

Approved 10/31/2013

I. CALL TO ORDER at 6:00 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Leon Holmes Sr and Gene Cordes; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

Richard Butler came in to the meeting at 6:10 pm to complain about the resident at 13 Beede Hill Road having a continuous yard sale, and that some items were obstructing the right-of-way and sight distance on the roadway. The Board will send a letter to the homeowner regarding the potential Site Review issues.

II. ANNOUNCEMENTS

This is a scheduled work session of the Board.

The "Meet the Chief" open house will be held at the Fremont Safety Complex on Saturday from 10:00 am to 12 noon. All are invited to attend to meet Chief Twiss.

III. LIAISON REPORTS

Budget Committee 10/23/2013 / Budget Committee meeting scheduled for 10/30/2013 has been cancelled due to lack of a quorum. The next meeting will be held on Wednesday November 6, 2013 and is slated to be the last meeting for review of Town budget items.

There was discussion about reviewing some of the recommendations within budget lines to allocate money to the necessary budget line of police cruiser replacement.

Planning Board 10/23/2013 – No Selectman representative was available to attend the meeting.

IV. APPROVAL OF MINUTES

Minutes of 17 October 2013 were reviewed. Holmes Sr moved to approve the minutes as written. Cordes seconded and the vote was approved 2-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input

Cemetery Trustees Bob Stackpole & Steve Harms met with the Board to review the Leavitt Road layout and plans. Stackpole had met with Tim Lavelle today and received copies of the layout plat that has been completed. It shows eight sections of the new cemetery, labeled A through H, with gravesites four feet by twelve feet throughout the areas. There is a main road through, and there are side roads off between each section of labeled gravesites. They are being sold in order in the A section first. The roadways are 12 feet wide. Stackpole said they are going to first concentrate on building out roadways in the side containing sections A, B, C, and D.

There was discussion about what work could still be done this construction season, and about the Town backhoe being used. At this time, Mark Pitkin and Jason Larochelle came into the meeting (7:00 pm). Pitkin was consulted about Leon Holmes Jr being able to spend a day or two at the site to assist with the work. Pitkin said this was possible but there was a lot to be finished first to get ready for winter (plows, etc). It was decided that this may be possible yet this year, and further work that could be planned in advance would be possible next year. The gravel will be charged to the cemetery budget.

Trustees said they were working on a process for the layout, and Lavelle is going to stake out the roadway areas. If possible, gravel will be purchased and stockpiled until the scraping of loam can be done on the first roadway.

Stackpole and Harms left the meeting at approximately 7:10 pm.

Department Heads

Road Agent Mark Pitkin met with the Board to review the Martin Road Bridge project. Pitkin explained that the Town had been through the State Bridge Aid's mandated RFQ process in 2010 to choose a firm, and subsequently Stantec was chosen for the work. Stantec has put together a proposal for the engineering, in accordance with the Bridge Aid process, and that scope of work has been approved by the State of NH DOT. The Town, once the first amount of funding was approved by voters in 2011, got on the NH Bridge Aid list for approval in the State's 2020-2021 fiscal year.

At 7:15 pm Albert Peterson and Bob Doherty came in to the meeting.

Pitkin felt that we should move ahead with the plans. If at any point the State changed their fiscal plans and we could move up on the list, he would prefer to have the plan and know what we are planning to do.

Pitkin said that part of the necessary work includes a hydrology study to make a decision about what can be installed there for a bridge, and how to make approaches to the bridge, etc. Pitkin said that we have to follow the State's guidelines in the process.

Cordes then summed up that we have a problem in that the bridge is red-listed, and it is better to plan for how it will happen than to sit and wait. Pitkin agreed that the Town should go ahead and do it now to get a start. The Town can plan ahead and set aside additional money as well.

The finalized contract will be brought back for Board consideration next week. Selectmen thanked Pitkin for his time, and he left the meeting at 7:30 pm.

At this time, the Grassdrag follow-up meeting came to order. Present for the meeting were abutters Gary and Tanice Cloutier; Fremont Police Sergeant Jason Larochelle, Landowner Albert Peterson; and NH Snowmobile Association Representative Bob Doherty.

Doherty began by introducing himself as the Event Coordinator. He said he felt the event went well. They had record turnout, perhaps 38,000 people over the weekend. He said they do not have final numbers and finances complete yet. He said there were a few small issues, and that they heard from some people after the event.

Sergeant Larochelle said he was the main liaison for the Police Department and with as many people as went through the area in the weekend, he also felt it went very well. He said the infrastructure is organized shows the ability to move people through. He said they certainly understand that it is inconvenient for the residents, but they work toward mitigating any problems as best as possible. He said there were no arrests, no transports from the site, and no other major safety events. He said there were minor crashes associated with such an event but nothing other than basic first aid provided at the site. He said their mission is to keep people safe, and that people know the rules and in general, follow them.

Mr Cloutier stated that their main concern was that the phone number directly to the Police Department or command center, was not supplied. Larochelle said this was an oversight and talked about alternative

methods for next year, including a pre-paid cell phone. Doherty agreed this would be something that the Snowmobile Association could do.

Mr Cloutier said his second concern was that there was one way traffic throughout Martin Road. He referred to past years and said that when Neal was the Chief, the one way traffic started at the Cloutier driveway so that the neighbors could turn out their driveways and get to North Road without having to go all the way around.

Larochelle said that the Police do not expect that neighbors can not get out, and will work hard to get them out when called. He stated that the one way traffic had been in place for many years, and they felt it was safer and quicker to get people off of North Road and away from a backup on Route 125.

With no other comments, Selectmen thanked everyone for their participation and cooperation in the process. The participants left the meeting at 7:45 pm.

VI. OLD BUSINESS

1. Selectmen discussed the trash and recycling bids, reviewing pricing spreadsheets put together to tally the data from the responses (dealing solely with the contract and estimated tonnage costs). Selectmen said they are interested in the Waste Management proposal if they are willing to enter into a contract that includes their proposed tonnage price for years two through ten as a not to exceed number; to be used if the Town were no longer disposing through the current 53B arrangement.

Selectmen had questions about the following items to be sent to Waste Management for further consideration:

1. Who is writing the contract?
2. Can WM provide uniform requirements for their personnel?
3. Is it clearly understood that trucks can't leave the pavement and can't weave back and forth across the road?
4. Is WM prepared to abide by all terms of the RFP as printed?
5. Does WM understand the resident and Board concerns about placement of containers to reduce complaints? (ie: not slammed down and dumped over?) What can be done to improve this?
6. Can WM provide updated recycling procedures and information, including bulk copies of the recycling chart?
7. Is it acceptable to WM to include a link to their website from the town website?
8. The Board is considering a five year contract with an option for 5 more years with the option exercised at the 90 day mark prior to contract expiration (ie: no later than September 1, 2018. Is this acceptable to WM?

Carlson will present this information to Waste Management representative Peter LaChappelle for review and response.

2. Carlson presented three proposals for the Safety Complex A/C conversion, and included information from a fourth vendor who had looked at the work on Monday this week. The most comprehensive proposal and most economical proposal is from Dowling Corporation for a total of \$6,264.00. Cordes moved to approve the contract with Dowling and sign the contract, conditional on a secondary satisfactory review of the information, and additional information on the heat pump option. Once the information is returned, the Board will have Carlson release the contract.

3. Selectmen reviewed and signed a Purchase Requisition for IMC software conversion proposal that had been discussed with Chief Twiss at budget time. The total cost of the item is \$6,495.00; and will save a couple hundred dollars in the operating budget with reduced annual cost of the maintenance agreement.

VII. NEW BUSINESS

1. Motion was made by Holmes Sr to approve the payroll manifest of \$43,780.49. Cordes seconded and the vote was approved 2-0. Cordes then moved to approve the accounts payable manifest of \$121,895.72. Holmes Sr seconded and the vote was approved 2-0.

2. Selectmen reviewed and approved bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence; and reviewed and signed outgoing correspondence to members of the Police Chief Search Committee; letter to Trudie Butler thanking her for service as the Health Officer and Deputy Health Officer. Selectmen reviewed a draft letter to Cooperage Forest LLC regarding outstanding winter maintenance fees, made some updates, and asked for the final draft to be reviewed by Town Counsel prior to mailing it out.

4. Budget reviews: Selectmen reviewed the updated expenditure worksheet with recommendations made to date by Selectmen and Budget Committee. There are several budgets still to be reviewed, and copies were distributed this evening of Solid Waste and Personnel Administration.

Carlson discussed the money received from FEMA and whether any of it needed to be used to offset pending highway expenses. The Board asked for this matter to be kept as a pending discussion item to make a determination closer to year end about whether or not it can be credited as gross revenue, or will be needed as acceptance/expenditure to offset overexpense in the highway budget.

The Board discussed the credit offered by Primex mid-year and asked for a determination from the auditor if the existing 2013 budgeted funds can be paid to Primex now and used to reduce our financial obligation for 2014, as the premium is significantly increased as there was a significant underexpense in 2013 due to the credits paid on the account.

The Board discussed putting aside any money saved in the Solid Waste line due to the reduced contract sum for 2014 into an operating line in the police budget for police cruisers.

Selectmen also asked Carlson to ask DRA about putting money into a lease payment (not a purchase) for a cruiser.

The Board discussed an insurance check of \$1,251.74 received (less deductible) for the water damage in the basement of the Town Hall in July. This repair work has not been scheduled due to the pending renovations of the Town Hall basement. It was decided to deposit this check now, and plan to include a 2014 Warrant Article to authorize use of \$10,000 in unreserved fund balance into the Expendable Town Trust Funds for building maintenance and repairs as there is anticipated to be some residual budget funds from 2013, to include this \$1,251. This would assist the Town in a future emergency situation. There is concern about the Town Hall heating system and its need for upgrade. Currently only one of the Town Hall furnaces is working.

The Board further discussed the Town Hall basement renovations plan. The Selectmen were voted as agents of the Town Hall renovations Capital Reserve Fund in 2010. Cordes asked if there was still a working plan, and reference was made to the plan done by Architect David Gleason several years ago.

The Board would like to review this again and make progress toward these renovations of the basement area.

This led to discussion about an ongoing list of needed Capital projects, to include maintenance and other town building repairs/upgrades. Cordes suggested (similar to what would be included in the Capital Improvements Plan, an ongoing list of items by year that have to be done. At the present time, this includes a potential addition to the library for the hearse and/or fire pumper (or a museum site); the heating/overall HVAC situation at the Town Hall, Safety Complex roof, and the Historic Museum.

5. Selectmen reviewed the Planning Board's letter regarding the Seacoast United Soccer property conservation easement restriction deed document (as amended). The Board found the attorney's changes acceptable.
6. Selectmen reviewed a contract with the Rockingham Planning Commission and the Planning Board's recommendation for the \$2,400 matching grant for TGB Funds for preparation of updates to the energy and growth control chapters of Fremont's Master Plan. Selectmen signed the contract.
7. Selectmen reviewed and approved line item transfer requests within the Planning Board budget.
8. Selectmen reviewed a complaint letter from Bob Doucette regarding neighbor issues.
9. Selectmen reviewed the Equalization Ratio Study information for submittal to NH DRA, completed by the Town's Contract Assessor Scott March. The Board signed the review sheet for the NH DRA.
10. Selectmen reviewed a request from Cathy Ordway to use the Olde Meetinghouse on September 20, 2014 for a wedding. The Board asked for Matthew Thomas to review the request prior to signing the form.
11. The Town's compactor was stolen from the Highway Shed late on Tuesday afternoon. The Board asked Carlson to file a claim for the loss with the Town's insurer. Anyone who saw any suspicious activity, or vehicles (aside from the Waste Management truck removing dumpsters) on the Highway Shed site on Tuesday October 22, 2014 between 4:00 and 6:00 pm is asked to contact the Fremont Police Department.

VIII. NON-PUBLIC SESSION NH RSA 91-A

At 9:15 pm motion was made by Holmes Sr to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a tax payment arrangement. Cordes seconded and the roll call vote was unanimously approved 2-0; Holmes Sr – aye; Cordes – aye.

Selectmen discussed the payment arrangement, which has not been fully met in accordance with the signed agreement of \$2,000 per month. The Board will not consider an interest reduction based on hardship at this time based on the payments not being fully met for the past several months.

At 9:20 pm motion was made by Holmes Sr to return to public session. Cordes seconded and the roll call vote was unanimously approved 2-0; Cordes – aye; Holmes Sr – aye.

The next regular Board meeting will be held on Thursday October 31, 2013 at 6:00 pm.

IX. ADJOURNMENT – At 9:35 pm motion was made by Holmes Sr to adjourn the meeting. Cordes seconded and the vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator