

Approved 06/12/2014

I. CALL TO ORDER at 6:00 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes and Leon Holmes Sr; Cemetery Trustees Leon Holmes Jr, Steve Harms, and Matthew Thomas; Meredith Bolduc and Heidi Carlson. Selectman Brett Hunter arrived at 6:30 pm.

Cemetery Trustees Leon Holmes Jr, Steve Harms, and Matthew Thomas met with the Board to discuss contract pricing on a couple of items that need to be taken care of at the Town's cemeteries. There are some trees that have come uprooted in the Village Cemetery that are threatening the shed and several nearby graves. Verbal quotes received from Kevin Bolduc Tree Service \$850; Keith Burleigh & Sons \$1,000; and Kimball Tree could not look at it for a month.

Trustees explained that they felt it needed to get taken care of quickly given the proximal damage if the trees come down. Trustees reviewed the layout of the budget with expenses to date and are proposing that the money come from the contract line. Selectmen agreed with the Trustees recommendation that Kevin Bolduc be hired to do the work for \$850.

Trustees then discussed the next step of work within this year's budget for contract services, to work on getting water to the Village Cemetery. There are two estimates received to date, one from Fitzpatrick & Son \$1,550 and one from Faxon Well \$2,000. Selectmen asked about the funding within the contract help line, and Trustees discussed taking a small amount of money from the wages and repair lines to cover the difference to get this completed. They discussed that there are some complaints about lack of water at the cemetery.

There was general discussion about the work that will also be completed this summer at the Leavitt Cemetery, to include spreading loam and grooming some of the new area. The lots are being staked out and sold in an orderly fashion.

Trustees and Bolduc then shared additional information with the Board regarding their research into hiring/contracting someone to dig graves for the Town. The most promising alternative proposed to date is to contract with Charlie Hayes and his son. They have several pieces of equipment of varying sizes to dig graves and do it either for the funeral home, or directly for the decedent's family. They charge \$650 for a grave opening, \$280 for a cremation with additional fees for winter operations from December 1 to April 1, and additional fees for holidays and weekends.

Trustees felt that this was the best approach at the current time if a burial should need to be done. Selectmen agreed and the Trustees will move ahead to establish a relationship with Charlie Hayes and his son for grave digging as needed in Fremont.

This led to further discussion about a Cemetery Sexton or Superintendent position being created to have a Town designee to manage the maps, grave locations and burial records, as well as someone to be present to establish the grave location when a contractor or employee is digging or preparing a grave.

Selectman Brett Hunter arrived at 6:30 pm.

Harms said he had a job description for such a position from the Town of Hampstead and could share that information. He described the process in Hampstead and that a separate salary is designated for the Superintendent who is available for all of these duties. Trustees felt that they could not keep up with that task as well as their regular jobs and duties as Trustees. Additional information and job descriptions will be gathered. There are other Town employees who may be interested in helping with these positions as well.

Trustees and Bolduc left the meeting at 6:35 pm

II. ANNOUNCEMENTS

1. The front stairs have been completed and the hand rail was installed 04 June 2014. It included a complete renovation of the entire handrail and looks excellent! KTM did several adds to the original work at no additional cost to the Town.

Selectmen went outside to look at the work completed this week by KTM. It was noted that the handrail (a cost of over \$1,800) was completed and installed at no cost to the Town. The work looks beautiful and many thanks are given to KTM Properties for their work and dedication to this important Town project.

2. The second phone line has been reconnected at the Fremont Public Library and the fire alarm panel is working properly again.

3. Selectmen will attend a joint meeting with the School Board on Tuesday June 10, 2014 at 6:30 pm at the SAU Offices on Hall Road.

III. LIAISON REPORTS

There was no report on the Planning Board Meeting of 04 June 2014.

Holmes Sr reported on a ZBA site walk that took place this evening at 5:00 pm at 594 Main Street in Fremont relative to an addition within the required setback.

IV. APPROVAL OF MINUTES

Selectmen reviewed minutes for the Board meeting held 29 May 2014. Motion was made by Cordes to accept the minutes as written. Holmes Sr seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input

Mark Pitkin met with the Board to discuss upgrades to Squire Road relative to a pond he has received permission to dig on his property (parcel 05-039). He described an area approximately 150 feet long to a width of 24 feet from the existing driveway to lot 05-039.001 to the pond. He submitted a written specification for the work which includes 18 inches of base gravel and six (6) inches of crushed gravel. This is necessary to facilitate the installation of fire hydrant for Fremont Fire Department in conjunction with his pond. He said the work will take place approximately 40-50 feet off the end of the improved section of Squire Road.

Pitkin confirmed that he is working with Chief Butler on the fire hydrant specification. He will also install a culvert if needed for drainage. Pitkin confirmed that he is doing this work as a private citizen through his business, Pitkin Construction, and maintains a current insurance certificate on file with the Town. Pitkin also confirmed in his letter that he knows that Squire Road is a Class VI road and the Town assumes no responsibility for upkeep of the roadway.

Cordes moved to approve Pitkin's request as outlined above and in his letter dated 06/05/2014. Hunter seconded and the vote was approved 3-0. A letter will be written to Pitkin to confirm this arrangement. He was asked to keep in touch with the Fire Chief surrounding the hydrant construction.

Mark Pitkin left the meeting at 7:10 pm

7:00 pm Department Heads - none

VI. OLD BUSINESS

1. Policy Review: Cordes asked for an electronic copy of the Media Relations Policy so that he could incorporate previously discussed changes and “cleanup” to the circulating draft.
2. Holmes Sr has committed to being Scholarship Pageant auditors. Cordes is out of town and unable to attend. When Hunter arrived at the meeting, he also indicated that he would not be in town that day. Additional resources will be contacted to find two additional auditors for the pageant.
3. Selectmen reviewed the Library roof RFP and discussed having the Library Trustees in to the meeting next week to review the scope of work and

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifests totaling \$20,786.36 (\$20,654.48 and \$131.88) and accounts payable manifest \$44,431.73 for the current week dated 06 June 2014. Motion was made by Cordes to approve these three manifests for signature. Hunter seconded and the vote was approved 3-0.
2. Selectmen reviewed bills and invoices for payment. This includes a list of 250th payments to be made. Carlson will track down an invoice and W-9 form from the list of vendors that Matthew Thomas has provided.
3. Selectmen reviewed the folder of incoming correspondence. Members also signed outgoing correspondence to NH HSEM regarding update to the Town’s Hazard Mitigation Plan through a grant, contracting with the Rockingham Planning Commission, volunteer thank you letters to Betty Rand, Marge Carlson, and Felicia Augevich.
4. Selectmen reviewed the two recently paid invoices to Wayne Copp for work to date on the Highway Shed renovations. Motion was made by Cordes to request of the Trustees of Trust Funds that \$42,350 be withdrawn from Highway Building Capital Reserve Fund to cover the second and third invoices paid to Wayne Copp Builder for cost incurred in the renovations to date. Hunter seconded and the vote was approved 3-0. Selectmen signed a request letter to be sent with copies of both invoices for the Trustees records.
5. Selectmen discussed the holiday week schedule for July 4th. There is no Board meeting that week, and the town Clerk Tax Collector will be closed on Thursday July 3. Carlson proposed opening the Selectmen’s Office longer hours Monday through Wednesday and also closing on July 3. (Vacation time will be used by full-time staff). The Board agreed with this, and open hours for the Selectmen’s Office will be posted Monday June 30 from 8:00 am to 2:00 pm; Tuesday July 1 from 7:00 am to 5:00 pm; and Wednesday July 2 from 8:00 am to 7:00 pm.

Selectmen also discussed a plan for the weeks when there are not meetings this summer, to include members reviewing the invoices, bills and payroll, with a posted time for signing of manifests.

6. Selectmen reviewed and signed an Intent to Cut for parcel 05-039.001 owned by Mark and Laurie Pitkin.

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7. At the conclusion of the 2013 audit Selectmen asked Carlson to contract Plodzick and Sanderson to see what they would propose for an additional audit term, prior to deciding to put it out to bid. Plodzick submitted a letter for the Board's consideration that includes services for the fiscal years ending 12/31/2014 through 12/31/2016 for fees between \$9,500 and \$11,000 annually for each of the three years. Selectmen felt that using this firm for an additional three year term would be satisfactory.

Motion was made by Holmes Sr to accept the pricing estimate proposed by Plodzick and Sanderson for the audit for years ending 12/31/2014, 12/31/2015, and 12/31/2016. The Board asked for a letter to accompany the returned agreement indicating that they have reviewed and discussed the pricing and scope of work dated 05/23/2014 and voted to accept the pricing estimate for each of the three years.

Further Holmes Sr moved to have Hunter sign on behalf of governance for the Town and Carlson sign for management on behalf of the Town. Cordes seconded and the vote was unanimously approved 3-0.

8. Selectmen shared with the Board complaints about trucking on Bean Road. These have been forwarded to the Police Department for additional coverage in the area.

9. Selectmen review a lot merger form for Fraser Investment Properties LLC for parcels 02-009.001 and 02-010. The parent lot number will remain 02-010 and the property address 99 Louise Lane. The form was approved by the Fremont Planning Board last night. The merger form was approved by the Board of Selectmen and signed by the Chair.

10. Selectmen discuss options to present more information to voters for such needed items as the new fire truck, and how to better and more effectively reach out to voters. This will continue to be a topic of discussion as we move into the 2015 budget season.

VIII. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be held on Thursday June 12, 2014 at 6:00 pm.

IX. ADJOURNMENT – Motion was made by Holmes Sr to adjourn the meeting at 8:45 pm. Cordes seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator