

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

II. ANNOUNCEMENTS

1. This is a work session of the Board.

III. LIAISON REPORTS

1. Hunter provided updates on current Planning Board matters including Seacoast Farms and Seacoast United Soccer. Seacoast Farms is being monitored and reported to Bob Kelly with regard to the gate being locked. Seacoast United Soccer is working on the completion of the appropriate treed buffer at the site, plantings, and updates to the Conservation Easement language in the restriction deed.

IV. APPROVAL OF MINUTES

Selectmen reviewed minutes for 25 July 2013 and 01 August 2013. Motion was made by Hunter to approve both sets as written. St Germain seconded and the vote was unanimously approved 2-0.

V. SCHEDULED AGENDA ITEMS

At 6:10 pm Sharon Girardi met with the Board to discuss her appointment as Town Clerk (from Deputy) and new Deputy Town Clerk options. Motion was made by Hunter and seconded by St Germain to appoint Sharon A Girardi as Town Clerk in light of Shannon Bryant's resignation. The vote was unanimously approved 2-0 and an appointment form was signed, valid through March of 2014.

Girardi discussed posting the now vacant Deputy position and wanted to discuss an hourly wage. She said that she is looking at 12-15 hours per week in a clerical position that would be combined as the Deputy Town Clerk. Within the \$500 annual stipend for the position would be an expectation. This includes coverage of the Town Clerk's sick or training time. The clerical wage would only be paid out for the planned 12-15 hours per week (depending on the schedule chosen once the combined office is underway).

Girardi is currently thinking of several days a week from 9 am to 12 noon and 1:30 to 6:00 pm; and some Saturdays. There was discussion about keeping some continuity of hours, but offering more later times (evenings) and a couple of Saturdays. Carlson indicated again that the Town needs to edge carefully forward so that the position does not become overwhelmed. This was the reason that the former Clerk had started out with some limited hours, to be sure that she could get the proper training and manage all that had to be done.

The Board nor Girardi want to see additional turnover come the March 2014 election, and Girardi urged the Board to consider a higher rate of pay than \$10 for training and clerical time. She also offered to give up wages from the Clerk's wage line in an effort to get a Deputy/clerical person additional money per hour.

Girardi said that she wants the Deputy/clerical position to clearly pay x for the clerical hours, outside of those hours, it is based on the deputy stipend (sick time, unanticipated time for the clerk out of the office). There was continued talk about scheduling and starting out slow.

Girardi stated that she was not going to take any Town Clerk pay while training. She was asked to keep track of how much time she was spending so that better determinations can be made on needs in this area.

Girardi discussed her desire to pay the clerical/Deputy position at \$12 per hour and taking the \$2 per hour (above the prior pay of \$10 per hour) off the Clerk's pay to make that work. After continued discussion, the Board was amenable to this proposal.

Girardi agreed that she would take the Deputy stipend through the end of September for the third quarter at \$125.00. She said she would rather the money be used for a Deputy/clerical person to come and start training now and be ready to go fully staffed by the end of the year. There was discussion about posting the ad, what needs to be included for specifics related to the compensation, and discussion of existing Town employees who may be interested in the position.

Girardi said that she hopes beginning in October she may be ready to be on her own, and at that time will look again at budget residual and scheduling hours to determine what will be set for the rest of the year, hoping for at least 30 hours open as had been the case when Lori Holmes was the Town Clerk.

Girardi thanked the Board for their time and left the meeting at 6:55 pm.

6:45 pm Public Input - none

7:00 pm Department Heads - none

At 7:30 pm Selectmen opened a public hearing noticed as follows:

Town of Fremont
Notice of Public Hearing

The Fremont Conservation Commission, with the Fremont Open Space Advisory Committee and Fremont Board of Selectmen, will hold a public hearing on Thursday August 8, 2013 at 7:30 pm at the Fremont Town Hall, pursuant to NH RSA 36-A:4 and 5 to discuss an amendment to the existing Conservation Easement on the Glen Oakes Land to include the Oak Ridge Town Forest Lands (Map 4 Lots 4, 8, 9, 10, 11, 12 and 16) used as conservation land, with potential easements, on property in Fremont.

The public is welcome to attend.

Written comments may be submitted to the Board of Selectmen by mail, electronically or hand delivered to the Fremont Town Hall no later than 4:00 pm on August 7, 2013.

Posted: 23 July 2013

Present were selectmen Hunter and St Germain; Town Administrator Carlson; Conservation Commission members Janice O'Brien, Pat deBeer, Chairman Bill Knee, and Alternate Meredith Bolduc; and Mike Speltz from the Society for Protection of NH Forests.

Selectmen read aloud a letter from Dennis Howland who had submitted some thoughts for consideration. (See letter on file). Howland suggested that the Town not put an easement on parcel 04-004 for reasons including it is not contiguous to the rest of the Town Forest on Tavern Road, the Old Ridge Road portion of the lot is wet and likely impassable, the property was obtained for non-payment of taxes and not the criteria established as "high value." He suggests that the Town hold on to this for potential future sale as a building lot with the money added to funds available for purchase of other, more desirable property.

Bill Knee then outlined the area on the tax maps, indicating that $\frac{3}{4}$ of the lot is bordered by the prime wetland. The boundary of 04-004 and boundary of 06-061 (long narrow strip of frontage on Old Ridge Road) are contiguous. He stated that this may change at some point in the future. Knee stated that the area is also part of the Aquifer Protection District, another valuable asset for the Town to protect.

Knee presented a written response to Howland's concerns, offering a different perspective to the concerns. (See letter on file).

O'Brien did not feel parcel 04-004 had to go through the selection criteria process because it was not acquired with Town bond funding.

Knee said that protecting the prime wetland and abutting aquifer is a benefit for all of the Town's citizens.

In conclusion, Knee stated that the Conservation Commission is charged with thinking ahead and looking ahead to how current decisions will affect us now and our children in the future. He said they want to think for hundreds of years ahead and consider all the Town Forest lands. Knee said he is recommending that it be included in the Town Forest easement.

Pat deBeer spoke as a resident and not as a Commission member offering some support for the alternative position offered by Howland in that it could potentially be used to leverage for other more desirable land.

O'Brien said she did not agree with the logic presented by Howland.

Mike Speltz, staffer at the Society for the Protection of NH Forests, showed the Board two maps to illustrate the natural resources of lot 04-004. One map showed how the wetlands on that parcel are directly connected to the Spruce Swamp. The second map showed an excerpt of the NH Wildlife Action Plan that showed the entire parcel is rated as "Best in New Hampshire" (top 15%) in terms of habitat condition. Finally he showed a picture of the road frontage of lot 04-004 and the house to the south; the picture showed the wetland that would make it difficult to use lot 04-004 as residential property.

There was considerable discussion and some research done (as much as was available on the Town's website for past Town Reports) regarding Town votes taken about the status of this as Town Forest Property. There was some thought by O'Brien that the Town had specifically voted for an easement on lands, including parcel 04-004. It could not be determined with certainty, and there was discussion about also asking Jack Karcz about the easement information given his involvement early on in the Open Space Committee endeavors.

The Board advised the Commission that they would not likely make a decision until the full Board was present. They did discuss not including parcel 04-004 in the easement, and will continue to gather some research. As the discussion has progressed, they do not feel they will hold this lot out of the easement, but do want some determinations on past votes.

At approximately 8:25 pm, motion was made by St Germain to recess this Public Hearing to 7:30 pm on Thursday September 5, 2013. Hunter seconded the motion it was voted unanimously in favor 2-0.

With Conservation Commission members still present, Carlson asked to discuss the Town Forest Harvest proposals. Carlson reminded the Board of Selectmen that an RFP had been posted in July for a selective cut of approximately 75 acres in the Glen Oakes Town Forest, being overseen by Forester Charlie Moreno on behalf of the Town.

Bolduc and Knee reported that four proposals had been received. The Commission had publicly opened them at their meeting of 05 August 2013 and Moreno had then tallied and organized them into a spreadsheet, which the Commission reviewed at a posted meeting earlier this evening. They reported that Fred LeClair had been awarded the work at the commission meeting this evening, based on the highest value for the timber. There was approximately a \$2,800 difference from the next highest bid. LeClair's proposal totaled \$12,629.00.

The Commission reported that the plan moving forward is for Charlie Moreno to contact Heidi Carlson for final arrangements on a contract. The Commission said that the contract must contain a clause that allows Forester Moreno to terminate the contract for any contract provision not being followed; that the trails and area need to be marked and a notice put in the kiosk. The Commission also wanted to be sure that the contractor will repair or replace any damaged trail signs. (Signs can be moved during the operation but must be reinstalled at the completion of the operation by the Contractor.)

Heidi Carlson and Meredith Bolduc will work on the notices for posting. Pat deBeer will contact another local user of the trail who lives in Brentwood.

Motion was made by Hunter and seconded by St Germain to accept the Conservation Commission's recommendation to accept the LeClair & Sons proposal for work on the Town Forest, and move ahead with a contract for the work. The vote was unanimously approved 2-0.

Bolduc, Knee, O'Brien and deBeer left the meeting at approximately 8:35 pm.

**Note that Moreno and Carlson spoke on Wednesday 14 August 2013 and Moreno said the Conservation Commission should clearly mark the trails: "Logging operation in progress – KEEP OUT" as soon as the operation begins. The trails should be closed during the week once the job starts. Moreno will confirm that they will not be working on weekends.*

Moreno said that the logger is generally responsible to mark the road and trail going in, but that the trail network should be done by the Commission. Moreno was then going to contact Fred LeClair to see when he will start.

VI. OLD BUSINESS

1. Selectmen signed an appointment form for Dennis Howland as Alternate to the Zoning Board of Adjustment based on the affirmative vote taken last week. The appointment is for a three year term to expire March 2016.
2. Selectmen reviewed and signed a final paving proposal from Continental Paving for the 2013 paving work, to include Shirkin Road, Meetinghouse Road, and Rowe Drive. The other quotes for the work were reviewed and are on file for audit purposes. Motion was made by Hunter and seconded by St Germain to accept the Road Agent's recommendation to accept the quote from Continental Paving in the approximate total amount of \$98,867.50 for the work as outlined. The vote was unanimously approved 2-0.
3. Mark Pitkin again asked for the Board to review information from Bob Meade regarding moving forward with Highway Shed repairs and getting additional quotes for closing the building in for the winter. Meade's prior letters were reviewed and the Board decided to move ahead with allowing Pitkin to obtain quotes for the work needed. Given the code interpretation presented by Meade's letters, the Board agreed that for now it can only be used for emergency repairs and storage, which allows for the minimum amount of work to be completed presently. This includes, at a minimum, garage doors, closing in the

building, electricity and fans, a concrete floor. The “and such” referred to in the Building Inspector’s letter of 07/25/2013 needs to be confirmed so that Pitkin is obtaining quotes for all of the necessary work.

Carlson has asked Pitkin to supply a list of the work he will quote out, so the Town has a solid plan of the expectation moving forward.

4. Selectmen again reviewed the Application for Restoration of Involuntarily Merged Lots for the Ruth F Anderson Revocable Trust. Additional research had been done into the matter and deeds referenced to outline the area that had been merged to the former Anderson lot 01-091.

Carlson provided a sketch that had been drawn up from review of the deed research done by Carlson and Meredith Bolduc. Anderson had submitted copies of the referenced deeds (Book 1538 Page 236 dated 03/01/1960 and Book 2111 Page 336 dated 11/11/1971. The latter deed had never been issued a map/lot number because it was split in half, with half added to the Anderson lot and half added to the Denney lot.

The Statute does not provide for a fee for the paperwork to be recorded, but the town is planning to record the information for clarification of the record, and the lot will then need to be added to the Town’s tax maps.

After discussion, the Selectmen accepted this application for processing.

5. Carlson updated the Board on progress of the safety window upgrade at the Fremont Police Station.

VII. NEW BUSINESS

1. Selectmen reviewed and approved the accounts payable manifest \$548,602.26 for current week dated 09 August 2013.

2. Selectmen reviewed bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence. There was no outgoing correspondence.

4. Selectmen discussed a schedule for budget review. They will review department submissions as they come in and decide on meetings with departments at that time.

5. Selectmen reviewed a timber tax abatement for \$71.14 on parcel 03-168 for 2011-2012. The timber tax was originally issued in the amount of \$1,803.40 and due to clerical error in original computation just recently identified by the landowner, it was recalculated. Motion was made by Hunter and seconded by St Germain to sign an abatement for \$71.14 on parcel 03-168 timber tax for 2011-2012. The vote was unanimously approved and the form signed.

There was discussion about the Town’s current practice with regard to liens on property of assisted persons. The Board wanted to reiterate that this practice is followed on all properties over the \$500 threshold.

VIII. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be held on Thursday August 15, 2013 at 6:00 pm.

IX. ADJOURNMENT – by 9:00 pm

At 8:45 pm motion was made by Hunter and seconded by St Germain to adjourn the meeting. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator