

I. CALL TO ORDER at 6:00 pm in the basement meeting room at the Fremont Town Hal. Present were Selectmen Leon Holmes Sr, Greta St Germain, and Brett Hunter; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

This meeting is a work session of the Board.

The Town's Road Agent is working on paperwork for submission of reimbursement for winter storm costs involved in the February major winter storm.

The Town Clerk's Office is closed on Monday April 22, 2013; and has reduced hours on Thursday April 25, 2013 from 4:00 to 7:00 pm only.

III. LIAISON REPORTS

a. Budget Committee meeting of April 17 2013 – St Germain reported some of the questions posed by the Committee and Carlson indicated a conversation with Chairman Gene Cordes this evening in further follow-up. Carlson will review the minutes again and forward answers to the questions with the minutes when they are distributed. Questions included information on revenue trending, and trending of wages in payrolls per year.

b. Planning Board meeting of April 17, 2013 – Hunter reported that the Beede Spaulding developer (further subdivision of parcel 03-056) is looking to make contact with the Town's pending new attorney to review Conservation Easement documentation.

c. St Germain reported on a conversation with Randy Buchini regarding the Town's plans for public access and the necessary equipping of the basement meeting room (for camera and sound). St Germain will contact him again and set aside some time for him to meet with her and/or Carlson to review the room and provide some specifications for the needs of the space to be properly outfitted.

Carlson reported a conversation with resident Sam Harris, who is interested in participating in a cable committee once formed, to oversee public access and programming.

IV. APPROVAL OF MINUTES

St Germain moved to approve the minutes of April 11, 2013. Holmes Sr seconded and the vote was approved 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input – none.

7:00 pm Department Heads - Interim Police Chief H D Wood

Wood presented four quotes received for safety glass conversion at the Safety Complex police window. This included:

Dzioba Construction \$3,664.00

Fremont Glass & Garage Door Inc \$2,494.00 (includes subcontract with Todd Rich, Custom Builder)

Granite State Glass \$975.00 (asked for more detail given low pricing, and it was never received)

Premier Glass & Glazing 3,970.00

With this information, Selectmen accepted the quote from Fremont Glass & Garage Door and Todd Rich as the lowest responsible quote. Wood will contact Fremont Glass to find out if they will do the work separately or one will contract with the other.

There was discussion about the Police Department Pay Matrix increases for 2013. The matrix will increase by 2.5% as has been done in prior years. Wood presented a new matrix and where each officer fell on the matrix. The matrix includes only uniformed and officers who have also completed the Department's in-house training program. There was review of prior minutes to confirm this was the decision that the Board had made at budget time. Any other employees that are permanent part-or full-time will receive 2%.

Wood presented a grant from the NH Highway Safety Agency for \$4,945.51 for DWI patrols. The paperwork was reviewed and signed by Chair St Germain. There was discussion about holding a public hearing for acceptance of this grant pursuant to NH RSA 31:95-b. It will be scheduled for May 9, 2013 at 7:30 pm along with acceptance of the radios (Police and Emergency Management).

Wood then explained that Unit #1 (2010 Crown Victoria) first began to experience transmission problems on Friday April 12, 2013. Sergeant Laroche heard a noise but did not experience any mechanical difficulties. On the day shift of April 13, 2013, Officer Franek attempted to put the cruiser into reverse and it would not shift into reverse. He called Wood, who promptly took the vehicle out of service.

Wood reviewed the mileage and warranty on Unit #1 and learned that it has surpassed the mileage of 100,000 miles as it was at 101,499. On Monday April 15, 2013 the vehicle was relayed to Fremont Motors. Bob Wheadon assessed the damage and indicated that the transmission had a serious malfunction and recommended that the vehicle be towed by wrecker service to Trans Medic in Windham, NH.

Trans Medic looked at the transmission and advised that it needed to be rebuilt or a new transmission was needed. Wood received a quote of \$2,200 for a rebuild and \$2,900 for a new transmission. He then called McFarland Ford in Exeter, speaking with "Keith" in the repair department. Keith quoted a rebuild at \$2,500 and a new transmission with warranty in the area of \$3,200.

Wood left the meeting at 8:00 pm.

VI. OLD BUSINESS

1. First quarter Budget Reports dated March 31, 2013 were distributed for the Board to review.
2. There was lengthy discussion about the Highway Department Billing and rates for services, in an effort to answer questions about the relationship between services and the annual Department budget. Hunter discussed bills for different services performed by the Road Agent, and the rates for his labor and equipment. Reference was made to a 2010 rate sheet provided by the Road Agent at the time he was elected.

There was a separate discussion about the change in labor rate from \$25 to \$50 for the Road Agent's time. Research of the Board's meeting minutes did not provide a definitive answer, but Board members Hunter and St Germain; as well as Carlson recollected the situation wherein the Road Agent came forward with rationale for increasing that rate, which was agreed to by the Board within the past year. There was a rationale presented by the Road Agent which was accepted by the past Board. This led into discussion of

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the job description for the elected position of Road Agent and what that covered for the \$4,200 annual stipend.

There are differences between the current and former Road Agents and the amount of time they are available in town to do Town work. Holmes Sr felt that the current setup made it hard for the one full-time staff member to be as efficient. There was discussion about the part-time employee, who works nearly full-time throughout the summer months. The former Road Agent had worked in town several days of the week, generally. The current Road Agent does more of his own personal construction business during the week.

St Germain further presented a comparison spreadsheet between equipment costs for three years of prior Road Agent's and their hired equipment and the costs now that the Town owns its own backhoe. She recollected some history from the Highway Study Committee indicating that the Town owning its own backhoe would reduce costs in the long run, by reducing contracted equipment hire costs. In looking at several years of data, this did appear to be the case. Holmes Sr stated that he did not feel owning our own backhoe was in the Town's best long-term interest, stating he felt it would cost more to own it, and questioned what would happen when this backhoe was no longer useful.

There was discussion about whether the Town is required to have a Road Agent. Carlson believed that the statute does not provide an "opt-out" but will review Statutes and the LGC publications available for guidance.

There was a brief discussion about beginning work on the Winter Plow and Sand Contracts for next season, including how the Town would handle contractor set up costs.

3. Selectmen discussed the Police Chief Study Committee and respondents to date. The Board asked Carlson to check with NHMA for a price if they were to undertake the recruiting services on behalf of the Town. There was discussion about formulating a task list for the committee of five to seven members. This would include review of resumes, generate interview questions, conduct oral interviews with a reduced number of candidates, contacting references of finalists.

The Board will call it a Police Chief Search Committee, and after much discussion decided that it will be posted as a part-time position of 30-32 hours per week. The minimum requirements include: 10 years law enforcement experience with at least 5 years in a supervisory role; knowledge of budget administration, ability to lay out short and long range visions for the department, and several other items as reviewed from a current posting on the NH LGC website (for the Town of Tilton). The Board will require the chief to live within 15 miles of the Town of Fremont (or relocate within a reasonable period of time); have NH Police Standards certifications including fitness for duty (or get them within six months); and be subject to a rigorous background and fitness for duty test, psychological, medical, polygraph examinations; and possess a valid NH Operator's license. Carlson will put some drafts together for review next week.

The Board asked Carlson to follow up with Don Gates about his interest in assisting with the Search Committee.

4. Dzioba Construction has been contacted regarding their proposals for the painting of the Meetinghouse and Town Hall windows. These funds were encumbered from 2013 based on the proposals received. Dzioba is placing the two projects into their work schedule for the spring and will advise when they are ready to begin.

5. Selectmen St Germain and Hunter had reviewed the legal services proposals and there was discussion about the firms and their presented information. Holmes had not had time to read through all of the proposals.

In light of Hunter's interest in the Soule Leslie proposal, St Germain placed a call to School Board Chair Ida Keane for a reference. She said the Fremont School Board is happy with their services. There was further discussion of the proposals, costs, and services.

St Germain moved to accept the proposal of Soule Leslie Kidder Sayward & Loughman PLLC Attorneys at Law. Hunter seconded and the vote was unanimously approved 3-0.

6. St Germain moved to readopt of NH RSA 80:52-a for prepayment of property taxes. Hunter seconded and the vote was unanimously approved 3-0.

7. Carlson asked for an updated copy of the Complaint Policy (adopted as a first read a couple of weeks ago). Hunter will get this for all Board members with the corrections from that evening.

8. There was a brief discussion about Perambulations with the Town of Danville. The Town of Fremont is having Selectmen work on this, so there is not anticipated to be any cost. If Danville has to pay for their representatives, that would be their obligation. Holmes discussed where some of the bounds were and may be of assistance in the process. Peter and Chuck Bolduc have also helped with this in the past, along with Chris Barlow. St Germain to follow up with Danville.

9. Holmes discussed a phone conversation with a member of the People's United Methodist Church congregation (Mr Davies) regarding the previously untimely filing of their 2012 tax exemption for the home at 2 Frost Lane. There was lengthy discussion about the process when the Treasurer, Mr Zimmel filed the application after receiving the first issue property tax bill for the Frost Lane home. Holmes expressed concern over the fact that one person had caused the untimely filing, and it affected the entire church. They indicate they do not have the \$3,900 due for first issue, and the Town had granted the exemption from when the filing was received, exempting the property from second issue billing as a goodwill gesture once the proper paperwork was filed. There was discussion that burden will now be redistributed to the rest of the taxpayers if it were to be abated now.

The Board wanted to maintain a proper etiquette for handling complaints, and indicated that it was properly directed to the Board as a whole. Holmes will return the call to Mr Davies and have him contact Carlson for an appointment to meet with the Board.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest in the amount of \$8,098.54 for current week dated 19 April 2013. St Germain moved to approve the manifest, seconded by Hunter. The vote was approved 3-0.

2. Selectmen reviewed bills and invoices for payment next week.

3. Selectmen reviewed the folder of incoming correspondence.

4. Selectmen reviewed and approved the May Newsletter for publication. An article will be added for the Public Hearing to accept (and in some cases expend) three grant applications.

5. Selectmen reviewed appointment forms as follows:

- a. Richard D Butler, Fire Chief, Forest Fire Warden, and Heating Inspector for one year
- b. Leon F Holmes Sr, Selectmen's Ex-Officio Representative to the Budget Committee for three years (goes with his elected term as a Selectman)
- c. Joyce Booker-Janvrin, Emergency Management Director for one year
- d. Laurene Allore, Deputy Emergency Management Director for one year
- e. Robert N Meade, Health Officer for one year
- f. Gertrude I Butler, Health Officer
- g. Nicole Cloutier and Elizabeth Torre, Parks & Recreation Commission Member for three years
- h. Jack Downing and Douglas Andrew, Zoning Board of Adjustment Member for three years
- i. Meredith A Bolduc, Zoning Board of Adjustment Alternate Member for three years
- j. Roger Barham and John "Jack" Downing, Planning Board Member for three years
- k. William Knee, Conservation Commission Member for three years
- l. Leanne Miner, Conservation Commission Alternate Member for three years
- m. Kenneth F Pitkin, Assistant Electrical Inspector for one year
- n. Selectmen accepted the Town Clerk's recommendation of Tammy Kitt as Deputy Town Clerk for one year.
- o. Selectmen accepted the Treasurer's recommendation of Rachel Edwards as Deputy Treasurer for one year.
- p. Selectmen accepted the Tax Collector's recommendation of Jeanne T Nygren as Deputy Tax Collector for one year.

Holmes Sr moved to appoint all individuals as listed above for the terms listed. Hunter seconded and the vote was approved 3-0.

6. Selectmen reviewed an Excavation Tax Warrant for the 2012-2013 tax year in the amount of \$137.18 for parcel 04-015 owned by Fremont Park Associates / Gary Merrill. St Germain moved to approve the Warrant. Hunter seconded and the vote was approved 3-0.

7. Selectmen reviewed and signed an Intent to Excavate for the 2013-2014 tax year for parcel 04-015 owned by Fremont Park Associates / Gary Merrill.

8. Selectmen reviewed a contract for utility value updates with George Sansoucy PE LLC for the 2013 tax year. The total amount of the contract is \$4,000. The budget covers this contract as well as the anticipated legal costs involved in the lawsuit pending that was filed by FairPoint. Motion was made by Hunter to sign the contract. Holmes Sr seconded and the vote was approved 3-0.

9. Selectmen reviewed a Veteran's Credit application for \$250 on parcel 06-053.004 owned by James & Maureen Dennis and Charles & Michele Coleman. With all in order and the applicant's eligible, Holmes Sr moved to approve the credit for Dennis. Hunter seconded and the vote was approved 3-0.

10. Carlson discussed with the Board a request from resident Rick Toscano at 77 Spaulding Road for a release of the previously posted driveway escrow bond for his lot. Review of the file indicates that the builder posted a \$1,000 driveway bond for the final paving in order to receive an Occupancy Certificate, and then never completed the work. The Toscano's then bought the property following the builder losing the home to bankruptcy. They completed the necessary work, including paving the driveway.

Road Agent Mark Pitkin feels this question should be answered by the Selectmen and indicated to Carlson that he did not have a problem with the money being released with verification that the Toscano's did the work. The Board discussed a formal request being submitted in writing by Mr Toscano; as well

as documentation of the cost of paving the area to justify release of the escrowed funds (now approximately \$904).

Carlson will contact Mr Toscano and request this information be submitted.

11. Selectmen reviewed a request from Mike Rydeen on behalf of the 250th Committee to have a stand during the Memorial Day Parade for information and fundraising efforts. They proposed to put it along the parade route, near the school. Generally commercialized activities are not encouraged, but where this is raising awareness of the Town's 250th Anniversary, and is a Town event, the Board felt it was OK. Selectmen were not opposed to this so long as permission was obtained from the School if on their premise.

12. Selectmen reviewed and St Germain initialed the March 2013 edit/void transactions from QuickBooks.

VIII. NON-PUBLIC SESSION NH RSA 91-A

At 8:01 pm motion was made by Hunter to enter non-public session pursuant to NH RSA 91-A:3 II (e) to discuss a legal matter. Carlson left the meeting at this time.

At 8:11 pm motion was made by Hunter to return to public session. Holmes Sr seconded and the vote was unanimously approved 3-0.

At 8:15 pm Carlson returned to the meeting. Selectmen reported they discussed an ongoing legal matter. No decisions were made.

The next regular Board meeting will be held on Thursday April 25, 2013 at 6:00 pm.

IX. ADJOURNMENT – by 9:00 pm

Motion was made to adjourn the meeting at 9:55 pm by Hunter. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator