

Approved 02/29/2024

**I. CALL TO ORDER:** The meeting was called to order at 6:30 pm at the Fremont Town Hall Basement Meeting Room. Present were Select Board members Gene Cordes, Neal Janvrin and Roger Barham; Town Administrator Heidi Carlson; Gordon Muench; Police Sergeant Michael Buckley; James and Amanda Saltzman; Chris Spitalere and Michael Perrault. All rose for the Pledge of Allegiance. The meeting is live broadcast by Bill Millios from FCTV and livestreamed on Vimeo.

**II. ANNOUNCEMENTS** – Cordes read through the following announcements:

1. There are NO DELAYS in trash and recycling collections this week.
2. Candidates Night will be held on Friday March 8, 2024 at 6:00 pm in the Town Hall Basement Meeting room. It will be live broadcast and available on Vimeo.
3. Town and School District voting (Warrant Articles and Budgets) will be held at Ellis School on Tuesday March 12, 2024. Polls are open 7:00 am to 8:00 pm. The last day to register BEFORE voting is Friday March 1 (9 am to 12 noon) with the Town Clerk or Saturday March 2 (9:30 to 10 am at the Library) with Supervisors. New registrants CAN also register on Election Day at the polls.
4. The February Newsletter was mailed to all households and it is available on the website, with all of the other annual meeting information. There is also a lot of information available on the FCTV bulletin board.
5. The print version of the Town Report arrived last Friday and is available for pickup at the Fremont Public Library, Town Hall, Ellis School, Safety Complex, Village Market and 1820 Market.
6. The Town Clerk's Office received absentee ballots for Town and School elections on Wednesday. Anyone wishing to vote by absentee ballot should submit a form as soon as possible to the Clerk. Forms are available at the Town Hall and on the website.

At 6:33 pm the Board welcomed Police Sergeant Michael Buckley to the table to introduce part-time candidate James Saltzman for their consideration.

Buckley noted that there was an open part-time patrol position and that Saltzman worked previously for the Town from 2017-2019 and then for the Town of Brentwood beginning in 2021 after time with the military. Buckley said it would be a seamless transition to part-time in Fremont. Buckley noted his background is excellent, he was in the Army from 2002-2023 as a medic with several awards received, and no discipline issues. He lives in Fremont with his family, and knows the town.

The Board did not have any questions, members were familiar with him given his prior work history in Fremont.

Janvrin moved to appoint James Saltzman as a part-time officer for the Town of Fremont Police Department for a one year probationary period. Barham seconded and the vote was unanimously approved 3-0.

Saltzman was sworn in by Heidi Carlson and he, his wife, Spitalere, Perrault and Buckley left the meeting at 6:40 pm.

### **III. LIAISON REPORTS**

**02/19/2024 Safety Committee:** The Committee met at 10:00 am on Tuesday at the Library. We reviewed current status of work ongoing at Town properties. There were no injuries to report. The next meeting is Tuesday May 28, 2024 at 10:00 am.

**02/21/2024 Planning Board:** The Board held its meeting at the Town Hall Basement Room at 7 pm. The following matters were discussed:

### **NEW BUSINESS**

1. Site Plan Review Application Map 3 Lot 37 (326 Main Street Unit 5)
  - a. Applicant Steffan Morgenstern is proposing a Skateboarding manufacturing and screen printing business. This is a Change in Use requiring a Conditional Use Permit.
  - b. The Board took jurisdiction of the application.
  - c. The Board approved the Conditional Use Permit and then approved the Site Plan Application with conditions.

The next Planning Board meeting is Wednesday March 6, 2024 at 7 pm.

### **IV. APPROVAL OF MINUTES**

Janvrin moved to approve the minutes of 15 February 2024 as written. Barham seconded and the vote was approved 3-0.

### **VI. OLD BUSINESS**

1. The Town received a proposal earlier today from Wright Pierce for the Construction Engineering services for the Martin Road Bridge. Members had been through the proposal and did not have questions about what it entailed and asked about the NH DOT approval process. Carlson had forwarded it to DOT and left a voicemail for Kevin Russell, but has not yet heard back. There was some discussion about the hours allocated for tasks and how to further evaluate it. The Board was comfortable approving the proposal pending the approval of the NH DOT.

2. Carlson has processed a proposal from Lane Roofing to fix the rear roof over the staircase at the Town Hall for \$1,050 with a new membrane roofing and flashing. The work is tentatively scheduled for next Tuesday, weather permitting.

3. Audit follow-up:

The Town's Investment Policy had been sent out to members earlier in the week for review. This is required annually as part of the audit process. Members had reviewed it and had no concerns. Barham moved to readopt the Town's Investment Police as written. Janvrin seconded and the vote was approved 3-0.

Auditors were in the office Tuesday and Wednesday for full days of field work. They had done some preparation and the Town had all of the materials which can be done ahead, out for them upon arrival. They are waiting for receipt of the Town's annual OPEB report, the readoption of the Town's and Trustees of Trust Funds Investment Policies, and the Capital Assets, along with a questionnaire from the Treasurer. The Treasurer scanned and mailed that form today.

Carlson detailed a couple of items that would still need Board action, to include the transfer of funds from the General Fund to the PD Special Detail Revolving Fund. She prepared an excel sheet to document the revenue and expenses in accord with the Town's adopted Policy and once confirmed by audit, the money will be transferred on a manifest. Similarly, the amount of money paid for bridge engineering will be moved from the Bridge Capital Reserve Fund to reimburse the General Fund. There is approximately \$16,232.83 due to the PD Revolving Fund for Special Details.

4. Bill Millios is working with Comcast to return some old/outdated equipment to them and clean it out of the FCTV Control Room.

5. Carlson asked the Board about the Town Report invoice to include a shipping/freight charge. They wanted to know what we had done last year. Carlson pulled the invoice, but the discussion never came back up, so it will be brought back next week

6. Carlson had the final worksheet on acceptance of Jacob's Cove Road, noting that the November 9, 2023 Public Hearing had conditionally accepted it. The conditions have been met so the worksheet is updated and in the Consent file for signature noting the date and conditions being met. The Town holds the maintenance bond for two years. Members agreed they would sign this document noting conditions have been met.

## **VII. NEW BUSINESS**

### **1. Consent Agenda**

a. Manifest with zero appropriations to show the void (74727) of an accounts payable check to Samson Fastener Co Inc and reissue of check #75249 in the same amount to pay a December invoice in the amount of \$108.09

b. Sign final form for Town's file on acceptance of Jacob's Cove Road as a Town Road

c. Dec Tech Flooring proposal/invoice to authorize 50% deposit for Chief Twiss to have the check when they arrive with the flooring

Barham moved to approve the Consent Agenda as read. Janvrin seconded and the vote was unanimously approved 3-0.

2. Board members reviewed the folder of incoming correspondence to include: PB Plan Comment sheet regarding Fremont Land LLC solar array site plan proposal; Regional Impact Notice from RPC regarding a proposal for 296 housing units in Raymond on Main Street.

At 7:00 pm Fire Chief Rich Butler came in to the meeting. At approximately 7:10 pm he began discussing with the Board his monthly reports for January. They reviewed the on-call time as well as call responses.

The new EMS truck was put into service on Monday and went on its maiden voyage on a call this evening. Butler noted that Captain O'Connor worked hard to get the space utilized well. The interior cabinets all have markings as to where pieces of equipment go.

He noted evolutions of training (hoseline advancement, roof venting, search & rescue) on the former Rand property on Sandown Road. He noted a good turnout for this as well as ice rescue training held recently.

With no further questions, Chief Butler left the meeting at approximately 7:20 pm.

**Approved 02/29/2024****VIII. WORKS IN PROGRESS**

We are setting up a meeting for the Trustees of Trust Funds to review and readopt their Investment Policy Statement in accordance with audit requirements. They may also be able to complete and sign the annual MS 9 & 10 forms for submission. The meeting will be held at 3:00 pm on Thursday February 29, 2024 in the Basement Meeting Room at the Town Hall.

**IX. NON-PUBLIC SESSION** if needed

The next regular meeting will be held on Thursday February 29, 2024 at 6:30 pm in the Basement Meeting Room at the Town Hall.

With no further business to come before the Board, a motion was made by Barham to adjourn the meeting at 7:23 pm. Janvrin seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator