

I. CALL TO ORDER at 6:00 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Leon Holmes Sr, Gene Cordes and Brett Hunter; Town Administrator Heidi Carlson, and Police Chief Jon Twiss.

II. ANNOUNCEMENTS

This is a work session of the Board.

The Hazardous Waste Disposal Day will be held in the spring in Hampton on Saturday May 17, 2014.

III. LIAISON REPORTS

Holmes Sr reported on the Zoning Board of Adjustment meeting of 26 March 2014.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 20 March 2014. Cordes moved to approve them as written. Hunter seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 6:00 pm Chief Twiss met with the Board to review several items. He began with a review of the statutes pertaining to trespassing stock, particularly NH RSA 635:3 which reads as follows:

635:3 Trespassing Stock. – If any person having the charge or custody of any sheep, goats, cattle, horses, or swine shall knowingly, recklessly, or negligently suffer or permit the same to enter upon, pass over, or remain upon any improved or enclosed land of another without written permission of the owner, occupant, or his agent, and thereby injures his crops, or property, he shall be guilty of a violation.

Source. 1971, 518:1, eff. Nov. 1, 1973.

This statute covers all farm animals except for chickens and has been a law since 1973. RSA 47:17 Section X allows for Towns to make bylaws for a wide variety of situations, including regulation of a variety of farm and domestic animals.

Twiss said that the way they plan to enforce it is to use it only if necessary, after the owner or offending party has had opportunity to take care of the problem. He said that for a first time incident of chickens in a neighbor's yard doing damage, the ACO would speak to them. The second time they may be issued a warning, and after that further police/ACO action would ensue. He also said that homeowners can take civil action against a neighbor. All agreed that a \$1,000 fine is too high, but it is up the discretion of a judge, and anyone convicted of any violation (unrelated to this ordinance, but violations in general) are subject to up to a \$1,000 fine.

With a clear understanding of the existing statutes, and what the Town Ordinance covers, the Selectmen had their questions answered. Twiss offered to speak to anyone who had further questions about the ordinance.

Twiss then went on to review the updated job description for the Police Department Administrative Assistant, which captures all that has changed over time and includes additional duties. Twiss stated that he feels this is an essential position to the Police Department. He again asked the Board to consider a pay rate equal to the Land Use Administrative Assistant. There was considerable discussion about the length

of time each of the incumbents (PD almost 9 years and Land Use over 25 years) had in the position and that one is full time and has a significant benefit package versus a part-time position.

Selectmen reviewed a matrix of wages totaled for all of the non-uniformed officers, permanent staff with a total of \$8,000 of funds that were available in the 2014 budget in accord with the Budget Committee recommendation. There was a lengthy discussion about the pay increase and amount of money in the budget for all wage increases (aside from uniformed police officers). After lengthy discussion, motion was made by Cordes to raise the Police Department Administrative Assistant wage rate by \$2.00 per hour to make it more consistent with the job description. Hunter seconded and the vote was approved 3-0. The majority of the funds needed for the 2014 year will come from the Police Department budget and the Chief said he could allocate line items that will fund the necessary amount.

Discussion then moved to the police officers pay matrix, which was adopted as part of the Town's budget. This provides for approximately a 5% raise including cost of living, and a step increase following completion of satisfactory evaluations. This led to a discussion about part-time versus full-time officers and employment choices. Chief Twiss then presented a list of the new wage information for uniformed officers. Hunter moved to adopt the matrix one step increase as proposed by Chief Twiss. Cordes seconded and the vote was approved 3-0.

All of the new wage rates will begin on April 6, 2014 with the beginning of the next payroll. Other town employee wages were reviewed but no decisions were made.

Chief Twiss then discussed interviews he had done this week following the posting for a part-time patrol position. He explained that he had received five resumes by the ending date. He interviewed two candidates this week that met the posting requirements. He said he is looking to make a conditional offer to candidate Peter Morelli. He explained Morelli's background and more about the interview process. Cordes moved to authorize Chief Twiss to make a conditional offer to Peter Morelli. Hunter seconded and the vote was unanimously approved 3-0.

With no further items for discussion, Chief Twiss left the meeting at 7:15 pm.

6:45 pm Public Input - None

At 7:15 pm Joyce Booker-Janvrin met with the Board. She discussed her interest in maintaining her appointment as the Town's Emergency Management Director. Motion was made by Hunter to reappoint Joyce Booker-Janvrin as the Emergency Management Director for a one year term through March 2015. Cordes seconded and the vote was unanimously approved 3-0. Carlson swore in Booker-Janvrin.

Carlson reported that she has not heard back from a couple of attempted contacts with Laurie Allore regarding her position as Deputy EMD. She has moved away from Fremont. Booker-Janvrin said that she will talk to another candidate who is a member of the Fire Rescue Department and get back to the Board.

She then updated the Board on grants and other projects. Where the Town did not appropriate any funds this year to the Emergency Management Equipment Capital Reserve Fund, the Town does not have its 50% share on hand to be eligible to apply for the State grants. At this time, grants are on hold because you must have the Town's 50% share on hand to be eligible to show that the Town is sincere about making the effort.

Booker -Janvrin left the meeting at 7:40 pm.

VI. OLD BUSINESS

1. Policy Review: Cordes said he had spent several hours reviewing the Town's Personnel Policy. He noted some conflicting areas that need to be cleaned up. Print copies will be made for members and this will be a continuing work session item.
2. Selectmen reviewed the Bulky Flyer and approved it for publication.
3. Wayne Copp has advised the Road Agent that he anticipates starting the Highway Shed renovations within the next couple of weeks, and is just waiting for the weather to warm up. Leon Holmes Jr is doing the final pavement removal for the water line.
4. Carlson shared an updated Financial Task list with Board members. This reflects changes since the last update, including the Treasurer doing her own Quicken cash book, and no longer using the Town's QuickBooks system.
5. The Treasurer has announced a leave for the next month for medical reasons and submitted a doctor's letter today for the Board to review. Selectmen discussed how the Treasurer plans to reimburse the Deputy who will be doing the work over the next month.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$22,793.70 and accounts payable manifest \$565,421.13 for current week dated 28 March 2014. Cordes moved to approve both of the manifests. Hunter seconded and the vote was unanimously approved 3-0.
 2. Selectmen reviewed bills and invoices for payment. There was lengthy discussion about payment of the expenses voted by the 250th Committee, particularly the one received this week for license plates that the Committee is selling. The Board reviewed the Committee's minutes and asked to speak to Matthew Thomas at the meeting next week about the matter.
 3. Selectmen reviewed the folder of incoming correspondence. Members reviewed and signed outgoing correspondence to the Trustees of Trust Funds regarding withdrawal of engineering funds for the Martin Road Bridge as noted in #4.
 4. Selectmen reviewed and approved invoice # 771074 from Stantec Consultants for progress work on the Martin Road Bridge in the amount of \$7,723.25. This will be withdrawn from the Bridge Capital Reserve Fund.
 5. Selectmen reviewed the following renewal appointments and Cordes moved to appoint each of the following individuals:
 - Gene Cordes – Selectmen's Alternate Ex-Officio Member of the Planning Board
 - Gene Cordes – Selectmen's Ex-Officio Member of the Budget Committee – both appointments run with term of Office as Selectman, through March 2017.
 - Elizabeth Swanson – Parks & Recreation Member 3 years
 - Richard Butler – Fire Chief 1 year
 - Robert Meade – Health Officer 1 year
 - Carla Smith – Deputy Health Officer 1 year
 - Jack Karcz – Planning Board 3 years
- Hunter seconded and the vote was unanimously approved 3-0. Selectmen signed all appointment forms and returned them to the Town Clerk.

6. Carlson brought forward a request from Elizabeth Rosa regarding allowing out of town residents at Fremont's Summer Camp Program. She is proposing to allow out of town attendees with an increased fees. The Board did not feel that the Town can commit to out of town kids yet. They felt they would further consider it after a certain date if Fremont residents have not signed up yet, as well as the associated fee. The Board wanted to be sure that the Parks & Recreation Commission members knew what the established budget is for the program, and that having more kids attend and increasing revenue does not change the amount of money available for the program. There was a discussion about expense versus revenue, including the nature and cost of field trips last year and money spent early on in the program. The Board did discuss field trips being handled outside the program budget, which would be different from past practice. If the Commission wants to consider this, they should meet with the Board. Short of making other changes, the Board reiterated that the camp program has to live within the approved budget.

Selectmen were concerned about out of town kids and felt the Town should not reserve spots until Fremont kids have had ample opportunity to sign up.

7. Selectmen reviewed a Land Use Change Tax for parcel 03-015.001.100 in the amount of \$2,142.85 pursuant to the agreement. Some information on the form needed to be corrected, and it will be brought back next week.

8. Selectmen reviewed Intent to Excavate forms for the 2014-2015 tax year for the following operations:
a. Parcel 02-151.002 PJP Co
b. Parcel 05-035 Galloway

Both are renewals, and have begun their annual process with the Fremont Planning Board. Motion was made by Hunter and seconded by Cordes to approve both forms. The vote was unanimously approved 3-0.

9. Selectmen reviewed the 2013 Abatements processed to date by MRI:
a. Zsiros 9 Shirkin Road 06-010.002.001 Value reduction \$14,300
b. Ackerman 5 Tibbetts Road 07-024 Value reduction \$49,600
c. Marino 150 Hall Road 03-015.001.007 Value reduction \$9,900

Based on the Assessor's recommendation for each property, motion was made by Cordes and seconded by Hunter to approve the three abatements as listed. The vote was approved 3-0.

10. Selectmen reviewed 2014 Veteran Credits reviewed and processed by Jeanne Nygren:
a. Charles Flight 03-015.001.031
b. Donald Faxon 03-015.001.030
c. Roberta Faxon 03-015.001.030
d. Robert Nadeau 03-015.001.024

All credit applications have been reviewed and found to be eligible for the credit in the year beginning 04/01/2014. With all information in order, motion was made by Cordes to approve the credits as listed, each at the \$500 level. Hunter seconded and the vote was unanimously approved 3-0.

11. Carlson shared with the Board an email inquiry from resident Bruce White regarding the Town's need for cable equipment and formation of a committee to work on public access, with his offer to help in this endeavor. Further information was shared with him, and his associate with the Town of Raymond Cable Access. Carlson will meet with them in the next couple of weeks to show them what Fremont currently has in place.

Approved 04/03/2014

12. Carlson discussed the previously reviewed draft of a Disaster Recovery Policy. Members asked for DayStar to be contacted again and refresh the policy, and have it brought back to the Board once reviewed again.

13. Prior drafts of a Town Vehicle Policy and Media Relations Policy were distributed for Board review.

VIII. NON-PUBLIC SESSION NH RSA 91-A

At 9:00 pm motion was made by Cordes to enter non-public session pursuant to NH RSA 91-A:3 II (e) to discuss a legal matter.

At 9:04 pm motion was made by Holmes Sr to return to public session. Cordes seconded and the roll call vote was unanimously approved 3-0.

Selectmen reported a decision to sign a waiver regarding the Cullen case.

The next regular Board meeting will be held on Thursday April 3, 2014 at 6:00 pm.

IX. ADJOURNMENT – a motion was made by Holmes Sr to adjourn the meeting at 9:05 pm. Hunter seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator