

Approved 09/17/2020

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 and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance. Tonight's meeting is live broadcast by Bill Millios of 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. Please call or email us to get the services you need.
2. The southern 2/3 of NH and all of Rockingham County is now under a severe drought. It is urgent that people restrict all non-essential water use. There is no significant rain in the forecast and the situation is going to persist for some time to come.
3. Fremont had a great turnout for the NH Primary, with 1,136 ballots cast. Anyone seeking to vote by absentee ballot for November can make this request anytime, and earlier is better to be sure mail return is timely.
4. The Hazardous Waste Day HAS BEEN CANCELLED BY THE 53B District. 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 your contact information if you can help out.
6. The Fremont School Board has an immediate opening for a Board member through the March 2021 election cycle. You must be a resident/registered voter of Fremont NH and training is available. The position carries an \$800 stipend and interested applicants should send a letter of interest by September 16, 2020 to: School District Clerk Shawn Perreault, c/o School Board Chair / Superintendent, SAU Office, 432 Main Street, Fremont NH 03044. The letter of interest should include why you would like to serve on the School Board and any relevant experience. Letters can be mailed or dropped off at the School address.

III. LIAISON REPORTS

1. From Leanne Miner on behalf of the Planning Board: *The Planning Board did vote on September 2, 2020 to recommend the Office of the Board of Selectmen release 100% of the reclamation surety for Phase 1 of the referenced project in the amount of \$64,570 on the basis of the attached Town Engineer, Keach-Nordstrom Associates, Inc.(KNA), memorandum with the expectation that remaining work itemized in the KNA Inspection Report dated 08-24-20 (final wearing course and associated work) be completed no later than August 31, 2021. The Applicant will notify the Town and post escrow in advance of completion of this work so the Town Engineer may resume Compliance Inspections as required.*

I would additionally point out that escrow is currently estimated to contain \$64,800 and the Town has yet to receive final invoicing from KNA.

Attached for your files are copies of the following:

- *Draft Planning Board meeting minutes for September 2, 2020*
- *Town Engineer, KNA, Inspection Report dated 8-24-20*

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The Board has additionally voted to recommend the Building Inspector issue a Temporary Occupancy Permit on the basis of the Town Engineer's September 2, 2020 memorandum with the same expectation summarized above (completion of wearing course and associated improvements) on or before August 31, 2021 and that upon the completion of such work a final occupancy permit may be issued.

Barham confirmed no Board action is needed on this item.

2. From NH DES: *According to the U.S. Drought Monitor, since last week there has been no improvement of drought conditions and the small percentage of the state that was not experiencing drought now is, meaning 100% of the state is now experiencing drought. All of Rockingham County, the majority of Strafford and Merrimack County, and parts of Grafton, Belknap, and Hillsborough County are categorized as experiencing "severe drought" (D2). The remainder of the state is experiencing "moderate drought" (D1). Despite the Monthly Drought Outlook predicting drought improvement this month, over the next 14-days, forecasts and predictions indicate that while drought conditions will not likely worsen, widespread improvement of conditions is unlikely. The southern portion of the state will see some scattered showers today and scattered showers are forecast across the state on Sunday. Temperatures will be in the 60s and 70s.*

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, 151 water systems serving a total of 311,000 people and four municipalities with a total population of 35,500 have implemented outdoor water use restrictions. See the [Restriction List and Map](#) for names of systems and municipalities 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, 28% of the state is categorized as "severe drought" (D2) and 72% of the state is categorized as "moderate drought" (D1). Tip* The [restriction map](#) includes town boundaries and drought categories, making it easy to identify if your municipality is experiencing drought.

All counties are experiencing 90-day precipitation departures. Departures range from -1.74" in Coos County to -4.47" 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 August 2020. Reports are released monthly.

Forecast and Outlooks: The short-term forecast calls for scattered showers in southern NH today and scattered showers across the state on Sunday. Starting tomorrow, temperatures will be cooler, staying in

the 60s and 70s ([NOAA National Weather Service](#)). The [8-14 day outlook](#) tilts slightly toward above normal precipitation and temperatures.

The [U.S. Monthly Drought Outlook](#) favors drought conditions to remain, but improve in the portion of the state of experiencing “severe drought” (D2). Drought amelioration is likely in the remainder of the state.

*Stacey Herbold, [Water Conservation Program, Water Use Registration and Reporting Program](#)
NHDES Drinking Water and Groundwater Bureau
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3. Update today from Emergency Management Director Mark DeVeber as follows:

The Governor has move to weekly press conferences, generally to be held on Thursdays. FEMA has issued new Public Assistance Guidance. This is being received by relevant offices in Concord and further guidance to communities will be provided as soon as possible.

The Safer at Home Executive Order was extended through October 1st. Universal Guidance was updated last week, please review it for new procedures. The CDC is issuing an Emergency Order to get a moratorium on evictions. More guidance will be provide when available.

*Community Questions that followed: Information sent out regarding GOFERR funding and what has changed? I anticipate further guidance from the State will be following.
Is it legal to force a quarantine? If you see someone breaking an informal order, you have to contact DHHS immediately. You can also call the AGs office. They need a written narrative of when the individual has been in the community. DHHS will draft up an isolation order and deliver it to the person. There are escalation steps in place if they break the order. Will work to get those mandatory orders issued.*

4. Cordes gave a summary of the Budget Committee Meeting from September 9, 2020. They reviewed budgets for the Library, Cemetery, Conservation Commission, Patriotic Purposes and Land Use. A plan on usage of any potential surplus was discussed. They recommended Cemetery, Conservation Commission and Patriotic Purposes budgets. A question was raised regarding the Master Plan process looking at what the measurable achievable goals in this plan are and within what time frame. Land Use is going to summarize the plan. The next meet is scheduled for September 30, 2020.

IV. APPROVAL OF MINUTES

A motion to approve the minutes of September 3, 2020 and September 8, 2020 meetings 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 FAA President Jamie Thompson and Member Josh Levine came to meet with the Board to discuss the key configuration on the ballfield gate, and update them on field use. Coach Levine outlined two different soccer programs that are available at the league level, and what teams and where they play these games. Thompson recapped that things went well with the baseball over the summer. Now soccer teams are practicing (5 youth rec teams and 2 older league teams). Field reseeding has worked well, and the fields are in better shape from last fall.

Field access with the gates has become harder and Thompson asked if FAA can add in a combination lock strictly for their use so they do not have to worry about keys. Currently there is a general keyed lock

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FFRD Knox lock, and a Waste Management lock. He wants to add a combo lock to give to the coaches, and if any problems should arise, he can work around this by changing the code if necessary. When the season is over, he will take this lock off entirely. If this ever becomes an issue, they have auxiliary plans to either change the code or cut the lock off if necessary. A motion was made by Barham to authorize this lock to be placed and seconded by Janvrin. The vote was unanimously approved 3-0. Thompson also asked regarding bathroom facilities and can we go back to porta potties, now that the fields are being used more the FAA is willing to help pay approximately \$150.00 a month each for this season and look into being instituted into the budget. Selectmen authorized FAA placement of the porta-potties.

Carlson gave Thompson and the Board an update on Eagle Scout Kenneth Adams' project that is underway, and Thompson has spoken with the scout on his project.

Thompson and Levine left the meeting at approximately 7:05 pm.

At that time, Fire Rescue Deputies Joe Nichols and Kevin Zukas and Captain Vincent O'Connor came to the table to discuss the Fire Rescue budget proposal for 2021.

Nichols proceed to go through the budget line by line with discussion on changes. There was discussion about the wage lines, and after further discussion it was realized that a one year annual needs to be considered with a 2% increase. In 2020, the Town had to budget for the annual amount plus the conversion from the points system of an additional 2 months (November and December 2019). There was discussion about how officer and coordinator stipends are tracked and calculated. Hourly pay compensation changes by certification and Nichols said the wage line was increased by three new potential members who are anticipated to be active.

Office supplies decreased and cleaning supplies is the same but may be changed. Some purchases this year came out of Covid funding. Clerical wages has a \$1.00 place holder. The Chief Administrative wages are unchanged. EMS home on call needs to be calculated for the full year. Many other lines are the same as prior years to cover annual expenses such as PR events, dues, and annual testing (ladders, pumps, etc). Routine maintenance has not fully been spent this year, but they are looking to get things done now. There was the repeat discussion of getting all maintenance items done as needed, and worrying about a break down when it happens. The equipment needs to be maintained properly.

Nichols is obtaining pricing on the gear extractor with no responses yet. Covid period is over for funding and possibly using other funds. Preventative maintenance needed on one vehicle is covered under warranty. NH Fire Association coverage is up with new memberships.

They are purchasing five pagers this year and two portables. In summary \$324,218 is the proposed budget and they are trying to keep this relatively flat with an increase of approximately \$5,000.

Carlson asked about tracking of the stipends and to come back next week with updates and changes necessary. There was discussion about creating an Expendable Trust or Capital Reserve Fund to save for any future large expenses that may be needed to repair a vehicle. They will meet again next week to finalize this budget recommendation.

At 7:39 pm Janvrin moved to enter into non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes

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At approximately 8:25 pm the non-public session ended, and Fire Rescue Representatives left the meeting. Due to the earlier technical difficulties, the Board's activity stopped so that the portable camera could be set up in the meeting room.

At 8:30 pm a motion was made by Janvrin to return to public session. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes

OLD BUSINESS

1. The Planning Board will meet with Bruce Mayberry next week. Selectmen's comments are needed relative to the methodology and details of how the fees will be calculated moving forward. With some discussion, the Board members all feel that Option #1 is the way to go as it should be based on the number of living units and not number bedrooms. Janvrin moved to recommend this to the Planning Board and Barham seconded the motion. The vote was unanimous 3-0.

2. Black Rocks Village decel lane follow-up. Dan Tatem again spoke with the State today regarding funding. The State has not committed to assisting financially with the project, and there is not quite enough money to do all that is recommended. The Board is still looking for a scope of work for the NH DOT mandated to determine what can be completed.

3. Carlson researched information from DRA, which shows that the Town can appropriate money to a Capital Reserve Fund (CRF) or an Expendable Trust Fund (ETF) from Unreserved Fund Balance. The language is: *To see if the town will vote to raise and appropriate the sum of \${AMOUNT} to be added to the {NAME OF FUND} {CRF or ETF} previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. Recommendations Required. (Majority vote required)*

So, we can fund certain types of expenses from monies that were not used in 2020 (that will lapse to Unreserved Fund Balance) and it will not impact the tax rate again.

4. Budget 2021 – work session

After reviewing the five bids submitted for the 2020 Town Report printing, Carlson further explained that the low bidder is the same vendor the Town has been using for the past few years. Barham moved to award the printing contract to the low bidder Country Press out of Massachusetts for a bid amount of \$2,706.06. The was seconded by Janvrin. The vote was unanimous 3-0.

Janvrin motioned to recommend \$2,900.00 in line 4199 Town Report for the 2021 budget. Barham seconded and the vote was unanimous 3-0.

Information from Penny Touchette at NH DRA in follow-up to questions on Fund Balance and Appropriations for 2020. *"The Board can use unassigned fund balance to help offset the tax rate. The amounts not utilized in the 2020 budget will then fall to UFB covering what the Town did use. The only option to reduce appropriations is through Executive order (#56). This allows the board to reduce appropriations through a public meeting. Keep in mind that if the board chooses to pursue this avenue, once the MSI is filed with the State this option is no longer available."*

At the Budget Committee meeting there was discussion about placing excess funds into CRF or ETF we already have in place. Selectmen were not inclined to change appropriations at this point, and will continue with the tax rate process and review funding 2021 expenses from the UFB as we get closer to year end.

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5. Copies of the Draft 2019 Audit report and DRA Form MS 535 have been circulated to Selectmen. The Auditors are waiting on a legal representation letter that was sent to Attorney Gorrow Tuesday. A motion to sign the 2019 MS-535 as prepared by the Town's Auditor was made by Barham and seconded by Janvrin. The vote was unanimous 3-0. Carlson will notify the Board to sign this document once released by DRA.
6. Carlson reported that discussions are ongoing with members of the West family in terms of looking at the feasibility of a cemetery on a portion of their South Road land. Carlson will meet with the landowner to discuss options and will report to the Cemetery Trustees next week at their meeting of September 16; and the Selectmen on September 17 if any progress is made.
7. There are no updates from Town Counsel or contact regarding Shirkin Road and the heating companies. Cordes stated that as it is September, and nothing has happened they need to set a meeting with Town Counsel to formulate a plan to move forward.
8. Leanne Miner asked for the Board to consider the Conservation Easement Baseline Documentation and Acknowledgement of Property Condition related to the Brett Easement. Miner is working on this project and CC will be making their recommendations next week. Miner suggested that the CC sign the document, which Selectmen have all reviewed. Selectmen did not have any issues with this project and noted the Town Attorney has already reviewed the documents. A vote to authorize Carlson to sign this document on behalf of the Town was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

VII. NEW BUSINESS

1. Selectmen reviewed the folder of incoming correspondence information from Health Trust; Primary election voting summary; inspection report Gristmill Phase II from Keach & Nordstrom; draft of post card to mail to Veterans; copy of letter on the Planning Board's decision on the reclamation surety bond for Ragnar Original Innovation; Stantec deceleration lane information update.
2. Upcoming land use applications were brought to the Board's attention including a Pollinger Variance at 5 Pollinger Road for multiple dwelling units on one lot and Thompson Lot Line Adjustment on Copp Drive for a foundation installed within a property setback.
3. Carlson distributed copies of the first draft of the costs of a new full-time police officer as proposed for the 2021 Town Meeting Warrant.
4. Selectmen were approached by a resident on voting day with questions about Pratt Memorial Park. Research done by Nygren this week shows the lot is owned by the Town and it is .46 acres. Selectmen asked that this information be sent to Suzanne Wicks.
5. A Veteran appreciation postcard proposal submitted by Jeanne Nygren was reviewed by the Board and they have no problem with this proceeding forward. The cost is estimated to be less than \$200.
6. A refund request submitted by the Town Clerk on behalf of the McLeod's regarding a trailer that owners had for sale was not supported by the Board. The residents had a trailer for sale but re-registered it, and then sold the trailer.

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1. Work continues on the revaluation and data entry for the MS1.
2. More budget time needs to be set aside and possibly start meetings earlier if possible. The Board would like to get as much done as possible before having to go to an additional meeting night. With no further business, motion was made by Janvrin to adjourn the meeting at 8:54 pm. Barham seconded and the vote was unanimous 3-0.

The next regular Board meeting will be held on Thursday September 17, 2020 at 6:30 pm.

Respectfully submitted,

Jeanne Nygren
Selectmen's Administrative Assistant