

**Approved 03/17/2016**

**I. CALL TO ORDER** at 6:30 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin and Roger Barham and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

## **II. ANNOUNCEMENTS**

1. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.
2. Voting for all Town and School District Officers and Warrant Articles took place on Tuesday March 8, 2016. Results of voting are posted on the Town's website on the home page. The Town Clerk also posted this information on the community Facebook page.
3. The printed Town Reports are available and can be picked up at the Fremont Town Hall, Public Library and Safety Complex.
4. Cordes also announced that our new Selectman Roger Barham who was elected on Tuesday, is with us for his first meeting tonight.

## **III. LIAISON REPORTS**

03/02/2016 Planning Board – Barham updated the Board on the Galloway Site Plan Application was heard at 7:15 pm at the Fremont Public Library to accommodate the abutters and public. Most of the Public Hearing was associated with going through the eight waivers requested by the applicant. A number were declined due to site access needing to be improved, storm water management plan put in place and a traffic analysis required due to increase in number of trucks. The Planning Board was not able to take jurisdiction of the application, and the Public Hearing was continued to Wednesday May 4, 2016 at 7:15 pm at the Fremont Public Library. This information is updated on the Meetings Calendar of the Town Website.

03/05/2016 Voting setup run-through – Janvrin and Carlson both stated that this went extremely well. The booths were set up and all labeled for ease of workers, and it went much more smoothly when they were set up on Monday night for Tuesday's Town and School elections. A big thank you to all who helped with this important task!

03/08/2016 Town and School District Voting – This went well, as stated, results are posted at the Town Hall and other Town buildings, on the Town website and the community Facebook page. All newly elected officers are encouraged to visit the Town Clerk as soon as possible to be sworn in.

## **IV. APPROVAL OF MINUTES**

Selectmen reviewed minutes for the last regular meeting held on Tuesday 01 March 2016; and the notes from the work session of 08 March 2016 which primarily included attendance at voting. Motion was made by Janvrin and seconded by Cordes to approve minutes of 01 March 2016 with typo corrections as discussed. The vote was approved 2-0-1 with Barham abstaining.

Janvrin then moved to approve the minutes of 08 March 2016 as written. Cordes seconded and the vote was approved 2-0-1 with Barham abstaining.

**V. SCHEDULED AGENDA ITEMS**

Board Reorganization - Janvrin moved to appoint Gene Cordes as the Board Chair. Barham seconded and the vote was 2-0-1 with Cordes abstaining.

Janvrin then moved to appoint Barham as the Board's Ex-Officio Representative to the Fremont Planning Board. Cordes seconded and the vote was approved 3-0.

Janvrin moved to appoint Barham as an Alternate Ex Officio Selectmen's Representative to the Budget Committee. Cordes seconded and the vote was unanimously approved 3-0.

There was discussion in follow-up to his expressed interest, in appointing Leon Holmes Sr to an open two year term on the Planning Board. There was discussion about taking action tonight on appointments. Some are necessary given there are two Planning Board sessions next week, including the Sign Sub-Committee meeting on Tuesday. Since the Board of Selectmen does not meet until Thursday, action was taken tonight on some. Selectmen said they would like to talk with Holmes Sr about his interest, as well as Tom O'Brien. An appointment will be prepared for O'Brien to the three year full Board members spot that is up in March and was held by Barham. O'Brien is already an alternate and can participate regardless of the new appointment for a full Board position.

There was discussion relative to Selectmen and Ex-Officio appointments to the Planning Board and Budget Committee, and that these Ex-Officio and Alternate Ex-Officio appointments run with the members' term on the Board of Selectmen, and are subject of change at any time as the Board needs. A primary Ex-Officio Representative is designated, and the other two Board members are Alternate Ex-Officio Representatives so that the Board can always have a formal representative at meetings.

The two year open Planning Board term is the one that was vacated by the resignation last month of Phil Coombs. Motion was made by Janvrin and seconded by Barham to appoint Leon F Holmes Sr to a two year position on the Planning Board, expiring March 2018. The vote was unanimously approved 3-0.

Janvrin then said that with the upcoming change in the important financial officer position of Treasurer, that he felt it would be prudent to do an audit of Town Treasurer. He felt this protected the outgoing Treasurer and the incoming Treasurer, as well as the Town. Janvrin then moved that the Town engage the Town's Auditor for this work to be done. Barham seconded and the vote was approved 3-0. Carlson was asked to contact the Town's Auditor and make the arrangements.

6:45 pm Public Input – none

7:00 pm Department Heads - none

**VI. OLD BUSINESS**

1. Selectmen briefly reviewed the currently pending discussion items relative to changes to the Personnel Policy. This included vacation time limits and weapons in the workplace. The discussion points were reviewed with Barham to get him up to date. The Town's policies will be forwarded to Barham, and these outstanding items to be reviewed in a couple of weeks.

2. Carlson explained for the benefit of all that with the passage of the default budget that she was working on a spreadsheet to distribute those funds among departments, making considerations for the Departments who made a 2016 request that is less than the 2015 default amount; and some that were more. This will be a work in progress over the next several weeks.

It was announced that the Chair has set the next Budget Committee Meeting to be held on Wednesday April 20, 2016 at 7:00 pm in the main floor of the Town Hall.

Janvrin asked about the AED purchase, which is still being investigated, with some other options having come up recently regarding vendors and pricing.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the payroll \$20,654.90 and accounts payable manifest \$36,541.10 for the current week dated 11 March 2016. Procedures and practice were reviewed for Barham's benefit. Motion was made by Janvrin to approve the payroll manifest totaling \$20,654.90 dated 03/11/2016. Barham seconded and the vote was unanimously approved 3-0. Barham then moved to approve the accounts payable check warrant in the amount of \$36,541.10. Janvrin seconded and the vote was unanimously approved 3-0.

2. Carlson advised the Board that Chief Twiss is looking at filling a vacant part-time position within the Police Department (patrol officer). There was discussion about rehired annuitants and how that works in terms of hours, experience and what it can provide to the Town.

3. Selectmen reviewed the folder of incoming correspondence. Board members also review and voted to sign outgoing correspondence to the taxpayer they met with last week regarding a payment plan.

### **4. Appointments**

The Board will meet shortly with Tom O'Brien regarding his interest in the open three year term on the Planning Board.

Selectmen discussed a two year appointment for Bill Knee for an open term on the Conservation Commission. Knee has agreed to remain on the Board, and will accept this term at the present time. Janvrin moved to appoint William Knee to a two year term on the Fremont Conservation Commission expiring March 2018. Barham seconded and the vote was approved 3-0.

After some discussion, Janvrin moved to appoint Doug Andrew and John D. "Jack" Downing for three year renewal appointments to the ZBA to expire March 2019. Barham seconded and the vote was unanimously approved 3-0.

5. Selectmen reviewed the Performance Agreement with the Dunlap Highland Band for Memorial Day Services on Sunday May 29, 2016. Janvrin moved to sign the agreement and have Cordes sign it on behalf of the Board. Barham seconded and the vote was approved 3-0.

6. Jeanne Nygren has prepared the NH DOT Application for Parade Permit for Sunday March 29, 2016 for Annual Memorial Day Parade. Janvrin moved to approve it. Barham seconded and the vote was unanimously approved 3-0.

7. Selectmen reviewed FCTV Manifest # 2016-05 Cable RF in the amount of \$25.00 payable to State of NH Criminal Records for an FCTV employee background check. Motion was made by Janvrin to approve FCTV Manifest # 2016-05 Cable RF in the amount of \$25. Barham seconded and the vote was unanimously approved 3-0.

8. Selectmen reviewed a Yield Tax Warrant \$741.71 for property owned by the Southeast Land Trust identified as parcels 04-090, 04-091, and 04-092, and 04-098. Janvrin moved to approve the 205-2016 Yield Tax Warrant on the stated parcels in the amount of \$741.71. Barham seconded and the vote was unanimously approved 3-0.

**VIII. WORKS IN PROGRESS**

1. The Town is looking for interested volunteers for the following positions:
  - a. Zoning Board of Adjustment Member (usually meets once per month)
  - b. Rockingham Planning Commission Metropolitan Planning Organization Transportation Advisory Committee member representative (usually meets bi-monthly)
  - c. Parks & Recreation Commission Member (meets once per month)
  - d. Planning Board Alternate (meets twice per month)

It was happily noted that the Budget Committee is now at full capacity as Mary Jo Holmes has accepted the position after receiving the highest number of write-in votes for the other three year position that was unfilled on the ballot.

Anyone interested could begin by contacting Heidi Carlson for more information or attend an upcoming meeting.

**IX. NON-PUBLIC SESSION NH RSA 91-A**

At 7:50 pm motion was made by Janvrin to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss the pending employee evaluation process and get Selectman Barham up to date. Barham seconded and the vote was unanimously approved in a roll call vote: Cordes – yes; Janvrin – yes; Barham – yes.

Selectmen reviewed the personnel evaluation process and work still to be done.

At 8:10 pm motion was made by Janvrin to return to public session. Barham seconded and the vote was unanimously approved in a roll call vote: Cordes – yes; Janvrin – yes; Barham – yes.

The Board reported that no decisions had been made.

The next meeting will be held on Thursday March 17, 2016 at 6:30 pm.

**IX. ADJOURNMENT – by 9:00 pm**

With no further business to come before the Board, motion was made by Janvrin and seconded by Barham to adjourn the meeting at 8:11 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator