

Approved 03/13/2014

I. CALL TO ORDER at 6:15 pm Chairman Hunter in the basement meeting room of the Fremont Town Hall. Present were Selectmen Leon Holmes Sr, Gene Cordes, and Brett Hunter; and Town Administrator Heidi Carlson.

II. ANNOUNCEMENTS

The printed Town Reports arrived on Tuesday 25 February 2014 and were made available for pickup at the Town Hall, Library, and Safety Complex. A notice has been posted on the website (with the email list-serve) announcing their arrival as well.

The Wreaths Across America Ceremony will be held on Saturday December 13, 2014 at the Fremont Town Hall. Organizer Gerry Tilley has forwarded the date and some preliminary information to reserve the Hall for the morning ceremony.

III. LIAISON REPORTS

Hunter reported that the Planning Board meeting of 05 March 2014 was short and there was nothing to report aside from business updates of that Board.

IV. APPROVAL OF MINUTES

Cordes moved to approve the minutes of 20 February 2014. Hunter seconded and the vote was approved 3-0.

Cordes moved to approve the minutes of 27 February 2014. Hunter seconded and the vote was approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 6:15 pm Pat deBeer met with the Board as a representative of the Lamprey River Committee, to review the final Lamprey River Management Plan. She presented information on the final report of the Lamprey River Management study and explained a few changes since she and Fred Lindahl met with Selectmen last fall. She said that the Piscassic River has recently been classified into the Rivers Management Program as well. Most of the Piscassic is a first and third order river and (tiny streams) and in Fremont it is a fourth order in some parts. She explained in response to questions that river ordering goes from 1-12 (12 being like the Amazon).

Statutory legislation protects the river, and Shoreland Protection applies to the 4th order rivers, giving added protection to the smaller segments.

The Lamprey River Advisory Committee has been very active, have public outreach meetings about climate change, and will be part of the canoe race in Epping this year, as well as other family events. The group has done a lot of research on the Lamprey River as well.

She explained that she is going to the Planning Board next and will share that power point presentation with the Selectmen as well, once it is complete.

She explained that watersheds are like a water drainage basin, and that this type of study of the environment reveals a lot of information when you see where all the water ends up.

The river is primarily on private property in Fremont. deBeer was thanked for her time and all of her work on the project. She left the meeting at 6:30 pm.

At 6:30 Kathie Richard met with the Board. She is a long-time Fremont resident and represents the Seacoast United Foundation. She explained that she became involved with them two years ago, and works for the non-profit leg of the organization.

In April they will have a soccer-thon, as in years past. At 10:00 pm when the lights need to go down, they will go inside for the night and be back outside in the morning. They are fundraising for the Foundation which provides scholarship and community grants and direct financial aid for all soccer athletes in Strafford and Rockingham counties. Northeast Passage is a new partnership for this event, and they are run from UNH and they provide opportunities for disabled people to play sports in NH and other states. Special Olympics are also involved.

She said that on the Saturday of the soccer-thon event that people can come in and fundraise, and she was going to see if the Fremont DARE Program wanted to be part of the event.

Selectmen suggested that she send the detailed information to the Town so it can be forwarded to the safety services in advance of the soccer event. It was stressed that parking needs to be kept off of Shirking Road and people warned about speed enforcement as well.

Richard left the meeting at 6:40 pm and thanked the Board for their time. Police Chief Jon Twiss came in to the meeting at this time.

Chief Twiss said that Lt Arcieri has been a big improvement to the Department and that one of her pending tasks is revamping and reorganizing the evidence room. They have evidence that can be disposed of, as well as other items that can be disposed of. He noted services such as "Propertyroom.com" which is being used by several NH police departments. He described it like an "ebay-type" auction service. They will pick up the items for the auction and the Town gets 50% of funds raised on any item under \$1,000; and get 75% on items sold for over \$1,000.

He said they will do a big pickup, and it can include anything the Town no longer needs or uses. The Town's current policy states that any item with a value under \$100 can be disposed of at Department Head discretion. Any item valued over \$100 must be disposed of with the Selectmen's approval. It was decided that Chief Twiss will present a list, once any court orders are issued for disposal, and any other excess property can be itemized. The Board will then review the list and proceed with a method of disposal, similar to that described by the Chief.

Twiss also discussed options on how to dispose of firearms and other items that are not subject to the regular auction.

Twiss then discussed the pay rate for the Administrative Assistant, and presented an updated job description. There was discussion of comparable Police Department Administrative Assistant positions in Town's the same size as Fremont, as well as other Administrative Assistant positions. Area towns comparable to Fremont have pay rates \$4 to \$9 per hour more. The Board discussed this with the Chief and will review it again after Town Meeting.

Chief Twiss said he will have an officer at the polls on Tuesday. Chief Twiss left the meeting at 7:10 pm.

6:45 pm Public Input - none

7:00 pm Department Heads

Fire Department Deputy Chief Joe Nichols and member Bryan Bielicki came in to the meeting. Nichols advised the Board that they are working on inspections for the fire trucks.

VI. OLD BUSINESS

1. Policy Review

Fraud Policy – An updated copy will be distributed for review following changes made last week.

Investment Policy - Cordes moved to readopt as written the Investment Policy. Hunter seconded and the vote was approved 3-0.

Information Sensitivity Policy – The current policy will be distributed for members to review.

Fund Balance Policy – The policy was distributed for additional review after Town Meeting. Voting on Tuesday may result in changing some fund types, including Special Revenue and Revolving.

Selectmen would also like to look at the verbiage for the overlay and “budget approval process” in terms of looking at the Town’s overall fund balance.

2. Holmes Sr moved to readopt as amended the following policies: Capital Assets and Depreciation Policy, Credit Card Policy, and the Board of Selectmen Rules of Procedure. Cordes seconded and the vote was unanimously approved 3-0.

3. Holmes Sr brought forth some information on expenses and transactions within the Town Clerk’s office, including open hours, wages, total expenses and motor vehicle registration history. There was discussion about the new configuration of the office once a Town Clerk/Tax Collector is elected next week, and the budget expectation that the office would be open 30 hours per week. There was generic discussion on how to get the new Clerk/Collector the needed training and keep services available to the public.

4. The tax-deeded property auction is scheduled for 04/26/2014. It will begin at 10:00 am at the Cooperage buildings (Main Street at Spaulding Road); for the condo units at that site, and will move to the Town Hall at approximately 11:00 am for the balance of the land only sales.

Carlson outlined a meeting she held with the auctioneer on Tuesday and resultant questions for the Board to consider. This included:

a. Can the sale of lots 07-101 and 07-106 be transferred individually or combined? The Board agreed they could be done individually or as a package deal. They again agreed that these lots, individually or as one combined, are NON-BUILDABLE.

b. Selectmen reviewed the Agreement and Deposit Receipt document as drafted by the Town’s Attorney. Cordes moved to approve and accept the final document Agreement and Deposit Receipt as presented by the Town’s Attorney. Hunter seconded and the vote was approved 3-0.

c. Selectmen reviewed a letter from St Jean Auctioneers outlining the fee structure for the auction, services provided, and information regarding the procedure. Cordes moved to have Hunter sign the document on behalf of the Board. Holmes seconded and the vote was unanimously approved 3-0. Chairman Hunter signed on behalf of the Board.

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- d. Selectmen reviewed a deed template proposed by Attorney Bronstein for the Town's use in transfer of the lots from the Town to future buyers. The Board accepted this deed template.
- e. Selectmen will either be at the auction on April 26th, or a vote will be taken just prior at a Board meeting, to authorize one or more member to sign the necessary documents on behalf of the Town. This will be determined as the date gets closer, and a new Board is organized after Town Meeting.
5. There was discussion about setup and takedown for Elections on Tuesday at Ellis School. Selectmen will be there after work, and Carlson has organized several other volunteers and Town employees to assist in this effort. The Moderator will lead the setup.
6. Selectmen reviewed and authorized a Contract with the Dunlap Highland Band for their attendance and participation in the Memorial Day Parade on Sunday May 25, 2014.
7. Selectmen also reviewed and approved the application to NH DOT, prepared by Jeanne Nygren, for the Memorial Day Parade to shut down Route 107 for the time during the parade, with the detour routes included.

VII. NEW BUSINESS

1. Selectmen reviewed the Accounts Payable manifest totaling \$1,035,691.34 for the current week dated 07 March 2014. Motion was made by Holmes Sr to approve the manifest. Cordes seconded and the vote was unanimously approved 3-0.
2. Selectmen reviewed bills and invoices for payment. A vote was taken to authorize use of the Town's credit card for the invoice to Amazon (\$130) and 24-7 ems.com (\$90.00). All other bills were stamped for approval by Chairman Hunter.
3. Selectmen reviewed the folder of incoming correspondence.
4. Selectmen considered an appointment form for Dennis Howland to three year vacant position on the Zoning Board of Adjustment through March 2017, as recommended by the ZBA at their meeting of February 25, 2014. Motion was made by Cordes to appoint Dennis Howland to a three year term on the Zoning Board of Adjustment. Hunter seconded and the vote was unanimously approved 3-0.
5. Selectmen reviewed an abatement request for interest on parcel 03-146 where the second issue tax bill for 2013 was sent to the former owner in error. Motion was made by Cordes to abate \$106.13 on parcel 03-146 for interest on the second issue tax bill. Holmes Sr seconded and the vote was unanimously approved 3-0.
6. No replies have been received from the manager's list-serve regarding a Welfare overseer, so an ad will be posted. Selectmen discussed posting the ad on the NH Local Welfare Administrator's site as well.
7. Selectmen reviewed and signed Cemetery Deeds for Leavitt Cemetery: Gary Babineau (Lot 8), Jennifer Perkins (Lot 9), David Perkins (Lot 10) and a Cemetery Deed for a portion of an old lot at Village Cemetery: Jesse Bolduc (Lot 1402).

VIII. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be held on Thursday March 13, 2014 at 6:00 pm.

IX. ADJOURNMENT – Motion was made by adjourn the meeting at 8:50 pm by Hunter. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator