

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; and Summer Camp candidates Melissa Olms, Carrie Parenteau and Kim Dyer. All rose for the Pledge of Allegiance.

Selectmen opened with the introductions of candidates for Camp Director Melissa Olms and Assistant Directors Carrie Parenteau and Kim Dyer. Carlson described the process to hire all of the Directors, who are all teachers/paraprofessionals at Ellis School, and the Town is lucky to have them on staff for the program. They have been working diligently over the past month to pull the program together and bring a variety of talents to the Town's camp program.

Assistant Director Candidate Hannah Kimball was not able to be here early in the meeting, but may be able to stop by tonight after work; and could also make the Board's meeting on July 12 if needed.

Cordes thanked all of the women for their dedication to the program and stressed the importance of strong candidates as we are caring for Fremont children in camp. None of the candidates had any questions and all were energetic about getting started on July 11th. Motion was made by Barham to appoint Director Melissa Olms and Assistant Directors Carrie Parenteau, Kim Dyer and Hannah Kimball for the Camp Fremont Summer Program. Janvrin seconded and the vote was approved 3-0. Selectmen thanked them all for attending and for their important work this summer.

Carlson left the meeting for a few minutes to discuss some Camp logistics with the Directors and Selectmen reviewed the following announcements:

II. ANNOUNCEMENTS

1. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.
2. Tax bills are due tomorrow. The Collector is open 9:00 am to 12 noon that day.
3. Summer hours are in effect for the Town Clerk Tax Collector. The office is CLOSED on Mondays through September 5, 2016.
4. Next week, during the week of July 4th the Town Clerk Tax Collector will have REDUCED hours. The office will be closed on Monday July 4 and Friday July 8; and will have reduced hours the rest of the week as follows: Tuesday July 5 from 7:30 am to 12 noon; Wednesday July 6 from 12 noon to 5:00 pm; and Thursday July 7 from 12 noon to 5:00 pm.
5. All Town Offices are CLOSED on Monday July 4, 2016 in observance of Independence Day. The Library is also closed on Saturday July 2, 2016. Trash and recycling collections will be ONE DAY DELAYED during the week of July 4th.
6. The Selectmen's meeting schedule for July includes two meetings, one on Tuesday July 12, 2016 and one on Thursday July 28, 2016. Both are at 6:30 pm at the Fremont Town Hall.
7. Paving work will begin approximately July 18th on Whittier Drive and Sandown Road. There will be delays and road closures during this time. The work will last 10-14 days.

The Board went into recess at 6:38 pm and return to public session at 6:42 pm when Carlson returned to the meeting.

III. LIAISON REPORTS

06/29/2016 Planning Board Sign Committee – Meeting cancelled due to lack of participant availability. Jenn Rowden will be contacting the members to find a time to reschedule in July.

IV. APPROVAL OF MINUTES

Selectmen had reviewed the minutes of 23 June 2016. Motion was made by Barham and seconded by Janvrin to approve the minutes of 23 June 2016. The vote was approved 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

7:00 pm Department Heads – none present. Chief Butler was in earlier this evening and reported that Valley Fire is just waiting for the arrival of the tank, and following that, it should be a short turnaround to get the truck back, which is being repaired. He also shared a photo of the new truck currently under construction. There is no date yet for the arrival of the new truck.

VI. OLD BUSINESS

1. Primex Loss Mitigation Agreement – Carlson reviewed with the Board an Agreement sent by Primex, the Town's new property liability insurance carrier, in response to the Needs Assessment done last week. The agreement reviews several conditions regarding contacting Primex in the event the Town is considering employment actions and that the Town will offer the Primex Tailgate Collision Avoidance Training for applicable employees.

After review of the document, Cordes read aloud the resolution: "The Town of Fremont, and its Board of Selectmen hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) in the Property & Liability Program as outlined in this letter as part of a Loss Mitigation Agreement, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of this Program"

Janvrin moved to adopt the resolution and have the Chairman sign on behalf of the Town. Barham seconded and the vote was approved 3-0. Chairman Cordes signed the Town of Fremont Loss Mitigation Agreement and dated it 06/30/2016.

Carlson also advised the Board that in the Needs Assessment conducted last week with Dave Witham from Primex that they suggest having a detailed roster of all Town Volunteers. To that end, Carlson designed a Volunteer Information Contact sheet to capture data for each of our volunteers. This is recommended by Primex for liability purposes.

Selectmen offered their support of this program and said that all Department Heads and Boards and Committees need to as well, and work together to gather the pertinent data and keep it updated.

2. Carlson advised the Board that the Library Trustees had accepted the proposal from KTM in response to the refreshed RFP process to repair the chimney stacks atop the Fremont Public Library. The total for both stacks, with a discount for doing them simultaneously, is \$8,275.00. There is currently \$8,000 in the Library Building Maintenance Town Expendable Trust Fund that can be used to cover the cost. Carlson indicated there is also some money left in the insurance reimbursement line from the roof claim in 2014.

That money will be used first, once the residual is determined, and the Trustees intend to pay the balance from the Expendable Trust Fund.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$22,839.69 and accounts payable manifest \$670,129.34 for the current week. Board members had several questions that were addressed. Barham moved to approve the accounts payable manifest in the amount of \$670,129.34 dated 01 July 2016. Janvrin seconded and the vote was approved 3-0. Janvrin then moved to approve the payroll manifest in the amount of \$22,839.69 dated 01 July 2016. Barham seconded and the vote was unanimously approved 3-0.
2. Selectmen reviewed the folder of incoming correspondence. Items of note included pricing on some of the subcontracted work and update of progress on the basement renovations; a follow-up from Angela O'Connell regarding the School's completion of their Emergency Management Plan, updated Waste Management tipping fees for the FY beginning July 1, 2016; several insurance items, and some legal matters. There was also several documents pertaining to the ongoing NH Retirement System audit. The field work is scheduled for July 12th and it is unknown how much time it would take for a final report to be issued.
3. We are currently planning to do the next Accounts Payable run to coincide with the Board's meeting of July 12. That week is a payroll week and all bills would also be done at that time. So, there will not be an AP run for the week ending July 8, 2016.
4. Doug Brown was in to the Selectmen's Office earlier today requesting to do additional work at the edge of the ballfield property, in follow-up to the volunteer scrub and brush removal that was done last summer and fall. Some of the area (according to ballfield construction and survey plans), is/was wetlands. Bob Meade was engaged in the conversation in the office earlier, and he will further look into the situation in terms of zoning compliance. Brown is asking to do additional work to stump, fill and seed some of the area so that it can be mowed and the extensive brush removal will not have to be done again. We want to be sure that we are doing work within Town regulations. Selectmen further suggested that the area of proposed work, outside the State ROW, be staked out so that Selectmen and the Road Agent, along with Brown can meet out there at some point and review the work proposed.
5. A June 30th budget report was distributed to Board members. This will be forwarded to the Budget Committee as well. This is the mid-year report.

At 7:25 pm Michael Malloy came in to the meeting. Introductions were made and Carlson explained meeting with Malloy about a month ago to discuss the Town's needs and his skillset in response to his resume submission for the part-time maintenance project. Carlson focused on the Safety Complex as an area that needs the greatest assistance, including the weekly care and cleaning, along with creation of a maintenance plan and systems operation manual. There are also backups needed for grass mowing when Jackson Rowell returns to the school in the fall; and occasional snow shoveling and other maintenance, including helping with Town Hall basement renovations when the work fully gets underway.

Janvrin moved to appoint Michael Malloy as a part-time maintenance person for the Town at a \$14 per hour wage rate. Barham seconded and the vote was approved 3-0. There was discussion about the creation of the maintenance manual and the resources to help put it together, including Janvrin, and the current and retired Fire Chiefs.

Malloy thanked the Board, planning to meet with Carlson next week, and he left the meeting at 7:35 pm.

VIII. WORKS IN PROGRESS

1. Currently the Town is in need of members and alternates interested in joining the Zoning Board of Adjustment, and a Rockingham Planning Commission Metropolitan Planning Organization Transportation Advisory Committee member representative. There are also Fremont openings on the Lamprey River Advisory Committee. Anyone interested could begin by contacting Heidi Carlson for more information or attend an upcoming meeting.

IX. NON-PUBLIC SESSION NH RSA 91-A - none

The next regular Board meeting will be a work session, to be held on Tuesday July 12, 2016 at 6:30 pm.

IX. ADJOURNMENT – by 9:00 pm

With no further business to legally come before the Board, motion was made by Janvrin and seconded by Barham to adjourn the meeting at 7:40 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator