

Approved 09/03/2020

I. CALL TO ORDER: The meeting was called to order at 6:00 pm at North/Beede Hill Roads. Present were Selectmen Gene Cordes, Neal Janvrin, Roger Barham; Road Agent Leon Holmes Jr, Town Administrator Heidi Carlson; and Property owner Rob Kennedy. Kennedy and Holmes were measuring different areas of Beede Hill Road between stone walls and other monumentation that could be located.

The site meeting was planned to look at apple trees along the edge of Beede Hill Road based on complaints from Jack Mullen. Kennedy said he trimmed the trees a few weeks ago and had done so with approval of the Road Agent. There was lengthy discussion about the area and Kennedy's visit to the Board in 2007 and the varying measurements for the right-of-way in the Town and State portions of Beede Hill Road.

Kennedy noted that the rebar installed at two of the trees was done by him as a way to secure the trees and hold them to grow in a certain direction. Measurements nine feet off the white line along a portion of Kennedy's Beede Road frontage was marked to note a 41 foot wide ROW area, as this is consistent with stone walls present and previously present on the site. It was felt that having this full area visually clear was acceptable.

There was continued discussion and review of several plans in the area and other sections of Beede Hill Road. All agree that there is no hard proof without a survey of the exact area of frontage in question. Carlson found a note in the Town's file from NH DOT (based on a phone call to their office in 2018) that refers to a 50 foot ROW but it is assumed this is the State's documentation on the State portion. Measurements within the State's portion (between stone walls and existing structures that are hundreds of years old) in some areas are less than 50 feet).

Motion was made by Janvrin and seconded by Barham to keep a visual clearance area of 41 feet from the rock wall on the opposite side of Beede Hill Road. The vote was approved 3-0.

Holmes Jr and Kennedy will meet tomorrow to cut back additional branches in the area.

Kennedy was thanked for his time and participants left the scene at approximately 6:20 pm.

At 6:30 pm the meeting returned to session in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin and Roger Barham; Town Administrator Heidi Carlson and Librarian Eric Abney. All rose for the Pledge of Allegiance. Tonight's meeting is live broadcast by Bill Millios of FCTV.

Selectmen Cordes asked for a moment of silence to honor the passing of retired Fire Chief Richard C Heselton, which all present remained standing in his honor.

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. Please call or email us to get the services you need.

2. From NH DES:

Dear Municipal Contacts: (Please forward to governing board.)

According to the U.S. Drought Monitor, over 90% of the state is experiencing drought, which is up from 70% last week. Last week, portions of the state were elevated from "moderate drought" (D1) to "severe

drought" (D2), including Rockingham County, Merrimack County, over half of Strafford County, as well as a small area of Belknap and Hillsborough county. This week, severe drought designation further expanded into the western third of Hillsborough County. The remainder of the state is designated as "moderate drought", with the exception of the northern tip of Coos County and a small sliver on the western side of Coos and Carroll County, which are categorized as "abnormally dry". Finally, there is some relief in sight. Remnants of Hurricane Laura are forecast to bring from 1"-2" of widespread rain Saturday. Cooler temperatures are forecast through midweek, meaning less precipitation lost to evaporation. The state will need more of these storms to ameliorate drought conditions. The 90-day precipitation deficits by county for New Hampshire range from -4" to -6" in Strafford, Rockingham, Hillsborough, Merrimack, Grafton, and Belknap; -2" to -3" in Cheshire, Sullivan, and Carroll; and -1" to -2" in Coos.

NHDES is urging municipalities in areas experiencing drought to implement municipal-wide lawn watering restrictions as authorized by RSA 41:11-d, which allows municipalities, including village districts, to restrict lawn watering activities on private well owners and community water systems within municipal boundaries. Water supply shortages are more common during severe drought, especially when conservation measures have not been taken during moderate drought. Curbing lawn water usage is imperative to sustaining supplies. NHDES is also working with public water suppliers to implement restrictions. To date, 143 water systems serving a total of 270,000 people and one municipality with a population of 14,300 have implemented outdoor water use restrictions. See the [Restriction List and Map](#) for names of systems implementing restrictions and a map of drought conditions by municipality.

See [Drought Guidance for Municipalities](#) for guidance on adopting a lawn water restriction, public messaging, and providing emergency water supplies to the public.

Please report restrictions to NHDES for posting on the NHDES website using the [Restriction Reporting Form](#). Please also inform residents to report residential well shortages using the [Residential Well Impact Survey form](#). NHDES will track well impacts so as to provide current information on drought impacts in your region.

Drought Update: According to the [U.S. Drought Monitor](#) released this morning, 23% of the state is categorized as "severe drought" (D2), 69% of the state is categorized as "moderate drought" (D1) and 7% of the state is categorized as "abnormally dry".

Tip* The [restriction map](#) includes town boundaries and drought categories, making it easy to identify if your water system's service area is experiencing drought.

All counties are experiencing 90-day precipitation departures. Departures range from -1.42" in Coos County to -5.18" in Rockingham County (<https://w1.weather.gov/data/TAR/ESPTAR>).

The majority of the state is experiencing below normal to low groundwater levels. For more information, see the [New Hampshire Groundwater Level Monitoring Report](#) for July 2020. Reports are released monthly. *August's report will be released next week.

Forecast and Outlooks: The short-term forecast calls for potential showers and thunderstorms today in the southern portion of the state, from Lebanon to Concord to the Seacoast. Widespread rain, the remnants of Hurricane Laura, will pass through the region on Saturday bringing 1"-2" of rain. Dry and cool temperatures on Monday and Tuesday will be followed by warmer air in the middle of the week, which may bring more precipitation to the area on Wednesday([NOAA National Weather Service](#)).

The [8-14 day outlook](#) favors above normal precipitation and above normal temperatures across the state. Due to the probability for higher temperatures and periods of little precipitation, the [U.S. Monthly](#)

Drought Outlook favors drought conditions to persist through the month of August. Outlooks are released at the end of the month.

Stacey Herbold

Water Conservation Program / Water Use Registration and Reporting Program

NHDES Drinking Water and Groundwater Bureau

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Cordes re-enforced the importance for residents to pay attention to these alerts and limit usage of the water whenever possible.

3. Please register to vote tomorrow if you plan to request an absentee ballot. You must be registered to vote to request an absentee ballot.

Friday morning August 28 at 9:00 am is the last time to register to vote before the September Primary. Supervisors of Checklist will meet in the Town Hall rear parking lot. Absentee Ballot Request forms can be found on the SUPERVISOR OF CHECKLIST page from the Town's website (www.fremont.nh.gov) for links to the NH Secretary of State page and all voter registration forms and updated information. Contact the Town Clerk for more information. You can also fill that form out tomorrow and give it to the Town Clerk to receive your ballot on Friday.

4. The Hazardous Waste Day HAS BEEN CANCELLED BY THE 53B District due to issues with vendors coming from outside New England and allowing for proper social distancing. They are looking ahead to plan a Spring 2021 event.

5. The Town has set Saturday October 17th for Bulky Day. Volunteers are still needed. Please contact the Selectmen's Office and leave all of your contact information if you can help out.

6. Town Offices will be closed on Monday September 7. This is the last day to request an absentee ballot so the Town Clerk will be available from 3:00 to 5:00 pm that day, you can knock on the front door of the Town Hall to request or drop off an absentee ballot.

7. Trash is one day delayed during the week of Labor Day. Thursday pickup will be Friday and Friday pickup will be Saturday.

III. LIAISON REPORTS

On August 25, 2020 Town Administrator Carlson along with Town Clerk Nicole Cloutier, Moderator Michael Rydeen and Supervisors of the Checklist Cathy Murdock, Dennis Buteau and Mary Anderson held a zoom session to recap where they stand with reference to PPE supplies, layout and other voting procedures to be ready for the upcoming election day. Moderator Rydeen is working on a presentation to be posted with the layout of the gym and options for anyone who wants to vote. Anyone entering the voting area must wear a mask. Anyone who cannot or will not wear a mask will have an area they can use, and absentee voting in your car is also an option for those who do not want to enter or can/will not wear a mask.

It was explained for the public that election officials will all be wearing masks and other PPE. Voters entering (both outside and inside) will be required to social distance in lines, and space out around the voting area inside the gym. Voters will be given a pen and folder along with their ballot, and the folder will be set down on the tray table in the booth, so that no hand sanitizer or other moisture touches the

ballot. Upon completion, the voter will place their ballot inside that folder with the top sticking out, which they will feed into the voting machine and discard the folder, and keep the pen they used to vote.

Selectmen offered to meet with Moderator Rydeen next week if he felt that was helpful and/or necessary. Carlson will reach out to him with this invitation.

EMD Mark DeVeber had nothing significant to report other than the ongoing items we see in the news.

IV. APPROVAL OF MINUTES

A motion to approve the minutes of the August 20, 2020 meeting as written was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

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

At 6:45 pm Librarian Eric Abney met with the Board to discuss the 2021 Library budget proposal. Carlson indicated that Abney met with Trustees last night to finalize the proposed budget. Abney was thanked by the Board for keeping the Library going during Covid, with curbside delivery. He presented overall changes in the 2021 budget totaling a decrease of \$14,023.00 from the current year. One large expense from 2020 now complete, was the door replacement, which came in under budget. He included a 2% wage increase for staff. Book mobile mileage he cut in half. He mentioned that he has been donating his time and mileage during Covid to see that patrons got their reading materials, feeling that this is his responsibility to the community.

Dues, books and media, periodicals and office expense lines are the same. Fuel was an estimate based on prior year and Carlson has recalculated based on current price of oil through the OTEA consortium. This price is only valid through May 31, 2021, so some estimating was done for the balance of 2021. Furnace and water systems maintenance are up slightly from last year based on current expenses. To save money the Trustees decided not to run the irrigation system to see how the lawn looks, and even with drought it looks okay so he will continue another year to not fund this line (\$500 reduction). Trustees wish to increase custodial coverage by an additional five (5) hours per week moving forward.

Cordes asked that with the Library not being open and unspent money in wage line which Abney estimates at approximately \$20,000; are they planning something else for this money or returning to the Town's General Fund. He noted that there are additional significant repairs/improvements from the consultant's study still to be addressed. Abney noted they are looking at the parking lot (sealcoat) and what ideas have they to replace the whole heating and air conditioning systems, both of which are at the end of their planned life (20 years). Abney is getting quotes and they are looking at solar and geothermal as well. Cordes said that all of the other town buildings have gone to propane due to it being a cleaner fuel and more BTU's per gallon. Barham said it is time to plan now for the replacement of these units. The Building Maintenance Expendable Trust Fund has approximately \$30,000 in it.

The Board discussed possibilities for a Warrant Article to appropriate money to the ETF from Unreserved Fund Balance for the amount that would be turned back from the Library fund, possibly instead of the usual Warrant Article for \$5,000. This may be looked at for several areas to avoid re-appropriating unspent funds from the current year. Carlson will gather the statutory language guidelines from DRA.

Janvrin moved to recommend the 2021 budget line 4550 for the library budget of \$152,720. Barham seconded and the vote was unanimous 3-0. There were no other questions for Abney, and he was thanked by the Board and left the meeting at 7:04 pm.

At 7:15 pm Police Chief Jon Twiss met with the Board to discuss the proposed 2021 Police Department budget. Cordes noted that overall it looks like the budget is up approximately \$28,000; of which \$20,000 is in wages. Twiss noted 2% pay increases plus the update to the uniformed officer matrix. There are slight increases in phones and fax line, computer program due to annual fees, training due to wage increase along with in-service training. He noted the personnel who receive a longevity award.

Twiss also wants to again present the Department's need for a sixth full-time officer as he has one officer out on medical leave and one wanting to leave police work completely. With these changes there is a necessity to maintain staffing levels.

Carlson will look into the computer services in his budget as some of these items may be included in the Government Buildings budget under computer services. Now that the PD and FRD have all converted to O365 for email services, we have a monthly charge that includes all departments. There was no decision made on the Police budget tonight, pending some additional research.

Carlson received an email from a Parks and Recreation member regarding Trick or Treat / Trunk or Treat. The Commission is short three members at the moment, so does not have a quorum to meet for planning events. This member asked about false postings on the cancellation of events on FaceBook. No decision has yet been made, and Selectmen feel there still is time for a decision on this depending upon school opening and safety concerns with Covid and will take it up at a later date.

At 7:50 pm Janvrin moved to enter into non-public pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter with Chief Twiss. Cordes seconded and the roll call vote was unanimously approved 3:0; Cordes-yes; Janvrin-yes; Barham-yes.

At 8:17 pm Selectmen returned to public session after a motion from Janvrin and second from Barham. The roll call vote was unanimously approved 3:0; Cordes-yes; Janvrin-yes; Barham-yes.

VI. OLD BUSINESS

1. Selectmen continued to discuss the Impact Fee Study. The Planning Board meets with Bruce Mayberry in mid-September. Members need to review the report and make any recommendations they have on how the fee should be assessed moving forward. The fees can still only be used for school improvements. The initial study only outlined that school capital improvements were eligible and other capital costs could not be included without another full study. It was noted that developments that don't send children to schools don't pay the impact fee.

2. Barham has no further updates on the Black Rocks Village decel lane.

3. After review Board members had no questions on the budget report from last week.

4. Barham distributed the 2017 quote from Stantec for a Fremont Roads Engineering study. Barham is proposing to members that this be included in 2021 budget preparation. This estimate has been forwarded to the Road Agent for review and discussion purposes. Cordes has read this again and saw no evaluations or test holes unless there is a full box replacement to see what is underneath. Barham said this is a high level study of conditions of the pavement index and the cost to restore.

Once all information is gathered and tabulated, projects/roads can be prioritized and some estimates on how many years and dollars per year, it will take to raise the paving index up to 75% which is where you need to be for normal maintenance. The goal of the study is to estimate the cost to bring roads up to condition and what to spend every year to maintain at 75% good level. We are only at 40% and doing

piece meal improvements. This will let you know what you need to spend over years to find out how much we have deficient in town road spending. Cordes asked if this included any drainage issues that need attention. Barham said it is only to report on road pavement conditions. Following the study, then engineering specifications regarding shoulders and drainage will take place on any individual road.

Carlson suggested it going on as a Warrant Article (\$31,855) so that it gets the individual attention and discussion necessary for the Town's understanding of the project and its goals. The Board agreed with a Warrant Article presentation, and wants to involve the Road Agent in the discussion when he is in to review budgets.

5. Moderator Rydeen is putting together a power point presentation for voters regarding new guidelines for the upcoming voting. It was explained that voters will have options in terms of voting, and that masks are required inside the polling location. Those unwilling or unable to wear a mask will have other options including "carside" absentee voting, or a separate location within the entrance to the polling location. Selectmen were comfortable as Rydeen's plan is modeled after the NH Secretary of State and Attorney General's recommendations and guidelines circulated last week. Carlson recapped some of the changes that may occur that day. Goals are to get people to vote safely. Carlson demonstrated some of the procedures including use of a folder that will be a mat inside the booth, a pen voters will take away with them, and how the ballot needs to be inserted into the machine from the folder. Hand sanitizer will be available, and voters need to use care not to get ballots wet or damp from any of the hand-sanitizing procedures.

6. Update on work at Gristmill Phase II – A meeting is being organized between Town representatives (Administration, Highway, Consulting Engineer) with the developer and nearby homeowner relative to the removal of the temporary cul-de-sac in the area of 66 Gristmill Road and further for the final wear coat pavement on Phase II of the development.

VII. NEW BUSINESS

1. Selectmen reviewed the folder of incoming correspondence which includes: email census bureau to be counted and how to proceed in doing online; DES date sequence; email from resident on North/Beede Road intersection; second email on the same intersection problem; recommendation from the Building Inspector on fee changes for renovation and septic permits; final results from DRA on 2018 assessment monitoring; Health Trust letter on possible surplus/refund after their audit; Xfinity information on channel changes; correspondence from Chief Twiss and a resident; Pastor King request on protocol to help with assisting in an after school program which may take place at the church instead of Ellis this fall.

2. Trick or Treat – individual Parks & Rec members, with other community members are looking at safe alternatives for a "Trunk or Treat" event.

The Parks & Recreation Commission is also short three members, thus not an official group at this time with only two appointees. If anyone is interested in joining the group, please contact Heidi Carlson for more information. They are responsible for planning recreation and some holiday activities for the community of all ages. They meet approximately six times per year in normal times, for planning and review of these events and other recreation opportunities. Terms are staggered for three years each and appointed by the Selectmen.

3. The Town is eligible for additional CARES Act (Coronavirus Aid, Relief, and Economic Security Act) funding for election preparation and materials to prevent, prepare for, and respond to the Covid-19 Public Health Emergency for the 2020 federal election cycle. The Secretary of State will provide \$0.80 to the

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town for every dollar requested up to the maximum allocation amount. They will determine the amount allocated to each absentee ballot processed and returned, and the Towns will be reimbursed accordingly.

Selectmen voted on May 21, 2020 to engage in a prior Grant program for these funds, and another opportunity has arisen for additional reimbursement. Selectmen voted that night on items necessary to facilitate our applications, and those are all still in effect. This includes Drug Free Workplace, Lobbying (does not apply to Fremont), Certification regarding Debarment, Suspension, and other responsibility matters – primary covered transactions (does not apply to Fremont), ADA Compliance, Environmental Tobacco Smoke, Assurance of Compliance Nondiscrimination in Federally Assisted Programs, and Certification regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance. The Board also that evening adopted the provisions of NH RSA 21-P:43 which reads as follows:

21-P:43 Appropriations and Authority to Accept Services, Gifts, Grants, and Loans. – Each political subdivision may make appropriations in the manner provided by law for making appropriations for the ordinary expenses of such political subdivision for the payment of expenses of its local organization for emergency management. Whenever the federal government or any federal agency or officer offers to the state, or through the state to any of its political subdivisions, services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, commissioner, or such political subdivision, acting with the consent of the governor and through its executive officer, city council, or board of selectmen, may accept such offer, subject to the terms of the offer and the rules and regulations, if any, of the agency making the offer. Whenever any person, firm or corporation offers to the state or to any of its political subdivisions services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, or such political subdivision, acting through its executive officer, city council, or board of selectmen, may accept such offer, subject to its terms.

Carlson has been working on these forms for completion which is quite lengthy with all the certifications required in this agreement. A motion is needed to approve the CARES Act Grant Agreement (for voting) with the State of NH Secretary of State and designate a Town Signing Representative for all necessary grants, paperwork and administration of all grants and submissions on behalf of the Town of Fremont NH.

The information requirements have been shared with the Town Clerk for accurate records in reporting. She will need to do the numbers verification to match the end of night reporting to the Secretary of State on absentee ballots.

A motion was made by Barham to approve the Cares Act grant agreement as above and to designate Town Administrator Heidi Carlson authority to sign and act as the Town representative for the grant and all associated paperwork. This was seconded by Janvrin. The vote was unanimous 3-0.

VIII. WORKS IN PROGRESS

1. Pre-election testing of the electronic ballot counting device for the upcoming NH Primary Election will take place on Thursday September 3, 2020 at 10:00 am in the basement meeting room at the Fremont Town Hall, 295 Main Street in Fremont NH.

Pre-Election Absentee Ballot processing will also take place on Thursday September 3, 2020 at 4:30 pm in the basement meeting room of the Fremont Town Hall. Due to COVID 19, the State of NH has allowed for Election Officials to start the process of opening the outer envelopes of absentee ballots to cut down on time demands on election day due to record absentee ballot requests. We will not be reviewing,

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counting or processing the Absentee ballots in any way until election day. This is only to open the outer return envelope. The ballots will remain sealed inside of a signature envelope.

We encourage you to watch us from home as this event will be live broadcast on FCTV Channel 22 or 13. If the public chooses to attend in person, social distancing and masks are required in all common areas. Anyone entering the Town Hall will be screened for Covid-related symptoms, and anyone who is ill is asked to watch from home, or the Vimeo rebroadcast.

At 8:44 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) and (e) to discuss both a legal and a personnel 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

At 8:45 pm the Board began their second non-public session.

At 8:49 pm a motion was made by Janvrin and seconded by Barham to return to public session. The roll call vote was unanimously approved 3:0; Cordes-yes; Janvrin-yes; Barham-yes.

Selectmen briefly discussed progress on the Town's operating budget requests for 2021.

The next regular Board meeting will be held on Thursday September 3, 2020 at 6:30 pm.

With no further business which may legally come before the Board, a motion was made by Janvrin and seconded by Barham to adjourn the meeting at 9:00 pm. The vote was unanimously approved.

Respectfully submitted,

Heidi Carlson
Town Administrator