

**I. CALL TO ORDER** – The Board’s meeting was called to order at 6:05 pm. Present were Selectmen Brett Hunter and Leon Holmes Sr; Town administrator Heidi Carlson, and Lamprey River Advisory Committee Member Pat deBeer. All rose for the Pledge of Allegiance. Greta St Germain arrived shortly after the Pledge.

## **II. ANNOUNCEMENTS**

The Friends of the Fremont Library are holding a Celebration Event from 6:30 to 8:00 pm on Wednesday May 15, 2013 in honor of Cheryl Rowell, founder and outgoing President; and Barbara Niland, founder and outgoing Vice President, for their many years of dedication and devotion to the Friends of the Fremont Library. Selectmen have been cordially invited to attend.

## **III. LIAISON REPORTS - None**

## **IV. APPROVAL OF MINUTES**

Hunter moved to approve the minutes of 02 May 2013 as written. St Germain seconded and the vote was unanimously approved 3-0.

## **V. SCHEDULED AGENDA ITEMS**

At 6:35 pm Pat deBeer and Fred Lindahl met with the Selectmen, representing the Lamprey River Advisory Committee. They presented detailed information about the Lamprey River Advisory Committee and asked for the Board to review the Committee’s Draft Management Plan. A hard copy was presented tonight which Holmes Sr took to read; and the link will be made available on the Town’s website for the community to review. They asked for the review to be done by June 15, 2013 with all of the Town’s feedback submitted to the Committee (instructions provided in the plan).

Ms deBeer explained that the Exeter River Local Advisory Committee did a management plan update as well and what is in the plan fits with the Town’s regulations and ordinances. They asked Selectmen to review the plan to see how it fit with the Town’s Master Plan, Zoning Ordinances, to include the Natural Resource Inventory and shoreland buffers.

One of the goals of the Committee is to see how they can work with the Town to address common issues. They asked the Board to comment on the Committee’s goals that might be at odds with the Town’s efforts to protect the river. The Committee also wants to make the plan available to Town residents who can or might want to help with their efforts. The Management Plan can also be guidance for other bodies of water in Town.

Carlson will put up a link on the home page of the Town’s website and include deBeer’s news item to highlight the website address and ask people to look at the management plan and offer any comments. Respondents can embed comments in red on the electronic version, and e-mail to [spetersen.lrac@comcast.net](mailto:spetersen.lrac@comcast.net) OR write comments on a hard copy and mail to Lamprey Rivers Advisory Committee, c/o Sharon Meeker at 203 Wadleigh Falls Road Lee NH 03861 OR call Sharon Meeker at 659-5441.

They also said that Committee members Fred Lindahl, Pat deBeer or Sharon Meeker can be contacted with any questions and concerns.

They further went into NH RSA 483, which is the state legislation that created the Rivers Management and Protection Program. It represents 14 towns in the Lamprey drainage area of 212 square miles.

Members are nominated by town governments and appointed by the commissioner of NH Dept. of Environmental Services. It is not a government entity, and is not regulatory. It's comprised of volunteers and a paid administrator. Each town may have up to 4 representatives. Fremont has 2, and may nominate 2 more.

Richard Butler came into the meeting at 6:45 pm.

There was further discussion about the two watersheds in Fremont, the Lamprey River Watershed and the Exeter River watershed. They explained that the Piscassic River and Brown Brook are what feed from Fremont into the Lamprey River Watershed.

Their goals include protecting the entire watershed, cultivating appreciation of and stewardship for the Lamprey River and surrounding landscape, and insuring that river protection goals are adequately supported, including working with towns and landowners to expand existing wildlife habitat inventories and conservation plans for the Lamprey River watershed area, protecting and restoring ecological functions and resources of the Lamprey River.

The link to the Lamprey River website is [www.lampreyriver.org](http://www.lampreyriver.org). The link to the management plan is:

<http://www.lampreyriver.org/about-us-2013-management-plan-draft>

Lindahll and deBeer thanked the Board for their time and asked for their comments by June 15, 2013.

6:45 pm Public Input - none

7:05 pm Department Heads

Richard Butler met with the Selectmen to discuss the life safety issues involving the church, who participates in the Family Promise Program and is hosting homeless families for a week at a time. Chief Butler explained that this is a rooming and boarding use, and has to meet certain fire codes for the safety of the occupants. He said he has talked with the Building Inspector and the Fire Marshal's Office, and will be meeting with the church representatives once he hears back from the Fire Marshal's Office. He said this is a change of use of the building and could possibly require other approvals as well.

While he was at the meeting, Selectmen asked Chief Butler for his follow-up on a revised Fire Chief Job Description. The chief said he was working on it. Selectmen asked for a final document to be submitted for their review by June 1, 2013. Chief Butler said this was manageable for him.

Chief Butler left the meeting at 7:20 pm.

At 7:30 pm Selectmen called to order a Public Hearing. Present were Beth Swanson and Interim Police Chief H D Wood IV. St Germain read the notice of public hearing:

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

*The Board of Selectmen will hold public hearings pursuant to NH RSA 31:95-b beginning at 7:30 pm on May 9, 2013 to consider acceptance of three separate grants; one from the NH Highway Safety Agency for DWI Patrols, and two from NH Homeland Security and Emergency Management for radios for the Fremont Police and Emergency Management Departments.*

*The hearings will be held in the basement meeting room at the Town Hall, 295 Main Street, Fremont NH, as part of a regularly scheduled Selectmen's Meeting. The Public is welcome to attend.*

Posted: Town buildings, Post Office, Website 04/19/2013, May 2013 Newsletter

There was discussion about acceptance of the two radios which are from Homeland Security and can be programmed with reimbursement as well. They have both been received and are in the process of being programmed. The Emergency Management Director's radio is a Motorola XTS 2500 portable; the Police Department radio (issued to Jason Larochelle) is a Motorola APX6000 portable.

Carlson explained that the grant money from NH Highway Safety included \$4,945.51 for wages and associated payroll costs of DWI patrols (22 patrols at 4 hour each). This expenditure is included within the detail line, so the Town is only accepting the grant money to offset the Police Special Detail expense.

Hunter moved to accept the money for DWI patrols from the NH Highway Safety Agency; and two portable radios from NH Homeland Security. Holmes Sr seconded and the vote was unanimously approved. Hunter then moved to close the public hearing at 7:40 pm. Holmes Sr seconded and the vote was unanimously approved 3-0.

Holmes Sr asked Interim Chief Wood about the parking situation on Shirkin Road. Wood reported that the owner advised him that the spring event which caused the parking problem was one of four major events during the year and they post it on their website that no parking is allowed on the road. Seacoast United does not want to pay for new signs, and they will open one of the fields for parking and are leveling another parking lot. They will make multiple announcements over the PA and post on outgoing emails and news posts prior to the even, and will post at the road. They have told the Police that anyone who misses all of this notification will be ticketed. Wood said that this is enough documentation to support ticketing for anyone who does not obey the signage. If it should happen again, the Police Department will ticket and tow illegally parked cars on Shirkin Road.

Interim Chief Wood left the meeting at 7:45.

At 7:45 pm Parks and Recreation Commission members Nicole Cloutier, Beth Swanson and Elizabeth Torre met with the Selectmen to introduce their choice for Parks & Recreation Summer Camp Director Christyn Surprenant and Assistant Director Joshua Cooley. Surprenant and Cooley both outlined information about themselves for the Board. Cloutier said that they are the Commission's choice for leadership for the Camp Program this summer.

There was discussion about the importance of caring for Fremont's youth enrolled in the program, and their ideas for the summer plans. Carlson had met with both candidates earlier this evening to begin reviewing employee packages, the budget, and overall how the program works from an administrative standpoint (including interaction with the Selectmen's Office).

Hunter moved to appoint Christyn Surprenant and Joshua Cooley as Director and Assistant Director of Camp Fremont for the 2013 Camp Season. Holmes Sr seconded and the vote was unanimously approved 3-0.

All were thanked for their attendance and Parks & Recreation Commission members and the directors left the meeting at approximately 8:10 pm.

## VI. OLD BUSINESS

1. Selectmen talked about the logistics for the combination of the Town Clerk/Tax Collector position. They discussed using the current Tax Collector and Assessing room as one option (with the current Town Clerk Office as general storage for all main floor offices); and using the current Town Clerk's Office with an addition for the needed office space. The Town Clerk has one office computer that is the Town's and two that belong to the State of NH, so the State computers could not likely house the other Town Clerk or Tax software.

Selectmen began to discuss a budget for the coming year and what the stipend structure may look like, as well as how many regular hours the position might be.

Selectmen asked Carlson to set an appointment to discuss transition to the combination position with Sharon Girardi and Shannon Bryant within the next few weeks.

The Board also discussed consulting with Building Inspector Bob Meade about potential office renovations upstairs.

2. Carlson advised the Board that the FEMA submission is complete. Road Agent Mark Pitkin has asked the Board to consider acceptance of the grant funds pursuant to NH RSA 31:95-b, so that they can be returned to the Highway Department Budget and used for paving. Hunter moved to set up a public hearing once the FEMA funds are received so that they can be accepted and expended pursuant to NH RSA 31:95-b. Holmes Sr seconded and the vote was unanimously approved 3-0.

3. Selectmen reviewed and signed follow-up letters to Upton & Hatfield and Mitchell Municipal Law firms; as well as to John Ryan.

4. The NH Department of Labor follow-up inspection was completed on Friday May 3, 2013. Only two items remain to be completed, the rating of the chain fall at the Fire Station, and an exit sign placement in the Selectmen's Office.

5. Carlson discussed a call from the Town's trash/recycling contractor Waste Management regarding the upcoming trash contract period. After some discussion, the Board decided they did want to put the contract out to bid. They will consider further negotiations with the best responsible bidder in the best interest of the Town, upon receipt of the sealed proposals.

## VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$18,886.26 and accounts payable manifest \$32,081.75 for current week dated 10 May 2013. Motion was made by Hunter to approve the accounts payable manifest. Holmes Sr seconded and the vote was approved 3-0. Motion was made by St Germain to approve the payroll manifest. Hunter seconded and the vote was approved 3-0.

2. Selectmen reviewed bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence; reviewed and signed outgoing correspondence. Incoming correspondence included an email to the Selectmen's Office from Nicholas Basti expressing discontent that the Town would not disregard the State law regarding eligibility of dates for Veteran's Credits. He asked to be removed from the Town's list of resident veterans.

4. The Board will take the July 4<sup>th</sup> week off (July 4 is a Thursday). A brief meeting will be posted for early or late in the day on July 3 or early July 5<sup>th</sup> for review and approval of manifests. Otherwise the summer schedule will remain with weekly meetings.
5. Selectmen reviewed and signed a Land Use Change Tax bill and warrant for parcel 03-015.001.006. This was forwarded to the Tax Collector.
6. Selectmen set a schedule for annual Department Head reviews to include the Fire Chief, Town Administrator and Building Inspector in June. Carlson was directed to do reviews for Meredith Bolduc and Jeanne Nygren.
7. The April 2013 budget report and annual revenue trending reports were distributed to Board members.
8. Selectmen reviewed a request from the Town Clerk for training reimbursement wages for the new Deputy Town Clerk. The Board discussed the necessary training classes, which include a vitals workshop, a four day class at NH DMV, and a three hour privacy class. There is possibly a voting workshop.

The Clerk requested a \$12.00 per hour pay rate, which is similar to some employees who have been with the Town for many years. The Board agreed to pay for an hourly rate for training for the Deputy Clerk for up to 30 days of training (the number of days needed in the office to be eligible to attend the NH DMV MAAP class); and will pay for the time at the designated classes for Vitals, Privacy, DMV training classes.

After discussion and consideration of other staff wages and job descriptions, the Selectmen approved a \$10.00 per hour wage for 30 work days to be eligible for DMV training. The 30 days plus the named training sessions are allowed to be paid at the hourly wage, and then the position is to revert to the \$500 stipend. If other trainings are needed, the Clerk needs to submit them for consideration by the Board.

Selectmen stressed that the Town Clerk needs to carefully watch the budget so as to not overspend it. The assistance provided by neighboring Town Clerk Sue McKinnon has taken up more than ¼ of the training wages already.

In response to a complaint received, the Selectmen stated that they do not have the authority to set the Town Clerk's hours; and have asked for the Clerk to consider additional night hours or a Saturday because it would work better for the working people of the Town. She had informed St Germain recently at the TC window that she has no plans for additional hours nor Saturday availability.

Selectmen discussed the various complaints they have receive concerning the Town Clerk's hours and are very disappointed that the Town residents are inconvenienced by long lines and unfavorable open hours. There was discussion of placing a complaint box and posting a survey on the town website as we prepare and transition into the combined position.

Selectmen had not had time to review the letter from Attorney Gorrow and will plan to discuss her letter on the credit card agreement next week.

Selectmen would also like to follow up with Sharon Girardi on an "e-tax" type payment option (if there is something comparable to the Clerk's "E-Reg" option).

9. Selectmen discussed generator repairs at the Town Hall and asked Carlson to get an estimate from the generator company in Auburn. The Board thought that repairs should be made to the unit.

10. Selectmen reviewed an email and photographs from Dennis Howland on behalf of the Tuck Woods Homeowner's Association with some questions about fixing the landscaping within the Town's right-of-way on Ingalls Lane at Karlin Road. Carlson had spoken with the Road Agent about this matter, and it was decided that the area could be fixed up with grass seed, but that no new materials (rocks or other landscape material) could be placed in the Town's right-of-way. The Board wanted the Homeowner's Association to make all of their improvements in conjunction with oversight from the Town's Road Agent.

11. Selectmen reviewed and signed Intent to cut for the 2013-2014 tax year for parcels 01-012, 01-015, 03-089 owned by Jacob and Janice Donigian.

12. Selectmen discussed a grant application to NH The Beautiful for recycling bins. The Board agreed to transfer money to the recycling bin purchase line in order to be able to receive a grant and purchase more binds. Chair St Germain signed the application form on behalf of the Town.

13. Selectmen signed a Yield Tax Warrant for the 2012-2013 tax year in the amount of \$984.14 for Jacob and Janice Donigian on parcels 01-015, 01-015, and 03-089. This was forwarded to the Tax Collector.

14. The Highway Department is going to start working on repair of a timber retaining wall on Beede Hill Road.

15. Selectmen reviewed an exemption application submitted by Donald and Lorraine Bettencourt, as well as information from NH DRA on income and qualifications. With the application not in compliance with the NH Statute, St Germain moved to deny the application for 2013. Hunter seconded and the vote was approved 3-0.

16. Selectmen approved a request from Gene Cordes to use tables and chairs from the Town Hall on May 18, 2013.

17. Due to Selectman Hunter's travel schedule for work, the Board requested that the meeting with the Police Chief Search Committee be moved to May 16<sup>th</sup> instead of May 30<sup>th</sup> as discussed last week.

#### **VIII. NON-PUBLIC SESSION NH RSA 91-A – none.**

The next regular Board meeting will be a work session, to be held on Thursday May 16, 2013 at 6:00 pm.

#### **IX. ADJOURNMENT – by 9:00 pm**

With no further business to come before the Board, motion was made to adjourn the meeting by Hunter at 9:00 pm. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator