

Approved 07/23/2020

I. CALL TO ORDER at 6:00 pm in the parking lot of the People's United Methodist Church at 408 Main Street. Present were Selectmen Gene Cordes, Neal Janvrin and Roger Barham; Town Administrator Heidi Carlson; Maurice, Wayne and Jerry Robinson; PUMC representatives Pastor Frank King; Associate Pastor Lee Elliott; Trustees Barry Ferrara and Frank Chase; Town Historian Matthew Thomas, and Leon Holmes Jr, who is planning to volunteer his time to do the work on behalf of the Church.

After introductions, those present viewed the site between the Church driveway lot and rear of the Historic Museum, where stakes have been driven to represent the square footage of the work area. There was general discussion and walking of the site to consider the boundary markers. The Town had a survey done of the Museum (former Library) lot 03-048, and copies were circulated. There was discussion about the property lines and angles.

The Robinson Family members present would like to see a berm or vegetative buffer along the property line, and Carlson confirmed a conversation with family member Cheryl Robinson Woodman this week with the same request. They do not want a water issue if the topography changes.

There was discussion that the amended surface and use may require a Minor Site Plan Review process by the Fremont Planning Board, and the logistics of this were briefly reviewed.

Matthew Thomas cited Historical Society concerns, also documented in a letter submitted to the Selectmen. There was a general consensus that the area beside the Museum should not become a "thru way" and that no traffic should enter or exit the Church via Beede Hill Road.

There was general discussion about the site by small groups of individuals and the shared use and PB process as well as site conditions were discussed in general.

At approximately 6:25 pm Selectmen and Carlson left the site and travelled individually back to the Town Hall. At 6:32 pm the meeting was called back to order in the basement meeting room of the Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin, Roger Barham and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance. The meeting is live broadcast by Bill Millios from FCTV.

II. ANNOUNCEMENTS

1. All Town services are available virtually, and many things can also be done by appointment. Please review the most up to date information on the home page of the Town website. Please continue to remember social distancing and use of masks. Please call or email us to get the services you need.
2. The southern 2/3 of NH continues to be under moderate drought conditions, and NH DES is urging residents to use care with water, and discontinue all non-essential water use.
3. Residents have received their preliminary property assessment values for 04/01/2020. All of the data is on the Vision website, and reports are on the homepage of the Town's website. Hard copies are also available at the Town Hall (outside) when we are in the offices. The window to schedule an appointment will be in the next 2-3 weeks, so do not wait if you have questions or want to meet to review your value.
4. Absentee Ballot application forms have been linked to the Town's website on the homepage "Updates" article as well as the Supervisor of Checklist page. New registrants can always contact the Town Clerk for an appointment.

III. LIAISON REPORTS

Cemetery Trustees met Tuesday July 14th. They completed their budget for 2021, decided on projects to complete yet this year, and worked on Ordinances and other administrative items. Carlson is working with the Trustees and other staff on a variety of follow-up items pricing work to complete at Leavitt Cemetery and investigate costs for expansion on South Road by accepting a “gift” of two acres, with the Town to do all the work for the subdivision, etc.

EMD Mark DeVeber forwarded along the School reopening guidelines (in the mail folder) which were announced this week. The School Board has some Committees working on this and they are meeting July 30th and again August 4 to review and consider.

Jamie Thompson reported in this week for the FAA that their games and other drill sessions are going well at the fields.

Carlson indicated that the planned fertilization round # 3 also was completed today.

Barham reported on the July 15, 2020 Planning Board meeting as follows:

1. Public Hearing on PPM Fremont Holdings 326 Main Street for a conditional use permit and minor site plan use was continued until July 29, 2020 as there was an issue with abutter notifications.
2. Master Plan growth chapters were put forward and a Public Hearing set for September 2, 2020.
3. The board impact fee study went through 2021 budget.

The next meeting is scheduled for July 29, 2020. This is a special meeting to take up the continuation of the PPM Public Hearing.

The Library Trustees next Wednesday night and will be slated to come in and see the Board on Thursday for a 2020 recap and look ahead to 2021.

The Highway Department began work prepping Hooke Road on Monday and will continue until paving, slated to begin around July 27, weather permitting. They were diverted for a couple of days (Wednesday and Thursday) for significant areas of storm damage from the damaging wind and rains on Tuesday afternoon.

In response to last week’s discussion about State revenues, the following excerpts are from the NH Municipal Association:

State Aid

Towns and cities have been understandably concerned about potential reductions to State Aid and Revenue Sharing due to the pandemic. Some municipalities are in the process of finalizing their fiscal year budgets right now, while many others have already adopted budgets that include the anticipated amounts from the State in Meals and Rooms Tax, Municipal Aid, and other State Aid.

NHMA has been asking the same questions Towns have, and confirmed that the Governor has no intent to make any reductions to state aid amounts. Here is additional information regarding State Aid:

Meals and Rooms Tax (M&R) Distributions

RSA 78-A:26 provides a formula for distribution of M&R revenues to municipalities which is based on the most recent estimated population numbers provided by the Office of Strategic Initiatives. The statute

uses the prior year's M&R collection as the basis for the distribution, with 40 percent of the tax revenue intended for municipalities, and includes the so-called "catch-up" provision to reach that level of municipal funding. However, as many of you know, RSA 78-A:26 has been suspended in nine of the past eleven years as part of the biennial state budget. Each year since 2017 the state has appropriated and distributed \$68.8 million regardless of the amount of tax revenue received.

For the fiscal year 2020/2021 biennium the state operating budget again includes an appropriation of \$68.8 million each year for the meals and rooms tax distribution. This is a state general fund appropriation and is not tied to the actual amount of tax revenue the state receives. As such, and as confirmed by the governor, cities and towns will receive the same level of meals and rooms tax distribution in fiscal year 2021 (typically paid at the end of December) that they received last December, with minor adjustments due to updated population estimates used in the distribution formula.

Highway Apportionment Block Grants

RSA 235:23 and RSA 235:23-a provide for formulaic distributions of state road toll (gas tax) and motor vehicle fees to municipalities for various local transportation needs. Unlike the M&R tax distribution, these grants are based upon prior year state highway fund revenues. At this time, the state estimates fiscal year 2020 highway fund revenues to be under the revenue plan by an aggregate 7.5%. The state will provide an updated fiscal year 2021 highway apportionment block grant amount to each municipality upon the close of state fiscal year 2020 (i.e. after Jun 30, 2020).

One-Time Grants to Municipalities and School Districts

The State operating budget contained funding for one-time grants to both municipalities and school districts. Both grant amounts are based on data from state fiscal year 2020, including the number of children who qualify for free and reduced lunch. The municipal grants are fixed at an aggregate \$20 million, with funds going out under a proration formula. The education grants are not fixed but are estimated to equal \$62.5 million in fiscal year 2021.

According to the Governor, legislative action, not executive action, would be required for any changes to these state aid distributions.

IV. APPROVAL OF MINUTES

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

V. SCHEDULED AGENDA ITEMS - times scheduled to change based on the flow of the meeting

At 7:10 pm a motion was made by Janvrin to recess until 7:30 pm pending the final appointment of the evening. Barham seconded and there was unanimous approval.

At 7:30 pm Cordes reopened the meeting. Dan Tatem from Stantec Consultants and Road Agent Leon Holmes Jr met with the Board to review the Shirkin Road engineering study recently submitted in a draft form. Stantec was contracted by the Town to perform a traffic study on Beede Hill, Shirkin, Rogers and Leavitt Roads. The study consisted of two 12-hour traffic count results done last November. They performed geotechnical drilling to measure the depth and quality of gravel and evaluation of all intersections for safe sight distance and movement ability of vehicles.

The results summary noted there was traffic counts between 8 to 10% heavy truck traffic (box truck or larger), including 6-wheelers, garbage trucks, school buses and oil trucks from 6 am to 6 pm. Within that percentage, they counted vehicle names on the trucks noted as Eastern, GS, New England Paving, Proulx and Buxton was 51 percent of the heavy vehicles. Every road has heavy traffic on it no matter what, and Stantec searched DOT and other data sources for statewide comparison data. A suggestion could be to do more counts and another study in Fremont for additional data. The goal would be to try and determine if in a rural community the 8 to 10% of traffic to be heavy trucks.

The Geotechnical Report found the majority of sections of road were composed of 3 to 6 inches of pavement and a limited amount of sand and gravel, with no crushed gravel. This does not meet standard specifications for commercial trucking and he gave the specifications for same.

The Wildwood Drive intersection near the four-way stop at Leavitt, Rogers and Shirkin didn't have any serious sight distance but they would recommend realignment of the one section of the road intersection. Tatem said the previous road reconstruction was discussed with former Road Agent Mark Pitkin who worked from the Epping Town Line heading toward Beede Hill where 1,000 feet of Shirkin Road was reconstructed. This was done in 2013 and is still in decent shape. From there to Beede Hill Road is in bad shape. Rogers Road is not as good, showing premature wear and suggested the need to do a test pit to confirm this data and if reclamation is needed.

Tatem said the roads that were done in 2013 will not make a full 20 year cycle and the other roads are in bad shape.

Janvrin asked as it sits today how long will it last for the section not redone. Tatem thought some sections are really bad and in poor shape and that we may get another 3-4 years. Holmes remarked that the section of Shirkin Road from Leavitt Road to the Epping line is a mess.

Cordes would like the Board to walk in the field to make sure they have a thorough understanding of the depth of this project. They set a time for the Board to meet at 6:00 pm on July 23, 2020, at the intersection of Rogers and Shirkin Roads. Carlson will post this meeting.

Tatem also stated he can give a line item quotation with a breakdown of cost to accommodate commercial traffic construction estimate.

Cordes further reviewed the Board's visit earlier tonight at PUMC. He asked Barham about the Planning Board's discussion on it, and if a Minor Site Plan Review process is appropriate as this is Town Property. This topic was generally reviewed at the site meeting earlier that included the next door abutters most closely affected. Janvrin feels this is only improving a parking area situation that has existed in this fashion for many years, and does not feel it is necessary. Cordes stated that it is Town property with a slightly different use due to the medium in the parking area (gravel and not grass). The Board is still working on an MOU, but that is a separate issue than the land use consideration.

Barham feels a MOU is fine, but that in using the area for overflow parking for the Church and changing to putting gravel down, they need to go through the due process. Barham motioned to recommend that the proposed gravel parking on Town property for use by the People's United Methodist Church use be approved by a MOU and that the Church seek Site Plan approval for the change. Janvrin seconded and the vote was unanimous 3-0. It was noted that Leanne Miner and Carlson can assist the Church through this process.

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VI. OLD BUSINESS

1. Electricity RFP – Carlson advised the Board that she had processed the contract on Friday night July 10th at \$0.745 for a 48-month term with Constellation Energy. It will pick up when the existing contract ends this fall. It includes Town and School uses with Eversource meters.
2. After further discussion and review of payment information Carlson provided, Janvrin moved to deny the LUCT Interest abatement (calculated as \$1,192 by Carlson) as requested by Scott Dauteuil on the amount already paid for parcel 02-173.014; but to approve the request to abate the \$55.63 in current due interest which would carry to the new owner from the time it was collected. Barham seconded and the vote was unanimous 3-0.
3. The Planning Board has some preliminary information under review from Bruce Mayberry relative to the Impact Fee Study. Copies of the information was distributed for Selectmen's review and comment. Barham said this would be discussed at the first meeting in August if anyone wants to provide comment to him in advance of that meeting.

VII. NEW BUSINESS

1. Consent Agenda Items

- a. Leavitt Cemetery Deed for new Section A Lot 42 to Marilyn and Don Bentley
- b. EPA permission to access the Safety Complex for PFOA testing

After review of the above Consent Agenda items, a motion to approve was made by Barham and seconded by Janvrin to approve them. The vote was unanimous 3-0. Barham then moved that the Board authorize Carlson to sign on behalf of the Town the EPA document. Janvrin seconded and it was unanimously approved 3-0.

2. Selectmen reviewed the folder of incoming correspondence. This included: emails documenting the completion of requested First Responder Stipend payment documentation submitted by Carlson; submission of GOFERR reimbursement request #2 for May and June; emails regarding work by Galloway on Shirkin Road and status of applications and pending permits; NHMA information regarding State revenue funding; email from Pierce Atwood regarding follow-up on RTK requests and information provided; MRI information on hearing dates and the sample taxpayer letter; Epping Town Administrator request related to the Shirkin Road engineering report and tonight's meeting; an email forwarded by our EMD on the Governor's guidance press release on reopening schools this fall.

3. Carlson asked the Board to consider a date for the Fall Bulky event and in looking at the calendar, Saturday October 17th was suggested. Carlson will do some preliminary notice and see how volunteers feel about participating. Social distance, masks and other precautions were discussed and will have to be planned as part of the event. Early planning will allow time if we need to acquire an additional volunteer base. Social distancing will be enforced and there was discussion on if the swap area might pose problems for social distancing.

4. The maintenance building at the ballfields suffered a lightning strike during the storm Tuesday night. Ralph (parks maintenance worker) was there so we knew about it immediately and contacted Carlson, who had the FD secure it. It completely blew out the irrigation system control box along with its outlet and circuit. The GFI outlet worked and tripped the breaker preventing further damage. Carlson reported an electrician completed the necessary repairs and dropped off a bill tonight. Now the irrigation system repairs can begin.

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VIII. WORKS IN PROGRESS

1. GOFERR submission #2 was completed and submitted on Tuesday. Additionally, a reconciliation of the First Responder Stipend expenses had to be completed and submitted on Wednesday.
2. The Budget Committee will meet at 7:00 pm on Wednesday July 29, 2020 at the Town Hall basement meeting room.
3. NH DOT was aware of the washouts on Beede Hill Road and addressed them this week. NH DOT also asked the Town to complete a driveway permit for the road access paving to be done at Hooke Road and Route 111A. Leon Holmes Jr did this with the local foreman on Wednesday and submitted it to Concord.
4. The School Board will meet on July 30, 2020 at 6:00 pm at Ellis School. It will be a Zoom meeting and broadcast shortly thereafter on Vimeo. The Board will then meet at the Town Hall for their regular meeting on Tuesday August 4th.

The next regular Board meeting will be held on Thursday July 23, 2020 at 6:30 pm.

With no further business, at 8:05 pm a motion to adjourn the meeting was made by Janvrin and seconded by Barham. This was unanimously approved 3-0.

Respectfully submitted,

Jeanne Nygren
Selectmen's Administrative Assistant