

At 6:03 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Brett Hunter and Greta St Germain and Town Administrator Heidi Carlson.

### **OLD BUSINESS**

1. Motion was made by St Germain to table approval of the minutes for 21 July 2011. Hunter seconded and the vote was approved 2-0.
2. Motion was made by Hunter to adopt the amended Information Sensitivity Policy dated 28 July 2011. St Germain seconded and the vote was approved 2-0. Selectmen signed a new original document. It will be held for Selectman Scribner to sign before being copied and distributed.
3. Selectmen signed the two tax deed waivers presented by the Tax Collector as approved on 21 July 2011 for parcels 01-074 and 07-117.002.
4. The Board discussed the replacement Fire Rescue Department new computer which is on order. When this had been discussed earlier, the Board had approved the purchase with the understanding that Fire Chief would then decide if he could find the money in his budget and what budget line it could come from. The Chief is still considering options on a new copy machine, to include whether to lease or outright purchase, and the networking capabilities.
5. An additional chapter of the NH LGC reference book "A Hard Road to Travel" was copied and distributed to Selectmen as information in follow-up to the rangeway public hearing. Carlson advised the Board that the matter has been presented to Town Counsel for review.

At 6:45 pm Jeff & Barbara Scheiding met with the Board to discuss historical information on taxes paid. They discussed their financial situation with the Board and discussed how hardship abatements work. Despite earlier confusion about how the Town handles these situations, the Schiedings said they did understand it now.

The Board said they would further review it and get back to them after consulting with NH LGC legal counsel on potential options, if any.

The Schiedings left the meeting at 6:58 pm.

### **OLD BUSINESS CONTINUED**

6. With regard to purchasing a replacement one ton Highway Truck, Carlson shared more information from Jeane Samms, the Town's municipal auditor at NH DRA, and how to handle a lease/purchase agreement. DRA does not recommend a lease/purchase clause that does not contain an escape clause without a Town Meeting vote of approval as it binds future Town Meetings to the payment cost annually. If the Board were to decide to use the existing funds in the Highway Equipment Capital Reserve Fund and buy a replacement truck outright, that could be done at the Board's discretion.

Winter spreader contracts have been reviewed by the Highway Study Committee and recommended to the Selectmen for approval. Changes for the 2011-2012 season include a fuel adjustment surcharge provision and a full five month contract basis.

At 7:15 pm Road Agent Mark Pitkin came in to the Board's meeting. The prior two topics of the one ton replacement and winter spreader contracts were reviewed again. Selectmen further reviewed and discussed the changed areas and approved the contracts to be sent to the vendors. Pitkin suggested that

Carlson prepare the contracts and the Selectmen sign them and then they be sent out to the Contractors. Pitkin wants these back by September 15, 2011 and this will be added at the end of the contract.

Selectmen asked Pitkin about the stop lines on Shirkin Road which are due to be installed this week. He is also installing the word STOP painted in white on the roads at South at Chester, North at Beede, Shirkin at Beede Hill Road. Selectmen and Pitkin have heard a couple of complaints about this. There was discussion about the location of other signage.

PSNH is going to take down the tree on North Road at 8:00 am on August 11, 2011. Highway crews are going to help and North Road will be shut down for a short time during the work. Pitkin will contact the abutting landowners if they want the wood.

There was discussion about beginning a Capital Reserve Fund for bridge construction. The NH Bridge Aid estimates received from NH DOT are over \$400,000 for each bridge (Scribner Road and Martin Road). The Town needs to have the funding mechanism in place prior to applying for NH Bridge Aid funding. The first NH FY that bridge aid funds are currently available is 2019.

Pitkin suggested bonding the two bridge projects together and applying for bridge aid once approved. The Board stated that planning needed to begin now for the work, as well as that it would be prudent to being savings in a Capital Reserve Fund.

To that end, Carlson has completed the RFQ for engineering services. The Highway Study Committee reviewed it on Monday, and Nancy Mayville, the NH Bridge Administrator has reviewed it and offered a few minor comments as well. These items will be incorporated and the Board agreed that the RFQ should be mailed out the NH Bridge Aid firms on the State's qualified consultant list.

Pitkin stated that no further changes had been made at Monday evenings Highway study Committee meeting to the revised job descriptions for Road Agent, FT equipment operator and PT laborer. Board members were given copies of all of these for review.

At 7:30 pm Selectmen opened a posted Public Hearing for Adoption of a Frost Ban Ordinance Adoption and an Amendment to the Town's Thru Trucking Ordinance Amendment. Present were Selectmen Hunter and St Germain; Road Agent Mark Pitkin, Town Administrator Heidi Carlson, and member of the public Cecelia Hart.

Selectmen dispensed with reading of the posted notice as copies of the posting and the proposals were distributed to all present.

### **Town of Fremont Notice of Public Hearing**

*The Fremont Board of Selectmen will hold a public hearing beginning at 7:30 pm on Thursday July 28, 2011 to discuss an amendment to the Town's Thru Trucking Ordinance; and adoption of a Frost Ban Ordinance. The text of proposed Ordinances is posted at the Fremont Town Hall, Fremont Post Office, Fremont Public Library, and on line at [www.Fremont.nh.gov](http://www.Fremont.nh.gov) on the Selectmen's Page.*

*The hearing will be held during a Selectmen's meeting in the basement meeting room at the Fremont Town Hall, 295 Main Street. The public is welcomed to attend. Written comments will be accepted until 5:00 pm on July 28, 2011.*

*Notice posted: 30 June 2011; Published: Fremont Newsletter – July 2011 edition and in the Union Leader 07/15/11*

Hart had questions about why the ordinance was adding South Road. Pitkin answered the question in terms of how truck traffic travels now, and indicated they are trying to reduce the heavy truck traffic on that road.

Comments earlier offered by the Police Chief were reviewed and addressed. Pitkin said that he said the trucks in the Main Street area in the school zone should only be going 20 miles per hour.

There was discussion about big trucks not being able to make the turn from Route 107 northbound, left onto Sandown Road. Hart said this was her situation, and Pitkin encouraged her to talk with the Police Department, as there are alternatives so that her husband can get to their home on Sandown Road.

Pitkin said that the big trucks should stay to the main roads for trucking purposes. The Thru Trucking Ordinance is meant to alleviate those who are cutting through to save time.

With no further discussion from anyone present, motion was made by Hunter and seconded by St Germain to accept the Thru Trucking Ordinance with the amendment to include South Road. The vote was approved 2-0.

Selectmen then turned to discussion of the Frost Ban Ordinance which is new for adoption by the Town. Pitkin explained the basis of the Ordinance and that this would likely last 4-6 weeks in the winter while the frost comes out of the ground.

There was discussion about changing the Frost Ban Ordinance Section 3 to a gross registered vehicle weight of ten (10) tons (20,000 pounds). There was discussion about what this included and the Board decided to change it to ten (10) tons.

There was also discussion about increasing the fine from \$100 as Pitkin suggested that may not be a sufficient deterrent. The Board increased the fine to five hundred dollars (\$500).

St Germain moved to adopt the Frost Ban Ordinance as amended this evening. Hunter seconded and the vote was approved 2-0.

Hart left the meeting at 8:03 pm. A motion was made by Hunter to close the public Hearing. St Germain seconded and the vote was approved 2-0.

At the end of the meeting, clean copies of the Ordinance were printed for Selectmen's signature and will be forwarded to the Town Clerk for recording.

## **OLD BUSINESS CONTINUED**

7. There was discussion about the current state of the Cooperage Forest project. The Town was successful in its endeavor to clear the lawsuit regarding use of the letter of credit funds to complete the improvements. Attorney Ryan has suggested that the Town move ahead with finishing the project. The Board discussed this with Pitkin, who said that the Town should oversee aspects of the work, but that a qualified engineer should do the primary construction observation.

The Planning Board reviewed the topic at their meeting last evening and agreed that the Town is now responsible for fixing/completing the road in the Cooperage Forest subdivision and it should be done through a bid process. They recommend the following:

- Have the Town Engineer prepare bid documents.
- Town to put the work out to bid.
- Town to request bids, review bids, and award the contract.
- Town to reserve the option to engage the Town Engineer to provide project management and oversight.

Selectmen asked that a couple of the engineers the Town uses on a regular basis be consulted about their projected scope of work and number of hours and tasks involved. From there the Board will make a decision about putting together documents and a bid specification with engineering assistance.

At a minimum, the scope of work includes engineering and oversight, construction items such as guardrails, swales, a final course of pavement, the Fire Department approach, confirmation on the cistern, and any remaining remedial work that needs to be done to get the road and other infrastructure satisfactorily to Town specifications.

Carlson will work on this in the next couple of weeks.

Pitkin left the meeting at approximately 8:30 pm.

Following the conclusion of the Public Hearing, Selectmen opened the bids received by the 4:00 pm deadline for the Safety Complex Hot Water System Installation. This included two packages:

Freedom Renewable Energy \$10,975  
Palmer & Sicard Inc \$19,750

No decision was made this evening. Copies of the two proposals were made and distributed to the members of the Energy Committee (who were meeting on the main floor of the Town Hall); and to the Building Inspector for review and a recommendation to be made back to the Board of Selectmen.

8. Selectmen further discussed vacation accruals and notification to the Town's full-time employees of the new policy that time earned in 2011 must be used prior to 12/31/2011. Chief Janvrin has had a preliminary discussion with the current four full-time police staff, and Carlson will follow-up with each regarding the specifics of their time for 2011 and any prior accrued time. Board members are nearly completed working on the budget allocation dollars to pay out old time prior to year end.

## **NEW BUSINESS**

1. Selectmen reviewed the accounts payable manifest in the amount \$691,039.41 for the current week dated 29 July 2011. Motion was made by approve the manifest by St Germain and seconded by Hunter. The vote was approved 2-0.
2. Selectmen reviewed the folder of incoming correspondence and bills/invoices received to date.
3. Copies of the Highway Study Committee meeting minutes and information from Monday July 25, 2011 were available for Board review. Most items were covered in the discussion while the Road Agent was present earlier in the evening.

4. Copies of the Town's 2010 Audit Report were distributed to the Board for review. The Mercier Group has released the Town from its contract such that the Board can go out to bid for the 2011 audit process. Carlson will get some sample RFP's to Nygren to work on next week. The Board discussed placing the management letter in the Town Report.
5. A representative of Congressman Frank Guinta will hold public office hours at the Fremont Town Hall on Tuesday August 9, 2011 at 9:30 am. Congressman Guinta also encourages any constituent who needs assistance on the federal level to contact his Manchester Office at 603 641 9536.
6. The Planning Board has recommended the Selectmen sign contract with RPC for Circuit Rider Planner services from July 1, 2011 through June 30, 2012. The contract was approved by the Board of Selectmen and signed by Chairman Hunter. The Board also approved the first half payment of \$4,345.00.
7. Selectmen signed the 2010 Form MS-5 for submission to NH DRA. This will be sent with the audit report now that both have been received.

Carlson followed up on the discussion from last week, indicating that Bonnie Sandstrom has not yet completed the School District Form MS-24, which is due to DRA as are the Town's MS-1 and MS-4, by September 1, 2011. The School District was undergoing their audit this week. Sandstrom said she would forward the form to the Town for Selectmen's review once it had been completed.

Selectmen reviewed the NHRS Employer News and questioned the Police Chief's hours worked of 34 in the past, and how will this change for him with the enacting of HB2. Part-time retirees can only now work 32 hours per week as prescribed by law, effective July 1, 2011. The Board discussed how to handle this hourly position whereas a pay adjustment will need to reflect the past payrolls to show this change. There was also discussion about the agreement for two weeks vacation granted to the Chief when he was appointed as Police Chief in 1995. Carlson will research this information and leave it for the Board's further review and consideration.

Copies of some employee self-evaluations were distributed to the Board to review and work on using their new employee review form.

#### **NEXT WEEK**

The next regular Board meeting will be held on Thursday August 4, 2011.

With no further business, a motion was made by Hunter and seconded by St Germain to adjourn the meeting at 9:31 pm. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator