



Planning Board  
**TOWN OF FREMONT**  
NEW HAMPSHIRE 03044

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Meeting Notice/Agenda

In accordance with NH RSA 91-A: 2, II, you are hereby notified that the Fremont Planning Board will meet at **7:00 pm on April 15, 2020**. Also in accordance with Emergency Order #12 Pursuant to Section 18 of Executive Order 2020-04, Paragraph 8 the Planning Board is permitted to utilize emergency meeting provisions of RSA 91-A to conduct this meeting through electronic means while preserving, to the extent feasible, the public's right to observe and listen contemporaneously. On this date the Board will discuss the following agenda.

**I. ROLL CALL**

1. Tim Lavelle
2. Roger Barham
3. Jack Karcz
4. Paul Powers
5. Andy Kohlhofer
6. Mike Wason
7. Jenn Rowden
8. Leanne Miner

**II. MINUTES**

**III. NEW BUSINESS**

Emergency Measures – Affect on Board business.

Rockingham County Registry of Deeds – Closed for business. Creates delay in recording of  
Map 002/Lot 020 Documents

**IV. CONTINUED BUSINESS**

Site Plan Review Regulation Updates

**V. ADMINISTRATION**

Board Members and Officers

Circuit Rider Business

Incoming Correspondence and Project Updates

Administration/Budget

Other Department News

Upcoming – Excavation Permits – Due April 1

**VI. ADJOURNMENT**

# Town of Fremont NH

## Meeting Information

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Teams platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Teams platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **+1 929-229-5722** and **Conference ID: 310 807 760#**, or by clicking on the following website address: <https://tinyurl.com/wkddenb> OR this link [Planning Board Meeting Link April 15.](#)

b) Providing public notice of the necessary information for accessing the meeting;

Below is a guiding document on how to access the meeting using Teams which is also posted on the Town of Fremont's website on the Planning and Zoning Board web pages at

<https://www.fremont.nh.gov/planning-board/files/how-join-electronic-board-meeting>

<https://www.fremont.nh.gov/zoning-board/files/how-join-electronic-board-meeting>

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call **603 895-3200** or email at: **landuse@fremont.nh.gov**

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes taken during this meeting shall be done by Roll Call vote.

The meeting will begin by taking a Roll Call attendance including public attendees. When someone states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

# How To Attend a Fremont NH Virtual Board Meeting

In accordance with Governor Sununu's Emergency Order #12 and pursuant to Executive Order 2020-04, Fremont Boards are authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order each Board will:

- a) Provide public access to Board meetings by telephone, with additional access possibilities via the internet on your computer or phone or other Personal Device.
- b) Provide public notice of the necessary information for accessing the meeting. Information for each meeting will be posted online and on the front door of the Town Hall. As is the case with in-person public meetings, you can join virtual Town meetings anytime.
- c) Provide a mechanism for the public to alert the public body during the meetings. If there are problems with access by calling the Town Hall at 603 895-3200 and dialing the relevant extension for the Board having the meeting (i.e., Land Use Office Extension 306 or Selectmen's Office Extension 301).
- d) Adjourn the meeting if the public is unable to access the meeting.

The Fremont Boards including Planning and Zoning will have the ability to meet using the **Microsoft Teams** meeting platform.

**Microsoft Teams** meetings are best experienced when you join them from the Teams app or Teams on the web. If you can't use the app or the web, you may call-in in using a phone number and conference id number which will be provided for each meeting.

As a reminder you may also contact anyone at the Town Hall prior to or after the meeting and view meetings live via FCTV Channel 22 or after the meeting by Vimeo (posted shortly after each meeting closes).

Below is more information on how to join Fremont meetings.

## **Join by link – By Mobil Device or Computer**

If you know you want to attend a meeting in advance someone can send you a meeting invitation. Call or email the Town Hall Department of interest to request a meeting invitation. All we need is your email address.

Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

**If you don't have a Teams account** you have the option to enter your name to join the meeting as a guest. The Teams software is free. When you join the meeting we ask that

you enter your full name and address if space allows to help with public roll call requirements. **If you do have a Teams account**, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the virtual lobby where people in the meeting can admit you.

**Note:** Please download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

## Call in

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

If there's a phone number and conference ID in the meeting invite, just dial the number to join. You will be asked to announce your name when you join the meeting.

A screenshot of a meeting invitation interface. At the top, there is a grey rectangular redaction box. Below it, the text "+1 323-849-4874 United States, Los Angeles (Toll)" is displayed. Underneath that is "(866) 679-9995 (Toll-free)". Below the toll-free number is "Conference ID: 000 000 00#". At the bottom, the text "Local numbers" is followed by another grey rectangular redaction box.

The number in your invitation may not be local to you. Select **Local numbers** to find one that is.

This guidance document can be found on the Planning and Zoning Board web pages at <https://www.fremont.nh.gov/planning-board/files/how-join-electronic-board-meeting>  
<https://www.fremont.nh.gov/zoning-board/files/how-join-electronic-board-meeting>

Call Leanne Miner at the Land Use office if you have questions or need help attending the meeting. 603 895-3200, extension 306.