

I. The meeting was called to order at 6:32 pm in the basement room of the Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin, Town Administrator Heidi Carlson and Selectmen's Clerk Jeanne Nygren. All rose for the Pledge of Allegiance. Selectman Roger Barham had called stating he was in traffic and would be a few minutes late.

## **II. ANNOUNCEMENTS**

1. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.
2. Summer hours are in effect for the Town Clerk Tax Collector. The office is CLOSED on Mondays through September 5, 2016.
3. Camp Fremont began the 2016 summer season yesterday. There are still some spots available, and the registration deadline is Friday at noon for the following week, if space remains available. Information and registration forms are available on the home page of the Town's website.
4. The next Board meeting will be held on Thursday July 21, 2016 at 7:00 pm in the basement meeting room at Fremont Town Hall to go through a few regular business items. There will be no appointments scheduled as the remainder of the meeting will be in non-public session to conduct employee evaluations in accordance with NH RSA 91-A:3 II (c).
5. The Household Hazardous Waste Collection Day (through SRRDD 53-B) has been scheduled for 9:00 am to 12 noon on Saturday September 17, 2016 at the Brentwood Highway Department.
6. Paving work will begin on July 20<sup>th</sup> on Whittier Drive and Sandown Road. There will be delays and road closures during this time. The work will last 10-14 days. Please be patient and seek alternate routes when possible.

## **III. LIAISON REPORTS-nothing to report.**

Selectman Barham arrived at 6:36 pm.

## **IV. APPROVAL OF MINUTES**

Selectmen reviewed the 30 June 2016 minutes. Motion was made by Janvrin and seconded by Barham to approve the minutes as written for the 30 June 2016 meeting. The vote was unanimous 3-0.

## **V. SCHEDULED AGENDA ITEMS**

At 6:45 pm Fremont Police Sergeant Peter Morelli came before the Selectmen. He spoke on behalf of Chief Twiss to request permission to obtain another HMMV through a federal surplus (military) grant to get equipment free of charge. They can get another vehicle to use strictly for parts. They have a place for storage and he is asking approval from the Town. Carlson had concerns where it would be stored based on insurance, and Road Agent Leon Holmes Jr said there is plenty of room by the firing range, but he wants the fuel removed. Carlson asked about insurance, and Morelli said it will be used strictly for parts and he handed in paperwork regarding this vehicle.

Janvrin motioned for the Police Department to obtain the second HMMV strictly to be used for parts and no road usage, and this was seconded by Barham. The vote was unanimous 3-0. The Board thanked Morelli and he left the meeting at 6:50 pm.

At 6:50 pm Hannah Kimball the third Camp Fremont Assistant Director met with the Board as she was not available when the other directors met with the Board on June 30th. The Board members introduced themselves to Kimball and Carlson stated she is the PE teacher at Ellis School and brings an athletic/sports component to Camp. She was thanked for coming in tonight. She added that Camp is off to a great start. She left the meeting at 6:55 pm.

At 6:55 pm Department Head Road Agent Leon Holmes Jr came to the table. Carlson passed out copies of the proposal of the retrofitting of two contract trucks that Holmes had prepared. After reading, Cordes asked about the trucks he found at the auction that the contractors purchased. These vehicles need the town owned plows, wings and sanders fitted to them. Sanders need to be converted from the computerized system now in trucks to the basic hydraulic systems that run the Town owned sanders. Holmes generally budgets \$4000.00 to set up a truck.

Carlson had asked Holmes to call other vendors to get comparison quotes but there aren't many vendors that do this work anymore. He presented the quote from H.P. Fairfield, LLC for \$2,619 per truck, which is down from the original estimate of \$2,999 based on reusing the control box.

Janvrin then moved to authorize Road Agent Holmes to enter into an agreement with H. P. Fairfield, LLC. for \$5238.00 to retrofit the town plowing and sanding equipment on two trucks purchased by contracted plowers. This was seconded by Barham. The vote was unanimous 3-0. Carlson will send Fairfield a purchase order next week.

Holmes stated that tomorrow he is meeting with paving contractor GMI and the Town Engineer to update the work for the preparation for reclaiming sections of Whittier Drive and Sandown Road. Prepping will start on Tuesday next week and they are scheduled to begin with the reclaimer on Wednesday July 20<sup>th</sup> with the project. Carlson will update the start date on the home page of the Town website.

Carlson had the agreement from GMI, send over today by the Town's Engineer. It includes a contract for the work and a Notice to Proceed. Carlson will scan it to Dan Tatem tonight, so that all is in order for the meeting tomorrow. Barham made the motion to sign this contract with GMI Asphalt in the amount of \$220,708.00 for reclaiming and repaving portions of Whittier Drive and Sandown Road. This was seconded by Janvrin. The vote was unanimous 3-0. Holmes was thanked by the Board and left the meeting at 7:10 pm.

Carlson updated the Board on a report last week from Chief Butler that the tank is in for Tank 4 at Valley Equipment. They are buttoning things up hope to have the hose bed cover made next week.

## **VI. OLD BUSINESS**

1. Carlson provided an overview of the NHRS Audit process which was completed at the end of last week. Due to the depth of information prepared and sent in advance, only some follow up information was needed, and completed in an hour-long telephone interview last Thursday. This included current contributing employees as well as retirees. Their retiree report differed slightly, as they claim the hourly report was not correct. They were pleased with the data that was done rapidly will all the required reports and forms that were necessary for completion. The Selectmen thanked the office staff for getting this done.
2. Review of the second quarter budget report (06/30/2016) will be held until the July 28<sup>th</sup> meeting.
3. Wage Study proposal (funds encumbered from 2015). Cordes didn't have any concerns regarding this and he wanted to update Barham on this matter. Carlson reported the cost is \$250.00 more than what was

encumbered. For Barham's benefit Cordes explained that during the last budgeting process there were a few areas of concern regarding pay rates. This includes how some positions are compensated within the Town and in other similar positions in other communities and their rates of pay. The planning process for budgeting is difficult without a comprehensive plan in front of them. The intent is to get this information by encumbering the funds prior to the next budget season. Carlson said this may be lucky to get done by December. Cordes felt this will be a realistic time frame. Carlson circulated the proposal from MRI (10 positions were presented) and their quote of \$3,500.00. Motion to approve the agreement for \$3,500.00 was made by Barham for this work study and to find the outstanding \$250.00 in the operating budget and seconded by Janvrin. The vote was unanimous 3-0. A motion was made by Janvrin to allow Town Administrator Heidi Carlson sign a contract on the behalf of the Board and the Town, and this was seconded by Barham. The vote was 3-0.

4. Carlson updated the Board that the Camp Directors are all on board and have completed all employment paperwork. Michael Malloy is also on board and working at the Safety Complex.

5. Carlson advised that the Town has received a letter from NH DRA approving the submitted Assessing Contract with MRI for the ensuing five year period, to cover general assessing and a cyclical update. DRA has reviewed the contract and found it to be compliant with statutes. This contract was already approved by the Board at an earlier meeting so two copies were circulated and signed by the Board.

6. After consideration the Board decided to meet on Thursday, July 21 at 7:00 pm for follow-up on Supervisee evaluations and time-sensitive goals. There will be an accounts payable manifest that will need to be signed. Carlson will notify and schedule each Chief for ½ hour time frame for their evaluations.

7. Town Hall Basement Renovations – Bob Meade reports that both the inner and outer frames are in for the second (new) back door which should go in next week. The asbestos and sheetrock were removed on Monday this week. Cordes asked if Meade could put together some type of time line. Carlson said the heating crew can come in next week to start. Gene Perreault can come in to help as Building Inspector so Bob Meade is able help with the renovations along with maintenance personnel to keep the work to be completed in house. Cordes asked for an updated timeline from Bob Meade.

8. Carlson circulated a NH PLT Notice to Members regarding a special meeting of the Board of Directors to consider amendments to Bylaws, change to coverage, and loss portfolio transfer. The meeting will be held on July 21<sup>st</sup> in the morning. The Board will take this to look over and pass any information to Carlson.

## **VII. NEW BUSINESS**

1. The Selectmen reviewed the payroll manifest \$22,380.28 dated 15 July 2016. Barham motioned to approve this manifest, seconded by Cordes. The vote was unanimous 3-0. A motion to approve accounts payable manifest \$58,368.60 dated 12 July 2016 was made by Janvrin and seconded by Barham. The vote was unanimous 3-0.

2. Cordes proceeded to review and read aloud the folder of incoming correspondence and reviewed.

3. Budget preparation for 2017: Carlson is putting spreadsheets together and is asking the Selectmen to consider goals and any other guidelines to be sent out with the budgets to the departments about the budgeting process.

4. Abatements – Assessor recommended denial based on Utility Appraiser recommendation on the following public utility properties:

FairPoint Communications	07-996
NH Electric Cooperative	07-998
PSNH/Eversource	07-999

A motion was made by Janvrin to deny the above abatements based on the recommendations of Utility Appraiser George Sansoucy, and this was seconded by Barham. The vote was unanimous 3-0. This denial was recommended as there has been no new information or knowledge that the Company (s) has provided to indicate otherwise. Should the Company (s) provide new information, or if the Company (s) has misinformed the Town as to the inventory of property, we will consider those issues when and if they arise.

5. Election Training schedule for July and August session (NH Secretary of State) Cordes said this is informative and the Board members should attend and since it is a Thursday night they would need to move their meeting that week. After discussion the Board meeting will be held Wednesday August 24th at 6:30 pm so they can attend election training. The State primary is Tuesday September 13<sup>th</sup> and Carlson asked them for coverage that day and help with setting up the Monday prior and breaking down the polling equipment later Tuesday evening.

7. Carlson reviewed a Wetlands Permit Application for Shirkin Road for the work proposed by John Galloway in conjunction with the Planning Board process for his amended Site Plan. Galloway's Engineer Dennis Quintal put this application together based on the Planning Board asking Galloway to do some improvements to the beginning of Shirkin Road, requiring filling of the wetland area that is Town right-of-way. This is a preliminary step to be able to do the work on Shirkin Road and Quintal wants to get the permit application ready. Because the road is Town Property this is necessary to be completed, and the Board needs to sign the application form. Barham explained this is getting the project shovel ready. Barham motioned to have the Town sign off on the wetland permit application for the proposed recommended site plan, pending Planning Board approval as well as the Board of Selectmen's approval for the roadway work plan; and to have Carlson sign the form on the Town's behalf. Janvrin seconded. The vote was unanimous 3-0.

8. Carlson reviewed with Selectmen a memo from the Fremont Conservation Commission regarding conservation of parcel 05-052 in an effort to boost the scoring of the pending grant applications for conservation (by the South East Land Trust) of the Horsburgh Properties. After discussion the Board feels this would be a good piece to conserve and for next week's meeting Carlson will draw up a letter with the intent to conserve this piece. Selectmen thought that this should be conditional on the Horsburgh conservation deeds/easements moving forward, and this will also be shared with the Conservation Commission.

9. The Road Agent has reviewed the contract from Fairfield for rental of the roadside mower for the last two weeks in August. The Town's new liability insurance carrier, Primex, now has to see everything that needs a certificate of insurance before the Selectmen sign any contracts. Nygren will send this off for review by Primex.

## **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 Thursday July 21, 2016 at 7:00 pm.

**IX. ADJOURNMENT – by 9:00 pm**

With no further business to come before this board a motion was made to adjourn the meeting by Barham this was seconded by Janvrin. The vote was unanimous 3-0. The meeting ended 8:12 pm.

Respectfully submitted,

Jeanne Nygren  
Selectmen's Clerk