

I. CALL TO ORDER at 6:30 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Brett Hunter, Gene Cordes and Leon Holmes Sr; Town Administrator Heidi Carlson; and John Karpinski of Integrated Engineered Systems. All rose for the Pledge of Allegiance. This meeting was live broadcast (and will also be rebroadcast throughout the coming week) on FCTV channel 22.

Karpinski introduced himself and thanked the Board for the opportunity to work with the Town on the basement HVAC design engineering. He presented several sketches of existing conditions of the heating systems and duct work at the Fremont Town Hall, as well as a sketch of the redesign of the basement that had been done some years ago by Architect David Gleason.

Karpinski reviewed the existing conditions of the Town Hall HVAC appliances and duct work. He estimates that the two current furnaces are 200,000 BTU each, and circulate air and provide heat. (The plates have worn off). One does the first floor and a partial section (finished areas) of the basement; and the other unit does the third floor of the Town Hall including the large meeting room and two of the storage areas on the front side of the building. The furnace that does the second floor is not currently operational. Karpinski said there are no zones within the layout, and it is heating only. He strongly suggested that if the Town is considering air conditioning, all the duct work be insulated if it is to be reused. It is currently all uninsulated.

Under the current mechanical code, a system that provides heat and A/C also has to provide fresh air ventilation, and this makeup air must be included in every design. He then discussed the concept for the Town Hall basement renovations as designed by Gleason. He said the Board needs to decide on the design before moving ahead with the heating system layout.

He is recommending three systems, essentially one for each level (basement, first floor and second floor) with a separate A/C zone for each.

In terms of the proposals the Town originally sought, he said that geothermal has a very high initial cost and even though it is the most efficient, it would not be used enough in this type of occupancy to make the payoff work.

Wood pellets is technology that is currently being introduced, and is a good concept for large facilities, but there is currently a shortage of pellets, and significant maintenance, storage, and supply issues to be addressed. Again, it is not a great option for this building. The fuel cost is low but there is a lot of maintenance in terms of constant care of the system.

The building currently has oil, and that could be continued, or we could switch to propane gas. Either way it can be designed for a high efficiency furnace and can do add-on cooling at a later date. This is the most flexible technology out there now.

He walked through options of the current venting and duct work and explained that floor vents are good for heat but not good for cooling. He said the Board will also have to make a decision about the floor vent system and put in an overhead system for air if that is to be pursued.

To add overhead duct work on the first and second floors of the hall either has to be done with a suspended ceiling or it would be exposed. To change out the current floor vents requires removing floor registers and sealing them, restore the flooring, bringing duct work up to the upper levels, and installing a heat exchanger in the attic.

At 6:55 pm Police Chief Jon Twiss came in to the meeting.

Karpinski explained bringing in outside air on each floor and discussed insulating the duct work. When asked about his preference on oil versus propane, he listed pros and cons of each and said it was up to the Town. He said oil is more maintenance and propane is cleaner and delivers more heat per pound of energy. Overall costs depend on how much of either the Town would use, and what type of bulk buying power there is.

He recommended looking at an overhead distribution system if there is to be any cooling involved.

The Board needs to decide on:

1. Oil or propane
2. Basement renovation layout
3. Duct work / preferred layout of systems by floor

They agreed to get back to Karpinski in a couple of weeks, and thanked him for his time and the detailed presentation. Karpinski left the meeting at 7:10 pm.

II. ANNOUNCEMENTS

**FCTV Planned Programming February 24 through March 6, 2015
 FCTV – Channel 22**

Program	SUN	MON	TUES	WEDS	THURS	FRI	SAT
Board of Selectmen	12:00 am and 1:00 pm	1:00 pm	10:00 am and 7:00 pm	2:00 am	7:00 am and 6:30 pm	12:00 am and 7:00 pm	10:00 am
Town Deliberative Session	7:00 pm	12:00 am and 7:00 am	2:00 am		4:00 pm		1:00 pm
School Deliberative Session		6:00 pm	12:00 am	7:00 am	1:00 am	6:00 pm	7:00 pm
Public Budget Hearing	7:00 am		4:00 pm	12:00 am	1:00 pm		4:00 pm
Candidates Night	10:00 am and 6:00 pm		1:00 am and 1:00 pm	6:00 pm	12:00 am and 10:00 am	1:00 pm	7:00 am and 6:00 pm

There are additional spontaneous times as well. The Selectmen’s Meetings will change on Friday mornings and be run for the week following the Thursday evening live broadcast.

III. LIAISON REPORTS

02/18/2015 Planning Board – Hunter said that the Board discussed in detail the CIP process, with a presentation from Chairman Barham. This included a timeline for how it will move ahead, and will include land, buildings, vehicles, equipment, and renovations and any other capital improvement project; and will include the Board of Selectmen (to include government buildings and emergency management), Highway, Fire Rescue, and Police Departments, Library, Parks & Recreation, and the School District.

The current thought on makeup of a CIP Committee includes a total of seven members, two from the Planning Board, two from the Budget Committee, a School Board member, Selectman, and one member of the public.

Cordes reported that the Energy Committee did not meet as planned this week due to the storm on Tuesday. Cordes recapped his recent contact with NH Solar Gardens regarding solar arrays for electricity generation, and the potential to do it at Fremont's Highway Site. It was originally thought not to be a possibility as this site is NH Electric Cooperative. In NH there is now group net metering. This means you can have a solar generating facility at one location that feeds another. Each electric utility has a percentage or scope that they can have on their grid from that source. NH EC has capped the amount, and currently has reached their cap. They may be looking at the school property behind Jackie Bernier Drive.

With this company, they like to own the equipment that is on site and lease the land. There is an income stream for whoever owns the land, and an opportunity to buy the electricity that comes off the grid at a discounted rate. They like to have a 20 year lease. For now, this is all just informational.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 12 February 2015. Cordes moved to approve the minutes for 12 February 2015 as written. Hunter seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

At 7:10 pm Police Chief Jon Twiss came to the table. He presented two Highway Safety Grant proposals for Board consideration. Both are for the grant period 10/01/2015 to 09/15/2016. The first grant is for increased traffic enforcement, totaling \$7,207.20. This covers 22 four hour shifts to be done during the height of the morning or evening commute time and will focus on distracted driving, seatbelts, and speed.

The second grant is to purchase radar units for the cruisers to replace two of the oldest units (one 20 years old and one 15 years old). The Departments newest units are 15 years old. This grant is a 50/50 match. Current cost of a unit is \$2,559 each, and they are proposing two for a total of \$5,118 (one in each of the two primary patrol vehicles). The Chief said he would budget for the match (\$2,559) in 2016; unless there was excess funding in the operating budget at the end of the current fiscal year.

Regarding the NH Highway Safety grant in the amount of \$7,207.20; Cordes moved to have the Board authorize the grant request and have Hunter sign on behalf of the Board. After review of the form, it was clear that three members need to sign, so all Board members signed. Holmes Sr seconded the motion and the vote was unanimously approved 3-0.

Regarding the NH Highway Safety grant in the amount of \$5,118 for two cruiser radar units on a 50% match, Cordes moved to approve the grant application and sign the grant documents were indicated. Hunter seconded and the vote was unanimously approved 3-0.

Chief Twiss advised that he has advertised for the part-time opening, has five applications to date, several of which look good, including at least one that is already part-time certified. All commented that it was a shame to lose Bob Allore after 15 years of service to the Department.

Chief Twiss left the meeting at approximately 7:20 pm.

Holmes Sr asked about the status of the Town's one ton truck. Road Agent Mark Pitkin has followed it through with Ford and they are not going to do anything more. An insurance claim was filed on Tuesday but the Town has not yet heard from an adjuster. The frame is broken even after factory setup from Ford for the equipment that was installed.

POLICY REVIEW

Mailbox Policy – Selectmen reviewed a first draft that was originally drafted in 2011 by the Highway Study Committee. The Board made some changes removing reference to the Snow Removal Policy, and that the Town would provide guidance for installation. The Board accepted this revised draft and a final copy will be brought back next week for signature.

FCTV Policy Manual – Selectmen reviewed it as a first draft and asked some questions that need to go back to Bruce White and Kevin Woods for further discussion and review. Some other suggestions were made, and the policy will need additional form updates once the Committee gets further underway.

Credit Card – Annual review completed. Motion was made by Cordes to readopt the policy as written. Hunter seconded and the vote was unanimously approved 3-0.

Credit Card/Fuel Key - Annual review completed. Motion was made by Cordes to readopt the policy as written. Hunter seconded and the vote was unanimously approved 3-0.

Final signatures were placed on the Investment Policy, Capital Asset and Depreciation Policy, Fraud Policy, Fund Balance Policy that were approved last week.

VI. OLD BUSINESS

1. Cordes moved to sign a letter to Tyra Vargas thanking her for her for Budget Committee service. Hunter seconded and the vote was unanimously approved 3-0.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$47,579.90 dated 20 February 2015. Cordes moved to approve it in the amount of \$47,579.90. Hunter seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence.

4. Selectmen reviewed and approved the March Newsletter for publication. The Vision Appraisal press release and part-time temporary maintenance position will also be added.

5. A contract has been received from George Sansoucy for Utility Valuations and is on hold pending further information.

6. Selectmen reviewed an A-9 Exemption application from the People's United Methodist Church for Parcel 03-047, the church and Parcel 03-054.001.02, the parsonage. This has been reviewed and deemed complete by the Town's Assessor. Cordes moved to approve the A-9 Exemption for the People's United Methodist Church. Hunter seconded and the vote was unanimously approved 3-0.

7. Land Use Change Taxes as prepared by the Assessor were reviewed:

03-015.001.073	65 Hall Road	\$2,142.85
03-015.001.077	73 Hall Road	\$2,142.85
03-015.001.080	79 Hall Road	\$2,142.85

Motion was made by Cordes to assess land use change taxes on the three lots as listed. Holmes Sr seconded and the vote was unanimously approved 3-0. These will be forwarded to the Tax Collector tomorrow.

8. Selectmen were advised of a Red Cross Heroes Breakfast to be held on March 5, 2015 in Manchester in honor of several local NH heroes, including Fremont Police Officer Derek Franek. Cordes and Carlson are planning to attend.

9. Selectmen reviewed a letter to the Trustee of Trust Funds to request for reimbursement from the Highway Building Capital Reserve Fund totaling \$1,114.77 for two residual invoices for work done on the new building. Cordes moved to request this disbursement from the Highway Building CRF. Holmes Sr seconded and the vote was unanimously approved 3-0.

VIII. NON-PUBLIC SESSION NH RSA 91-A

At approximately 8:30 pm motion was made by Cordes to enter non-public session to discuss hiring of a new employee pursuant to NH RSA 91-A: 3 II (b) and the status of another employee pursuant to NH RSA 91-A: 3 II (c). Hunter seconded and the roll call vote was unanimously approved 3-0; Hunter – aye; Holmes Sr – aye; Cordes – aye.

At 8:44 pm motion was made by Cordes to return to public session. Hunter seconded and the roll call vote was unanimously approved 3-0; Hunter – aye; Holmes Sr – aye; Cordes – aye.

Motion was made by Hunter to appoint Timothy King as an election worker, conditional on a satisfactory background check being completed. Cordes seconded and the vote was unanimously approved 3-0. The Board asked for King to come in to a future meeting.

Selectmen also acknowledged that maintenance worker John Millett is not returning to work at the present time and that a posting will be advertised for a temporary maintenance worker.

The next regular Board meeting will be a work session, to be held on Thursday February 26, 2015 at 6:30 pm.

IX. ADJOURNMENT – by 9:00 pm

With no further business to come before the Board, motion was made by Holmes Sr and seconded by Hunter to adjourn the meeting at 8:50 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator