

**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; Town Administrator Heidi Carlson; Road Agent Leon Holmes Jr and Engineer Dan Tatem from Stantec Consultants. All rose for the Pledge of Allegiance.

Road Agent Leon Holmes Jr and Consulting Engineer Dan Tatem came forward to review a report with the Town. He had been asked by the Road Agent to review Sandown Road and Whittier Drive relative to work to be done this year. This included evaluating the roads and work that needs to be done to complete them, but look at the money that is budgeted for 2016 and see what can be done. They drove and walked the road several times, and put a lot of thought into the best schedule of repair work. If we had the budgeted funds, they would recommend grinding total road and repave, but it is a substantial cost to do so, versus just an overlay.

Tatem reviewed the sections of the road and what was recommended for each part of the road, looking at existing conditions and what needed the most attention. Tatem explained the types of overlay paving and made recommendations about the way the Town should proceed.

They presented spreadsheets of options including a full reclaim and repave versus overlay and fixing problem areas. They are recommending the third proposal which will reclaim and shim areas as needed now, and to complete the final overlay in 2017 or 2018.

The same approach was presented for just over one mile of Whittier Drive (5,520 feet from Sandown Road to Kingman Court).

Holmes explained that he would do some work with in-house manpower and equipment and that savings would offset the engineering costs for the road, to have it overseen throughout. Stantec will put together a set of bid documents and handle the project throughout, including construction monitoring.

Holmes said he is planning to begin the drainage work and other preparations on May 15, 2016 and that they expect it to be ready about a month later. Tatem reviewed the needs to get the bid documents ready and how they would proceed. The Board will further discuss following the budget considerations presented by the Road Agent, and will get back to Tatem.

Tatem was thanked for his work, and he left the meeting at 7:00 pm and resident Emily Clark came in to the meeting.

Selectmen reviewed the budget layout with the Road Agent, considering what has happened so far this season, and to allocate line items within the operating budget. He explained some winter savings, as well as fuel costs. After his review of each line item, Janvrin moved to approve the line item transfers within the Highway Department budget as requested and recommended by the Road Agent: \$30,000 from 4312050; \$2,370 from 4312604; \$1,614 from 4312605 all to be transferred to 4312720 for the paving work to be completed this construction season. Barham seconded and the vote was approved 3-0.

Nicole and Jordan Cloutier came in to the meeting at 7:10 pm.

Regarding engaging Stantec with assistance with bid documents and construction administration, the Board had no concerns and a motion was made by Barham to engage Stantec Engineering to execute the bid documents to complete the work including administrative oversight, bid review, and construction administration of the work plans for Whittier Drive and Sandown Road. Janvrin seconded and the vote was unanimously approved 3-0.

Holmes Jr was thanked for all his work on this, and he left the meeting at 7:15 pm.

Parks & Recreation Commission Chair Nicole Cloutier came forward with resident Emily Clark who is interested in filling the current vacancy on the Parks & Recreation Commission. (Sharon Muse did not renew her term which ended in March 2016). Cloutier said that Clark has come forward as a Parks & Recreation volunteer, also currently a Girl Scout Troop leader. Clark said she was local, having grown up in Hampstead and that she currently works at Ellis as a paraprofessional. She and her family live on Main Street.

Janvrin moved to appoint Emily Clark to the open three year term on the Parks & Recreation Commission to expire March 2019. Barham seconded and the vote was approved 3-0. An appointment form will be prepared later in the evening, and Clark will be contacted to come and be sworn in.

The Cloutiers and Clark left the meeting at 7:22 pm.

## II. ANNOUNCEMENTS

1. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.
2. Spring Bulky Day will be held on Saturday May 7, 2016 from 8:00 am to 12 noon. Volunteers are needed and anyone interested can contact Jeanne or Heidi in the Selectmen's Office to sign up.
3. Exeter Hospital will host its bi-annual sharps collection on Saturday May 14, 2016 from 8:00 am to 12 noon on the Hospital Campus at 3 Alumni Drive.
4. The Annual Memorial Day Parade and Services will be held on Sunday May 29, 2016. Anyone interested in participating should contact Jeanne Nygren in the Selectmen's Office as soon as possible. Carlson added that new this year will be that all of our youth (athletic teams, scouts, etc) will line up on Spaulding Road and join the parade from there. Parking will be in the KTM lot at 25 Spaulding Road, and lineup on Spaulding Road will begin at 8:30 am. Local traffic from the Spaulding Road and Frost Lane area will need to travel out Frost Lane to Beede Hill Road from approximately 8:15 am to 9:30 am. Veterans and others will line up at the Town Hall to spread out the vehicles.
5. Ellis School Field Day will be held at the Town's ballfields on Friday June 10, 2016 (Raindate Monday June 13, 2016) and the fields will be closed for the day while events are held.
6. There are currently openings for a cleaning position at Town Buildings, as well as maintenance and lawn care. Any interested persons should check the website for postings or contact Heidi Carlson in the Selectmen's Office.
7. On Wednesday May 4, 2016, there will be a public event focused on the wise use of fertilizers, pesticides, herbicides and neonicotinoids by the Great Bay-Piscataqua Waterkeeper and Exeter's Healthy Lawns-Clean Water Committee. It will take place at the Exeter High School from 6:00 to 8:30 pm. Local lawn care vendors will be present to showcase eco-friendly products as well. This information is helpful to all communities dealing with the MS-4 permitting, and reduction of source and non-source point pollution in local watersheds.
8. The Zoning Board meets next Tuesday at 7:00 pm in the Town Hall Basement Meeting Room; and the Energy Committee meeting was rescheduled to Tuesday April 26, 2016 at 7:00 pm as well, and it will be held in the first floor meeting room.

### III. LIAISON REPORTS

#### 04/20/2016 Planning Board Update provided by Roger Barham:

##### **Gravel Pit Excavation Permit Renewals:**

There are four sites in Town and all permits expire on July 4 2016 and there was discussion on performing site walks by the Board and the Town Engineer prior to renewal. A date of Friday April 29 at 10:00 am has been set subject to the availability of Dan Tatem, which was confirmed today.

##### **Preliminary Site Plan Review:**

Nicole McKinney attended the meeting to discuss her proposed Minor Site Plan Application for the relocation of a motorcycle repair business from the detached garage to the main building at 810 Main Street. On receipt of her completed application a Public Hearing will be scheduled.

##### **Building Inspectors Report:**

Bob Meade reported to the Board current activities within the Town.

1. 459 Whittier Drive: Progress on an ongoing compliance issue was discussed.
2. Governors Forest: The emergency access drive between the site and Witham Countryside Estates had been relocated and no longer paved and is at times impassible for emergency services. It was suggested that although the site conditions do not require the access to be paved they do require it to be passable and the owner might wish to consider paving it to avoid a Site Plan Amendment.
3. Seacoast Farms: A complaint was received about excessive truck traffic (30 trucks in one day) but it was noted that the Approved Site Plan dated February 6, 2013 did not mention a truck limit. However, subsequently a review of the PB minutes states all previous conditions apply so a truck limit is in effect and Barham emailed Meade this information.
4. Permit Revenue: Year to date it is \$26.5K compared to \$10.8K last year.

##### **CIP Report:**

Jenn Rowden issued a draft copy of the CIP Report for members to review and discuss at the next work session. A Public Hearing will be scheduled to adopt the report.

##### **Energy Chapter of the Master Plan:**

A Public Hearing will be scheduled to adopt the report (at same meeting as CIP Report).

##### **Zoning Recodification:**

The Zoning Ordinance has been reorganized to read better without making Ordinance changes. This will be discussed at the next work session.

##### **Sign Ordinance Sub Committee:**

The next meeting was scheduled for Tuesday May 3, 2016 at 2:00 pm in the Basement meeting room at the Town Hall.

##### **May 4 Meeting:**

The Board was reminded that the next PB meeting scheduled for Wednesday May 4 is to be held at the Library to accommodate the continuation of the Galloway Site Plan Application Public Hearing. It was noted that the applicant has not (as of last night's meeting) submitted essential information by the deadline set by the Board. As such it is likely that it will be necessary to continue the Public Hearing without discussing the application, at the next meeting.

Selectmen asked Carlson to contact Jenn Rowden to have copies sent electronically to her of the Energy Chapter re-write for the Master Plan and of the CIP draft plan.

**04/20/2016 Budget Committee update provided by Gene Cordes:** Some noteworthy items include that all members who were voted in at Town Meeting were present, and for the first time in a couple of years, there is a full Budget Committee which is promising. They looked at the Town's quarterly expense report and discussed the reallocation of the default budget and some discussion of YTD expenses of the school budget and what their end of the year surplus might look like.

The tuition for the next school year at Sanborn has not been set yet. The renewal for health insurance came in lower than budgeted by about 5-6%. They continue to review enrollment and bussing/scheduling needs in regards to number.

Chair Mary Anderson and Vice Chair Mark Kidd were re-elected, the same as last year. The next meeting will be held on August 17, 2016 at 7:00 pm.

#### IV. APPROVAL OF MINUTES

Board members reviewed the minutes of 14 April 2016. An amendment was made to include Janvrin's motion relative to the tree on North Road (New Business Item #5). Janvrin moved to approve the minutes of April 14, 2016 as amended. Barham seconded and the vote was approved 3-0.

#### V. SCHEDULED AGENDA ITEMS

Public Input - none

#### VI. OLD BUSINESS

1. Carlson reviewed updated Security Benefit Plan documents with Selectmen. These were first reviewed several months ago and Carlson had sought information from our Plan Representative relative to questions. It has been explained that this is simply resigning of all original provisions of the 401/457 Plans. These documents are a restatement of our plan documents to comply with IRS regulatory changes. These documents are more comprehensive and offer increased flexibility in selecting plan provisions.

Carlson read aloud the Adopting Resolution for the 457 Plan: "The undersigned authorized representative of Town of Fremont (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on 04/21/2016, and that such resolutions have not been modified or rescinded as of the date hereof: RESOLVED that the form of amended 457 Plan and Trust effective January 1, 2016, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan. The undersigned further certifies that the attached hereto as Exhibits A and B, respectively, are true copies of Town of Fremont 457 Plan as amended and restated and the Summary of 457 Provisions, which are hereby approved and adopted."

Janvrin moved to adopt the resolution as read by Carlson and authorized Chairman Cordes to sign the documents on behalf of the Board. Barham seconded and the vote was unanimously approved 3-0. Cordes spent a few minutes going through to sign all of the necessary pages, and then a second resolution for the 401 (a) component of the Plan was located.

Carlson then read aloud the Adopting Resolution for the 401 (a) Plan: "The undersigned authorized representative of Town of Fremont (the Employer) hereby certifies that the following resolution was duly

adopted by the Employer on 04/21/2016, and that such resolution has not been modified or rescinded as of the date hereof: RESOLVED that the form of amended Plan and Trust effective December 1, 2015, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan. The undersigned further certifies that the attached hereto are true copies of Town of Fremont 401 (a) Plan as amended and restated and the Summary of Plan Provisions, which are hereby approved and adopted.”

Janvrin moved to adopt this resolution as read by Carlson and authorize Cordes to sign this final page on behalf of the Board. Barham seconded and the vote was unanimously approved 3-0. Cordes signed the final restatement page.

2. Carlson is working on an Assessing Services RFP. A draft should be ready by next week.
3. Cordes reported for the record in public session on camera, that last week the Board (following a non-public session); had accepted the updated Police Department pay matrix for 2016 based on a letter from Chief Twiss dated March 22, 2016, covering all uniformed officers who are currently on the matrix.
4. There were no questions on the first quarter 2016 budget report circulated last week. Selectmen were advised to bring in questions at any time they may arise.
5. Carlson circulated print copies for those who wanted to review it, of the Personnel Policy revised draft from February/March worksessions, as discussed last week. Selectmen Janvrin and Barham are still working on the weapon component, and it will be brought back next week.
6. The Camp Fremont Manual has been circulated to Board members for review. The Board will continue to discuss Camp Fremont staffing conditional offers and background checks in non-public session.
7. Carlson reported that the oil was removed from the tank at the Town Hall yesterday, and taken and put in the Library oil tanks. The tank removal is slated to take place on Wednesday April 27, 2016 by Mike Poole.

## VII. NEW BUSINESS

1. Selectmen reviewed the payroll \$21,155.64 and accounts payable manifest \$517,205.30 for the current week dated 22 April 2016. Motion was made to approve the payroll manifest of \$21,155.64 by Janvrin. Barham seconded and the vote was approved 3-0. Barham moved to approve the accounts payable manifest of \$517,205.30. Janvrin seconded and made note that \$500,000 of that manifest is in support of the Fremont School District. The vote was unanimously approved 3-0.
2. The Board put off taking a photo again until next week, to update the Town Website.
3. Selectmen reviewed the folder of incoming correspondence; discussing items as pertinent.
4. Carlson reviewed an email from Jamie Thompson regarding the possibility of having a Town-wide cleanup. Area towns do similar things, and he had forwarded recent newspaper clippings about similar events in neighboring towns related to Earth Day, which is celebrated this week. Selectmen were happy to support a community effort in this regard.

5. The final draft of the Ballfields and Library lawncare RFP was circulated for review. With no further revisions, this will be posted and circulated tomorrow. Local vendors are also being sent a copy. Anyone wishing to submit a proposal can contact Heidi Carlson by email at [FremontTA@comcast.net](mailto:FremontTA@comcast.net) or get the proposal from the home page of the Town’s website.

6. Janvrin moved to approved FCTV Manifest 2016-09 in the total amount of \$473.67 for reimbursement to the Town of Fremont General Fund for payrolls for March 11, April 8 and April 22, 2016. Barham seconded and the vote was unanimously approved 3-0.

7. Selectmen reviewed the May Newsletter. Janvrin moved to approve the draft of the May Newsletter. Barham seconded and the vote was unanimously approved 3-0.

8. Three oil bids were received for the ensuing year. Each Selectman opened one of the proposals and they were read aloud as follows:

	Fixed Price	
	<u>Cap with downside</u>	<u>Fixed Price</u>
Palmer Gas & Oil	\$2.064	\$1.814
Hartmann Oil Co	\$1.64 plus \$0.13 per gallon	\$1.64
Rymes Heating Oils Inc		\$1.765

Janvrin moved to accept the fixed price of \$1.64 per gallon for fuel oil for the year July 1, 2016 through June 30, 2017 from Hartmann Oil Co Inc. Barham seconded and the vote was unanimously approved 3-0. The information will be forwarded to the Fremont School District for their decision-making purposes as well.

9. Veteran Credit applications: Review indicates that the following two applications do not have the necessary medals based on their dates of service. Based on this information, motion was made by Barham and seconded by Janvrin to deny the applications at this time for the following applicants:

- 03-001.001.26B Ronald Huntress
- 02-022.043 Doyle Sloan

The vote was unanimously approved 3-0. Applicants are free to reapply at any time, or provide other documentation that may determine their eligibility.

Review indicates that the following applicants do meet the Statutory criteria and are ready for approval:

- 03-015.001.107 Donald Bourassa
- 03-015.001.098 William Dow
- 06-017 David Duffy
- 07-108 Travis Depierre
- 03-001.001.22B William Kerry
- 03-015.001.110 Kevin Buckley

Motion was made by Janvrin and seconded by Barham to approve the list as shown above of six applicants who are qualified for the 2016 tax year. The vote was unanimously approved and the Board began signing all forms as applicable.

At 8:50 pm the Board went into recess. At 8:53 pm the Board returned to session.

During the recess, Carlson printed an appointment form for Emil Clark to fill the three year vacant position on the Parks & Recreation Commission. The Board had already voted the appointment, and signed the form which will be left for the Town Clerk for Clark to be sworn in.

The Board asked Carlson to get an update from the Fire Chief about the tank repair work. Department Head timesheets were reviewed and initialed by Board members.

### 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. Planning Board Alternate (meets twice per month)

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 9:00 pm motion was made by Janvrin to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter . Barham seconded and the vote was unanimously approved by roll call vote: Cordes – yes; Janvrin – yes; Barham – yes.

Carlson discussed with the Board the Camp Fremont staffing and hiring process.

Carlson left the meeting at 9:15 pm. The Board deferred action on the conditional offer for camp staffing until next week and after some follow-up they directed Carlson to do.

Selectmen continued to meet to discuss another non-public matter until 9:45 pm. The Board decided to meet for one non-public agenda item on Monday May 9, 2016 at 7:00 pm at the Town Hall.

The next regular Board meeting will be held on Thursday April 28, 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 9:46 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator