% as currently approved by Town Meeting voters
 - P. 14 Decide number of subscribers per aerial and buried mile for service

- P. 21 Allowance for an HD channel
- P. 53 This list is accurate for existing Town/School buildings

Also the Board wants to add a data drop for the highway shed to this contract. The Public Hearing will be scheduled in about two weeks to review the draft of the contract with residents and discuss any concerns about the contract and Comcast. The FCTV meeting is scheduled this Monday March 18th for their review of the submitted proposals to this contract.

It was also confirmed this week that the cabling of Old Ridge Road was complete.

- 3. The Camp Fremont Assistant Director position has been posted. A decision will be made before the end of March if Camp is going to be cancelled.
- 4. Update on Sandown Road Bridge – Road Agent went to look at the barricades today. The Board had already approved the purchase orders for the sign and line striping then gave Carlson the authority to sign these purchase orders.

VII. NEW BUSINESS

- 1. Selectmen reviewed the folder of incoming correspondence.
- 2. A motion to approve the accounts payable manifest of \$24,806.83 for the current week dated March 15, 2019 was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.
- 3. The timber harvest in the Glen Oakes Town Forest was completed last Friday. This was Phase II of the multi-year work.
- 4. Janvrin moved to approve and sign the appointment forms as follows:
 - April Phelps Deputy Health Officer 1 year
 - Gregg Arvanitis Health Officer 1 year
 - Roger Barham Selectmen's Ex-Officio Representative to the Planning Board for 3 years
 - Roger Barham Selectmen's Alternate Ex-Officio Representative to the Budget Committee for 3 years
 - Mary Dutton Deputy Treasurer 1 year (upon recommendation of the Treasurer)
 - Rita Mudawer Parks & Recreation member 3 yearsBarham seconded and the vote was unanimous 3-0.
- 5. Carlson circulated a Wage Matrix for 2019 with budgeted changes, for the Board to review. This includes all budgeted changes that were approved with the Town Meeting votes. This will be reviewed again for approval next week.
- 6. This week Cemetery Trustee meetings were scheduled for March 19, 2019 at 4:00 pm to organize and welcome/orient new Trustee, and for April 9th to review RFP responses for spring cleanup and job posting for part-time maintenance person. A Public Hearing will be scheduled shortly to change the price of a cemetery lot and deposit into the newly voted Expendable Trust Fund account to be set up.
- 7. A motion to sign the NH DRA 2019 Form MS 232 Statement of Appropriations was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.
- 8. Carlson handed out summary budget reports for review along with the Town Meeting votes to begin to plan for spring work.

9. A motion to approve the Cable Revolving Fund Manifest 2019-05 in the amount of \$3,017 (PO 2019-006) for purchase of the second camera was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.

10. A motion to approve a 2018-2019 Yield Tax Warrant in the amount of \$1,021.04 for Iron Wheel parcel 02-079 was made by Barham and seconded by Janvrin. The vote was unanimous 3-0.

11. A motion was made by Janvrin to appoint Gene Cordes as the Board's Chairman again. This was seconded by Barham and the vote was unanimous 3-0.

VIII. WORKS IN PROGRESS

1. Town Reports are available at the Town Hall, Public Library and Fremont Safety Complex. If there are some leftover from elections, they are also at Ellis School.

At 8:25 pm Janvrin moved to enter into non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter. The vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Respectfully submitted,

Jeanne Nygren
Selectmen's Clerk

Selectmen began their non-public session at approximately 8:30 pm.

At 8:45 pm motion was made by Janvrin to return to public session

With no further business to legally come before this meeting, motion was made to adjourn at 8:50 pm by Janvrin. Barham seconded and the vote was approved.

The next Board meeting will be held at 6:30 pm on Thursday March 21, 2019 at the Fremont Town Hall in the basement meeting room.

Respectfully submitted,

Heidi Carlson
Town Administrator